



Massachusetts Domicile Electric Vehicle Charging Policy

Issued by the Executive Offices of Energy and Environmental Affairs and Administration and Finance

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Guidelines for State Fleets

I. Overview

The Executive Office of Energy and Environmental Affairs (EEA) and Executive Office of Administration and Finance (EOAF) is launching a pilot program to support the deployment of state funded electric vehicle (EV) charging infrastructure at domicile vehicle garaging locations. This will enable employees who are assigned an electric domicile vehicle the opportunity to charge their domicile vehicle at their place of residence. This document provides guidelines on how the program will be administered.

II. Program Goals and Duration:

Domicile vehicles are excellent candidates for vehicle electrification as they are often used primarily for traveling to off-site locations for meetings, inspections, and site visits, and are not generally needed to perform a specific function that would make them more difficult to electrify, such as responding to emergencies or carrying out activities, such as towing or plowing, that require a heavier duty vehicle. Because these vehicles are often used for much of the day and must be accessible at the start of each workday, enabling domicile vehicle users the ability to charge overnight at their place of residence will maximize employee efficiency by ensuring the vehicles start each day with a full battery charge.

The pilot program will offer participating domicile electric vehicle users the opportunity to install state-funded and state-owned electric vehicle charging stations in their homes. This is a voluntary pilot program that will be offered to domicile vehicle users and their agencies that agree to participate. Charging infrastructure can only be deployed through this program at homes where the domicile EV user and the agency have agreed to install charging equipment at the user's residence.

The program will be in effect for no more than two years from the effective date of this policy. Over that period, state employees with domicile EVs will be able to work with their agency to deploy charging infrastructure at their residence. At any time during this pilot period, EEA and EOAF may elect to end the pilot program sooner, extend the program, or establish a more permanent policy that replaces this pilot. EEA and EOAF will monitor the program during the pilot phase and will issue a final program evaluation with recommended next steps no later than three months following the completion of the pilot.

III. Policy Framework:

Massachusetts' [Leading by Example Executive Order 594: Decarbonizing and Minimizing Environmental Impacts of State Government](#) sets targets for the number of electric vehicles (EVs) that must be in the light-duty state fleet between 2025 and 2050. In support of these targets, the EOAF Operational Services Division's Office of Vehicle Management (OVM) has issued the [Electric Vehicle Planning and Acquisition Policy](#) which outlines the

expectations for fleet planning and vehicle acquisitions. Most notably, the policy states that “... agencies shall prioritize the selection of the most fuel-efficient and/or least carbon-emitting vehicle option ...” with the first choice of the vehicle hierarchy being a Battery Electric (BEV) or Fuel Cell Electric Vehicle (FCEV).

I. Definitions:

- A. BEV (Battery Electric Vehicle): a vehicle powered entirely by battery and produces no tailpipe emissions.
- B. PHEV (Plug-In Hybrid Electric Vehicle): a vehicle powered by both a battery pack, which can be externally recharged, and an Internal Combustion Engine (ICE).
- C. FCEV (Fuel Cell Electric Vehicle): a vehicle that uses a fuel cell to directly power an onboard electric motor and produces no tailpipe emissions.

II. Pilot Program Summary Enrollment Process

Please see details below for each of these steps:

Step 1: Participant Identification

Step 2: Survey and Agreement Form

Step 3: Notification of OVM and Department of Energy Resources (DOER)

Step 4: Bid Solicitation

Step 5: DOER Grant Application

Step 6: Approval and Transfer of Funds

Step 7: Project Implementation

III. Enrollment Process Step 1 – Participant Identification:

Agencies are responsible for identifying employees with domiciled vehicles willing to participate in the program. As agencies assign electric vehicles to domicile users, they should ask users if they would agree to have charging capability installed in their residence and take part in this pilot program.

If both the domicile EV user and agency where said employee works agree to take part in this pilot program, employees should be asked to confirm that they meet the following criteria:

- 1. Own their own home or have the official authorization to install charging infrastructure
- 2. Have homeowners’ liability insurance of at least \$100,000
- 3. Have homeowners’ combined dwelling and other structures insurance coverage of at least \$100,000. Insurance coverage for other structures is only required when such structures are the location of the EVSE installation or are adjacent to such installation.
- 4. Have access to a parking location no more than 25 feet from a home or garage (preferably with access to existing electrical capacity) where the charging infrastructure is likely to be located.

