

**To:** VA LCOs and Staff

**Subject:** FW: Office of Construction and Facilities Management's Office of Real Property's VA-Wide Leasing Policy Alert  
2024-02: GSA LA-23-08 Electric Vehicle Supply Equipment

**Date:** Thursday, December 28, 2023 6:45:30 AM

**Attachments:** [image\\_1](#)  
[Leasing\\_Alert\\_LA-23-08\\_Electric\\_Vehicle\\_Supply\\_Equipment.pdf](#)

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Good Morning!

Please be advised that General Services Administration (GSA) issued Leasing Alert (LA) (LA-24-08) - Electric Vehicle Supply Equipment on December 20<sup>th</sup>, 2023 (see attached).

This email provides a summary of the LA; however, please also take a few moments to read through the alert to familiarize yourself with the contents attached/linked herein.

**Summary:**

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This LA issues policy and guidance for incorporating electric vehicle supply equipment (EVSE) requirements into leases and Requests for Lease Proposals (RLPs).  
Per [Executive Order 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability](#), all agency light-duty vehicle acquisitions must be zero-emission vehicles by the end of FY 2027. **This requirement may necessitate the installation of EVSE as part of an agency's mission for normal operations.**

In October 2022, GSA's Office of Leasing released preliminary internal guidance regarding EVSE and Leases.

This LA memorializes existing guidance, recommendations, and best practices surrounding the addition of EVSE into new and existing leases.

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**VA Specific Instructions:**

- Follow the procedures outlined in the LA and summarized above.
- This GSA LA and the attachments are **effective immediately**.
- This LA applies to **all** GSA real property leasing activities that include requirements for Government-Owned Vehicles (GOVs), and to all those leasing activities **delegated** by GSA to other Federal agencies that include requirements for Government-Owned Vehicles (GOVs).
- VA will pursue EVSE requirements **in accordance with lease procurement or alteration requirements**.
- EVSE requests should be addressed on a lease-by-lease basis depending on the requirements:
  - Tenant improvements (TI) when the scope is associated with the procurement of a new lease;
  - Alterations when requested during the term of an existing lease; or
  - VA equipment when VA purchases an EVSE that is not connected to the building's

electrical power and does not require installation or permanent attachment to the building. In these cases, VA is responsible for all operations and maintenance.

- Refer to [VA Fleet Management SharePoint](#) for VA's **Review and approval process** for EVSE equipment.

Should you have any questions or concerns, please submit them to CFM ORP Policy and Programs, [VACO003C7APolicyandProgramsTeam@va.gov](mailto:VACO003C7APolicyandProgramsTeam@va.gov).

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**Sent:** Tuesday, December 26, 2023 5:05 AM

**Subject:** [EXTERNAL] \*\*\*LEASING ALERT (LA-23-08) - Electric Vehicle Supply Equipment\*\*\*



PBS Office of Leasing

Policy Leads,

The Office of Leasing is issuing Leasing Alert LA-23-08 entitled “Electric Vehicle Supply Equipment” to provide guidance for incorporating electric vehicle supply equipment (EVSE) requirements into leases and Requests for Lease Proposals (RLPs).

Per Executive Order 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, all agency light-duty vehicle acquisitions must be zero-emission vehicles by the end of FY 2027. This requirement may necessitate the installation of EVSE as part of an agency’s mission for normal operations.

This Leasing Alert memorializes existing guidance, recommendations, and best practices surrounding the addition of EVSE into new and existing leases. It includes a lease amendment template, statement of work template for EVSE site assessments, and a sample letter to approve lessor use of the FAS schedule BPA.