



Department
for Transport

ULEV Readiness Project: Phase Two

Guidance for the Wider Public Sector

January 2015

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OLEV reserves the right to update the contents of this document and the procedures noted at any time. Should the guidance be revised, the appropriate notification will be given to the project participants in good time.

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1. Introduction

- 1.1 In the Autumn Statement 2013 the Government announced it would invest £5 million in a large scale ultra-low emission vehicle (ULEV) readiness project for fleets in Central Government Departments and the Wider Public Sector in England as defined under Section 31 Local Government Act 2003: 33 Interpretation of Chapter 1 (see para 3.4 for further details).
- 1.2 This project forms part of a wider programme of support for developing the market for ULEVs in the UK, to aid the normalisation of technology and increase the profile and visibility of ULEVs. The transition to ULEV technologies across the UK's car and van fleets is a necessary step in helping the UK meet its carbon targets and in addressing the challenges of improving air quality in our towns and cities.
- 1.3 This transition also provides a one-off opportunity to harness the growth and employment prospects offered by the global move to a new technology. The UK Government is fully committed to supporting this change which is why over £1bn is being invested in policy measures to support the early market for ULEVs.
- 1.4 It is important that the public sector leads by example in making this transition. The key barriers to date have been a lack of variety of vehicles and their cost, the need for appropriate infrastructure, and lack of knowledge of the operational performance of the vehicles. This project is designed to tackle these barriers, and enable the public sector to demonstrate clear leadership in converting their fleets to ULEV.
- 1.5 The project is split into two phases - Phase 1: Central Government Departments (launched July 2014) and Phase 2: Wider Public Sector organisations (launched January 2015). This guidance document is for Phase 2 of the project, and is applicable to Wider Public Sector bodies in England. The document sets out how the scheme will operate, and the actions expected of participants at each stage. The scheme is administered by the Office for Low Emission Vehicles (OLEV) and applications are invited before 30 January 2015.

Ongoing Commitment

- 1.6 There are several key reasons that the Government is supporting the ULEV market in the UK – namely to:
 - Attract jobs and investment for the UK in this rapidly growing industry;
 - Improve the air quality in our towns and cities, which currently costs the economy up to £19 billion a year;
 - Meet the UK's statutory carbon targets: all new cars will need to be effectively zero emission by 2040 to achieve this;
 - Strengthen the UK's energy security.

2. The Offer

- 2.1** The key aim of this project is to facilitate the uptake of ULEVs within Public Sector fleets and challenge future purchasing habits of fleet managers.
- 2.2** Phase Two of the ULEV Readiness Project has been separated into two categories:
- Category 1 is open to Wider Public Sector bodies in England who have had an *Energy Saving Trust (EST) Plugged-in Fleet's Initiative (PIFI) Review*, and for the purpose of the guidance will be referred to as **WPS1**. A copy of the application form can be found on page 30, Annex D
 - Category 2 is open to Wider Public Sector bodies in England who have not had a Plugged-in Fleets Review and will be referred to as **WPS2**. A copy of the application form can be found on page 33, Annex E.
- 2.3** The Energy Saving Trust has been appointed to deliver a fleet review (which will include site surveys) for each participating Wider Public Sector body. **The reviews will be 100% subsidised by OLEV**. The aim of the initial fleet review will be to identify how many vehicles in the fleets could be replaced with ULEVs and offer support in the transition to ULEVs. Please refer to Annex C for further information on EST's involvement with the project.
- 2.4** Following the fleet review, EST will recommend the **maximum number of ULEVs (including make and model) that could be incorporated into the fleet**. All vehicles on the Plug in Car and Van grant lists (<https://www.gov.uk/plug-in-car-van-grants/eligibility>) at the time of the review will be considered in scope. EST, OLEV and the nominated official from each Wider Public Sector organisation will make a decision on which vehicles will be funded through the project, at the end of the fleet review. Please refer to Annex A for a view of the ULEVs currently eligible for the plug in car and van grant.
- 2.5** On the basis of the recommendations from the fleet reviews, OLEV will provide **up to a 75% contribution** towards the lease costs of the recommended ultra-low emission vehicles, for a period of 24 months to allow organisations the opportunity to experience the operational reality of ULEVs.
- 2.6** To support the use of these vehicles, OLEV will also make **up to a 75% contribution** to the costs of procuring and installing charging infrastructure. It is expected that the infrastructure will be placed on sites which can be accessed by fleet, employee or visitor vehicles where appropriate. In the case of hydrogen fuel cell vehicles which are expected to come to the UK market in late 2015, we would

expect the vehicles to be refuelled at publically available hydrogen refuelling stations.

- 2.7 Funding will be provided for a maximum of 24 months and after this date, Wider Public Sector bodies will be expected to illustrate a commitment to increasing the number of ULEVs in their fleets.
- 2.8 Organisations are welcome to take out longer leases if they are able to meet lease payments beyond month 24, or extend the original lease from their own budget after 24 months
- 2.9 OLEV reserves the right to remove participants from the scheme should they fail to respond to reasonable requests for information, meetings and anything else required in the execution of the fleet review and site surveys in a timely manner.

Fleet Reviews

- 2.10 Those who are successful in applying under Category 1 of Phase Two (**WPS1**) will have an expedited fleet review which will build on their Plugged-in Fleets Initiative review. Please refer to Annex C for further information on what an expedited fleet review will entail.
- 2.11 WPS1 applicants should be seeking to implement the findings of the original PIFI review, as EST will not be looking to significantly deviate from the conclusions of the PIFI. Note – as part of their process of updating the review, EST will be looking to see if further opportunities have arisen through the availability of new vehicles and systems.
- 2.12 Those who are successful in applying under Category 2 of Phase Two (**WPS2**) will have a comprehensive fleet review. Please refer to Annex C for further information on what a comprehensive fleet review will entail.
- 2.13 There will be a requirement on all participating Wider Public Sector bodies to nominate a dedicated official to work on the project and to provide EST with sufficient fleet data to facilitate the reviews. The reviews will be 100% subsidised by OLEV. A list of the fleet data required can be found in paragraph 3.9. Organisations which cannot provide the minimum data requirements will not be eligible.
- 2.14 EST will consider all the vehicles listed on the Plug in Car and Van grant lists: <https://www.gov.uk/plug-in-car-van-grants/eligibility> at the time of the review and recommend the most appropriate ULEVs and charging infrastructure which could be incorporated into the fleet. EST, OLEV and the nominated Wider Public Sector official meet to discuss recommendations on which vehicles will be funded through the project at the end of the fleet review, and the final decision rests with OLEV. Please refer to Annex A for a view of the ULEVs currently eligible for the plug-in car and van grant.
- 2.15 We are aiming to start all Wider Public Sector fleet reviews by the end of February 2015, with a view to completing them by the summer. We will also be providing subsidised site surveys, and fleets will undergo further fleet reviews throughout the project at 6 months,

12 months (interim review) and 24 months (post lease review) to assess the progress.