If these criteria can be met, both the employee and agency should proceed to Step 2.

IV. Enrollment Process Step 2 – Survey and Agreement Form:

The agency shall have the employee(s) fill out the Domicile Electric Vehicle User Survey (Survey) to confirm that the domicile EV user themselves, as well as the user’s residence, meets the eligibility criteria above. The Survey can be found on the [LBE Priorities and Efforts: Clean Transportation](#) page and must be returned to their agency. Along with the survey, the user must provide their agency with documentation that they meet the eligibility criteria above. As necessary, domicile EV users can either show this documentation to their agency of

employment without providing a copy, or they may provide a copy of the documentation with redacted personal information. Examples of documentation that prove eligibility criteria include but are not limited to:

- A. **Home ownership:** a copy of a recent mortgage statement or a copy of the deed or a screenshot of the town assessor's website outlining home ownership
- B. **Legal authorization:** a written letter from the homeowner granting authority to install and access charging equipment on the property
- C. **Homeowner's insurance:** a screenshot of the declaration page on the homeowner's home insurance policy's webpage
- D. **Parking and charging location:** written confirmation that the vehicle parking location is less than 25 feet from an existing location with electrical service and an approximation of the distance from said parking location to the home, garage, or other applicable structure.

If found eligible by their agency through the Survey, domicile EV users will be required to sign an agreement agreeing to properly maintain charging infrastructure, report any damage or issues with station functionality, and abide by the equipment return policy. This agreement can be found at on the [LBE Priorities and Efforts: Clean Transportation](#) page and must also be submitted to the agency of employment.

V. Enrollment Process Step 3 – Notification to OVM and DOER:

Based on the results of the Survey, the proof of eligibility through documentation, and the user's signature on the written agreement, agencies will determine which of their domicile EV users will be eligible for and included in this pilot. Agencies shall notify OVM and DOER (see contacts below in Section XVIII) of domicile EV users determined to be eligible for EV charging funding prior to proceeding with any procurements or grant applications.

If an agency is seeking approval to install a hard-wired Level 2 charger as per Section XIII, the agency must request and receive approval from DOER prior to proceeding with any procurements or grant applications. Applicants should indicate they are seeking this approval and provide their justification using the appropriate dropdown menu and free-form field in the grant application.

VI. Enrollment Process Step 4 – Bid Solicitation:

Once eligibility has been determined and OVM and DOER have been notified, the agency must solicit bids from applicable statewide contracts, including the [Tradesperson Installation, Repair, and Maintenance Services Contract](#) (TRD01) and/or the [Advanced Vehicle Technology Equipment, Supplies and Services Contract](#) (VEH102)¹. When requesting bids on TRD01, agencies should require bidder experience with residential or commercial charging station installation. Request for bids should include any applicable specifications outlined in Section XIV, Table B of this Guideline. Any necessary equipment can be included in the electrician bid or can be requested separately through VEH102 or other approved methods. Bids for other equipment should also follow the criteria DOER has developed below in Section XIV, Table B.

Following bid submissions, the agency will select a winning bidder and issue a preliminary award, ensuring that all costs have been included and that it aligns with the needs of the agency, this policy, and any other applicable technical requirements.

¹ DOER may consider on a case-by-case basis alternative contracting methods on the condition that vendors are held to the same standard as the state contracts require.

VII. Enrollment Process Step 5 – DOER Grant Application:

Once the agency is satisfied with the quote from the winning bidder of the bid solicitation, they will include it in their application for a [DOER LBE Fleet EV Charging Deployment Grant](#) (PON-ENE-2024-017) as part of their request for funds. This grant provides 100% of the equipment and installation costs. In order to receive funding, agencies will have to adhere to the applicable requirements of the DOER LBE Fleet EV Charging Deployment Grant Program Opportunity Notice.

VIII. Enrollment Process Step 6 – Approval and Transfer of Funds:

Upon receipt of the final grant application, DOER will process the application and notify the applicant upon final approval and award. The agency will then sign an Inter-Agency Service Agreement (ISA) to permit the transfer of these funds. Depending on the source of funding, the ISA may be held with DOER or EOAF.

IX. Enrollment Process Step 7 – Project Implementation:

Agencies may only issue a notice to proceed to the vendor upon signature of the ISA.

Upon completion of the project, the agency shall notify DOER of the status of the project, as well as any challenges that arose.

