

MassEVIP Fleet Vehicles Application Guide

Prior to submitting an application, applicants must:

1. Create a [MyMassGov account](#) and
2. Create an Executive Office of Energy & Environmental Affairs (EEA) Grants Management System (GMS) User Profile following the directions on the [Mass.gov GMS Website](#) and
3. Log in to the [GMS](#)

The above steps are discussed in the User Guide in the Resources section of the [EEA Grants Management System Help Center](#).

- Once logged in, click “Browse and Apply” on the left side of your screen
- Find the MassEVIP Fleet Vehicles Program application, either by scrolling down the screen or selecting “Filter and Sort Programs” and typing “MassEVIP Fleet Vehicles” into the “Program Name” field.
- In the “MassEVIP Fleet Vehicles” box, click on the underlined “MassEVIP Fleet Vehicles Program” text at the top left.
- In the “RFR Document” section, download the MassEVIP Fleet Vehicles Requirements document and make sure you understand and are ready to comply with all program rules.

Start Grant Application

- At the top right of the page, click “Start Grant Application.” From this point, you can save your progress at any time by clicking “Save Draft” near the top right. To return to a draft application in process, login to the GMS, click “My Applications” on the left side of the screen, and scroll down to “View Draft Applications.”
- Review “Program Information.” Click “Next.”
- Review the document “GMS User Guide – Download before proceeding to the next section” (the document you are now reading).
- Click “Next.”

Application Information screen

- Enter all required Application Information. Required fields are marked with an asterisk (*). Hovering over question mark symbols provides additional details.
- In “Grant Application Title”, enter the applicant name exactly as listed on your W-9 and the installation address. Example – City of Boston, 1 City Hall Square
- “Grant Start Date” is not necessary for this grant, please enter 1/1/2050.

- “Grant End Date” is not necessary for this grant, please enter 1/1/2050.
- Select the “Grant Primary Contact” from the dropdown list (multiple grant contacts are not possible). To appear on the list, the contact must already have a MyMassGov account and GMS user profile. The contact will receive all messages regarding this grant application, so must be able to promptly reply to or forward messages.
- In “Summary of Proposed Work,” enter “Acquire EVs”
- To calculate the amount to enter in “Total Amount Requested,” use the below table to determine the requested amount for each vehicle for which you are applying in this application, and then sum them.

Incentive Type	BEV	PHEV	ZEM
Purchase	\$7,500	\$5,000	\$750
Lease	\$5,000	\$3,000	N/A

BEV = Battery Electric Vehicle

PHEV = Plug-in Hybrid Electric Vehicle

ZEM = Zero Emission Motorcycle

- Click “Next.”

Application Details screen

- Enter all required information
- Note: To be eligible for the MassEVIP Fleet Vehicles program, you must be applying for a Massachusetts municipality, state agency, state college/university, or other public entity that has not acquired 25 vehicles through the MassEVIP Fleet Vehicles program. If you have already acquired 25 vehicles through the program your application will be denied.
- Click “Next.”

Upload Documents screen

- Upload Form W-9. One of these 2 versions must be used (older versions or W-9s signed over a year ago will not be accepted):
 - the federal IRS March 2024 W-9 available at <https://www.irs.gov/pub/irspdf/fw9.pdf> or
 - the Massachusetts W-9 containing the footer “Massachusetts Substitute Form W-9 (Rev 4-2022)” available at https://www.macomptroller.org/wpcontent/uploads/form_w-9.pdf
- Upload a vendor quote from your vehicle supplier.
- Click “Next.”

Review & Submit screen

- Once you have fully completed the application, check the box indicating “I understand no further changes can be made to general project information, application form, or required documentation”
- Click “Submit.”

NOTE: Failure to submit all documentation will delay processing of your application and could result in your application being denied.

Next Steps

- Once you have submitted your application you will receive a confirmation email from EEA Grants Manager <eeagrantsmanager@mass.gov>. To check on the status of your application at any point, login to the GMS, click “My Applications” on the left side of the screen, and select the application you wish to check.
- If MassDEP has questions on your application the primary contact will receive an email from EEA Grants Manager eeagrantsmanager@mass.gov indicating there is an information request. To see any information requests awaiting your response, either click on the “View Info Request” link in the email or in the GMS, click “My Applications” on the left side of the screen, select the application you wish to check, then click “Info Requests” on the left side of the screen. For each information request, click “Comment,” type your response in the box, then click “Send.” Please ignore the “Update status” button next to the “Comment” button. Timely response to information requests is crucial to the approval of your grant application. Failure to respond quickly and completely will delay processing of your application and could result in your application being denied. Applicants must supply ALL requested information within 2 months of receiving the first information request for your application.
- Refer to the [MassEVIP Fleet Vehicles Requirements](#) document for details on the contracting process. Once an application has met all the requirements, the applicant will be contacted to complete the contracting process.
- MassDEP recommends that Grantee not order vehicles until MassDEP has signed the grant paperwork. ****IMPORTANT** YOU MUST NOT** accept delivery of any vehicle before MassDEP signs the grant paperwork. If you accept delivery before MassDEP signs the grant paperwork, MassDEP CANNOT PAY the vehicle grant.

Please email massevip.massdep@mass.gov with questions.