*\*This downloadable Word document can be modified and placed in your organization’s branded template*

**EV Readiness Plan Template**

This document provides a sample template for an electric vehicle (EV) readiness plan.[[1]](#footnote-2) It can serve as a framework for the development of communitywide EV readiness plans for light-duty passenger vehicles and may be modified to suit the needs of communities. It is not comprehensive, and sections may be added or removed for the purposes of a given community. This template is not intended to detail a structure for municipal fleet electrification planning.

1. **Overview** *This section describes the overall scope and purpose for the EV readiness plan to ensure clarity and alignment among team members, stakeholders, and readers.*
	1. Description of Planning Area and Stakeholders Involved in the Planning Process
	2. Statement of Existing EV and/or Decarbonization Goals.
2. **EV Market: Current Deployment and Forecasted Growth** *This section describes where you are and where you want to go by detailing current conditions and contrasting those conditions with EV and EV charging infrastructure projections or goals.*
	1. Overview of National or State EV Market
	2. Understanding Existing and Potential EV Drivers
	3. Understanding Existing Charging Infrastructure and Projecting Infrastructure Needs
		1. Single-Family Residential Charging
		2. Multifamily Housing and Workplace Charging
		3. Opportunity Charging.
3. **Policies, Programs, Incentives, and Funding** *This section describes existing policies and programs that could impact your EV plans or deployment goals. It identifies potential opportunities and barriers that those policies or programs could present.*
	1. Federal-Level EV-Related Policies and Programs
	2. State-Level EV-Related Policies and Programs
	3. Regional EV-Related Stakeholders, Policies, and Programs
	4. EV-Related Grants, Incentives, and Tax Credits.
4. **Existing Barriers to Accelerated EV Adoption (e.g., Regional Coordination, Power Grid Capacity)** *This section provides a realistic representation of the barriers to increased EV adoption in the region. To develop a set of EV readiness strategies, you must first understand existing challenges.*
5. **Strategies for Accelerating EV Adoption** *This section describes best practices that decision makers can leverage to accelerate EV adoption within a jurisdiction.*
	1. Local Incentives, Programs, and Technical Assistance
	2. Revision of Codes
		1. Building Codes
		2. Permitting and Inspection
		3. Zoning, Parking, and Other Local Ordinances.
	3. Consumer Education and Outreach
	4. Workplace and Multifamily Housing Stakeholder Education and Outreach
	5. Workforce Development
	6. Coordination with Utilities.
6. **Stakeholder Engagement** *Input from community members and other stakeholders should inform your EV readiness plans. Your plans will be strengthened by appropriately identifying, approaching, and building relationships and engaging in discussions with these partners. Transparency and ongoing communication with these partners will help you build trust.*
	1. Target Audiences and Partnerships
	2. Engagement Strategies and Goals
	3. Results of Previous Engagement Activities.
7. (Optional) **Siting Analysis** *If your organization has already prioritized sites or types of sites for EV charging, those priorities can be shared in the readiness plan. This section could feature your decision to emphasize certain sites in the near term over others, detail the factors that went into those decisions, and/or highlight relationships you hope to build with site hosts.*
8. (Optional) **Lead by Example – Putting Electrification Into Practice With the Municipal Fleet** *If your organization has plans or goals related to converting your own public fleets to EVs, they can be described here to show your broader commitment to transportation electrification.*
9. **Transportation Electrification Goals and Implementation of the Plan** *This section is the culmination of all previous sections. It provides a structure to your implementation plan and details the actions that you recommend or plan to take. Those actions should be listed on a specific timeline that will enable you to meet your electrification goals.*
	1. Electrification Goals
	2. Short-Term (1–2-Year) Actions
	3. Medium-Term (3–5-Year) Actions
	4. Long-Term (6–10-Year) Actions.
1. The authors reviewed many plans and incorporated sections into this document, particularly the [Tahoe-Truckee Plug-in Electric Vehicle Readiness Plan](http://tahoealternativefuels.com/wp-content/uploads/2017/06/Tahoe_Truckee_PlugInPlan_Final_web.pdf) and [Bay Area Plug-in Electric Vehicle Readiness Plan](https://www.baaqmd.gov/~/media/files/strategic-incentives/ev-ready/bay-area-pev-readiness-plan-summary-2013-web-pdf.pdf?rev=fd57f275bb4349d6ba853b043cba9372&sc_lang=en), both of which are available on the [Alternative Fuels Data Center](https://afdc.energy.gov/). [↑](#footnote-ref-2)