X. Available Funding and Eligible Costs:

To ensure the efficient use of state dollars, domicile EV users and agencies participating in this pilot program will adhere to acceptable charging elements under this policy (Section XIII, Table A) and the following charging station acquisition hierarchy:

A. Level of Charge based on vehicle type:

- i. Fully battery electric vehicle: Install Level 2 charging capability.
- ii. Plug-in hybrid vehicle: Install Level 1 charging capability and agree to plug in the domicile vehicle every day that it is in use.

B. Type of Charging Equipment Hierarchy (specifications can be found in Section XIV, Table B)

- i. Outlets: If participants have access to interior parking or fully protected outdoor parking, the bid must request a licensed electrician to install the applicable Level 1 or Level 2 outlet that meets the specifications described in Section XIV, Table B. This outlet is to be utilized with the charging cord that comes with the vehicle. If the vehicle does not come with a charging cord, agencies may purchase a cord separately or adhere to the options below. Any electrical upgrades, outlets, and/or internal wiring installed through this pilot will be property of the homeowner. The agency shall be responsible for any repairs and maintenance that may be required but the employee is responsible for periodically conducting a visual inspection to ensure the outlets are in working condition and to immediately report any damage to their agency. If the domicile EV user were to cease state employment or were to no longer require a domicile vehicle, any maintenance or repair and associated costs for charging outlet and internal wiring would become the responsibility of the employee.

- ii. **Plug-in Charging Station:** If interior parking or fully protected outdoor parking is not available or if the vehicle does not come with a charging cord, agencies may elect to install an outlet (Level 1 or Level 2 dependent on the vehicle type as described above) and a portable plug-in residential grade charger for use with circuits up to 50 amps. If this plug-in station is to be installed outside, it must be all-weather rated. The charger must be mounted to the side of participant's home or to the wall of their garage. Any external plug-in equipment, including but not limited to plug-in charging stations and/or charging cords, acquired through this pilot will be the property of the Commonwealth.
- iii. **Hard-wired Charging Station:** In certain circumstances where the above equipment options are not sufficient, applicants may request installation of a hard-wired Level 2 charger, including those with the ability to deliver a higher amperage than the maximum amperage listed in Table B. DOER in its sole discretion reserves the right to review and approve or deny such requests. Examples of circumstances where DOER may approve such requests include emergency or other vehicles that operate outside of business hours and may require additional charging capacity to meet operational requirements, or physical conditions that require a hard-wired charger. As described in Section VIII, if an agency is seeking approval to install a hard-wired Level 2 charger, the agency must request and receive approval from DOER prior to proceeding with any procurements or grant applications. Applicants should indicate they are seeking this approval and provide their justification using the appropriate dropdown menu and free-form field in the grant application.

This policy authorizes funding up to \$5,000² per installation, only for the following charging elements:

Table A. Acceptable charging elements under this policy

Note: Any necessary installation costs associated with the equipment listed below, such as certain electrical upgrades, installation of wiring or cabling, affixing of equipment to the home or other structures, etc. Any costs associated with the upgrading of whole house electrical capacity will **NOT** be permitted. Any costs associated with removing equipment funded by this program will be the responsibility of the applicable agency.

Charging Capability/Equipment Type	Parameters
Level 2 - 240V outlet	This is the recommended outlet choice for any battery electric vehicle. For vehicles parked inside and that have access to a level 2 charging cord, this outlet will be sufficient to satisfy charging needs.
Level 1 - 120V outlet	Only if the electrical capacity of the residence will not support a new 240V circuit or for any plug-in hybrid electric vehicle.
Level 2 Plug-in Charging Station	For sites where outlets and cords are not viable or available options. Must meet equipment specifications below.
Level 2 hard-wired charging station	Under certain circumstances where the above equipment options are not sufficient and DOER has, in its sole discretion, granted approval.

² DOER in its sole discretion reserves the right to review and, in some cases, approve projects greater than \$5,000 if all elements of the project are deemed necessary.

XI. Required Equipment Specifications

The following table includes required specifications for any installed equipment under this program.

