

## Workplace Charging Checklist

Is your organization ready to move forward with implementing a workplace charging program? Not sure where to begin? We've got you covered! Use this checklist to guide the process of installing electric vehicle charging stations and implementing a workplace charging program at your organization.

### 1. Learn About EVs

Engage and educate employees on EVs before and after launching your workplace charging program. Consider hosting a [ride-and-drive event](#), showcasing a variety of EV makes and models, and allowing employees to gain first-hand experience in driving electric. Explore available EV options and invite the experts to answer questions on many EV topics including:

- Available makes and models
- Charging technologies
- The benefits of installing workplace charging
- Average project costs
- Business models for providing and managing charging

### 2. Conduct a Survey

Involve employees in the decision-making process. It is useful to gauge potential employee demand for workplace charging. One way to evaluate demand is through an employee survey, which can reveal how many employees already have an EV, plan to buy or lease one, and would potentially utilize workplace chargers.

### 3. List Workplace Needs and Challenges

Each installation project is unique, so an organization needs to identify any workplace-specific needs and any potential challenges. These may include:

- Building ownership or management buy-in
- Assigned parking spaces
- Parking spaces that can accommodate EV chargers
- Available electrical power and potential necessary upgrades
- The physical layout and distance from parking areas to the electrical supply

### 4. Utility Coordination

- Contact your local utility to assess the existing power supply.



- Establish the project budget including potential required upgrades
- Estimate the number of charging stations and parking spaces needed (based on employee survey results)
- Identify charging station equipment preferences (e.g., Level 1, 2, or DCFC, networked, non-networked)
- Determine the ideal installation location

## 5. Electric Vehicle Charging Stations

There are many EV charging station options. All level 2 EVSEs must be Energy Star Certified and must utilize a Network Service Provider that satisfies NJ's charging reporting requirements. The Network Service Providers on this [list](#) have already demonstrated to NJDEP that they can meet the data reporting requirements.

## 6. Apply for Rebates and Incentives

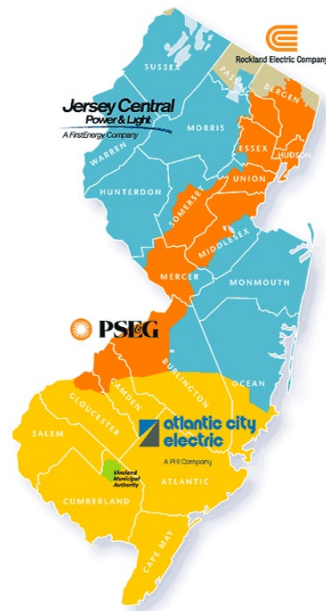
There are many different [incentives](#) to help offset the cost of your EVSE project. New Jersey has many stackable funding opportunities available for businesses interested in installing EVSE and converting an existing fleet of vehicles to plug-in electric vehicles.

- **NJDEP: *It Pay\$ to Plug In Grant Program*** provides grant funding to offset the cost of purchasing electric vehicle charging stations, providing reimbursements of up to \$750 per Level 1 charging port and up to \$4,000 per Level 2 charging port. Eligible projects include workplaces, public places, and multi-unit dwellings. Funding is available on a first-come, first-served basis, and applications are accepted on a rolling basis all year long. Applications may be added to a waitlist as we move through projects. For more information, including eligibility criteria and funding availability, see the NJDEP Drive Green [It Pay\\$ to Plug In](#) website.
- **NJBPU: *EV Tourism Program*** offers grants to local businesses and municipalities for the purchase of up to six Level 2 and two direct current fast charging (DCFC) stations for installation at New Jersey tourism sites and landmarks. Level 2 EV charging stations are eligible for grants of up to \$5,000, and DCFCs are eligible for grants of up to \$50,000. Eligible sites include boardwalks, parks, attractions, and overnight lodging establishments.
- **NJBPU: *Clean Fleet Incentive Program*** supports local and state governments as they transition their fleets to EVs. For more information, including eligibility criteria and funding availability, see the NJBPU [EV Incentive Program](#) website.
- **NJEDA: *New Jersey Zero Emission Incentive Program (NJ ZIP)*** is a voucher program for the purchase of new medium- and heavy-duty ZEVs registered in New Jersey. Eligible applicants include commercial or institutional organizations. The program will provide



vouchers with base values ranging between \$20,000 to \$175,000. Vehicles must be purchased through qualified vendors. Additional funding is available to applicants located in environmental justice communities. For more information, including eligibility requirements, see the [NJ ZIP Program](#) website.

- **Utility Service Providers:** Check with your electric service provider to see what funding opportunities are available for your business. The utility companies offer different financial incentives that may offset the costs of charging station hardware, installation, and utility service upgrades.
  - **PSE&G** Find information [here](#).
  - **Atlantic City Electric** Find information [here](#).
  - **JCP&L** Find information [here](#).
  - **Rockland Electric Co.** Find Information [here](#).



## 7. Installation

If grant funding is being utilized, the process will be dictated by the funding agency. If grant funding is not being utilized, the workplace will coordinate with the EVSE company and the utility 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

## **8. Submit Documentation**

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

## **9. Communicate Your EV Charging News!**

Host a ribbon-cutting event and send out a company-wide announcement to celebrate your new workplace chargers! Let your employees 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.

## **Questions?**

Contact us at [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov)

