



MassEVIP Fleets Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Fleets provides incentive funding to public entities to acquire, through purchase or lease, 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 grant paperwork, because if vehicles are delivered before MassDEP signs, the vehicles are ineligible for payment.**

Eligible Entities

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

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.
- Projects funded through the Fleets Program must meet the requirements set out 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 the EV operating and maintenance costs for a full three consecutive years after EV is registered.
- MassEVIP Fleets 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.



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- 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 Fleets (BEVs, PHEVs and ZEMs combined), including any EVs previously funded through MassEVIP Fleets. A list of MassEVIP Fleets completed projects can be found here: <https://www.mass.gov/media/1528436>. For example, if the grantee previously has received incentives for 20 EVs through the MassEVIP Fleets program, it is eligible for five 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 beginning with date of registration.
- Grantee must maintain a valid registration for each EV through the Massachusetts Registry of Motor Vehicles 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 date of registration of the EV and provide to MassDEP upon request.
- Funds from MassEVIP Fleets 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.
- Must be a new EV vehicle. Vehicles that are used, rebuilt, rented, received from warranty insurance claims, or obtained as a gift or a prize, are not eligible.



MassEVIP Fleets Requirements

Application Process

Applications will be processed on a **First-Come, First-Served basis** until all available funding is expended or the incentive solicitation is terminated.

- Interested applicants must complete the online application form at https://massgov.formstack.com/forms/massevip_fleets_20 and submit it (with attachments) to MassDEP.
- 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 <https://www.irs.gov/pub/irs-pdf/fw9.pdf> or
 - the Massachusetts W-9 containing the footer “Massachusetts Substitute Form W-9 (Rev 4-2022)” available at https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf.
- MassDEP will review the application for eligibility and completeness and then contact the applicant.
- Once an application is acceptable:
 - State agency applicants will be issued an Interagency Service Agreement (ISA) to sign.
 - Municipal applicants already on MassDEP’s Sustainable Materials Recovery program contract will be issued a Notice of Pending Award with an end-user agreement to sign.
 - Municipal applicants not yet on MassDEP’s Sustainable Materials Recovery program contract and non-municipal, non-state agency applicants will be issued a Notice of Pending Award with an end-user agreement and contract documents 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 not order vehicles until MassDEP has signed, because if vehicles are delivered before MassDEP signs, the vehicles are ineligible for payment.
- Contract template documents include the following and can be found at <https://www.mass.gov/lists/osdforms#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 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 to the applicant, now a Grantee, with a Grant Award letter.
- MassDEP will consider grant applications withdrawn if applicant is nonresponsive or does not return signed documents within provided deadlines.



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- 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, a grantee that is a State agency must provide final invoice for EV, copy of the Massachusetts registration for EV and pictures of EV, rather than following the procedures below.

Acquisition Through Statewide Contract

- Grantees may use vendors on the Massachusetts statewide contract *VEH110: Light and Medium-Duty Vehicles* to purchase EVs. The VEH110 contract user guide can be found here: <https://www.mass.gov/doc/veh110-light-and-medium-duty-vehicles/download>. The statewide contract is for purchases only, not leases.
- If the grantee uses statewide contract VEH110, MassDEP can pay the vendor on VEH110 or the grantee.

Acquisition Outside Statewide Contract

- The grantee will not acquire the EV through the statewide contract if it:
 - leases an EV, or
 - Is not required to and does not want to use VEH110 for the purchase of an EV.
- If the grantee does not use VEH110, 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, which will be sent with the signed contract documents and Grant Award letter;
 - Final invoice or lease agreement for EV;
 - Copy of Massachusetts registration for EV;
 - Pictures 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.

Certification of Tax Compliance

Applicants, through the submission of their application to MassDEP, certify that they are in compliance with all applicable federal and state tax laws.