- 2.16** Interim reviews (at 6 and 12 months of vehicle utilisation) will provide an opportunity for participants to discuss how well the vehicles have been integrated into their fleets and provide an opportunity to help with operational issues if necessary.
- 2.17** The post fleet reviews (following 24 months of vehicle utilisation) will summarise and analyse the findings gained in the two years of operation of the ULEVs provided to the organisation. It will highlight the successes, and where there have been issues how these have been dealt with. As well as the cost and operational results, it will also look at the softer issues associated with how people use an ULEV, their perceptions and acceptance of them. It will compare the initial expectations at the outset of the project with what was the actual experience of using ULEVs in the client's fleet.

Procurement of Ultra-low Emission Vehicles

Leasing

- 2.18** OLEV will refund up to 75% of the cost of the leases for the recommended ULEVs, for a period of 24 months. Departments are welcome to take out longer leases if they are able to meet lease payments beyond month 24, or extend the original lease from their own budget after 24 months.
- 2.19** It is preferred that leasing arrangements should be made through the Crown Commercial Services vehicle lease framework: Lot 1 Vehicle Lease Framework RM858. The framework can be accessed through the following link:
<http://ccs.cabinetoffice.gov.uk/contracts/rm858>
If an organisation has a particular reason why they cannot use this framework, we will consider other leasing arrangements (supported by business case) on a case by case basis.
- 2.20** The CCS framework RM858 Vehicle Lease expires 15th May 2015 and a replacement framework: RM3710 Vehicle Lease and Fleet Management will come to affect 16th May 2015.
- 2.21** Vehicles which require basic modifications, (as pre-agreed by OLEV), will have to be leased through Lot 2 of the Vehicle Lease Framework RM858.
- 2.22** Nominees will deal directly with the suppliers on the Vehicle Lease Frameworks. There is an option to run a further competition for desired vehicles to ensure the best lease prices.
- 2.23** Fleet managers will have the opportunity to negotiate with leasing providers if they want to extend the leases of the vehicles and will be expected to take on the cost of the extension themselves. The project is intended to be short term, and time limited to assisting fleet managers with the early transition to ULEVs.

Other considerations

- 2.24** OLEV will confirm how many vehicles each organisation can procure, following the fleet review and **will not consider any vehicles which are not supported by EST**. Each organisation will have the opportunity to procure up to 5 ULEVs. This is an indicative cap and organisations might have an opportunity to bid for additional vehicles if recommended in the fleet reviews. Once a decision is reached, organisations will be expected to complete a registration form which will be sent from OLEV.
- 2.25** Nominees will be expected to manage the relationship with suppliers to ensure timely deliveries. CCS will oversee and support the working relationship during the procurement stage.
- 2.26** OLEV will not be held financially responsible for incidents the ULEVs are involved in e.g. accidents or damage to the vehicles. Nominees should ensure that the ULEVs procured are sufficiently insured to cover all eventualities.

How to Procure Infrastructure

- 2.27** EST will advise on appropriate infrastructure for the ULEVs they recommend. OLEV will refund up to 75% of the cost of required supporting infrastructure recommend in the reviews, limited to one chargepoint per vehicle.
- 2.28** The amount that OLEV funds will be capped per type of chargepoint. Caps will be:
- £7,500 for 7kw and 22kw charge points
 - £37,500 for rapid charge points
- Rapid chargepoints will only be funded on an exceptional basis with the presentation of a strong business case (these are not generally appropriate for the workplace).
- 2.29** Charging infrastructure can be procured through Crown Commercial Services Traffic Management Technology Framework Lot 11 Ancillary Equipment, however, it is the responsibility of each organisation's procurement team to advise on the procurement of chargepoints. To access the framework, please follow the link below:
- <http://ccs.cabinetoffice.gov.uk/contracts/rm869>
- 2.30** Crown Commercial Services are currently re-letting the framework: Traffic Management Technology 2 (TMT2) with plans to include a new lot, specifically for Sustainable Transport Infrastructure (Including Vehicle Charging). It is likely that this will go live in Spring 2015 and will be available for the Wider Public Sector to use.
- 2.31** Where chargepoints are not procured through the recommended Framework, in order to be reimbursed for the chargepoint purchase

the procurer must inform OLEV of which chargepoints they intend to procure, how many, the brand of chargepoint and the cost of each chargepoint before the purchase is made. Chargepoints must meet all the technical specifications set out at Annex B for OLEV to reimburse the purchases.

- 2.32** All OLEV funded chargepoints must come with three years of maintenance. This is being reviewed and is likely to increase. We expect procurers to meet OLEVs specifications at the time of purchase. More details of the specifications and terms are included in Annex B for workplace chargepoints and will be updated on OLEVs website: <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>.
- 2.33** OLEV will not be held financially responsible for any damage to the infrastructure installed. Nominees should ensure that the infrastructure installed is equipped with the appropriate warranty. Please note that the organisation, not OLEV, will be liable for any damage to the equipment, or their property, arising from its use.

How to Claim for Payments

- 2.34** The Office of Low Emission Vehicles will only fund the ULEVs and accompanying infrastructure recommended in the EST's pre-lease review report.
- 2.35** OLEV will reimburse 75% of the total cost for the procurement of workplace charging infrastructure only. Domestic chargepoints can be procured through OLEV's Electric Vehicle Home charging Scheme, which currently offers 75% or up to £900 towards the total cost of procurement. This scheme is currently due to run until the end of March 2015. An announcement will be made in the next few weeks about whether further support for domestic chargepoints will be available after that date. Please refer to the link below or further information on domestic charging infrastructure.
<https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-guidelines-for-households>
- 2.36** Procurers will be expected to complete a ULEVs and Infrastructure Registration Form which will be sent by OLEV and include evidence of procurement before any payments can be processed.
- 2.37** Participants are expected to invoice OLEV for vehicle lease and chargepoint payments in arrears at quarterly intervals. OLEV will consider monthly payments upon request¹.
- 2.38** OLEV will meet the lease payments for vehicles for two years only. There are no plans to secure additional budget and continue this project beyond the 24 month lease period.

¹ For information on contact details, please refer to page 14 of the guidance.

