MassEVIP Multi-Unit Dwelling and Educational Campus (MUDC) Charging Program Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Multi-Unit Dwelling and Educational Campus (MUDC) Charging Program provides incentive funding to residential and educational property owners or their representatives in the Commonwealth to cover a portion of the cost of electric vehicle (EV) charging stations. **You are not eligible for funding if you order the EV charging station before you receive an approval letter from MassDEP.**

INCENTIVE FUNDING DETAILS

EV Charging Station Type	Incentive Amount	Maximum Allowed Incentive Amount
Level 1 or Level 2	**Up to 60%** of EV charging station equipment for National Grid and Eversource program participants **Up to 60%** of EV charging station equipment and installation for all others	$50,000 per street address

- $1,500,000 is being allocated to this program.
- Applications for funding will be considered on a **FIRST-COME, FIRST-SERVED basis** until program funds are exhausted.
- Projects funded through the MUDC 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 the EV charging station and installation, and operating and maintenance costs, for a full consecutive three years after charging station is operational.
- Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station (i.e., Multi-Unit Dwelling and Educational Campus Charging Program funding cannot be combined with Public Access Charging Program funding, Workplace and Fleet Charging Program funding or Direct Current Fast Charging Program funding).
- MUDC funding combined with funding from other sources must not exceed 100% of the costs paid for items listed as Costs Covered in Tables A and B, below.
- MassDEP will not fund installation costs for projects funded through the National Grid[1] or Eversource[2] EV charging station programs.
- MassDEP reserves the right to ensure equitable distribution of MassEVIP funding geographically across the Commonwealth and among eligible applicants.
- 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

[1] https://www.nationalgridus.com/MA-Business/Energy-Saving-Programs/Electric-Vehicle-Charging-Station-Program
[2] https://www.eversource.com/content/ema-c/residential/save-money-energy/explore-alternatives/electric-vehicles/charging-stations

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.

Table A: Eligible Costs - National Grid and Eversource Program Participants

Costs **COVERED** include:	Costs **NOT COVERED** include:
• A console wired into the electrical supply • A cable and connector to plug into the EV • Cable management strategy (e.g., coil, retractable, etc.) • Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate. • Separate payment module • Shipping/Freight for “Costs Covered”	• Upgrading electric supply • Land/parking space purchase or lease • Software subscription • Warranty • Taxes • Internet connection or cell signal • Planning or permitting for the project • Construction costs related to installation (including ADA EV parking space) • Signage and pavement painting • Shipping/Freight for “Costs Not Covered” • Bollards, curbs, wheel stops, setbacks, bumper guards • Electricity consumption and demand charges • Preventative and corrective maintenance on EV charging station • Others as determined by MassDEP

Table B: Eligible Costs – Applicants Not Participating in the National Grid and Eversource Programs

Costs **COVERED** include:	Costs **NOT COVERED** include:
• A console wired into the electrical supply • A cable and connector to plug into the EV • Cable management strategy (e.g., coil, retractable, etc.) • Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate. • Separate payment module • Upgrading electric supply • Construction costs related to installation (including ADA EV parking space) • Signage and pavement painting • Shipping/Freight for “Costs Covered”	• Land/parking space purchase or lease • Software subscription • Warranty • Taxes • Internet connection or cell signal • Planning or permitting for the project • Shipping/Freight for “Costs Not Covered” • Bollards, curbs, wheel stops, setbacks, bumper guards • Electricity consumption and demand charges • Preventative and corrective maintenance on EV charging station • Others as determined by MassDEP

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EV CHARGING STATION REQUIREMENTS

- Hard-wired Level 1 or Level 2 EV charging station.
- Certified to UL (Underwriters Laboratories, Inc.) standards by a Nationally Recognized Testing Laboratory (NRTL).
- Able to charge EVs produced by multiple manufacturers.
- For charging stations that are equipped to accept payment, they must enable the payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login).
- Must be a new EV charging station, not ordered until after approval letter is received from MassDEP. Stations that are resold, rebuilt, rented, leased, received from warranty insurance claims, or obtained as a gift or a prize, or new parts installed in existing stations, are not eligible.
- Energy Star certification is recommended for chosen EV charging station.

