A SMART COLUMBUS WILL HAPPEN BECAUSE OF ALL OF US.

To learn more about Smart Columbus and how you can be a part of our vision for the future, visit www.smart.columbus.gov or connect with @smartcbus.
HOW TO PREPARE FOR ELECTRIC VEHICLE CHARGING AT YOUR WORKPLACE

Thank you for your partnering with us to accelerate electric vehicle (EV) adoption in our city! Installing workplace charging at our region’s workplaces is a critical step toward achieving our goals—the presence of workplace charging has been proven to increase an employee’s likelihood of driving electric by 6X.

Following is a step-by-step guide to the actions your organization can take to establish a workplace charging program. These steps will ensure your employees are educated and excited about EV charging, and a smooth equipment launch is ensured.
1. **SURVEY**  
Conduct a workplace assessment survey to determine charging station needs now and in the future.

**HOW?**

1. Download the Smart Columbus employee survey.
2. Distribute to employees through your intranet or a tool such as SurveyMonkey. The survey can also be integrated into your regular employee survey.
3. Compile results and share with Smart Columbus for further recommendations on your workplace charging strategy.

**WHEN?**

Immediately - July 2018. With American Electric Power’s (AEP) rebate program projected to begin around August 1, 2018, it is important to assess your organizations current and future demand for EVs.
2. SITE PLAN
Work with a contractor and property manager to assess the most cost-effective and convenient location for EV charging stations.

HOW?

1. Contact your property manager and a contractor to discuss equipment installation. Smart Columbus has included a list of vendors in the region, and AEP will provide a list of qualified vendors for their Electric Vehicle Charging Rebate program.
2. Work with your contractor and property manager to assess the most cost-effective and convenient place for the electric vehicle supply equipment (EVSE) to be located. Use the enclosed Department of Energy guide for help.
   - Factors to consider:
     I. Employees will be more likely to charge their vehicle if the EVSE is located close to the building.
     II. EVSE is more cost effective to install if there is little to no trenching needed—such as a wall-mounted unit or island close to an electrical source.
3. Your contractor/installer will work with your organization to secure the proper permits and inspection.
4. Once the location for the charging stations, the number of units/ports and features of the units have been determined, an estimated budget can be created. Please reference the sample budget in this packet to ensure that all criteria are being considered during this planning phase.

WHEN?

Immediately - July 2018. Start securing your cost estimates so you can have the data you need on hand to apply for the AEP rebate.
3. REBATES
Apply for charging rebates.

HOW?

1. Once your company has completed the above steps, you will be ready to apply for the workplace charging rebate through AEP.
2. Contact Matt Stephens-Rich (information below) for information on the rebate.
3. Visit https://www.aepohio.com/save/business/ElectricVehicles/ for additional information and to sign up for updates about the AEP rebate program.

WHEN?

The AEP rebate program is anticipated to open by August 1, 2018. Proposals for this funding will be issued in three phases, and each phase will award applicants on a first-come first-served basis, provided that the organization meets all requirements for the program. Smart Columbus partners are strongly encouraged to submit proposals within the first 10 days of the funding cycle. Company should pursue based on current and future demand for EVs.
4. POLICY

Work with an internal team to set up a policy for workplace charging. Reference sample policies from Smart Columbus to assist.

HOW?

Using sample policies and individual guidance from Smart Columbus, tailor a charging policy to your needs. Your policies can cover topics such as:

- Frequency and timing for access to stations
- Public availability of charging stations
- Registration and liability
- Governance and use for employees
- Plan for payment or to offer free of charge
- EV charging etiquette
- Security of equipment
- Operation and maintenance procedures.

WHEN?

August 2018, using site plan and cost estimate information. This can be completed while AEP is considering your company’s proposal to obtain funding for the charging station.
5. ANNOUNCE
Make a formal announcement to all employees about plans for EV charging, and release company policy.

HOW?

1. Work with your company’s facilities, internal communications and/or human resources teams to make a formal announcement to your employees about your EV charging stations.
2. Smart Columbus can help with talking points, online tools, outreach networks, and recommendations for spreading the word about your charging stations.
3. Smart Columbus can help you share information with the community.

WHEN?

September 2018 - once the budget for the charging infrastructure has been finalized upon notification of award from the AEP rebate program.
6. LAUNCH
Install charging stations and host a ribbon cutting event for all employees.

HOW?

1. Work with your facilities manager, contractor, AEP and local jurisdiction permitting department to install charging stations as soon as all approvals and funding have been secured. Remember that permitting can take at least a month to secure, so forecast this timing in your plan.

2. Work with your company’s internal or external communications department to organize a ribbon cutting celebration for employees and, if interested, local media.

3. Contact Smart Columbus for assistance gaining community recognition through media outreach.

WHEN?

Installation should take place as soon as site plan, estimates, and funding are in place. AEP-funded stations must be installed and operational within 90 days of award. The announcement event should take place soon as the system is installed and operational.
7. DRIVE
Host a Ride and Drive with Smart Columbus ahead of EVSE installation to educate employees about EVs.

