



**Maricopa County**  
Air Quality Department

**Substantive Policy Statement: SPS-2018-006**  
**Travel Reduction Program- Electric Vehicle**  
**Charging Station Credit**

Approved by:

**Jerry Geering, Chairman**  
**Travel Reduction Program Regional Task Force**

A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the county and does not impose additional requirements or penalties on regulated parties or include confidential information or rules or ordinances adopted pursuant to Arizona Revised Statutes (A.R.S.) Title 49 (The Environment), Chapter 3 (Air Quality) [A.R.S. §§ 11-1601(8), 49-471(17)]

If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under A.R.S. § 41-1033 for a review of the statement. [A.R.S. § 41-1033]

An applicant for a license subject to A.R.S. Title 11 (Counties), Chapter 11 (County Regulations), Article 1 (General Provisions) may request a county to clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement affecting the procurement of that license by providing the county with a written request that satisfies the requirements of A.R.S. § 11-1609(A) [A.R.S. § 11-1609]

**I. Purpose**

To provide guidance to companies in the Travel Reduction Program (TRP) that have electric vehicle charging stations at one or multiple sites and that request credit on their Travel Reduction plan for the funding that is budgeted toward the annual/monthly costs; whereby the employer subsidizes an employee's charging of an employee-owned electric or hybrid vehicle on the employer's site facility.

**II. Applicability**

This substantive policy statement applies to companies in TRP that have electric vehicle charging stations at one or multiple sites and that request credit on their Travel Reduction plan for the funding that is budgeted toward the annual/monthly costs.

**III. Definitions**

**A. Approvable Travel Reduction Plan** – A plan that is submitted by a major employer and that meets the requirements set forth in A.R.S. § 49-588.

**B. Electric Vehicle Charging Station (EVCS)** – An element in an infrastructure that supplies electric energy for the recharging of electric vehicles. Types of stations include, but are not limited to, the Combined Charging Station, CHAdeMO and Tesla Supercharger.

- C. **Electric Vehicle (EV)** – A plug-in electric vehicle to include electric cars, neighborhood electric vehicles (NEV), plug-in hybrids (PHEV) and electric motorcycles. A type of vehicle used to transport a person from home to their work-site.
- D. **Main Site** - A site designated by the Transportation Coordinator (TC) and TRP staff that is referred to as the primary site. A company may have more than one main site.
- E. **SOVMT** – Single Occupant Vehicle Miles Traveled.
- F. **Transportation Coordinator** - A person designated by an employer, property manager or transportation management association as the lead person in developing and implementing a travel reduction plan.
- G. **Travel Reduction Plan** – A written report outlining travel reduction measures.
- H. **Travel Reduction Program** - A program that implements a travel reduction plan by an employer and is designed to achieve a predetermined level of travel reduction through various incentives and disincentives.
- I. **Work Site** – A building and any grouping of buildings which are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way and which are owned or operated by the same employer.

**IV. Discussion**

Not applicable

**V. Statutory Authority**

- A. A.R.S. §§ 49-581 – 49-593 [Title 49-The Environment, Chapter 3-Air Quality, Article 8-Travel Reduction Programs]

**VI. Procedures**

**A. Requesting Credit For EV Charging Stations**

1. An organization that requests credit on their TRP plan is required to track and log data and expenses for the EVCS's located on the employer's property. Credit will apply to the company's plan, even if the EVCS is not at the main site. Stations for which organizations are requesting credit must be located in the Maricopa County area for any one of an employer's sites that participate in the TRP.
2. Credit will be given in dollar amounts on an employer's plan, indicated in Section 7 of the TRP plan.
3. Credit will not be given to employers or employees for privately owned EVCS that are not located on an employer's premises.

4. Credit will not be given to employers or employees for charges that an employee may receive as a subsidy from their employer or be reimbursed when using an EVCS at their private residence, another commercial business or from a test facility.
5. Organizations that already have an EVCS on-site can have their costs 'grandfathered' into their current plan. As a one-time credit, past installation and set-up costs may be credited but at a reduced amount, i.e., if an EVCS was installed five years prior to the request for credit, the employer will be allowed one-fifth of the initial cost of the station and any associated costs. The EVCS must be in operating condition and currently in use to receive the 'grandfathered' credit.
6. Fill out the total amount of dollars spent for each EVCS and for any individual equipment that may have been bought at the initial purchase.

#### **B. Authorized Credit**

1. Some items may be a one-time/initial credit or may be taken each plan year. This must be indicated on the spreadsheet. See attached.
2. Items authorized for credit/cost are as follows, but are not limited to:
  - a. Charging station
  - b. Initial installation fee for charging station(s)
  - c. Activation charge
  - d. Monthly electric charges incurred for charging employee's vehicles
  - e. Service warranty, may also be known as network service plan or extended warranty
  - f. Service maintenance
  - g. Signage cost for parking spots for EVCS

#### **C. Submitting For Credit**

1. The TC must submit the following information in a spreadsheet when the annual plan is submitted to the TRP office:
  - a. Location of EVCS(s)
  - b. Date when station was put into service
  - c. Name/type of EVCS

- d. Model and serial number of station
  - e. Warranty information – duration, cost per year
2. Fill out the total number of the dollars spent on each EVCS and associated equipment for the current plan year. This will be the monthly out-lay for each piece of equipment.
- D. The TRP staff will process the plan request and the TC (employer) is responsible for documentation that will be checked at the annual audit conducted by TRP staff.

**VII. Divisions Affected**

- A. Travel Reduction Program

**VIII. References**

Not applicable

**IX. Revision History**

Version	Revision Date	Description of Revision
1	07-17-2018	Initial version
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