

# MANAGEMENT MEMO

NUMBER: MM 13-04
DATE ISSUED: JANUARY 22, 2013
EXPIRES: UNTIL RESCINDED
ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

SUBJECT:  
**ZERO-EMISSION VEHICLE IMPLEMENTATION PLAN**

REFERENCES: PUBLIC RESOURCES CODE §25722.5 (e) AND §25722.8; AB 32 GLOBAL WARMING SOLUTIONS ACT OF 2006; EXECUTIVE ORDER B-16-12; MANAGEMENT MEMO 13-02 (STATE FLEET ANNUAL ACQUISITION PLAN)

**Purpose** This Management Memo provides direction to all state agencies under the Governor’s executive authority on meeting the zero-emission vehicle (ZEV) requirements outlined in [Executive Order \(EO\) B-16-12](#). It includes a description of three-year implementation plan that must be submitted to the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) by state agencies who wish to purchase new fleet vehicles.

**Policy** State agencies’ three-year implementation plan shall be submitted to OFAM no later than June 30, 2013, and shall cover three fiscal years: 2013/2014, 2014/2015 and 2015/2016.

**Overview**

**Executive Order**  
On March 23, 2012, Governor Brown issued EO B-16-12 ordering *“California’s state vehicle fleet increase the number of its zero-emission vehicles through the normal course of fleet replacement so that at least 10 percent of fleet purchases of light-duty vehicles be zero-emission by 2015 and at least 25 percent of fleet purchases of light-duty vehicles be zero-emission by 2020. This directive shall not apply to vehicles that have special performance requirements necessary for the protection of the public safety and welfare.”*

**Zero-Emission Vehicle (ZEV)**  
ZEVs include pure zero-emission vehicles such as: hydrogen fuel cell vehicles (FCVs) and battery electric vehicles (BEVs). Plug-in hybrid electric vehicles (PHEVs) are considered transitional zero-emission vehicles and may be considered toward the ZEV requirement to some extent. At least half of the vehicles required to comply with EO B-16-12 must be pure zero-emission vehicles. A ratio of PHEVs are allowable based on their certified electric driving range, see table below:<sup>1</sup>

<sup>1</sup> California Air Resources Board PHEV certified electric driving range is available at: [www.driveclean.ca.gov](http://www.driveclean.ca.gov)

**Overview**  
(Cont.)

PHEV to ZEV Ratio Table

Vehicle Type	Minimum Range	Maximum Range	Ratio
BEV			1:1
Low Range PHEV	10	19	5:1
Mid Range PHEV	20	34	3:1
Long Range PHEV	35	49	2:1
Extra long range PHEV	50	n/a	1:1

**Fleet Reduction/Purchasing Freeze**

On January 20, 2011, Governor Brown issued [EO B-2-11](#) reducing the size of the state fleet and freezing acquisitions. Once a state agency successfully concludes the EO B-2-11 fleet reduction, it may begin submitting fleet replacement requests to OFAM for consideration. State agencies are expected to begin phasing in ZEVs through the normal course of fleet replacements. Any ZEVs acquired after the issuance of EO B-16-12, can be credited toward the mandatory 2015 ten-percent ZEV acquisition requirement, including medium and heavy duty ZEVs on a case by case basis.<sup>2</sup>

**Statewide Contracts**

Through its annual statewide vehicle contracts, DGS has established specific BEV and PHEV line items to ensure the state fleet meets the EO requirements. As vehicle manufacturers expand their commercial offerings of ZEVs, DGS will add additional line items to the state’s vehicle contracts. DGS also intends to pursue a leveraged procurement for electric charging stations.

**ZEV Fuel Reporting**

[Public Resources Code Section 25722.5\(e\) \(10\)](#) requires state agencies to report to DGS their total annual fuel consumption, including alternative fuels. EO B-2-11 also directs state agencies to provide OFAM’s Fleet Asset Management System (FAMS) with monthly updates including fleet utilization and fuel use data. State agencies must collect and report into FAMS the amount of electric fuel and hydrogen fuel used by the ZEVs in their fleet.

**Special Performance Requirements**

The only light-duty vehicles that are exempt from the EO B-16-12 requirements are those with special performance requirements necessary for the protection of the public’s safety and welfare. State agencies must evaluate their entire light-duty fleet for every opportunity to incorporate ZEVs over traditional vehicles.

<sup>2</sup> All ZEVs acquired in 2012, 2013 and 2014 can be credited toward the 2015 10-percent ZEV mandate. Neighborhood electric vehicles and other non-highway rated electric vehicles are not eligible to meet the requirements of the EO. Further, DGS will consider any proposed medium or heavy-duty ZEV acquisitions for possible credit toward the light-duty requirement on a case by case basis.

**Implementation Plan**

**Three Year Plan**

State agencies shall develop a written plan that:

1. Evaluates the existing light-duty fleet and identifies of how many traditional vehicles can be replaced with ZEVs. State agencies must consider all possible opportunities to transition away from larger-sized vehicles, including E85 flex fuel, and begin incorporating ZEVs wherever practical.
2. Identifies the parking locations for anticipated BEVs and PHEVs as well as the entity responsible for the parking (e.g.: DGS-controlled parking; agency- controlled parking; commercial parking; municipal parking; etc).
3. Evaluates the quantities of electric chargers that are currently in place and/or are needed to support the agency's estimated BEV or PHEV acquisitions.
4. Works with the party responsible for the parking facility to develop a timeline for the installation of the electric charging stations needed to support the estimated BEV and PHEV acquisitions.
5. Describes how many ZEVs the agency plans to acquire annually, and the timeline for the installation of electric chargers to support the refueling of the BEVs and PHEVs.
6. Includes the number of non-ZEV light-duty vehicles they estimate acquiring in each of the next three fiscal years; where applicable, describes any special performance requirements necessary for the protection of the public's safety and welfare that a ZEV cannot meet and why.

The three-year plan described above shall be submitted to OFAM no later than June 30, 2013. Beginning in fiscal year 2013, state agencies are required to submit an annual fleet acquisition plan to OFAM for evaluation and approval prior to acquiring any fleet assets.<sup>3</sup> OFAM will refer to each agency's three-year ZEV plan when evaluating its proposed fleet acquisitions year over year to ensure that ZEVs are being integrated into the state fleet in accordance with EO B-16-12.

Note: State agencies that annually procure less than 10 vehicles, but anticipate procuring 10 or more vehicles prior to December 31, 2019, are required to submit a multi-year ZEV acquisition plan to OFAM. As described above, the plan should evaluate an agency's existing fleet and identify opportunities so that at least 10 percent of the agency's light-duty vehicle purchases, through 2019, are ZEV.

State agencies that do not anticipate procuring 10 or more vehicles prior to December 31, 2019, are not required to submit a written plan to OFAM. However, such agencies shall be required to work with OFAM to identify possible ZEV purchasing opportunities as vehicles procurements are requested.

---

<sup>3</sup> See Management Memo 13-02, State Fleet Annual Acquisition Plan

**STATE ADMINISTRATIVE MANUAL**

---

**DGS Contact** Richard Shedd, Assistant Chief  
Office of Fleet and Asset Management  
(916) 928-9865  
[richard.shedd@dgs.ca.gov](mailto:richard.shedd@dgs.ca.gov)

---

**Signature** Original Management Memo signed by Fred Klass, Director, DGS

---

Fred Klass, Director  
Department of General Services