



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, light-duty battery electric vehicles (BEVs), plug-in hybrid electric vehicles (PHEVs), or zero emission electric motorcycles (ZEMs). **You are not eligible for funding if you order the vehicle before you receive an approval letter from MassDEP.**

ELIGIBLE ENTITIES

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

INCENTIVE FUNDING DETAILS

Incentive Type	BEV	PHEV	ZEM
Purchase Incentive	Up to \$7,500	Up to \$5,000	Up to \$750
Lease Incentive	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 applicant must commit to providing funds, either directly from the applicant or another source, to cover the remaining cost of:
 - o electric vehicle (EV) acquisition, and
 - o all of the EV operating and maintenance costs for a full consecutive three 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 applicant and/or pursue any other legal actions deemed appropriate if MassDEP determines that the applicant did not provide complete and accurate information 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 guarantee funding



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DEFINITIONS

- Battery Electric Vehicle (BEV) is a light-duty vehicle powered by energy stored in an on-board rechargeable battery.
- Plug-In Hybrid Electric Vehicle (PHEV) is a light-duty vehicle powered by a 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.

PROGRAM REQUIREMENTS

- A maximum of 25 EVs can be funded for a single applicant 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 applicant 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.
- The applicant must operate each EV for at least three full consecutive years beginning with date of registration.
- The applicant 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.
- The applicant 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. Applicant must provide proof of such marketing and copies of materials, as applicable, upon request.
- Applicant must retain usage and maintenance data for three years following the date of registration of the EV, and provide to MassDEP upon request.

PROCUREMENT

- The applicant will be required to certify that it has complied with all laws, regulations, and other requirements applicable to the acquisition of the EV.



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ACQUISITION THROUGH STATEWIDE CONTRACT

- Applicants may use vendors on the current Massachusetts statewide contract *VEH98: Purchase of Light Duty Vehicles – Passenger Cars, SUVs, Trucks, Vans, SSVs and PPVs* to purchase EVs. The VEH98 contract user guide can be found here: <https://www.mass.gov/doc/veh98/download>. The statewide contract is for purchases only, not leases.
- If the applicant uses VEH98, MassDEP will pay the vendor on statewide contract directly after receiving the documentation listed below in the “Payment Process” section.

ACQUISITION OUTSIDE STATEWIDE CONTRACT

- The applicant will not acquire the EV through the statewide contract if it:
 - leases an EV
 - does not want to use VEH98 for the purchase of an EV, or
 - wants an EV that is not currently on VEH98 but is identified on California’s list (<https://cleanvehiclerebate.org/eng/eligible-vehicles>)
 - a PHEV, ZEM or Zero Emission Vehicle *Note that some EVs on California’s list may only be offered for sale in California.
- If the applicant does not use VEH98, MassDEP will pay the applicant directly provided the applicant is on contract with the Commonwealth for goods and services as part of MassDEP’s Sustainable Materials Recovery program, and after receiving the documentation listed below in the “Payment Process” section. MassDEP will determine whether the applicant needs to be added to this contract and provide the required forms (see bullet 4 below).

APPLICATION PROCESS

Applications will be processed on a **FIRST-COME, FIRST-SERVED** basis until all available funding is expended or the program ends.

- Interested applicants must complete the online application form at https://massgov.formstack.com/forms/massevip_fleets_20 and submit it (with attachments) to MassDEP.
- MassDEP will review the application for eligibility and completeness and will notify the applicant of the outcome of such review.
- Upon review of a completed application, and subsequent favorable determination of incentive award, MassDEP will issue an Approval Letter and the End-User Agreement within 30 days of receiving the application. Applicants can order their EVs any time **after** receiving an Approval Letter from MassDEP.
- MassDEP will determine if the applicant needs to be added to the Commonwealth contract for goods and services as part of MassDEP’s Sustainable Materials Recovery program. If so, the following contract documents will be required and provided in addition to the End-User Agreement:
 - *Commonwealth of Massachusetts - Standard Contract Form*; and



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- *Commonwealth Terms and Conditions*; and
- *Contractor Authorized Signatory Listing*; and
- *MA-W-9 Request for Taxpayer Identification Number and Certification*.

The contract documents are posted at

<https://www.mass.gov/lists/osdforms#contract-forms-and-attachments-for-all-goods-and-services->

- Applicant, now a Grantee, will have 30 days to return the signed contract documents to MassDEP.
- MassDEP will countersign the contract documents and return to Grantee within 10 days.
- From the effective date of the contract documents with MassDEP, the Grantee will have **180 days** to acquire the EV.
- Grantee must submit updates on its project implementation schedule upon request.

PAYMENT PROCESS

- Upon registration of EV, the Grantee must submit a payment packet including, without limitation:
 - Completed payment request form, which will be sent with the countersigned contract documents; and
 - Final invoice or lease agreement for EV; and
 - Copy of Massachusetts registration for EV; and
 - Pictures of EV.
- If the EV is leased, MassDEP will direct the incentive to the Grantee in one full payment.
- If the EV is purchased through a statewide contract, MassDEP will direct the incentive to the vendor on statewide contract.
- If the EV is not purchased through a statewide contract, MassDEP will direct the incentive to the Grantee.
- It may take up to 45 days for the funds to be released.