3. Eligibility

- 3.1** Phase 2 of this project is open to Wider Public Sector bodies located in England only. This includes local authorities, blue light services and NHS Trusts.
- 3.2** Fleet vehicles within scope of the project include cars and light vans under 3.5 tonnes that do not require extensive bespoke modifications. Vehicles that are currently owned, leased or part of an organisations grey fleet will be in scope for replacement by ULEVs as part of the project provided the use of those vehicles will not place them in competition with the private sector (see 3.8 for further details).
- 3.3** The power to fund Wider Public Sector bodies (excluding NHS Trusts) under Phase Two has been granted by the Treasury under Section 31 Local Government Act 2003.
- 3.4** The power to fund NHS Trusts as part of Phase Two has been granted by the Treasury under Section 5 Science and Technology Act 1965.
- 3.5** OLEV accepts the definition of a local authority as stated in the Act: 33 Interpretation of Chapter 1. The following are local authorities for the purposes of this Chapter and are therefore eligible to apply:
- (A) A county council;
 - (B) A county borough council;
 - (C) A district council;
 - (D) The Greater London Authority;
 - (F) A London borough council;
 - (G) The Common Council of the City of London, in its capacity as a local authority, police authority or port health authority;
 - (H) The Council of the Isles of Scilly;
 - (J) an authority established under section 10 of the Local Government Act 1985 (c 51) (waste disposal authorities);
 - (Ja) A joint authority established by Part 4 of that Act [(fire and rescue services and transport)];
 - [(Jb) an authority established for an area in England by an order under section 207 of the Local Government and Public Involvement in Health Act 2007 (joint waste authorities);]
 - [(Jc) an economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009;
 - (Jd) A combined authority established under section 103 of that Act;]
 - [(I) A fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;]
 - [(M) A police and crime commissioner].

Mandatory Requirements

- 3.6** All applicants must meet the eligibility description noted above, and not be explicitly involved in commercial enterprises. OLEV reserves the right to request evidence to ensure that the eligibility has been met.
- 3.7** Applicants must demonstrate a commitment from senior management to the ULEV Readiness Programme – a Director or senior member of the leadership team will need to sign the Participation Pledge Form (see Annex F)
- 3.8** Applicants will be expected to nominate an official primary and secondary points of contact who will be able to dedicate up to 0.5 days per week to the project. More time will be needed in the early stages of the project. OLEV reserves the right to remove any organisation from the project who fails to respond to reasonable requests for information, meetings and anything else required in the execution of the pre-lease review and site survey in a timely and appropriate manner.
- 3.9** Please note that fire and rescue services have to meet one of the following criteria:
- A fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004
 - A scheme to which section 4 of that Act applies as a local authority
 - A joint authority established by Part 4 of the Act and a police and crime commissioner
- 3.10** All applications, WPS1 and WPS2 must be able to provide sufficient data to enable EST to conduct a pre-lease survey of their car fleet (or an agreed area of their fleet).

Data requirements for ULEV Readiness Programme fleet review:

- A comprehensive, up to date fleet list
- 12 months data of individual vehicle mileage and fuel use
- An idea of vehicle roles or duty cycles, including maximum daily mileage
- Individual vehicle costs and procurement status - leased or bought outright
- The location of the vehicles overnight. If they go home with drivers, we'd like some idea of those locations
- The organisation's electricity costs.

If an organisation is able to supply the first 3 pieces of information on the list at the point of contact, their application will be considered, but applications containing all the above will be preferred. As a minimum we are able to progress so long as we have the first three items on the above list.

State Aid

- 3.11** The funding of vehicles and charge points is on the explicit condition that the use of the vehicles will not be in competition with private sector bodies. On that basis, the funding of public sector bodies will not engage State Aid. Accordingly, OLEV will not fund vehicles which may provide goods and services which are in competition with private sector organisations. However, the risk of state aid being engaged lies with the participants, not with OLEV and it will be wholly for the participants to ensure themselves that they are compliant with State Aid principles, irrespective of OLEVs decision to provide funding.
- 3.12** Applicants will be asked to set out in detail in their initial bid how they plan to use recommended vehicles, and to confirm that the vehicles will not be used in situations that could be in competition with private sector organisations. OLEV reserves the right to make its own decision on use of any vehicles and to not fund those vehicles it considers to be in competition.
- 3.13** Fleet managers/ nominees will be given the opportunity to segregate sections of their organisations fleet and recommend appropriate sections for review to avoid looking at fleet vehicles which are in direct competition with private sector organisations. Please note, not in all cases will another part of the fleet be suitable as they could be considered to be in direct competition with private sector organisations.
- 3.14** OLEV will review the use of the vehicles during the 6 and 12 month interim fleet reviews, and reserves the right to terminate funding should evidence suggest that the funded vehicles are in direct competition with private sector organisations. If the vehicles are leased, at the participants expense, for longer than the 24 months funded by OLEV, at the end of the 24 months lease the vehicles cannot be internally transferred for use in another part of the fleet as this would engage state aid.

Assessment criteria

The basis on which the applications will be assessed is as follows:

WPS1 (Applicants who have previously had a PIFI review from EST as part of PIFI 25 or PIFI 100)

- 3.15** Applicants should be able to provide updated data stemming from the original data provided for their PiFI. **The data should be submitted as part of their application.**
- 3.16** **All applicants who can demonstrate that they've met this criteria will be assessed on a first come first serve basis.**

WPS2 (Applicants who have not previous had a PIFI review by EST)

- 3.17** The applicant must be able to demonstrate that they have a clear vision of what they would like to achieve through adding ULEVs to their fleet.

This could take the form of: previous investigations, grant applications and/or a statement of where and how vehicles will be used.

- 3.18** Only applicants who are able to demonstrate that they can provide all of the data requested on page one of Annex E will be assessed, any applicants who can't demonstrate this will be sifted out at this stage.
- 3.19** Those that are able to meet these requirements will then be assessed on the following:
- Evidence of this project forming a part of a wider ULEV integration plan e.g. installation of publically accessible charging infrastructure
 - Evidence of publicising the use and integration of the ULEVs
 - Demonstration of plans to communicate the learnings to colleagues and other organisations in the local area
 - Ambition for long term wider transition of the fleet

A score will be given out of 10, against the above criteria to give a total score out of 40. In the event that we have significantly more bids than we are able to fund with the available budget, the highest scoring bids will be paid. Otherwise any bid scoring more than 24/40 will be successful.

4. Application Process

WPS1: PiFI Recipients

- 4.1** The first stage in the application process for Wider Public Sector bodies who have already had a plugged-in fleets review (PiFI) is for them to register an expression of interest with Paul Gambrell at the Energy Savings Trust directly preferably by email.

Contact details:

Phone-

020 7654 2449

Email-

transportadvice@est.org.uk

Post-

Energy Saving Trust
21 Dartmouth Street
SW1H 9BP

- 4.2** OLEV has made provision for the participation of up to a total of 19 WPS1 participants in this project.
- 4.3** The Energy Saving Trust will be assessing all expressions of interest from those who have had a PiFI review and have supplied the required data set out in section 3.9, **on a first come first serve basis**. OLEV would like to encourage all wider public sector PiFI review recipients to participate in the project and register their interest with EST at the earliest opportunity.
- 4.4** Any applications from WPS1 bodies that do not fall under Section 31 Local Government Act 2003: 33 Interpretation of Chapter 1 will be sifted out automatically.
- 4.5** WPS1 is aimed at organisations wishing to implement the findings of their PiFI report. WPS bodies looking to significantly deviate from the PiFI findings will not be considered. Consideration will not be given to organisations which hope to:
- Significantly increase the numbers of vehicles recommended
 - Significantly change the types of vehicle
 - Review a different part of their vehicle fleet
 - Change the location(s) of fleet vehicle(s) from that analysed in the PiFI

- 4.6** The closing date for applications is **30th January 2015**. Please refer to Annex D for a blank copy of the application form. The word version of the WPS1 application form is available for download on OLEVs website:
- <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>
- 4.7** EST will then contact each WPS body to complete the following steps:
- To ensure they have the necessary data
 - To ensure that the application is not looking to significantly deviate from the original PIFI findings
 - To set a meeting/telecon (as appropriate) date with the EST Fleet Consultant
- 4.8** EST will shortlist potential candidates and award places after the meeting/teleconference with the Wider Public Sector body: which will be used to validate the data set provided and affirm the organisation still exhibits a commitment to implementing ULEVs.