ELIGIBLE ENTITIES & LOCATION REQUIREMENTS

- Property owners of Multi Unit Dwellings in Massachusetts such as apartment complexes, condominiums, townhomes, etc. and educational campuses are eligible to apply and receive funding.
- Applicant must have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (e.g., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
- There must be 5 or more residential units or at least 15 students on-site at the location identified in the application.
- The applicant must allow practical access to, and use of, EV charging station by all residents and students at the location identified in the application, as documented in writing. Upon request by MassDEP, applicant must provide such written documentation.
- The EV charging station must be located in a parking space not reserved for a particular resident or student. Proof that all residents or students are permitted use of the EV charging station must be submitted with application. Such proof may take the form of written rules, regulations or by-laws issued by a Home Owner Association (HOA) or equivalent authority, or a signed letter from the landlord or authorized decision-maker.
- For each port installed, one parking space must be designated for plug-in electric vehicle use only and marked clearly through permanent, visible signage. The grant recipient must actively enforce this requirement. Applicant is encouraged to paint the pavement to indicate the parking space is designated for EVs.

- EV charging station location shall be designed to protect the EV charging station from physical damage. Measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.
- The charging station parking space and area around the charging station must be maintained, including snow removal and general cleaning.

MassEVIP Multi-Unit Dwelling and Educational Campus (MUDC) Charging Program Requirements

GENERAL PROGRAM REQUIREMENTS

- For new construction locations, install and operate the EV charging station within 24 months of the effective date of the contract with MassDEP.
- For existing locations, install and operate the EV charging station within 6 months of the effective date of the contract with MassDEP.
- Operate and maintain the EV charging station for three full consecutive years after the date the charging station is operational.
- Collect EV station usage data for three full consecutive years after the date the charging station is operational and provide to MassDEP upon request.
- If the EV charging station is available for public use, register it on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator http://www.afdc.energy.gov/fuels/electricity_locations.html. Applicants are also encouraged to submit the location to other EV charging websites such as www.PlugShare.com.
- Market the EV charging station to residents and visitors via various strategies, for example: ride and drive events; education on the proper operation of the EV charging station; flyers; internal/external newsletters and webpages; emails; etc.

ACCESSIBILITY

- If, after reviewing this section, you have additional questions related to accessibility obligations, please contact Mr. Jeffrey Dougan, Assistant Director at the Massachusetts Office on Disability, for assistance with these requirements. He can be reached at jeff.dougan@mass.gov.
- Applicants who are required to provide handicapped accessible parking spaces within their parking area as required by the Fair Housing Act (42 U.S.C. 3601 et seq.), M.G.L. c. 151B, s.3 or 4 or 804 CMR 2.01(5), the 1991 or 2010 Americans with Disabilities Act Architectural Design Standards and/or the rules and regulations of the Massachusetts Architectural Access Board (521 CMR), must meet the accessibility requirements for EV charging spaces as provided in this section.
- Locations funded through the MUDC program must have at least 5% of the site's EV charging spaces, but not less than one such space, be accessible to persons with disabilities. If 5% calculates to a fraction, round the value up to the next whole number. This requirement is per parking area and is based on new plus existing EV charging spaces.
  For example:
  - A parking facility with 20 EV charging spaces or fewer requires at least 1 accessible EV charging space.
  - A parking facility with 21 to 40 EV charging spaces requires at least 2 accessible EV charging spaces.
- Accessible EV charging spaces can share an access aisle with new or existing "van-accessible" designated parking space within the parking lot.
- Accessible EV charging spaces may be used by any residents, students and staff and must not be reserved for persons with disabilities. Therefore, do not install markings or signage restricting the space to ADA accessibility only.

