

STATE AGENCY FLEET REDUCTION PLAN TEMPLATE

State Agency Identification

- Complete name of State Office, Agency or Department
 - Fleet Coordinator's name and title
 - Mailing address for Fleet Coordinator
 - Email address for Fleet Coordinator
 - Telephone number for Fleet Coordinator
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Executive Summary

- Narrative about the State agency's fleet and the number and type of fleet assets being reduced and retained. The narrative must explain that the head of the State agency or department is certifying that he/she has examined each fleet asset within his/her span of control and has determined that the need to retain each fleet asset is based on meeting a critical State function. Further, the narrative must explain how the Chief Fiscal Officer is certifying that he/she has examined each fleet asset being retained, performed a cost benefit analysis, and determined that it is cost effective to retain each fleet asset not identified on the Fleet Reduction Plan.
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Fleet Assets Being Eliminated

- Excel spreadsheet (in the format provided by DGS) listing each fleet asset being eliminated
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Plan Certified by:
(Signature of Department or Agency Head)

Printed Name & Date Plan Submitted

Cost Effectiveness Certified by:
(Signature of Chief Fiscal Officer)

Printed Name & Date Plan Certified

Plan Approved by
DGS Acting Director Scott Harvey

Date Approved

Plan Approved by
DOF Director Ana J. Matosantos

Date Approved