WPS2: Non PIFI Recipients

- 4.9** The Office for Low Emissions Vehicles will be assessing all applications from those who have NOT had a PIFI review against the Mandatory Requirements set out in Section 3: Eligibility, of this document.
- 4.10** Wider Public Sector bodies who have NOT had a PIFI review are expected to complete the application form at Annex E. The word version of the WPS2 application form is available for download on OLEVs website:
- <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>
- Completed application forms must be returned to the Office for Low Emissions Vehicles for the attention of Diana Lwanga to olev.enquiries@olev.gsi.gov.uk **by 30 January 2015**.
- 4.11** OLEV has made provision for up to 16 WPS2 participants in this project. Application forms will be reviewed against Section 3 of the guidance.
- 4.12** Any applications from WPS2 bodies that do not fall under Section 31 Local Government Act 2003: 33 Interpretation of Chapter 1 will be sifted out automatically
- 4.13** OLEV would like to encourage all eligible Wider Public Sector bodies to participate in the project.

Contact OLEV:

4.14 Please send all completed applications to OLEV's Project Lead and point of contact, Diana Lwanga, who can be contacted directly on 0207 944 3143.

Or via

Email:

olev.enquiries@olev.gsi.gov.uk

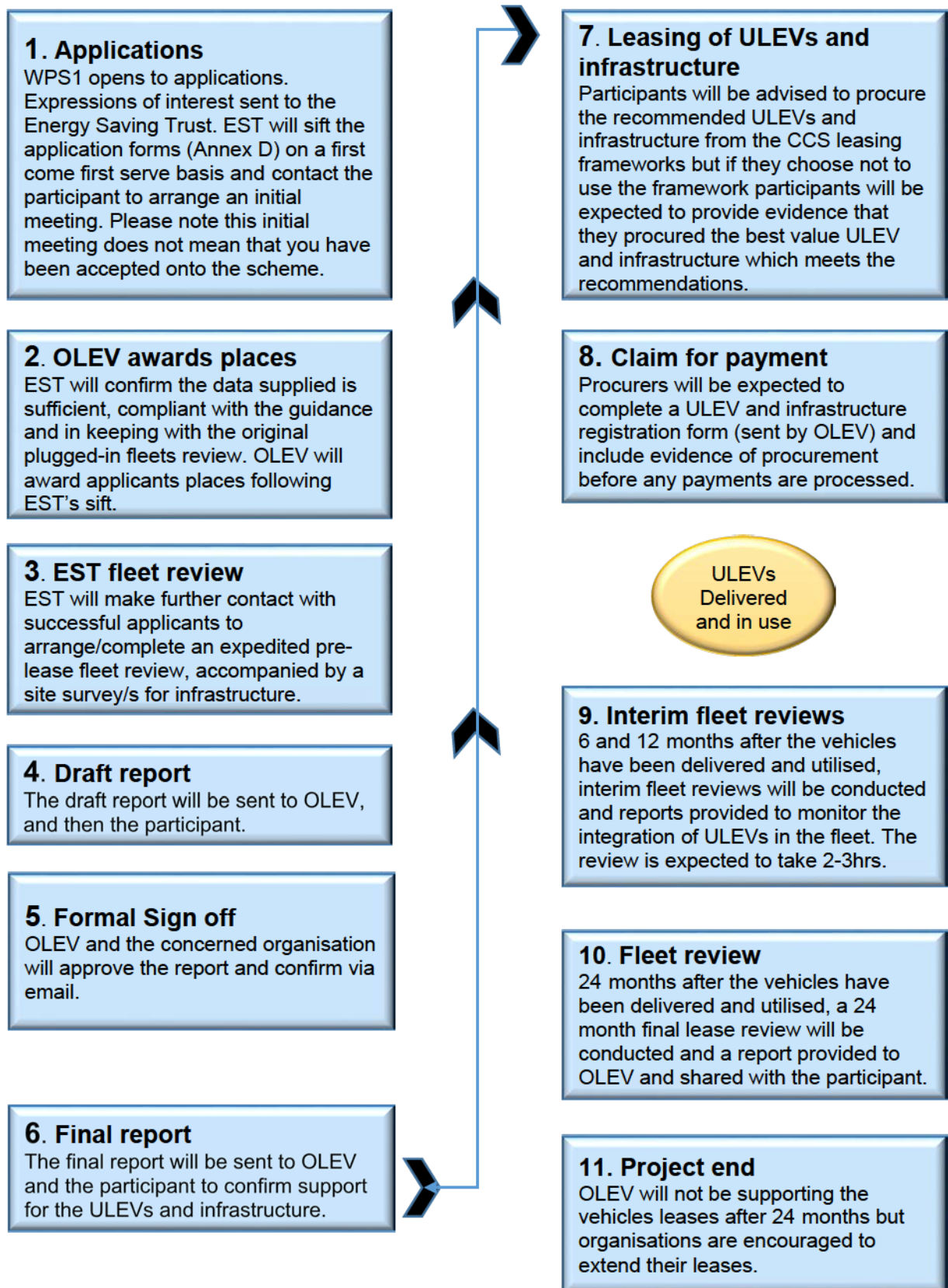
Post:

Office for Low Emission Vehicles (OLEV)
1/31 Great Minster House
33 Horseferry Road
London
SW1P 4DR