MassEVIP Multi-Unit Dwelling and Educational Campus (MUDC) Charging Program Requirements

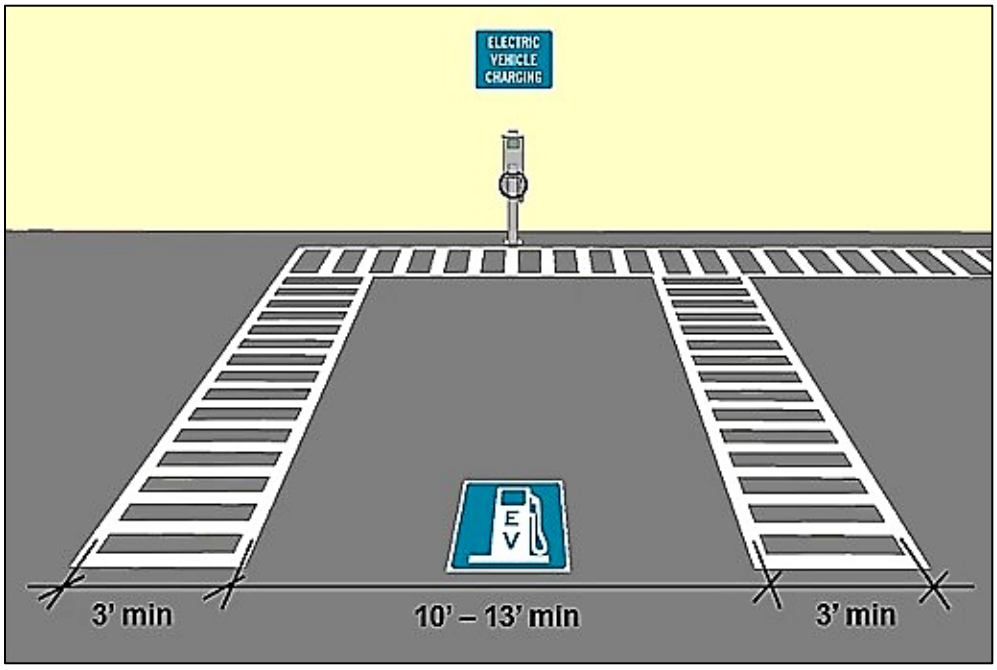
- The following technical specifications are provided as guidelines to assist in the selection of equipment and design options made to comply with the Massachusetts Architectural Access Board's rules and regulations (521 CMR) and/or the 2010 ADA Design Standards.

Off-Street and Perpendicular On-Street Accessible EV Charging Space Requirements
Such spaces must include:

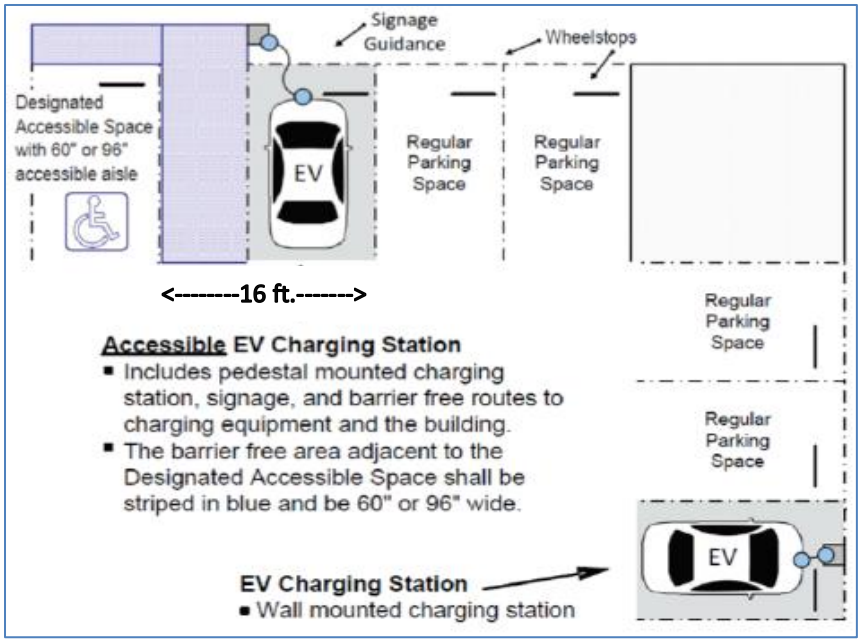
- **A parking space and striped access aisle(s) with a combined minimum width of 16'. Striped access aisles may be placed on one side or on both sides of the parking space.** See examples 1 & 2 below. Note, the examples are not the only design options available and are meant as suggestions only. The spacing suggestions from examples 1 and 2 are summarized in the following table:

Left aisle width	EV charging space width	Right aisle width	Total width
3'	10'	3'	16'
3'	13'	3'	19'
5'	11'	0'	16'
0'	11'	5'	16'
8'	8'	0'	16'
0'	8'	8'	16'

- Parking spaces and striped access aisles on a slope no greater than 1:50 (2%). This is measured in both directions.
- A minimum 8' 2" vertical clearance along the vehicular route to the accessible EV charging space.

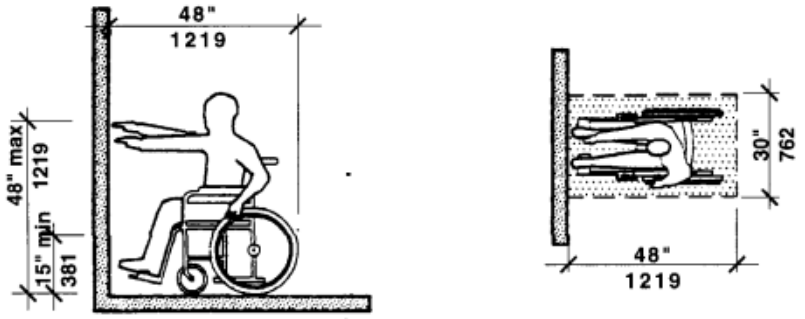


Example 1: From US Access Board Guidance

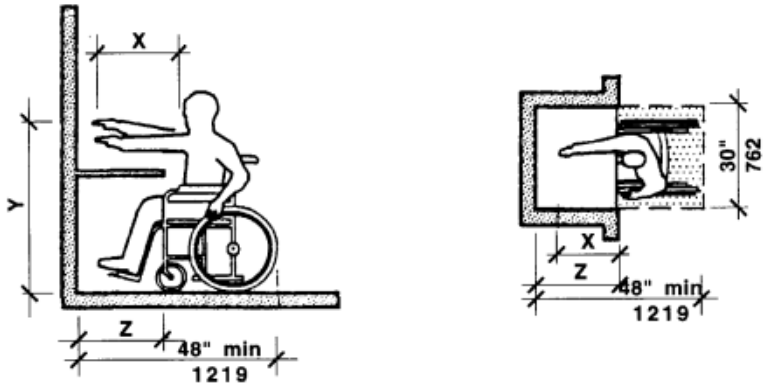


Example 2: Derived from US Department of Energy Guidance

Accessible Route and Controls
There must be a sufficient path of travel to the EV charging station so that someone can exit their vehicle, access the EV charging station, return to their vehicle and get to their destination.
The width of the accessible routes must be a minimum of 48 inches. This includes the “departure” area from the EV charging station area to the building entrance(s).
There must be a clear space in front of the EV charging station of at least 30 inches x 48 inches.
The cross slope of the accessible route must be no steeper than 1:50 (2%).
If the striped access aisles of the accessible EV charging station space abuts a sidewalk, there must be a curb cut to access the connecting sidewalk or route.
At the controls of the EV charging station there must be a level landing (1:50/2%) measured in all directions.
Per 521 CMR 39.5, the highest operable part of controls, dispensers, receptacles, and other operable equipment shall be placed within at least one of the reach ranges specified in 521 CMR 6.5, Forward Reach and 521 CMR 6.6, Side Reach. If on a platform, the measurement is from the ground itself, not the platform level. Forward Reach: If the clear floor space only allows forward approach to the EV charging station, the maximum high forward reach allowed is 48 inches and minimum low forward reach is 15 inches. See Example 3 below for forward reach drawing and reach and clearances if the forward reach is over an obstruction. Side Reach: If the clear floor space allows parallel approach to the EV charging station, the maximum high side reach allowed is 54 inches and the low side reach is no less than 9 inches above the floor. See Example 4 below for side reach drawing and reach and clearances if the side reach is over an obstruction.
Controls and operating mechanisms shall be operable with one hand and shall not require pinching or twisting of the wrist.



