

based on assumptions for installation and hardware cost, usage and other factors. Agencies may use the U.S. DOE Electric Vehicle Supply Equipment Reimbursement Tool to Support Federal Agency Implementation of Workplace Charging¹⁷ to estimate the fees that they will need to assess authorized users based on their specific charging scenario. Agencies should periodically revisit the assumptions used in their charging scenario to ensure an accurate assessment of cost recovery. As described in *Guidance for Federal Agency Implementation of Workplace Charging Pursuant to the Fixing America's Surface Transportation Act: Level 1 Charging Receptacles*, a flat biweekly fee of \$6.00 or a daily fee of \$0.60 is suggested for existing or new Level 1 charging receptacles that require no unusual installation construction.

(3) Agencies should also be mindful of the upper fee threshold that authorized users at their facilities will pay for the use of EVSE.¹⁸ For example, agencies can plan workplace charging programs that reduce authorized user fees by minimizing hardware and installation costs or by developing a strategy to permit authorized users to use EVSE installed primarily for use by agency fleet vehicles. Agencies should design a successful workplace charging program with fees assessed to authorized users at a level that will:

- (i) Reimburse agencies for EVSE in accordance with the FAST Act.
- (ii) Encourage high utilization by authorized users.
- (iii) Relieve congestion by making EVSE available to authorized users that most need to charge their PEVs.

(d) Facilities safety and management. Federal employees, agencies, and Federal parking area owners and managers should ensure a safe and successful workplace charging experience Level 1 EVSE, Level 2 EVSE, and DCFC. This can be done by consulting safety and management best practices, on topics such as mechanisms for fee collection, published by the U.S. DOE Workplace Charging Challenge.¹⁹

(1) Agencies should implement a mechanism of vehicle labels or other markings that indicate that an employee or authorized user has a PEV and is reimbursing the agency for the use of an EVSE at specified parking locations.

(2) Parking spots with access to an EVSE should be identified in a sufficient manner to denote service for PEVs. At sites owned by the Federal Government, these spots should be clearly marked with charging station signage, consistent with the recommendations published by the U.S. DOE Alternative Fuels Data Center,²⁰ to ensure that authorized users are aware of the charging opportunity.

¹⁷ U.S. Department of Energy, Workplace Charging Challenge. "Electric Vehicle Supply Equipment Reimbursement Tool to Support Federal Agency Implementation of Workplace Charging," available at <http://energy.gov/eere/vehicles/workplace-charging-federal-facilities> (accessed September 2016).

¹⁸ 80% of employers who responded to the 2015 Workplace Charging Challenge Annual Survey provided free charging access while 20% required employees to pay a fee. DOE found that workplace charging fees ranged from the equivalent to the cost of electricity to a maximum fee of \$1.00/hour to control user demand at a highly congested facility. U.S. Department of Energy, December 2015, Workplace Charging Challenge Mid-Program Review, available at <http://energy.gov/eere/vehicles/downloads/vehicle-technologies-office-workplace-charging-challenge-reports>.

¹⁹ U.S. Department of Energy, Workplace Charging Challenge. "Install and Manage PEV Charging at Work." <http://energy.gov/eere/vehicles/workplace-charging-challenge-install-and-manage-pev-charging-work> (accessed September 2016).

²⁰ U.S. Department of Energy, Alternative Fuels Data Center. "Signage for Plug-In Electric Vehicle Charging Stations." http://www.afdc.energy.gov/fuels/electricity_charging_station_signage.html#station (accessed September 2016).

