

APPENDIX C – SAMPLE GRANTEE INVOICE

SAMPLE GRANTEE INVOICE

BILL TO:	FROM:	DATE:
State of Tennessee, Department of Environment and Conservation, c/o Alexa Voytek Davy Crockett Tower, 9 th Floor 500 James Robertson Parkway Nashville, TN 37243 615-613-1096 Alexa.Voytek@tn.gov	Grantee Name Point of Contact Mailing Address Telephone Number Email Address	Month Date, Year

HARDWARE	
DC Fast Charging Station #1 (insert serial number) R*	\$50,000.00
DC Fast Charging Station #2 (insert serial number) R	\$50,000.00
Recommended spare parts NR**	\$5,000.00
Hardware Delivery Fees R	\$3,000.00
Taxes R	\$12,000.00
Subtotal (Non-Reimbursable)	\$5,000.00
Subtotal (Reimbursable)	\$115,000.00
Total	\$120,000.00
SITE PREP AND FAST CHARGE MAKE-READY	
Site Acquisition Costs (i.e., property rental) NR	\$10,000.00
Engineering, Permitting, and Design R	\$15,000.00
Electrical Equipment for Fast Charge Make-Ready R	\$13,000.00
Subtotal (Non-Reimbursable)	\$10,000.00
Subtotal (Reimbursable)	\$28,000.00
Total	\$38,000.00
CONSTRUCTION, INSTALLATION, AND COMMISSIONING	
Eligible Construction and Installation R	\$125,000.00
Commissioning R	\$10,000.00
Subtotal (Non-Reimbursable)	\$0.00
Subtotal (Reimbursable)	\$135,000.00
Total	\$135,000.00
OPERATIONS AND MAINTENANCE, NETWORK FEES	
Five Year Networking Fees (x2 chargers) R	\$4,420.00
Five Year Maintenance Services Package (x2 chargers) R	\$31,000.00
Taxes R	\$2,000.00
Subtotal (Non-Reimbursable)	\$0.00
Subtotal (Reimbursable)	\$37,420.00
Total	\$37,420.00
PROJECT MANAGEMENT	
Site Host Vetting and Selection R	\$2,000.00
Legal Fees Associated With Site Host Acquisition NR	\$3,000.00
Completion of Required Reporting, Contract Management, Title VI Compliance NR	\$12,000.00
Subtotal (Non-Reimbursable)	\$15,000.00
Subtotal (Reimbursable)	\$2,000.00
Total	\$17,000.00
All Non-Reimbursable Costs ⁷	\$30,000.00
All Reimbursable Costs ⁸	\$317,420.00
All Total Costs ⁹	\$347,420.00

⁷ Add all "Subtotal (Non-Reimbursable)" rows to calculate "All Non-Reimbursable Costs" sum.

⁸ Add all "Subtotal (Reimbursable)" rows to calculate "All Reimbursable Costs" sum.

⁹ Add all "Total" rows to calculate "All Total Costs" sum.

*R = reimbursable

**NR = non-reimbursable

- Costs not directly tied to the purchase, installation, operation, and maintenance cannot be considered eligible costs under this Program. As such, they are non-reimbursable expenses. Receipts provided as supporting documentation for a Grantee's Invoice must detail all costs in an itemized fashion and identify reimbursable and non-reimbursable expenses for the project.
- The costs above are hypothetical estimates and do not reflect true costs of the purchase, installation, operation, and maintenance of fast charging equipment.

¹⁰ Multiply "All Reimbursable Costs" by the eligible funding cap of 80% requested to calculate "Amount Due" total. Please note that the "Amount Due" total must be at or below the Total Grant Contract amount detailed in the Grant Budget.