

APPENDIX 1 – SAMPLE PLAN OUTLINE

At a minimum, completed plans should consider the following elements:

1. Documentation demonstrating a substantial partnership with relevant stakeholders, which may include:
 - a. State, local, and tribal governments;
 - b. all relevant generators and distributors of electricity and utility regulatory authorities;
 - c. as appropriate, owners and operators of regional electric power distribution and transmission facilities;
 - d. departments of public works and transportation;
 - e. owners and operators of property that will be essential to the deployment of a sufficient level of publicly available charging infrastructure (including privately owned parking lots or structures and commercial entities with public access locations);
 - f. plug-in electric drive vehicle manufacturers or retailers;
 - g. third-party providers (such as vendors, installers, etc.) of charging infrastructure or services;
 - h. fleet(s) that will participate in the program;
 - i. Clean Cities Coalitions
2. A clear description of the role and responsibilities of each stakeholder; and a plan for continuing the engagement and participation of the stakeholders, as appropriate, throughout the implementation of the plan. This includes engagement of major fleet operators to encourage electrification of fleets such as taxis, municipal operations and delivery vehicles.
3. Analysis of barriers to the implementation of plug-in electric vehicles and infrastructure in your proposed area and a discussion of steps to reduce or eliminate the identified barriers.
4. Current plans for plug-in electric drive vehicle deployment in the area/region covered by the plan including:
 - a. the number of plug-in electric drive vehicles anticipated to be plug-in electric drive privately owned personal vehicles; a justification should be provided for these estimates
 - b. the number of plug-in electric drive vehicles anticipated to be privately owned fleet or public fleet vehicles; a justification should be provided for these estimates
 - c. An analysis of usage patterns of vehicles
5. A plan for deploying residential, workplace, private, and publicly available charging infrastructure, including
 - a. primary and secondary potential charging locations:
 - o an estimate of the number of consumers who will have access to private residential charging infrastructure in single-family or multifamily residences;
 - o an estimate of the number of consumers who will have access to workplace charging infrastructure;
 - b. a plan for ensuring that the charging infrastructure or plug-in electric drive vehicle be able to send and receive the information needed to interact with the grid and be compatible with smart grid technologies to the extent feasible
 - c. a plan that identifies and addresses the unique challenges of installing infrastructure at multifamily residential buildings;
 - d. an estimate of the number and location of publicly and privately owned charging stations that will be publicly or commercially available;
 - e. an estimate of the number and location of charging infrastructure that will be privately funded or located on private property;
 - f. an estimate of the potential costs associated with EVSE deployment and potential sources of funding.

6. Descriptions of updated building codes (or a plan to update building codes before or during the grant period) to include charging infrastructure or dedicated circuits for charging infrastructure, as appropriate, in new construction and major renovations; EVSE must be commercially available (i.e. pre-commercial demonstration or research & development components are not desirable). “Commercially Available” EVSE is defined as equipment that is available for purchase and unrestricted operation by the general public and are fully compliant with all applicable standards and safety regulations (ex: SAE, UL Listing or equivalent) and will be installed by a certified electrician.
7. Descriptions of updated construction permitting or inspection processes (or a plan to update construction permitting or inspection processes) to allow for expedited installation of charging infrastructure for purchasers of plug-in electric drive vehicles, including a permitting process that allows a vehicle purchaser to have charging infrastructure installed rapidly (24 - 48 hours is a suggested target goal for private residential applications or permit by notification) ;
8. Descriptions of updated zoning, parking rules, or other local ordinances as are necessary to facilitate the installation of publicly available charging infrastructure and to allow for access to publicly available charging infrastructure, as appropriate. Also attention should be given to compliance American with Disabilities Act if applicable;
9. A plan for effective marketing, outreach, training, and education relating to plug-in electric drive vehicles, charging services, and infrastructure; the plans should include specialized training and education necessary to ensure that vehicles and related electric charging equipment is installed, maintained, and operated in a safe and proper manner. This could include training for electric charging point users, first responders, public safety officers, inspectors, installers, and construction permitting officials in areas where electric charging is being introduced, among other target audiences.
10. An assessment and plan to communicate available or anticipated benefits or incentives for plug-in vehicle owners; and identify and establish other potential needed or desired benefits or incentives. These may include:
 - a. rebates of part of the purchase price of the vehicle;
 - b. state and federal tax incentives/credits
 - c. reductions in sales taxes or registration fees;
 - d. rebates or reductions in the costs of permitting, purchasing, or installing home plug-in electric drive vehicle charging infrastructure; and
 - e. rebates or reductions in State or local toll road access charges;
 - f. additional consumer benefits, such as preferred parking spaces or single-rider access to high-occupancy vehicle lanes for plug-in electric drive vehicles;
11. A description of utility, grid operator, or third-party charging service provider, policies and plans for accommodating the deployment of plug-in electric drive vehicles, including--
 - a. rate structures or provisions and billing protocols for the charging of plug-in electric drive vehicles;
 - b. analysis of potential impacts to the grid;
 - c. plans to minimize the effects of charging on peak loads;
 - d. A proposed plan for making widespread utility and grid upgrades;