






This checklist lays out three distinct phases to transitioning your fleet vehicles to ZEVs: **Plan, Design, and Execute**. Within those phases, there are multiple goals and several actions to take, which serves as a general chronological guide, but may take place in a different order than laid out below. Please use this checklist to ensure that you continue along the path to fleet electrification so that you are ready to receive and operate ZEVs. Consult the orange table on the following page for details on immediate next steps (outlined in **orange** here).

| PHASE | GOAL | ACTION | RECOMMENDED COMPLETION DATE | PARTIES INVOLVED |
|---------|---|--|-----------------------------|------------------|
| PLAN |  Train Team | <input type="checkbox"/> Review EV knowledge & training materials | Ongoing | |
| |  Identify ZEV & EVSE Opportunities | <input type="checkbox"/> Complete ZPAC tool to identify priority ZEVs and EVSE sites <input type="checkbox"/> Complete DOE EVSE Planning Form to inform collaboration, site design, and project management. FEMP Fleet's EVSE Tiger Team can offer support. | 9/15/2021 10/31/2021 | |
| DESIGN |  Meet with Key Stakeholders & Design EVSE | <input type="checkbox"/> Engage with priority site staff, including energy manager, fleet manager, site leadership, and facility owner (PBS if GSA-owned) | 10/31/2021 | |
| | | <input type="checkbox"/> Call local electric utility | 10/31/2021 | |
| | | <input type="checkbox"/> Work with leadership to secure funding and leverage other projects (e.g., ESPCs) | 12/15/2021 | |
| | | <input type="checkbox"/> Determine installer (in-house or contractor) | 12/15/2021 | |
| EXECUTE |  Acquire EVs & Install EVSE  | <input type="checkbox"/> Acquire EVSE from GSA's EVSE BPA or GSA Advantage | Ongoing | |
| | | <input type="checkbox"/> Lease or purchase ZEVs from GSA AFV Guide | Ongoing | |
| | | <input type="checkbox"/> Install EVSE & set up accounts | Ongoing | |
| | | <input type="checkbox"/> Support drivers as EVs begin operation | Ongoing | |

Immediate Next Steps: Agencies are awaiting finalization of funding allocations relevant to FY22 ZEV Fleet efforts. While this uncertainty may preclude final decisions related to FY22 ZEV and EVSE procurement, there are several steps agencies can take now to prepare for when funding becomes available in FY22. Agencies are encouraged to take these steps so that they are prepared to execute funding when final budget allocations are determined.

| ACTION | DETAILS |
|--|---|
| 1. Complete EVSE Questionnaire | <input type="checkbox"/> Completing the EVSE Planning Form with relevant site personnel guides fleets through the process of working with facility managers to assemble basic information on ZEV acquisition plans, preferred EVSE locations, and basic electrical information if available. This information provides a basis for communicating with leadership, utilities, and field personnel. <input type="checkbox"/> The DOE FEMP Fleet Team can help you complete your questionnaire and provide ongoing support, including Tiger Team EV site assessments . |
| 2. Engage with Priority Site Staff | <input type="checkbox"/> Engage with facility manager, energy manager, fleet manager, and site leadership at priority sites. This includes collaborating on ZEV acquisition plans, defining roles and responsibilities, and working in coordination with your local team to complete the EVSE Questionnaire. For GSA managed sites, contact your local building manager for guidance. |
| 3. Reach out to Local Utility | <input type="checkbox"/> In collaboration with priority site staff, contact your local electric utility . Have the EVSE Planning Form (from action #1, above) ready, talk with electric utility. Your utility may be able to (a) undertake site assessment, (b) offer funding for EVSE units or construction, or (c) install EVSE. |
| 4. Coordinate with GSA | <input type="checkbox"/> Contact the GSA Fleet AFV Team for assistance with electrification needs from acquiring and leasing vehicles to acquiring and planning for EVSE units. Consult GSA Fleet in planning ZEV acquisition strategy and acquire EVSE from GSA's blanket purchase agreement (BPA) or Multiple Award Schedules offerings. GSA Fleet can also connect you to POCs for acquiring EVSE in GSA managed facilities, access to existing areawide utility agreements and identify authorized EVSE installers. |
| 5. Brief Leadership and Identify Funding | <input type="checkbox"/> Brief agency and site leadership on plan for ZEV acquisitions and impact of EVSE deployment. They may be able to help you identify funding as well as projects like ESPCs and UESCs that can be leveraged for EVSE. |
| 6. Determine Installer | <input type="checkbox"/> Identify potential installers . Consider electrical staff, engineers, and other qualified professionals, or speak with your hardware or EV network service provider. Email GSA for help at gsafleetafvteam@gsa.gov . |