

SECTION 1. AGENCY INFORMATION

Agency Name

Street Address	City	State	Zip
Contact Name	Phone Number	Email Address	

SECTION 2. LEASE LOCATION INFORMATION

Street Address	City	State	Zip
Lease Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal	<b>For Renewals Only:</b> Number of Years at the Location: _____ Years		
Anticipated Firm Lease Term: <input type="checkbox"/> New <input type="checkbox"/> Renewal	Start Date (MM/DD/YYYY): _____ End Date (MM/DD/YYYY): _____		
Number of existing EVSE at the proposed location: Single Port Chargers: _____                      Dual Port Chargers: _____			

SECTION 3. VEHICLE INFORMATION

Total number of vehicles to be domiciled at proposed lease location	
Number of battery electric vehicles (BEVs)	
Number of plug-in hybrid electric vehicles (PHEVs)	
Number of internal combustion engine (ICEs)	
Number of public safety special performance (PSSP) vehicles	

SECTION 4. ATTACHMENTS

☐ Vehicle Roster

**SECTION 5. REQUESTING AGENCY DEPUTY DIRECTOR’S CERTIFICATION**

☐ By checking this box, I certify that all information provided in this form and the vehicle roster is accurate and that all fleet assets listed as PSSP vehicles in the vehicle roster meet the PSSP criteria outlined in State Administrative Manual Section [4121.4](#).

Deputy Director or Chief Deputy Director Signature:	Date:
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**OS USE ONLY:**

Number of EVs (BEV or PHEV) to be domiciled at the proposed location	
Number of vehicles projected to meet replacement schedule during the firm term of lease	
Number of Internal Combustion Engine (ICE) PSSP vehicles	
Number of vehicles that will require EVSE	
Number of existing EVSE at the proposed location	
Recommended vehicle to EVSE ratio	
Required number of EVSE at the proposed location	

Clean Transportation Unit  
DGS Office of Sustainability

Date

**FLEET STORAGE AND EVSE PLAN (FSEP)****FORM INSTRUCTIONS**

State agencies executing a new lease or lease renewal 3-years or longer, where state fleet vehicles may be domiciled on site, must include the installation and maintenance of electric vehicle supply equipment and infrastructure (EVSE) at the location as a condition of the lease agreement. To determine the EVSE required to support the agency's fleet, the agency must submit a Fleet Storage and EVSE Plan (FSEP) to the Office of Sustainability Clean Transportation Unit (OS-CTU).

The purpose of the FSEP is to allow OS-CTU to determine the quantity of EVSE required at the location to support the agency's fleet during the firm term of the lease. In reviewing the form, OS-CTU will consider several factors, including, but not limited to:

- The number of battery-electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs) domiciled at the location.
- The number of vehicles eligible for the replacement threshold during the firm term of the lease.
- Whether the location area is in an urban or rural region.
- Proximity to publicly accessible Level 2 and 3 chargers in the area.

While agencies are encouraged to install infrastructure for workplace charging, the FSEP only considers the infrastructure required to support the agency's state fleet vehicles.

The FSEP must be completed before the agency submits a Global CRUSIE request for leasing assistance.

The FSEP is comprised of the following sections:

**Section 1: Agency Information**

- Provide the Agency Name and Headquarters Location.
- Provide the Name and Contact Information (Phone and Email) of the Designated Representative during the FSEP Review Process.

**Section 2: Lease Location Information**

- Provide the Lease Location Details (Address, City, State, Zip Code).
  - As the FSEP must be approved before submitting a Global Cruise request, it is understood that for new leases, full address details may not yet be determined. Please provide the most accurate regional information available.
- Indicate whether this form is being submitted for a new lease or lease renewal.
  - For lease renewals, identify the number of years the agency has leased this location.

- Indicate desired firm term of the lease and desired lease start and end dates (based on most accurate available information).
- Identify the number of existing EVSE already at this location, if known.

**Section 3: Vehicle Information**

- Based on the most accurate information available, please provide the following information about the fleet vehicles the agency intends to domicile at this location:
  - Total number of fleet vehicles (ZEV and non-ZEV) at location
  - Number of battery-electric vehicles (BEVs)
  - Number of plug-in hybrid electric vehicles (PHEVs)
  - Number of internal combustion engine vehicles (ICE)
  - Number of vehicles meeting the public safety special performance requirements

**Section 4: Attachment**

- See instructions below for completing the Vehicle Roster worksheet.

**Section 5: Requesting Agency's Deputy Director's Certification**

- The FSEP must be certified and electronically submitted by the Requesting Agency's Deputy Administrative Director (no designee signature will be accepted).
- All attachments submitted with the FSEP are incorporated with the Certification by reference.
- The Deputy must print name, title, electronically sign, and date the FSEP to certify the information included is true and correct.

**VEHICLE ROSTER WORKSHEET INSTRUCTIONS**

**Vehicle Roster Worksheet can be found at:** [Electric Vehicle Charging Infrastructure \(ca.gov\)](https://electricvehiclecharging.ca.gov/)

For each fleet vehicle the agency intends to domicile at the location, provide the following information:

Equipment Number

- Model Year of Vehicle
- Vehicle Make
- Vehicle Model
- Vehicle Type Category (using the drop-down menu in each cell)
  - Select from Pickup, Sedan, SUV, Truck, Van-Cargo, Van-Passenger, and Van-Minivan
- Weight Class (using the drop-down menu in each cell)
  - Select from Light Duty, Medium Duty, and Heavy Duty
- Vehicle Category (Emissions) (using the drop-down menu in each cell)
  - Select from BEV, Fuel Cell, PHEV, Hybrid, ICE
- Current Mileage (as of certification date)
- Miles Traveled in the Prior Year (First 12 Months)
- Miles Traveled in the Current Year (Second 12 Months)
- Advise whether vehicle meets the criteria for Public Safety Special Performance Vehicle