



Federal Fleet ZEV Ready Tracker

Site Champions: Track completion of ZEV Ready actions within each step and designate site as ZEV Ready
View your ZEV Ready status below (auto-populates based on completed actions)

Team Ready

Commitment Ready

Vehicle Ready

Charging Ready

ZEV Ready

ZEV Ready Step	Action	Complete?	Stakeholders
1. Identify and coordinate team Team Ready	Identify a site ZEV champion		
	Identify key electrification stakeholders at site		
	Identify other stakeholders to ensure a coordinated approach		
	Site ZEV champion begins engaging key stakeholders		
2. Review training materials Team Ready	Key electrification stakeholders complete required trainings		
	Key electrification stakeholders review recommended trainings		
3. Review requirements, goals, and data Commitment Ready	Review federal fleet requirements and how electrification helps meet those requirements		
4. Align HQ strategy with site planning Commitment Ready	Coordinate with headquarters on annual Zero-Emission Fleet Strategic Plan		
5. Identify ZEV opportunities Vehicle Ready	Identify ZEV opportunities for the entire fleet at the fleet location over the next 5 years		
	Coordinate ZEV replacement opportunities with personnel responsible for placing orders		
6. Identify EVSE opportunities Charging Ready	Identify EVSE opportunities to support ZEV opportunities at the fleet location over the next 5 years		
7. Coordinate site financial planning with headquarters Commitment Ready	Coordinate with HQ on financial planning responsibilities for location fleet electrification plans		
	Plan to ensure EVSE installed prior to ZEVs arriving and O&M funding will be available		

PLANNING



Site Champions: Track completion of ZEV Ready actions within each step and designate site as ZEV Ready

ZEV Ready Step	Action	Complete?	Stakeholders	
DESIGN	8. Engage with key electrification stakeholders at site Team Ready	Engage and coordinate with the key fleet electrification stakeholders at the site		
	9. Coordinate with local utility service Charging Ready	Coordinate EVSE design and planning with the local utility service		
		Complete an energy audit to determine the EVSE power requirements and impacts		
	10. Complete site assessment and design EVSE Charging Ready	Complete assessment of parking logistics and electrical infrastructure at fleet location to evaluate EVSE needs		
		Coordinate EVSE deployment phasing with vehicle acquisition phasing through 2035		
		Evaluate opportunities to leverage fleet charging with workplace and visitor charging		
	11. Identify EVSE at non-agency locations Charging Ready	Evaluate EVSE solutions for HTW operations, working with agency legal counsel		
		Coordinate with facility managers at non-agency locations to find opportunities to share EVSE		
		Identify public EVSE to support vehicle charging near facility		
	12. Work with leadership to secure EVSE funding Commitment Ready	Coordinate with the agency HQ fleet electrification managers and budget personnel for availability of ZEV/EVSE funding		
		Coordinate ordering and delivery cycle of ZEVs and EVSE to ensure EVSE are installed before ZEVs arrive		

Key Fleet Electrification Stakeholders

Agency Headquarters Fleet Electrification Managers	Site Location Fleet Manager	Facility Energy Manager
Site ZEV Champion	Facility Infrastructure Manager	Vehicle Operator