

## Charge Up Dane County - FAQ for Site Hosts

October 27, 2025

*Below are plain language responses to some of the most frequently asked questions from site hosts who have sites that are moving forward to preliminary design. For more details always refer to the Site Host Agreement because that is the legal document that will bind the County and site hosts.*

### General Questions

- *What is the purpose of this program?*
  - Dane County aims to fill the gaps in affordable EV charging infrastructure with a focus on areas the private market is unlikely to serve. Specifically we have three priorities:
    - Dense multi-family neighborhoods (where residents lack access to private charging)
    - Rural areas
    - Multi-modal transportation hubs:
  - All selected host sites fall into at least one of those priority areas.
- *How is this program funded?*
  - Dane County received a \$13.2M grant from the Federal Highway Administration (FHWA) to plan and construct EV charging infrastructure.

### Next Steps for Site Hosts

- *Once a site host has been notified that their site is moving forward, what does the county need from the site host - what are the next steps?*
  - The top priority is for site hosts to review and sign the Site Host Agreement that was emailed to you by Valora Gutierrez.
- *What are the next steps for Dane County?*
  - In addition to working with site hosts to complete the Site Host agreements, Dane County is working with its design team, led by KL Engineering, to create initial site designs, cost estimates and the environmental paperwork required by FHWA. We aim to submit all that paperwork to FHWA in mid-November to request approval for construction.
- *What is the timeline for getting the site host agreement signed and returned?*
  - It would be ideal to have the signed Site Host Agreements back by the end of October so that we can get those agreements signed at the County and returned to site hosts. We appreciate that some entities cannot meet that deadline so we need, at minimum, to see good progress on getting the Agreement signed so that we can be confident in our FHWA submission in mid-November.
- *If I was selected to move forward am I guaranteed an EV charger?*
  - If Valora sent you a Site Host Agreement that means we will propose your site to FHWA for approval. We cannot guarantee what FHWA will do, though. We will keep you updated as we learn more from FHWA.
- *Can I back out of this?*
  - There are termination terms in the Site Host Agreement. Prior to the start of construction you can back out at no cost but once the County incurs construction costs then the terms set forth in the Site Host Agreement will apply.

### Charging Station Fees

- *How will charging rates and fees work?*

- The site host will get the revenue from the charging and, with that revenue, the site host will cover the cost of electricity, state excise taxes on EV charging and other related expenses. All of that will happen via online systems, without requiring specific action from the site host.  
The County is committed to helping site hosts set charging fees so that all of the hosts costs are covered by the fees collected. No matter which EV station platform we select, there will be an online portal where the charging host can monitor charging and set the rates for charging.
- *Can I make a profit off these charging stations?*
  - Because the federal government is paying for the charging infrastructure we have to follow their rules on profits. If a site makes a profit there are federal rules about how that profit can be used. Our aim is to make sure site hosts fully recover their costs but that there are no excess profits. Excess profits trigger additional federal requirements and regulations.

### **Station Vendors**

- *Have you selected a charging platform or station vendor yet?*
  - No, we cannot select a vendor until we have FHWA approval for construction. At this point we expect to issue the RFP for the construction firm in early 2026, pending FHWA approval of our sites. Prior to issuing the RFP we intend to meet with site hosts to get your thoughts and ideas about priorities to include in the RFP. We plan to convene a discussion in early December so stay posted for more information about that.

### **Station Siting**

- *How much flexibility is there in where the stations are placed in my parking lot?*
  - Dane County is bound by federal requirements. There have to be, for example, 4 contiguous EV charging spots, including one that is ADA accessible. When the KL team visited your location they spoke with your team about preferred spots for the stations. Typically KL accepted your preferences but in a few cases KL spoke with site hosts about an alternative to that preferred location due to site challenges (e.g., steep grades in the parking lot). All of that to say that there is a little flexibility but not a lot of flexibility. We will be circling back to each site host with an Easement document once KL finishes the initial design and that Easement will detail the charger placement. So the Easement will be the ideal opportunity to work through any concerns with charger location.
- *Will existing ADA parking spaces be converted?*
  - No, the EV charging will not affect your existing ADA parking spaces—those existing spaces are required to provide ADA access to your facility. Under the grant we are required to install 1 ADA-accessible charging spot at each location, which means an EV charging spot that accommodates ADA for the charging. This is why we typically need 5 parking spots in your lot to accommodate 4 charging spots, because one spot is ADA. These four spots have nothing to do, though, with your existing ADA parking.

### **Other Station Logistics**

- *Can site hosts install additional signage to prevent concerns such as EVs parking at the station for over 24 hours or interfering with snow removal?*
  - Under the grant site hosts are required to make the chargers accessible to the general public. That said, yes, there is the potential to add signage (or even EV

charging fees) to ensure good experiences for both the site host and the person using the charging. This is a topic we expect to explore more fully with site hosts in the coming months.

- *Will site hosts be required to install additional lighting or security measures?*
  - No, when we screened sites we considered your existing lighting and security measures and we determined that those were acceptable, which is why your site moved forward. We will not ask sites to change these amenities after the stations are installed.
- *Can I request a different number of chargers?*
  - Every site must have 4 contiguous charging stations per the federal guidelines. It is feasible that we could consider adding more chargers at some locations but we have not fully explored that yet. (We need to balance the need to provide stations across the County.) Stay posted for more information on this topic.