



### 1. Conduct a Survey

Involve residents in the decision-making process. A survey or poll is a great way to determine how many people in your multi-family community are considering buying, or already own, plug-in electric vehicles (PEVs).

### 2. Explore Your Options

Learn what your charging options are, including:

- What types of plug-in vehicles are on the market
- What charging technologies are available
- The costs involved
- Business models for providing EV charging

### 3. List Community Needs and Challenges

Every multi-family development has community-specific needs and potential challenges, which can include:

- Existing rules in the covenants, conditions, and restrictions ("CC&Rs")
- Which parking spaces can accommodate EV charging units and whether those are assigned, deeded, or unassigned
- State and local regulations
- Available electrical power

### 4. Determine the Scope of the Project

- Estimated number of charging stations and parking spaces needed
- Charging station equipment preferences
- Will the EV chargers be networked or not?
- Ideal location where charging stations will be installed
- Will they be indoors or outdoors?

Where you install charging stations depends on parking space allocation and ownership models (i.e., deeded, assigned or common area). Determine if you will install a charging unit for a particular resident/unit owner or if residents will





share access in a common area. Evaluate the physical layout and distances from parking areas to electrical panels. Locating the equipment as close to the electrical supply as possible will minimize installation costs.

### 5. Get Quotes and Pick Your Vendor

EV Charging station funding programs that are managed by New Jersey state agencies, including NJDEP and The New Jersey Board of Public Utilities (BPU), require grantees to utilize a Network Service Provider that can satisfy certain requirements. The Network Service Providers on this [list](#) have already demonstrated to NJDEP that they can meet the data reporting requirements. Additional Network Service Providers may also be able to meet the Program's requirements and will be reviewed by NJDEP upon request.

### 6. On-site Evaluation Coordination

The charging company you choose will visit the site to go over the scope of the project and answer any questions. As part of the evaluation, they should calculate power loads, determine whether existing electric panels need to be upgraded or replaced, and whether your utility company needs to upgrade electric service or install new electric meters. They should also coordinate with your utility company for project design, review, and any needed on-site visits.

### 7. Apply for Rebates and Incentives

There are many different [incentives](#) to help make the transition easier. New Jersey has numerous funding opportunities for multi-unit dwellings that are funded through the Department of Environmental Protection, the Board of Public Utilities, and local utility companies.

- **NJDEP: [It Pay\\$ to Plug In](#)** provides grants to offset the cost of purchasing electric vehicle charging stations. Eligible projects include apartments, condominiums, and townhouses with a minimum of five units. Funding is available on a first come first-serve basis, but applications are accepted on a rolling basis all year long.
- **NJBPU:** Eligible projects include apartments, condominiums, and townhouses with a minimum of five units. Additional funding is available





for a charging station located within an Overburdened Community. A detailed comparison of the NJDEP and NJBPU incentives can be found on the NJDEP Drive Green [website](#).

- Check with your **electric utility company** to see what funding opportunities are available for your community. Find a detailed comparison of the incentive programs [here](#).
  - **PSE&G** Find information [here](#).
  - **Atlantic City Electric** Find information [here](#).
  - **JCP&L** Find information [here](#).
  - **Rockland Electric Co.** Find Information [here](#).

## 8. Installation

Once the quote is approved, the EV company should handle all the details of installing your new EV charging stations, including:

- Ordering your charging stations
- Obtaining any necessary permits
- Working with your utility service provider
- Scheduling installation
- Coordinating the project
- Arranging for any required inspections by your utility company and city
- Assisting with signage (You will want your residents to know you're providing EV charging for them)





### 9. Submit Documentation

If you applied for grants, make sure you maintain all records and receipts to ensure financial reimbursement.

### 10. Communicate Your Charging News!

Let your residents know that you have new plug-in electric vehicle charging stations available for their use, and the details around use such as access, billing, and charger locations. They will be glad you're offering EV charging to them!