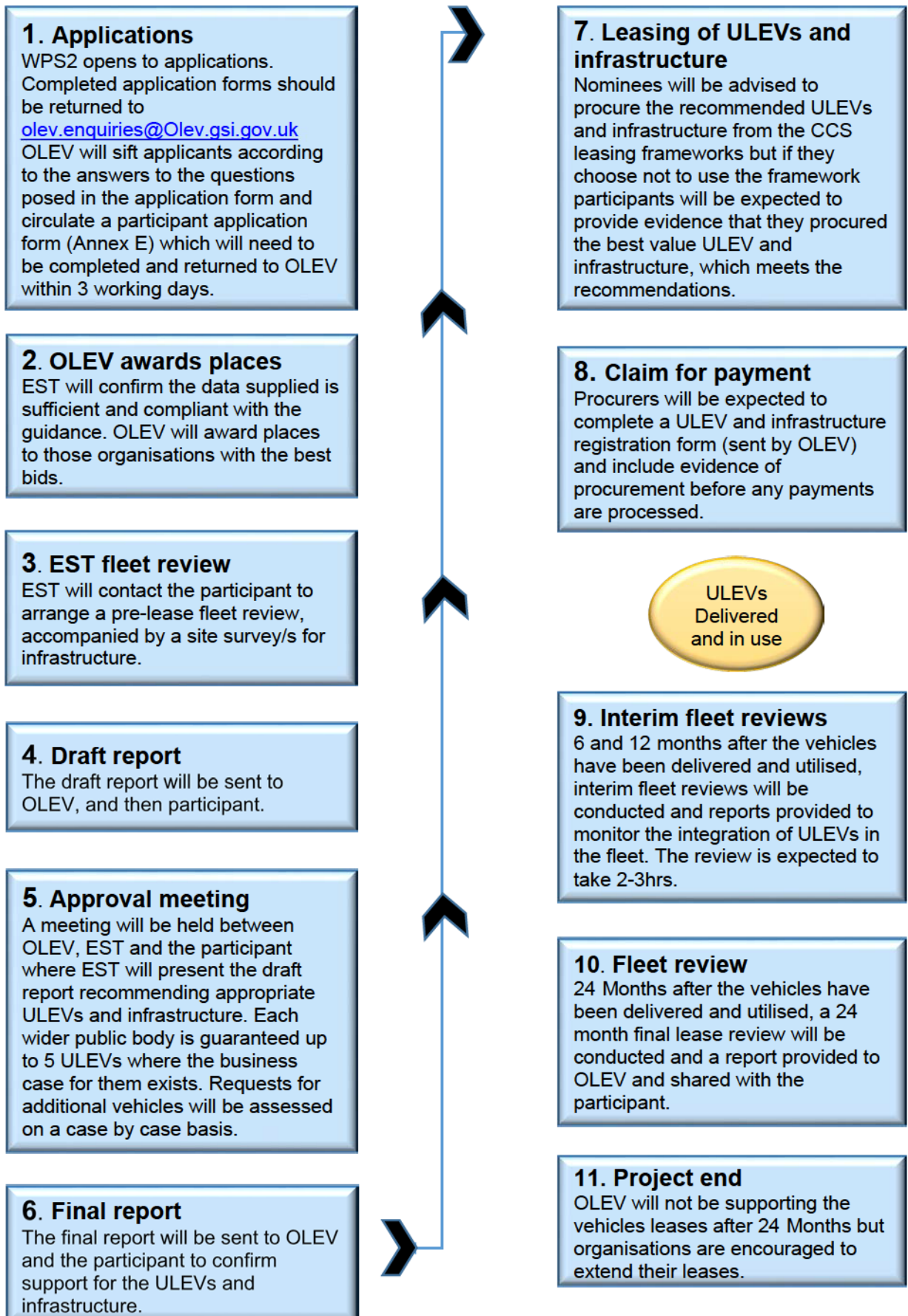
4.15 Timeline

Description	WPS1	WPS2
Applications Open	13.01.2015	13.01.2015
Applications Close	30.01.2015	30.01.2015
Places Awarded	w/c 02.02.2015	w/c 02.02.2015
Initial Fleet Review	Spring 2015	Spring 2015
Procurement of ULEV's and Infrastructure	Summer 2015	Summer 2015

5. Project Journey Map - WPS1







6. Project Journey Map - WPS2











Annex A - ULEVs Available for Leasing

Currently there are 30 cars and vans that are eligible for the funding. This will increase as more vehicles become plug-in car and van grant eligible. All vehicles that are on the live plug-in grants eligibility lists at the time of each review will be considered for the vehicle leases.

The table below list the electric cars currently eligible for the funding.

Company	Vehicle Model	Type	CO2	Quoted max range (miles)	Picture
Audi	e-tron	PHEV	37g/km	31 electric 550 extended	
BMW	i3	Fully electric	Zero at tailpipe	118	
BMW	i3 EREV	EREV	13g/km	106 electric 180 extended	
BMW	i8	PHEV	49g/km	31 electric 430 extended	
BYD	e6	Fully electric	Zero at tailpipe	140	
Chevrolet	Volt	E-REV	27 g/km	25-50 electric 300 extended	
Citroen	C-Zero	Fully electric	Zero at tailpipe	93	
Ford	Focus BEV	Fully electric	Zero at tailpipe	76	

Kia	Soul Ev	Fully electric	Zero at tailpipe	132	
Mercedes	S500 Hybrid	PHEV	65 g/km	20 electric 155 extended	
Mitsubishi	i-MiEV	Fully electric	Zero at tailpipe	93	
Mitsubishi	Outlander Plug in Hybrid	PHEV	49g/km	34 electric 500 extended	
Nissan	LEAF	Fully electric	Zero at tailpipe	124	
Peugeot	iOn	Fully electric	Zero at tailpipe	93	
Porsche	Panamera S E-Hybrid	PHEV	71 g/km	22 electric several, 100 extended	
Renault	Fluence ZE	Fully electric	Zero at tailpipe	115	
Renault	ZOE	Fully electric	Zero at tailpipe	60-80 (est)	
Smart	fortwo electric drive coupe	Fully electric	Zero at tailpipe	87	

Smart	fortwo electric drive cabriolet	Fully electric	Zero at tailpipe	87	
Tesla	Model S (80 kWh)	Fully electric	Zero at tailpipe	256 (est)	
Toyota	Prius Plug-in Hybrid	PHEV	49 g/km	15.5 electric, several hundred extended	
Vauxhall	Ampera	E-REV	27g/km	25-50 electric 310 miles extended	
Volkswagen	e-Up	Fully electric	Zero at tailpipe	118 electric	
Volkswagen	e-Golf	Fully electric		118	
Volvo	V60	Plug-in-Hybrid	48g/km	31 electric 560 extended	








* Prices may vary, please check with dealership

** does not include battery, which is leased separately for £81 a month over three years

Please refer to the link below for further information on plug-in car vehicles:

<https://www.gov.uk/plug-in-car-van-grants/eligibility>

The table below list the electric vans currently eligible for the funding

Company	Vehicle Model	Type	CO2	Range (miles)	Picture
BD Otomotiv	Viecoli eTraffic van	Fully electric	Zero at tailpipe	142	
Daimler Mercedes-Benz	Vito E-Cell	Fully electric	Zero at tailpipe	80	
Kangoo	VAN Z.E	Fully electric	Zero at tailpipe	100	
Peugeot	Partner Electrique Van	Fully electric	Zero at tailpipe	105	
Citroen	Berlingo Electric	Fully electric	Zero at tailpipe	106	
Nissan	ENV200	Fully electric	Zero at tailpipe	TBC	
Smith Electric	Smith Edison Van	Fully electric	Zero at tailpipe	60	

Please refer to the link below for further information on plug-in van vehicles:

<https://www.gov.uk/plug-in-car-van-grants/eligibility>

Annex B - Technical Specifications for workplace chargepoints

The minimum technical requirements² of workplace chargepoints and their installation are set out below³. To note, OLEV will only fund the installation of chargepoints that meet the technical specifications.