Table B. Detailed charging equipment specifications

Equipment Type	Criteria
Level 2 - 240V circuit	A dedicated 240-volt 50-amp circuit is required. The circuit must be installed with a non-GFCI breaker and terminate in a NEMA certified 14-50 receptacle or be hardwired to the charging station (if applicable). An existing 240v outlet cannot be used.
Level 1 - 120V circuit	If installing a L1 outlet, it must be a dedicated, 120-volt 15-amp circuit and receptacle. The circuit must be installed with a non-GFCI breaker. An existing 120v outlet cannot be used.
Charging cord	The level of the charging cord must correspond to the level of the designated charging outlet, either Level 1 (120v) or Level 2 (240v). The cord must remain plugged in regularly and not be removed for mobile use on a daily or weekly basis to minimize wear and tear. The cord may not be left on the ground to avoid water hazards or be plugged into an extension cord.
Level 2 - Plug-in charging station	The receptacle type must be NEMA 14-50. The charging station must have the capability to deliver 32 amps at a minimum and 40 amps at a maximum. It must be listed on the State Appliance Standard Database and it must have a third-party certification, typically Underwriters Laboratories (UL). Must be all-weather rated.
Level 2 – Hard-wired charging station	Under special circumstances, where approved by DOER (see section XIII), installed hard-wired charging stations must have the capability to deliver between 32 and 64 amps (for use with circuits between 40 and 80 amps). The equipment must be listed on the State Appliance Standard Database and it must have a third-party certification, typically Underwriters Laboratories (UL). When installed outside, equipment must be all-weather rated.

XII. Electricity Reimbursement Process

Employees with charging infrastructure will need to be reimbursed for the electricity used to charge their state vehicle. A reimbursement process has been established through statewide contract VEH116, whereby MoveEV will act as a subcontractor of Advantage Asset Tracking Corporation to facilitate a regular reimbursement process that will ensure accuracy and consistency of said reimbursements. Following installation of EV infrastructure, domicile EV users will work with their agency to register the station location and vehicle telematics identifier with MoveEV. Domicile EV users will only be asked to do this once and MoveEV will not be listing the address on their electricity usage reports. On a monthly basis, drivers will be required to upload their electricity bill to ensure that the correct electricity rates used for reimbursement are accurate and up-to-date. MoveEV will provide a monthly report to the driver outlining all charges associated with EV charging for that month.

Electricity usage for the purpose of reimbursement will be determined by the telematics installed in the vehicle, which will also identify the geo-fence³ location of said charging sessions. Domicile EV users will use the monthly MoveEV report to submit reimbursement requests to their agency and follow the appropriate agency process to submit said data to their applicable agency division for reimbursement of electricity costs. Agencies will be responsible for reimbursing employees only for electricity usage associated with domicile electric vehicle charging as identified through the MoveEV software and monthly reports.

As part of the grant application to DOER, agencies may request funding to cover the fees associated with initial driver/vehicle registration and the first year of ongoing monthly user fees (estimated at \$10 per month per vehicle). Following this period, agencies will be responsible for paying for monthly user fees.

XIII. Removal of Equipment

If, at any point within seven years of charging equipment installation, a domicile EV user is not appropriately maintaining or utilizing any external equipment acquired through this policy, including charging cords and/or plug-in charging stations, properly, the agency of employment may elect to remove the equipment. Additionally, should the domicile EV user no longer be authorized as a domicile EV user or leave state employment within seven years of equipment installation, any equipment acquired through this policy must be returned with the domicile vehicle. Removal of hard-wired stations must be done by a licensed electrician approved by the agency. Costs associated with the removal of any equipment installed through this program will be the responsibility of the applicable agency. After seven years, any equipment installed that requires a licensed electrician to remove will become the property of the employee.

XIV. Liability and Insurance

This policy relies on insurance and performance requirements laid out in the OSD statewide contracts [TRD01](#) and [VEH102](#), which require minimum insurance coverage related to any work performed under these contracts, including but not limited to Commercial Liability Insurance of not less than \$1,000,000 per occurrence or \$1,000,000 aggregate, Property Insurance, Personal Injury Insurance, and Workers Compensation Insurance. Additionally, by signing the [OSD Standard Contract Form](#), which incorporates by reference the applicable Commonwealth Terms and Conditions, vendors certify that their performance shall, “meet or exceed industry standards for the performance required, which includes obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability, and other appropriate insurance to cover the performance.”

XV. Contacts

For any questions about this policy or the LBE grant program, please contact:
Sophia Vitello, LBE Data and Project Analyst, DOER
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³ a virtual geographic boundary around a physical location