



EVAL Certification Questions

Section 1: Engaging Employees

10 points

1. Has your organization developed carbon reduction and/or sustainability goals? **(2 points)**
2. Does your organization educate employees about e-mobility solutions (such as electric vehicles, e-bikes, or other devices), including resource dissemination or training opportunities? **(2 points)**
3. What formats do you use to educate employees about E-mobility solutions?
4. Has your organization established a champion or team to enable knowledge-sharing, improve the charging experience or allow potential users to learn more? **(2 points)**
5. Who is part of the working group?
6. Has your organization assessed the demand for charging of employees' existing electric vehicle usage and interest in future ownership? **(3 points)**
7. How has your organization assessed demand and interest among employees?
8. Has your organization signed the Charge@Work pledge to demonstrate its commitment to workplace charging? **(1 point)**

Section 2: Planning & Evaluation




14 points

1. Have you enlisted the support of your organization's key management and leadership team? **(3 points)**
2. Has a professional (e.g., utility, electrician, or EV service provider) conducted a site assessment? **(3 points)**
3. Has your organization formulated a policy and created procedures that allow public access to the charging stations that you manage or own after business hours? **(5 points)**
4. Have you accessed the Charge@Work Project Builder to review charging equipment options, review vendors, and view eligible rebates? **(1 points)**
5. Does your organization have a performance monitoring plan to evaluate employee satisfaction with the workplace charging program? **(2 points)**

= If Yes to the Above Answer




Section 3: Mobility Incentives

16 points

1. Has your organization updated its business travel policies so that employees prioritize the use of EVs when using car rentals and ride-hailing services? **(3 points)**
2. Has your organization allocated secure parking or locker space for micro-mobility vehicles (located within parking space or office space)? **(4 points)**
3. Does your organization offer discounts or credits for registration and membership in locally available services such as car-sharing or car rental, shared or leased bicycles, shared or leased scooter services? **(2 points)**
-  4. What discounts or credits does your organization offer?
5. Does your organization provide an incentive or subsidy to employees for acquiring an EV, electric motorcycle, e-bike, or other e-mobility options? **(3 points)**
-  6. What incentives or subsidies does your organization provide?
7. Does your organization provide discounts or credits for public transit? **(2 points)**
8. Does your organization provide financial incentives or facilitate employee carpooling in personal vehicles? **(2 points)**
-  9. What financial incentives does your organization provide?

Section 4: EV Charging

50 points

1. Understanding your parking facility
 - How many parking spaces are in your parking facility? **(1 points)**
 - How many Level 1 charging ports are available for employee use in your parking facility?
 - How many Level 2 charging ports are available for employee use in your parking facility? **(20 points)**
-  2. Are the chargers installed at your organization networked?
-  3. Who owns the chargers that are installed at your workplace?
4. Has your organization prepared for an increase in the number of employees driving EVs by making parking spaces EV-Ready? **(5 points)**
-  5. What fraction of parking spaces are EV-ready?
6. Are the installed EV chargers Energy Star certified? **(4 points)**
7. Do the EV charging stations comply with ADA Accessibility Standards? **(5 points)**
8. Has your organization ensured that the employee is not paying more than 1.5 times the cost of the commercial utility rate per kWh to charge their EV? **(4 points)**

 = If Yes to the Above Answer

 = If (>0) to The Above Answer

 = Supplemental Questions

9. Has your organization set up adequate signage at the parking facility? **(1 point)**
10. Does your organization provide a 120-volt outlet for charging e-mobility devices? **(5 points)**
11. Do the chargers have scheduling and waitlist capabilities? **(1 point)**
12. Has your organization created partnership(s) to expand employee access to other EV charging nearby? **(4 points)**
13. What type of entities has your organization partnered with?
14. Do you know the estimated cost of your workplace charging installation including equipment, labor, and infrastructure upgrades?
15. What was the total estimated cost of your workplace charging installation?
16. Has your organization pursued infrastructure upgrades?
17. Which of the following infrastructure upgrades did your organization have to make to accommodate workplace charging?

Section 5: Leading With Innovation

10 points

1. Has your organization created or adopted programs or technologies that were not referenced in this certification program? **(up to 5 points)**
2. Briefly describe the programs/technologies that you have created or adopted, which contribute to adoption of electric vehicles and charging.
3. Has your organization built local or regional partnerships to increase access to electric vehicle chargers? **(up to 5 points)**
4. Briefly describe the partnerships that you have built or created.

CERTIFICATION LEVELS



POINTS

15 - 39

40 - 54

55 - 69

70 - 100

= If Yes to the Above Answer

= If (>0) to The Above Answer

= Supplemental Questions

Glossary

Section 1: Engaging Employees

Best practices for electric mobility knowledge sharing across your organization:

Refer to our [tips for creating an employee working group](#) to share EV charging knowledge across your organization.

Best practices for assessing employees' interest in EVs:

Use our [sample employee survey](#) on how to gather data on employee interest in EVs.

What's the Charge@Work pledge:

Read and sign the [Charge@Work pledge](#) to demonstrate your organization's commitment to workplace charging.

Section 2: Planning & Evaluation

Best practices to secure buy-in for workplace charging:

Refer to our [guide](#) for the best ways to secure the support of leadership to provide EV charging.

What is a site assessment?

A site assessment typically includes an analysis of the parking layout in relation to the electrical equipment and an assessment of the potential need for electrical equipment upgrades.

Workplace charging policies for employee usage:

Check out our [tips for creating workplace charging policies](#) to learn some of the best practices.

Section 3: Mobility Incentives

What is micromobility?

Transportation over short distances on light-duty, usually single-person vehicles such as bicycles or scooters.

What is an incentive?

A monetary benefit offered to employees to encourage the adoption of E-mobility (e.g., a one time payment to an employee after proof of purchase of an EV or matching the federal incentive for an EV).

What is a subsidy?

A sum of money granted by the government or a public body to assist an industry or business so that the price of a commodity or service may remain low or competitive.

Glossary Continued

Section 4: EV Charging

What is an “EV Ready” parking space?

EV-ready parking spaces are where electrical capacity is available and other infrastructure is installed, including conduit, to prepare for EV charging when demand increases.

How do ADA Accessibility Standards relate to EV charging?

Learn about the [design recommendations](#) for accessible EV Charging Stations.

What signage is needed for EV Charging stations?

Read and sign the [Charge@Work pledge](#) to demonstrate your organization’s commitment to workplace charging.

Signage for EV charging should:

- Clearly direct EV drivers to the chargers if located behind a building or in the back of a parking facility.
- Help EV drivers identify the charging stations.
- Communicate policies related to the charging stations.

See [examples of adequate signage](#) for EV charging stations.

What are the scheduling and waitlist capabilities for EV charging stations?

Scheduling and waitlist capabilities for EV charging stations provide the ability to remotely reserve a charger in advance, and the ability to be added to a reservation list that will remotely notify users when it is their turn to use the charger.