Reference	Clause
1.0	INTRODUCTION
1.1	This document defines the specification of electric and plug-in hybrid electric road vehicles conductive charging equipment for use in a workplace car park application.
1.2	Manufacturers/ suppliers of the proposed charging equipment shall demonstrate compliance with the specification as part of the project bid.
1.3	This specification is for the charging equipment only and not the final installation. However, it is required that the final installation will be in accordance with the current edition of the IET Wiring Regulations (BS 7671), the IET Code of Practice (CoP) for Electric Vehicle Charging Equipment Installations, Electricity Safety, Quality and Continuity Regulations 2002 and all other applicable standards.
1.4	Clause not required.
2.0	STANDARDS
2.1	Charging equipment shall be compliant with:
21.a	BS EN 61851 Parts 1 & 22
2.1b	EC Directive for Electromagnetic Compatibility 2004/108/EC
2.1c	EC Directive for Low Voltage Equipment 2006/95/EC
2.1d	Clause not used
2.2	Charging equipment shall be CE marked in accordance with EC Directive 93/465/EEC.

² Technical specification supplied by Ove Arup & Partners Ltd (www.arup.com) at request of OLEV.

³ Note that some clauses are not required for this specification. These are stated as 'Clause not required'.

2.3	The charging point shall have a minimum operational life of 3 years to satisfy the requirements of the OLEV grant scheme.
3.0	CHARGING MODES
3.1	Mode 1 charging shall not be compliant with this specification.
3.2	Clause not required.
3.3	Charging equipment shall use Mode 2 or 3 charging.
3.4	Clause not required.
3.5	Clause not required.
3.6	Clause not required.
3.7	If required. Mode 4 charging shall not be compliant with this specification where supplied integral to complaint Mode 2 or Mode 3 charging equipment.
4.0	EQUIPMENT RATINGS
4.1	Clause not required.
4.2	Charging equipment shall be rated 230Vac, single-phase or 400Vac, three-phase.
4.3	Clause not required.
4.4	Clause not required.
4.5	Charging equipment output shall be rated up to 22kW.
4.6	Clause not required.
4.7	Clause not required.
4.8	Clause not required.
4.9	Where dual outlets are provided the charging equipment shall be rated for both to operate at rated capacity simultaneously.
4.10	Where supplied integral to complaint AC charging equipment, DC charging equipment with output rated up to 22kw shall be permitted.
5.0	CONNECTORS/ OUTLETS
5.1	Clause not required.

5.2	Charging equipment shall utilise socket outlets (BS 61851:1 Case A2 or B2 connection) or tethered cables (BS 61851:1 Case C connection).
5.3	Clause not required.
5.4	Charging equipment socket outlet or cable vehicle connector shall be as selected by the end user.
5.5	Clause not required.
5.6	Clause not required.
5.7	Use of BS1363 socket outlets shall not be permitted.
6.0	HUMAN MACHINE INTERFACE
6.1	Key, or equivalent, access shall be as selected by the user.
6.2	Clause not required.
6.3	Clause not required.
6.4	Charging equipment status shall be indicated using lights, LEDs or display.
6.5	Clause not required.
7.0	OTHER FEATURES
7.1	Charging Equipment integral protective device required to comply with BS EN 61851 Mode 3 charging shall be Type a RCD.
7.2	Where installed in an outdoor location, the charging equipment shall meet the minimum IP ratings set out in BS EN 61851:1.
7.3	The design of the charging equipment shall permit compliance with the requirements of BS 8300: 2009 + A1:2010.
8.0	ENERGY METER/ DATA ACQUISITION
8.1	Clause not required.

8.2	Data acquisition compatible with OLEV Chargepoint Usage Data Requirements (refer to factsheet in Appendix 1) shall be provided.
8.3	Clause not required.
8.4	A MID-approved meter for each outlet with energy used output to display and output to data acquisition system shall be provided.
8.5	Clause not required.
8.6	Data communications to allow remote data collection shall be provided.
9.0	DEFINITIONS
9.1	For the purpose of this specification, workplace car park defines installation and use of charging equipment by vehicles associated with the workplace operating the EV charging equipment.

Annex C - OLEV's Contract with the Energy Saving Trust

ULEV Readiness Programme

Energy Saving Trust (pre-lease reviews)

Introduction

The Energy Saving Trust (EST) is working with the Office for Low Emission Vehicles (OLEV) to deliver the Public Sector Procurement programme for Ultra Low Emission Vehicles (ULEVs). The programme is designed to accelerate the uptake of ULEVs by offering financial support to organisations to procure plug-in hybrid vehicles and supporting charging infrastructure, informed by fleet reviews.

Organisations will be allocated a fleet consultant who will work closely with the nominee in establishing the best suited ULEVs and Charging Infrastructure for their Organisation.

Nominees will be expected to collate data from their Organisations fleet for the purpose of the initial meeting with their assigned fleet consultant.

Data requirements

The list below outlines the data requirements for the ULEV Readiness Project fleet review:

- Live fleet list,
- 12 months data of individual vehicle mileage, fuel use and cost of fuel
- An idea of vehicle roles or duty cycles, maximum daily mileage,
- Individual vehicle costs and procurement status - leased or bought outright,
- Location of vehicles overnight. If they go home with drivers, we'd like some idea of those locations
- Electricity costs.

Whilst the above represents the information we would ideally like as a bare minimum we are able to progress so long as we have items 1, 2 and 3 on the above list.

Initial fleet reviews

There are two types of pre-lease review provided:

- Comprehensive Review – This is for organisations who have not had an appropriate Plugged in Fleet Initiative (PIFI) review carried out for them by EST.
- Expedited Review – This is for any client who have previously had a PIFI review carried out on the relevant vehicle fleet by EST.

Each type of review is aimed at providing the level of information required to ensure that the client, OLEV and the EST have the information necessary for the successful implementation of ULEVs.

Comprehensive_Review

Initial client/EST Consultant meeting to discuss and agree scope of review. Once scope is agreed the following data will be required for the area of fleet under review:

- Make, model, registration plate, procurement cost/model, planned period of use, annual mileage, annual fuel used [where applicable], no of days used per year, vehicle role, location, where parked when not in use
- Information regarding infrastructure
- Telephone/e-mail/face to face/site visits as required allowing a full understanding of the data to take place.
- Analysis of data/information.
- Draft outcomes presentation to client by EST outlining the following:
 - Recommendations and justification for which vehicles should be replaced by ULEVs
 - Types of vehicles to be used and infrastructure requirements
 - Preparatory work required
 - Implementation action plan
 - Feedback from presentation fed back into analysis/findings.
 - Final report issued detailing above to client and OLEV.

Expedited Review

Initial meeting/telecom between stakeholders and EST Consultant to understand any changes that may have taken place since original PIFI was produced.