HOW?

1. Contact Alex Slaymaker (information below) to schedule a Smart Columbus Ride & Drive, where your employees can test drive one of the latest EV models and learn about the benefits of driving electric.

WHEN?

As soon as possible—the 2018 Ride & Drive Roadshow will run through October, and dates are filling quickly. The 2019 program will begin in March. Contact Alex as soon as possible to confirm your date(s)!
QUESTIONS?
For more information, contact Matt Stephens-Rich or Alex Slaymaker.

MATT STEPHENS-RICH
Email: mstephensrich@electrificationcoalition.org
Phone: 419-239-3423

ALEX SLAYMAKER
Email: as@columbuspartnership.com
Phone: 614-400-8546
Included in this appendix are EV charging equipment providers, an example budget, and the AEP Rebate timeline.

**EV CHARGING EQUIPMENT PROVIDER EXAMPLES**

**EVgo**
- **TYPE:** Networked Chargers
- **COST:** Subscription Based
- **NUMBER OF PORTS:** 1 to 2
  *DC charging option available

**chargepoint**
- **TYPE:** Networked Chargers
- **COST:** $649 to $7,695
- **NUMBER OF PORTS:** 1 to 2
  *DC charging option available

**BOSCH**
- **TYPE:** Charger Manufacturer
- **COST:** $449 to $3,395
- **NUMBER OF PORTS:** 1 to 2
  *DC charging option available

**SemaConnect**
- **TYPE:** Networked Chargers
- **COST:** $500 to $4,000
- **NUMBER OF PORTS:** 1 to 2

**ClipperCreek**
- **TYPE:** Charger Manufacturer
- **COST:** $379 to $3,095
- **NUMBER OF PORTS:** 1 to 2

**greenlots**
- **TYPE:** Network Software
- **COST:** $449 to $3,395
- **NUMBER OF PORTS:** 1 to 2
  *DC charging option available

**SMRT**
- **TYPE:** Networked Chargers
- **COST:** Subscription Based
- **NUMBER OF PORTS:** 1 to 2
## EV Charging Station Project Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost Source</th>
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</thead>
<tbody>
<tr>
<td><strong>EV Charging Station Equipment (Eligible for Incentive Funding)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. Two ChargePoint, Dual Port, Networked Chargers</td>
<td>$15,000.00</td>
<td>Capital Improvement Budget</td>
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<tr>
<td>Subtotal</td>
<td>$15,000.00</td>
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<tr>
<td><strong>Installation Parts and Labor (Eligible for Incentive Funding)</strong></td>
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<td></td>
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<tr>
<td>Permits</td>
<td>$400.00</td>
<td>Capital Improvement Budget</td>
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<tr>
<td>Trenching/boring work and labor</td>
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<td>Capital Improvement Budget</td>
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<tr>
<td>Electrical conduit parts and labor</td>
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<tr>
<td>Poured Foundation parts and labor</td>
<td>$800.00</td>
<td>Capital Improvement Budget</td>
</tr>
<tr>
<td>Traffic Protection parts and labor (if needed)</td>
<td>-</td>
<td>Capital Improvement Budget</td>
</tr>
<tr>
<td>Other electrical system upgrades/additions (e.g. panel and circuitry, meter, etc.)</td>
<td>$1,000.00</td>
<td>Capital Improvement Budget</td>
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<tr>
<td>Subtotal</td>
<td>$5,600.00</td>
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<tr>
<td><strong>Other Project Costs (ineligible for Incentive Funding)</strong></td>
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<td></td>
</tr>
<tr>
<td>e.g. Landscaping, Signage, Parking Space</td>
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<tr>
<td>Painting</td>
<td>$200.00</td>
<td>Capital Improvement Budget</td>
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<td>Subtotal</td>
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<td><strong>Total Project Cost</strong></td>
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<tr>
<td><strong>Total Incentive Funding Request</strong></td>
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This document is designed to give site hosts an idea of the categories of costs that they may incur from installing an EV charging station. It is not all-inclusive, and the budget will differ from site to site.

## AEP Rebate Incentive Timeline

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
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<tbody>
<tr>
<td>Incentive Program Begins Accepting Applications</td>
<td>August 1 2018</td>
</tr>
<tr>
<td>Begin Filing of Permits (40-Day Process)</td>
<td>August 1 2018</td>
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<tr>
<td>Approval by AEP to Proceed with EVSE Installation</td>
<td>August - October 2018</td>
</tr>
<tr>
<td>Installation of EVSE</td>
<td>90 Days from Approval</td>
</tr>
<tr>
<td>Order and Delivery of EVSE</td>
<td>2-3 weeks</td>
</tr>
<tr>
<td>Installation of EVSE</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>Submit Final Rebate Incentive Documentation</td>
<td>September 2018</td>
</tr>
<tr>
<td>Receive Rebate Incentive</td>
<td>September - October 2018</td>
</tr>
</tbody>
</table>