

Fleet Electrification Project Checklist and Timeline



Action	Timeframe	✓
Identify and convene relevant city officials and other stakeholders who will be involved in the project.	ASAP	
Use the EC's free Dashboard for Rapid Vehicle Electrification (DRVE Tool) to identify fleet applications for which a switch to EVs would yield the greatest cost savings and emissions reductions. (Proposals that focus on high-mileage vehicles with substantial potential for emissions reductions tend to be more successful.)	ASAP	
Document and compile projected fleet transition data (number of vehicles, existing and projected fleet composition, vehicle mileage, projected emissions reductions).		
Determine charging requirements for proposed EV deployment (reach out to utilities) and incorporate projected costs into grant proposal, if eligible.	ASAP	
Identify city funding available for any matching requirements.	6 weeks from deadline	
Obtain approval for project scope and goals from city leadership, as needed. Finalize list of vehicles proposed for replacement with EVs and proposed EV models.	5 weeks from deadline	
Complete first draft of grant application materials and distribute to relevant internal and external stakeholders, key staff, and city management for review.	4 weeks from deadline	
Gather letters of support from partners (e.g., the EC, community stakeholders).	3 weeks from deadline	
Collect feedback on draft application materials from reviewers.	3 weeks from deadline	
Incorporate feedback into final draft and obtain any necessary leadership signatures.	2 weeks from deadline	
Submit final grant application.	1 week from deadline	
Following Notice of Award		
Finalize grant agreement and sign contract. Announce award to the community.	Immediately following notice of award	
Order EVs. (The EC operates a purchasing collaborative to reduce hard and soft costs of EV procurement for public-sector fleets.)	1 week following contract execution	
Order and install charging equipment as needed. Arrange for maintenance technician training, as needed. Develop EV use policies as needed.	3-6-month process	
Plan event for media, city leadership, and key stakeholders.	4 weeks before receipt of first EVs	

Following Notice of Award (cont.)		
Action	Timeframe	✓
Prepare announcement materials for event.	2 weeks before receipt of first EVs	
Conduct ride-and-drive sessions for vehicle operators, fleet maintenance staff, and key internal stakeholders.	Upon receipt of first EVs	
Unveil EVs and charging station(s) and make public announcement with release of relevant materials.	1-2 weeks after receipt of EVs	
Deploy EVs and associated charging.	Concurrent with announcement	
File for EV infrastructure tax credit (if applicable, e.g., via public-private partnerships).	During annual tax filing	