- Update findings and produce draft implementation action plan.
- Updated review issued to client and OLEV.

The review report will provide the business case for whether ULEVs can usefully be employed within the client's vehicle fleet.

The report will use whole life cost analysis using actual vehicles as the basis for the decisions arrived at. The leasing costs of ULEVs available to Government departments/organisations available through CCS will be made available to EST and used as appropriate. In order to allow for the predicted variation in fuel costs over the vehicle lease period EST will use a flexible pricing corridor of 4-5 pence per mile on the WLC.

The final report will include, as an appendix, the application form to allow the client organisation to proceed with their funding application to OLEV.

Timescale

Whilst it is difficult to give a precise timescale our expectation would be:

Comprehensive Review - Following the initial meeting of 1-2 hours the client will need to provide the required fleet data as soon as possible. Assuming this is available then analysis is likely to take 3-4 weeks with client liaison during this period to clarify facts and question information provided. There will then be a second meeting between OLEV, EST and the client to present our draft findings and action plan. The final report will then be available approximately a week later assuming major changes are not requested at the draft stage.

Total anticipated time: 4-5 weeks

Expedited Review – There will be an initial meeting (in some cases a teleconference may suffice) following which the client may need to provide updated fleet data as soon as possible. Assuming this is available then analysis is likely to take 1-2 weeks with client liaison during this period to clarify facts and question information provided. The final report will then be available assuming no further changes are requested.

Total anticipated time: 2-4 weeks

Client/EST Expectations

EST expectations of the client:

- We expect that the client will work with the Energy Saving Trust to explore how ULEVs can fit into and benefit their business.
- That they will share all necessary data and commit resources as necessary to enable a comprehensive review to be carried out in a timely manner.
- They will commit the appropriate resources and leadership to the implementation of ULEVs in their fleet.
- That they will continue to share data and have an open and honest dialogue with all partners involved.
- Are willing to share their learning and benefit from best practise derived elsewhere
- Support the activity to raise the public profile of this initiative.
- That they will provide access for EDF infrastructure site surveys to take place and that all forms relating to the site surveys will be returned to EDF in a timely manner – our expectation would be certainly no longer than a 5 working days from their issue.
- Whilst OLEV are directly meeting the costs of EST carrying out the pre and post lease surveys any additional costs incurred in generating the pre-lease surveys (including infrastructure surveys) will be met by the applicant.
- Should a site survey be cancelled due to the site nominee (or a deputy) being unavailable when EDF arrive at site then the applicant will incur the cost of the failed survey and re-arrange the survey in a timely manner.

- The applicant will ensure that all appropriate people are available for any meetings, teleconferences, correspondence and site survey work that are arranged.

What the client can expect of EST:

- That we will provide the appropriate levels of resource, skills and experience to support the project
- That, for the life of the project, we will provide ongoing impartial, realistic, honest and timely support and advice.
- That we will be committed to supporting the client in achieving the successful implementation of ULEVs into their fleet.

Annex D - ULEV Readiness Project Phase Two: Application form for WPS1 Previous PIFI Participant

Phase two participants are split into two groups. Wider Public Sector 1 (WPS1) where participants have participated in a Plugged-in Fleets Initiative (PIFI) review and Wider Public Sector 2 (WPS2) where participants have not previously participated in a PIFI review.

- This form is for Wider Public Sector organisations who have previously benefitted from a Plugged in Fleet Initiative review carried out by the Energy Saving Trust. **If your organisation has never had a PIFI then please complete the form in Annex E.**
- OLEV will fully fund expedited fleet reviews for successful participants which will form a business case for the potential uptake of ultra-low emission vehicles (ULEVs) and accompanying charging infrastructure. The mandatory data participants must supply for an expedited fleet review is an updated:
 1. List of vehicles in the fleet⁴
 2. Mileage (daily, monthly and annual, where applicable)
 3. Cost of fuel
 4. Cost of electricity

That can be used to compare and update the findings of the original PIFI.

Please tick to confirm that you can provide the requested information at the Interviewing stage.

- The expedited review is targeted for WPS bodies wishing to implement the findings of their PIFI report. If the WPS body is looking to significantly deviate from the PIFI findings for example:
 1. Significantly increase the numbers of vehicles recommended
 2. Change the type of vehicle
 3. Wish to review a different part of their vehicle fleet
 4. Change of location(s) of the vehicles reviewed

Please tick to confirm that your organisation does not want significant change from the findings in the original PIFI.

- Participants will be expected to dedicate up to 0.5 days a week to the project. Each participant must nominate two nominees – a primary and secondary contact for OLEV and EST to coordinate with.

- Please note that fire and rescue services have to meet one of the following criteria:

Please tick which one applies

- a. Please tick to confirm that your organisation does not want significant change from the findings in the original PIFI.
- b. A fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004
- c. A scheme to which section 4 of that Act applies as a local authority
- d. A joint authority established by Part 4 of the Act and a police and crime commissioner

Name of public sector body	
PIFI Ref. No.	
Date of PIFI	
Name of primary nominee	
Primary nominee job title	
Primary nominee contact details (email and telephone number)	
Name of secondary nominee	
Secondary nominee job title	
Secondary nominee contact details	
Secondary nominee address	

o **The Offer**

This scheme provides Wider Public Sector bodies with fully funded fleet reviews, ongoing support from fleet consultants, funding contribution towards plug-in car and van grant eligible vehicle leases for a period of 24 months, infrastructure site checks and funding to install charging infrastructure on their estates.

Fleet review: The expedited fleet review will be conducted by the Energy Saving Trust (EST). Participants are to expect to undergo the expedited fleet review, two interim reviews at 6 and 12 months and one post-lease fleet review at 24 months. The fleet reviews are designed to demonstrate where ULEVs could be integrated into a fleet in a practical, cost effective way, and the fleet consultants will provide ongoing support to ensure the full value of the vehicles are realised.

Vehicle Leases: OLEV will contribute **75%** towards the procurement of vehicle leases for a period of two years: allowing participants to fully understand the operational reality of ULEVs. All vehicles that are on the live plug-in car and van grant eligibility lists at the time each department's review is conducted are eligible to be considered for the scheme. **OLEV will only fund vehicles supported in the expedited fleet review.**

Charging Infrastructure: To support the use of these vehicles, OLEV will also **contribute 75%** towards the costs of procuring and installing electric charging infrastructure. It is expected that the infrastructure will be placed on sites which can be accessed by fleet, employee or visitor vehicles where appropriate. In the case of hydrogen fuel cell vehicles which are expected to come to the UK market in 2015, we would expect the vehicles to be refuelled at publically available hydrogen refuelling stations.

Ongoing commitment: Funding will be provided for a maximum of two years and after this date, fleet managers will have the opportunity to negotiate with leasing providers if they want to extend the leases of the vehicles and will be expected to take on the cost of the extension themselves organisations.

Please sign to confirm that you have read and fully understood the offer.