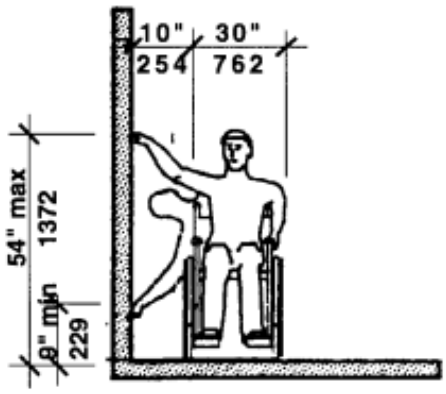
High Forward Reach Limit
Figure 6k



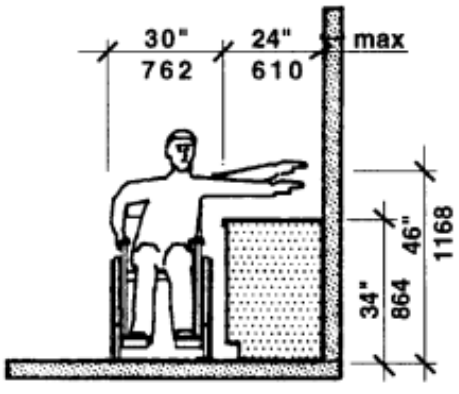
NOTE: X shall be less than or equal to 25" (635 mm). Z shall be greater than X.
When X is less than 20" (508 mm), then Y shall be 48" (1219 mm) max.
When X is 20" to 25" (508 to 635 mm), then Y shall be 44" (1118 mm) max.

Maximum Forward Reach over an Obstruction
Figure 6l

Example 3: From 521 CMR 6.00: Forward Reach



High and Low Side Reach
Figure 6m



Maximum Side Reach over Obstruction
Figure 6n

Example 4: From 521 CMR 6.00: Side Reach

MassEVIP Multi-Unit Dwelling and Educational Campus (MUDC) Charging Program Requirements

APPLICATION PROCESS

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

- Interested applicants must complete the online application form at https://massgov.formstack.com/forms/massevip_mudc_20 and submit it online (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 contract documents within 30 days of receiving the application.
- The required contract documents are:
    - *Commonwealth of Massachusetts - Standard Contract Form*; and
    - *Commonwealth Terms and Conditions*; and
    - *Contractor Authorized Signatory Listing*; and
    - MA-W-9 *Request for Taxpayer Identification Number and Certification*; and
    - An End-User Agreement.

  The contract documents are posted at https://www.mass.gov/lists/osd-forms#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 **6 months** for existing locations and **24 months** for new construction to complete the charging station acquisition, installation, and make the charging station operational.
- The Grantee will coordinate the delivery and installation of the charging station directly with the vendor.
- Grantee must submit updates on its project implementation schedule upon request.

PAYMENT PROCESS

- Upon the charging station being made operational, the Grantee must submit a payment packet including, without limitation:
    - Completed payment request form, which will be provided at time MassDEP returns the contract documents; and
    - Final itemized invoices for the charging stations and installation; and
    - Proof of installation, including pictures of the installed and operational charging stations.
- MassDEP will direct the grant to the Grantee or charging station vendor, as indicated by Grantee on the payment request form. It may take up to 75 days for the funds to be released.