

MANAGEMENT MEMO	NUMBER: 23-02	
	EFFECTIVE DATE: AUGUST 15, 2023	
SUBJECT: ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE) REQUIREMENTS FOR LEASED FACILITIES ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES	EXPIRES: AUGUST 15, 2024	SUPERSEDES: N/A

Purpose

This policy provides direction to all state agencies on new requirements for executing new leases or renewing existing leases when state fleet vehicles may be domiciled at the facility.

Authority

State Administrative Manual (SAM) sections [3620.1](#); [4121.1](#); [4121.4](#); [4121.9](#) and [4123](#).

Policy

This Management Memo establishes SAM section 1313.11:

Any state agency (department, board, bureau, commission) executing a new lease or lease renewal in a privately-owned facility, where the firm term of the lease is three (3) years or more, and where state fleet vehicles may be domiciled on site, must include the installation and maintenance of Electric Vehicle Supply Equipment (EVSE) and related infrastructure as a condition of the lease. The installation of EVSE must be completed prior to occupancy. For lease renewals, EVSE must be installed within twelve (12) months from the date of execution of the lease renewal.

Adequate EVSE must be installed to support all state fleet Battery Electric Vehicles (BEV) and Plug-In Hybrid Electric Vehicles (PHEV) domiciled at that location, as well as any vehicles eligible for the replacement threshold during the firm term of the lease that meet the criteria for replacement with a BEV or PHEV, pursuant to the ZEV-Hybrid First Purchasing Mandate (SAM section 4121.1).

This requirement will not apply to vehicles with special performance requirements necessary for the protection of public safety and welfare, pursuant to SAM section 4121.4.

This requirement can be waived if the client agency can quantitatively demonstrate that the additional cost of installation of EVSE would make the lease or lease renewal cost prohibitive and that sufficient publicly accessible charging infrastructure exists near the site to support the client agency's fleet.

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Background

[Executive Order N-19-19](#) directs DGS to promote Zero-Emission Vehicle (ZEV) purchasing in state and local government fleets. Ensuring an adequate quantity of charging infrastructure is imperative to this effort.

SAM section [4121.1](#) – ZEV-Hybrid First Purchasing Mandate, requires that state agencies prioritize purchasing ZEV and hybrid alternative fuel vehicles.

SAM section [4121.6](#) – ZEV Infrastructure Planning and Readiness, requires state agencies submitting a Fleet Acquisition Plan (FAP) to demonstrate that they have appropriate charging infrastructure to support their fleet vehicles.

Requirement(s)

When submitting a Global Customer Requests Upgraded Information Sharing Environment (CRUISE) request for a new lease or lease renewal, where state fleet vehicles may be domiciled on site, state agencies must obtain approval from DGS' Office of Sustainability (DGS-OS) on a Fleet Storage and EVSE Plan (FSEP). The agency must ensure that the recommended quantity of EVSE is installed and operational as a condition of the lease agreement.

Procedures

When submitting a Global CRUISE request for a new lease or lease renewal, where state fleet vehicles may be domiciled on site, the client agency must do the following:

1. Complete a [DGS OS 02 – Fleet Storage and EVSE Plan Certification form \(FSEP\)](#) and Vehicle Roster Worksheet.
2. Client Agency Deputy Director (or higher) certifies FSEP.
3. Client Agency Deputy Director (or higher) submits the FSEP via email to the Office of Sustainability for review:
Email Address: sustainability@dgs.ca.gov
Subject Line: "Request for FSEP Approval: [Client Agency Name]"
4. Obtain FSEP approval with EVSE recommendation from the DGS-OS.
5. Initiate the Global CRUISE request upon receipt of the DGS-OS approved FSEP. The OS Approved FSEP must be included with your request.
6. Client agency must ensure that the installation of the recommended quantity of EVSE is included as a condition of the lease. For new leases, installation must be completed prior to occupancy. For lease renewals, EVSE must be installed within twelve (12) months from the date of execution of the renewal lease.

Note: If no state fleet vehicles will be domiciled on site, the agency may certify accordingly on the CRUISE request.

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Contact Information

Questions concerning the **Electric Vehicle Supply Equipment (EVSE) Requirements for Leased Facilities** should be directed to:

Office of Sustainability
Email: Sustainability@dgs.ca.gov

Approval



Ana M. Lasso, Director
Department of General Services