

As more Americans switch to electric vehicles (EVs) and hundreds of billions of dollars are distributed through the Bipartisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA), state agencies will play a continued role in the successful transition to electric transportation. This guide details immediate actions that state general services agencies or similarly focused organizations can take to prepare for the shift to EVs, bringing value to their state and constituents.

State general services agencies provide leadership and support in operating and managing facilities, supplies, and essential services to the state for the benefit of residents. Their involvement with other agencies allows them to serve as a hub for EV resources for all agencies.



Minimum Actions to Take Now

- Install EV charging stations at state-owned properties for state employees and public use.
- Adopt an EV-first purchasing agreement for the state that ensures that all new vehicle purchases for state usage will be electric.* Or, adopt a total-cost-of-ownership approach to replacing and purchasing new fleet vehicles.**
- Streamline the EV charging station procurement processes for cities and local governments by sharing state-approved vendor lists, cooperative purchasing opportunities, or assisting with a group buy for EV charging stations.
- Update fuel card (e.g., WEX) policies and programs to include EV charging.

Recommendations for Accelerated Adoption

- Educate state employees on driving electric with ride-and-drive events.
- Develop and adopt best practices for [workplace charging programs](#) and share best practices with cities and local governments.

*Example: State of Massachusetts [EV First Acquisition Policy](#), effective 7/1/22.

** The state of Virginia [passed legislation](#) that would require the use of a total-cost-of-ownership (TCO) calculator for any new vehicle purchase. The use of a TCO calculator takes into account the savings from EVs with fuel and maintenance versus the upfront purchase price alone.

Case Study: Maryland Department of General Services

The **State of Maryland Department of General Services** (DGS) addressed the need for centralizing the fleet electrification process for all state agencies. This undertaking of DGS's Office of Energy and Sustainability resulted in streamlined success for other state agencies in Maryland. Their actions include:

- **Creating a centralized program:** Three years ago, the Maryland Department of General Services (DGS) Office of Energy and Sustainability was tasked with installing the charging infrastructure required to transition the State's light-duty passenger vehicle fleet of nearly 4,000 vehicles to EVs by 2031. This initiated the formation of a centralized program, the Electric Vehicle Infrastructure Program (EVIP), to accomplish these goals. The initial EVIP team consisted of a project manager and a program coordinator under the direction of the chief of sustainability. With the passage of the **Climate Solutions Now Act of 2022**, DGS is now required by law to provide EV charging for all state agencies.
- **Conducting training and outreach:** From the start, Maryland DGS has taken action to ensure staff are prepared for the EV transition. DGS has used creative means to train staff, including hosting ride-and-drive events with different makes and models of vehicles in the fleet, educating fleet managers and other staff through lunch-and-learn events, providing online training seminars and printable reference tools, and more. DGS focused on a balanced approach, including setting realistic expectations with staff on EV range, charging times, and locations and discussing maximizing range. DGS staff acknowledge that some agency staff travel to locations across the state in their vehicles and must have the tools to plan accordingly.
- **Working with partners:** The two biggest partners for DGS currently are local utilities and the Department of Budget and Management (DBM). DBM and DGS work together to plan which gas vehicles should be replaced with EVs. DGS ensures adequate charging infrastructure at these facilities and decides how to spend funds to ensure the greatest access to EV charging stations across multiple agencies. DGS also partners with the local utilities to install publicly accessible utility-owned and maintained charging infrastructure on state property. The utilities collect revenue from these stations from the state fleet and the public as part of the **Maryland Public Service Commission Pilot Program** under PC44.
- **Being flexible to accommodate challenges:** Some of the biggest challenges that DGS has faced include delays in electrical components for charging stations and vehicle delivery times. In response, the agency has evaluated proposed substitutions and been flexible on fleet charging location rules.
- **Maintaining efforts:** DGS will continue to facilitate two working groups centered around discussing advancements in the EV space: the EV Ambassadors Group and EV Strategy Group. The EV Strategy Group includes representatives from across agencies to meet monthly to discuss program developments, review new policies, update on EV infrastructure construction projects, and share resources. The EV Ambassadors Group consists of EV owners and enthusiasts across state agencies who voluntarily joined the group to share their knowledge, current information, and news about EVs. Group members also help plan EV outreach and events to promote EVs, such as during **National Drive Electric Week** and **Drive Electric Earth Day**.
- **Next steps:** The EVIP team has now increased in size to include two additional full-time employees (a program analyst and another project manager), additional data and procurement support, and an expanded budget to accelerate the development of EV infrastructure projects. The Maryland DGS has taken on the lead state role for a cooperative EV infrastructure purchasing agreement through the National Association of State Procurement Officials (NASPO). Once the contract is issued, it will be available for other agencies, states, and local governments to adopt to streamline the procurement process.