<p>Organisation Name:</p> <p>Nominee name:.....</p> <p>Sign..... Date.....</p>

Completed application forms should be sent to the Energy Saving Trust for the attention of Paul Gambrell (transportadvice@est.org.uk) by 30th January 2015.

Annex E - ULEV Readiness Project Phase Two: Application form for WPS2 Non PiFI Participant

Phase two participants are split into two groups. Wider Public Sector 1 (WPS1) where participants have participated in a Plugged-in Fleets Initiative (PiFI) review and Wider Public Sector 2 (WPS2) where participants have not previously participated in a PiFI review.

Have you participated in PiFI? If so, please complete the form in **Annex D** instead and submit the completed application form directly to The Energy Savings Trust for the attention of Paul Gambrell at transportadvice@est.org.uk

- **If you are a PiFI recipient/participant you do not need to complete this application form.**
- OLEV will fully fund comprehensive fleet reviews for successful participants which will form a business case for the potential uptake of ultra-low emission vehicles (ULEVs) and accompanying charging infrastructure. The mandatory data participants must supply for a pre-lease fleet review is:
 5. List of vehicles in the fleet⁵
 6. Mileage (daily, monthly and annual, where applicable)
 7. Cost of fuel
 8. Cost of electricity

Please tick to confirm that you can provide the requested information at the Interviewing stage.

- Participants will be expected to dedicate up to 0.5 days a week to the project. Each participant must nominate two nominees – a primary and secondary contact for OLEV and EST to coordinate with.
- Please note that fire and rescue services have to meet one of the following criteria:

Please tick which one applies

- a. A fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004
- b. A scheme to which section 4 of that Act applies as a local authority
- c. A joint authority established by Part 4 of the Act and a police and crime commissioner

If you are not a fire and rescue service provider, please tick which one applies

Local Authority Police Authority National Health Trust

Name of public sector body	
Name of primary nominee	
Primary nominee job title	
Primary nominee contact details (email and telephone number)	
Name of secondary nominee	
Secondary nominee job title	
Secondary nominee contact details	
Secondary nominee address	
<p>OLEV will not be considering bids from organisations which plan on using the ultra-low emission vehicles to provide services that are in competition with private sector bodies.</p> <p>Please clearly state what you will be using the ultra-low emission vehicles for and confirm that this will not be in competition with the private sector</p>	
<p>Are you <u>currently</u> receiving or have <u>recently applied</u> for OLEV funding through another project? If so, please indicate below (including the total amount and project reference number)</p>	
<p>OLEV will offer up to 75% subsidised vehicle leases and 75% subsidised charging infrastructure. How do you plan to meet the additional cost of the vehicle leases and charging infrastructure?</p>	

Organisation name	
<p>Please clearly state why you should be included in this project (max 1000 words). Businesses cases will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • Evidence of this project forming a part of a wider ULEV integration plan e.g. installation of publically accessible charging infrastructure • Evidence of publicising the use and integration of the ULEVs • Demonstration of plans to communicate the learnings to colleagues and other organisations in the local area • Ambition for long term wider transition of the fleet <p>A score will be given out of 10, against the above criteria to give a total score out of 40. In the event that we have significantly more bids than we are able to fund with the available budget, the highest scoring bids will be paid. Otherwise any bid scoring more than 24/40 will be successful.</p>	
<div style="border: 1px solid black; height: 300px; width: 100%;"></div>	

The Offer

This scheme provides Wider Public Sector bodies with fully funded fleet reviews, ongoing support from fleet consultants, funding contribution towards plug-in car and van grant eligible vehicle leases for a period of 24 months, infrastructure site checks and funding to install charging infrastructure on their estates.

Fleet review: The pre-lease fleet review will be conducted by the Energy Saving Trust (EST). Participants are to expect to undergo a prelease fleet review, two interim reviews at 6 and 12 months and one post-lease fleet review at 24 months. The fleet reviews are designed to demonstrate where ULEVs could be integrated into a fleet in a practical, cost effective way, and the fleet consultants will provide ongoing support to ensure the full value of the vehicles are realised.

Vehicle Leases: OLEV will contribute 75% towards the procurement of vehicle leases for a period of two years: allowing participants to fully understand the operational reality of ULEVs. All vehicles that are on the live plug-in car and van grant eligibility lists at the time each organisation's review is conducted are eligible to be considered for the scheme. **OLEV will only fund vehicles recommended through the pre-lease fleet review.**

Charging Infrastructure: To support the use of these vehicles, OLEV will also contribute 75% towards the costs of procuring and installing electric charging infrastructure. It is expected that the infrastructure will be placed on sites which can be accessed by fleet, employee or visitor vehicles where appropriate. In the case of hydrogen fuel cell vehicles which are expected to come to the UK market in 2015, we would expect the vehicles to be refuelled at publically available hydrogen refuelling stations.

Ongoing commitment: Funding will be provided for a maximum of two years and after this date, fleet managers will have the opportunity to negotiate with leasing providers if they want to extend the leases of the vehicles and will be expected to take on the cost of the extension themselves organisations.

Please sign to confirm that you have read and fully understood the offer.

<p>Name of Organisation: Name of Nominee:..... Sign..... Date.....</p>

Completed application forms should be sent to the Office of Low Emission Vehicles for the attention of Diana Lwanga at olev.enquiries@Olev.gsi.gov.uk by 30th January 2015.

Annex F - ULEV Readiness Project - EST Participation Pledge Form

What does signing the ULEV Fleet Pledge mean for my company?

- Signing the ULEV Fleet Pledge means that my company joins a group of organisations which will benefit from free expert and impartial advice to explore the business case for electric vehicles
- This project will investigate the utility of ultra-low emission vehicles and the running costs compared with traditional petrol and diesel vehicles
- As detailed in the guidance document, a short report will advise where ULEVs will benefit the business and where they won't
- This project will position my company as a leader in tackling emissions from road vehicles

Electric vehicle fleet pledge 2014

We believe that the drive towards low carbon vehicle fleets is a significant part of the future and we recognise that electro-mobility offers a potential leading solution to cut energy consumption and carbon emissions as well as improving local air quality. We understand the significant role that fleets can play to speed up the deployment of ULEVs. We also recognise that for certain applications; there is already a clear business case for ULEVs. We are committed to exploring the opportunity within our own business fleet and playing a role in continuing to develop the low carbon vehicle market.

We will:

- work with the Energy Saving Trust to explore how ULEVs can fit into and benefit our business
- share data and commit our resources as necessary to enable a comprehensive fleet analysis to be carried out
- give serious consideration to the recommendations in the fleet analysis with the ambition of acquiring EVs onto our fleet where there is a clear benefit to our business
- support the activity to raise the public profile of this initiative

Declaration

We ask that the Project Sponsor (a senior decision maker within the organisation as explained in section on Key Contacts and Sponsors) signs the declaration.

I hereby confirm that the organisation will comply with the conditions set out above with respect to the ULEV Readiness Project.

For and on behalf of the organisation

Print Full Name and Sign	
Position	
Date	