

## EV Charging Project Checklist and Timeline

Action	Timeframe	✓
Site identification: Prioritize locations with high traffic counts, near major highways or that meet the equitable access guidelines defined in the IIJA. Meet with utility to discuss sites and project scope.	ASAP	
Begin engaging city department personnel and other stakeholders (e.g., transit director, fleet manager, facilities director, community development director) in site election process. The EC can provide a flow chart for this process.	ASAP	
Begin project site planning with contractor, city property manager, and other relevant stakeholders.	1 week after site selection	
File for necessary permits based on site plans, with necessary documentation based on grant requirements.	Based on filing process (typically 40 days)	
Identify city funding available to meet any matching requirements.	6 weeks before grant application deadline	
Obtain approval for project scope and goals from city leadership, as needed.	5 weeks before grant application deadline	
Complete first draft of grant application and provide to key staff, city management, and relevant stakeholders for internal review.	4 weeks before grant application deadline	
Gather letters of support from partners (e.g., the EC, community stakeholders).	3 weeks before grant application deadline	
Collect feedback on draft application from internal reviewers.	3 weeks before grant application deadline	
Incorporate feedback into final draft and obtain necessary leadership signatures.	2 weeks before grant application deadline	
Submit final grant application.	1 week before grant application deadline	
Following Notice of Award		
Finalize grant agreement and sign contract. Announce award to the community.	Immediately following notice of award	
Order charging equipment and installation service.	1 week after contract start	
Install charging equipment. Prepare marketing materials for new charging station(s). Develop EV charging use policies as needed.	3-6 months (including site preparation, equipment shipment, contractor scheduling)	
Unveil charging station(s) and make public announcement. Release marketing materials.	Once charging equipment is commissioned	
File for EV charging station credit (if applicable, e.g., via public-private partnerships).	Annual tax filing period	