MassEVIP Fleet Vehicles Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Fleet Vehicles provides funding to public entities to acquire battery electric vehicles (BEVs), plug-in hybrid electric vehicles (PHEVs), or zero emission electric motorcycles (ZEMs). **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.**

Eligible Entities

Eligible applicants are Massachusetts municipalities, state agencies, public universities and colleges, or other public entities.

Incentive Funding Details

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

- Applications for funding will be considered on a first-come, first-served basis until program funds are exhausted, or the solicitation is ended.
- Projects funded through the Fleet Vehicles Program must meet the requirements in this document.
- The grantee must provide funds, either directly from the grantee or another source, to cover the remaining cost of:
    - electric vehicle (EV) acquisition, and
    - all EV operating and maintenance costs for three full consecutive years after the EV is registered.
- MassEVIP Fleet Vehicles funding combined with funding from other sources must not exceed 100% of the cost paid for the EV.
- MassDEP reserves the right to recover any funding provided to the grantee and/or pursue any other legal actions deemed appropriate if MassDEP determines that the grantee did not provide complete and accurate information at any step of the process or fails to meet the requirements or intent of the program.
- MassDEP reserves the right to grant only a portion of the maximum allowable funds per type of project. Submittal of an application does not constitute an award or guarantee funding.

Definitions

- Battery Electric Vehicle (BEV) is a vehicle powered entirely by energy stored in an on-board rechargeable battery.
- Plug-In Hybrid Electric Vehicle (PHEV) is a light-duty vehicle powered by a plug-in hybrid system that uses an on-board rechargeable battery in combination with an internal combustion engine.

- Zero Emission Electric Motorcycle (ZEM) is a two-wheeled motorcycle powered by energy stored in an on-board rechargeable battery.

General Program Requirements

- A maximum of 25 EVs can be funded for a single grantee through MassEVIP Fleet Vehicles (BEVs, PHEVs and ZEMs combined), including any EVs previously funded through MassEVIP Fleet Vehicles. A list of MassEVIP Fleet Vehicles completed projects can be found here: MassEVIP Fleet Vehicles Completed Project List. For example, if the grantee previously has received incentives for 20 EVs through the MassEVIP Fleet Vehicles program, it is eligible for 5 more EV incentives.
- For EV leases, the minimum term of the lease must be 36 months.
- Either the base price of the lowest trim level or the negotiated or contract ceiling price of the vehicle before options and fees must be no more than $60,000.00.
- Eligible vehicles can have a maximum gross vehicle weight rating of 10,000 lbs.
- Grantee must operate each EV for at least three full consecutive years after the registration date.
- Grantee must maintain a valid Massachusetts Registry of Motor Vehicles registration for each EV for at least three years and provide a copy to MassDEP, upon request.
- Grantee agrees to market the EVs by, for example: exterior graphics; ride and drive events; inclusion of EVs in community events; EV operation education; flyers; internal/external newsletters and webpages; emails; etc. Grantee must provide proof of such marketing and copies of materials, as applicable, upon request.
- Grantee must retain usage and maintenance data for three years following the EV registration date and provide to MassDEP upon request.
- Funds from MassEVIP Fleet Vehicles for a single vehicle cannot be combined with grants from other state entities, including but not limited to Massachusetts Offers Rebates for Electric Vehicles (MOR-EV), MOR-EV Trucks, or the Green Communities program.
- The EV must be new. EVs that are used, rebuilt, rented, received from warranty insurance claims, or obtained as a gift or a prize, are not eligible.

Application Process

- Interested applicants must have a MyMassGov account and a Grants Management System (GMS) User Profile. Please refer to MassEVIP Fleet Vehicles GMS User Guide for links and details.
- Once you have a MyMassGov account and a Grants Management System (GMS) User Profile, login to the applicant portal at Grants Management System and follow the steps in the MassEVIP Fleet Vehicles GMS User Guide.
- A W-9 Form must be included with the application. 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 IRS March W-9 Form
    - the Massachusetts W-9 containing the footer "Massachusetts Substitute Form W-9 (Rev 4-2022)" available at MA 2022 W-9 Form.
- MassDEP will review the application for eligibility and completeness. Please refer to the MassEVIP Fleet Vehicles GMS User Guide for details.
- After verifying the application is complete, applicants will be contacted to complete the contracting process.
    - State agency applicants will be issued an Interagency Service Agreement (ISA) to sign.
    - Non-state agency applicants may choose to receive the grant funding directly and will be issued a Notice of Pending Award with an end-user agreement and contract documents to sign.
    - Non-state agency applicants eligible to use a statewide vehicle contract may choose to have MassDEP issue payment to a vendor on statewide contract and will be issued a Notice of Pending Award with an end-user agreement to sign.
- Important note: applicants must not accept delivery of vehicles (as evidenced by dates on invoices) until MassDEP has signed the ISA, end-user agreement or standard contract form, as applicable. MassDEP recommends that applicants do not order vehicles until MassDEP has signed, because the grant cannot be paid if vehicles are delivered before MassDEP signs.
- Contract template documents include the following and can be found at OSD Forms - Contract Forms and Attachments for all Goods and Services:
    - *Commonwealth of Massachusetts - Standard Contract Form*;
    - *Commonwealth Terms and Conditions*; and
    - *Contractor Authorized Signatory Listing*.
- For state agency applicants: the ISA will contain a termination date allowing applicants sufficient time to complete the ISA process and acquire vehicles. MassDEP will sign the ISA and return it to the applicant, now a Grantee.
- For non-state agency applicants: the contract documents will allow applicants 21 months from the date the contract documents are issued to complete the contracting process and acquire vehicles. MassDEP will sign the contract documents and return them to the applicant, now a Grantee.
- MassDEP will consider grant applications withdrawn if applicant is nonresponsive or does not return signed documents within the deadlines provided.
- Grantee will coordinate the acquisition of the vehicle directly with the vendor.

- Grantee must submit updates on its project implementation schedule upon request.

Acquisition By a State Agency

- After acquiring the EV, the State agency Grantee must provide final invoice, copy of the Massachusetts registration, and pictures of the EV, rather than following the procedures below.

Acquisition Through Statewide Contract

- Grantees that are eligible may use vendors on the Massachusetts statewide contract *VEH110: Light and Medium-Duty Vehicles* (or subsequent) to purchase EVs. The contract user guide can be found here: VEH110 - Statewide Contract User Guide. The statewide contract is for purchases only, not leases.

Acquisition Outside Statewide Contract

- Grantee will not acquire the EV through the statewide contract if it:
  - leases an EV, or
  - is not eligible to use the statewide contract, or
  - is not required to and does not want to use statewide contract for EV purchase.
- If Grantee does not use the statewide contract, MassDEP will pay the Grantee directly.

Payment Process

- Upon registration of EV, Grantee must submit a payment packet including, without limitation:
  - Completed payment request form;
  - Final EV invoice or lease agreement;
  - Copy of Massachusetts registration;
  - Picture of EV; and
  - Certification that Grantee has complied with all laws, regulations, and other requirements applicable to the acquisition of the EV.
- If the EV is leased, MassDEP will direct the incentive to the Grantee in one full payment.