



MassEVIP Public Access Charging (PAC) Program Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Public Access Charging (PAC) Program provides incentive funding to property owners or their representatives in the Commonwealth to cover a portion of the cost of electric vehicle (EV) charging stations accessible to the general public. **MassDEP recommends that Grantee not order equipment or begin installation until MassDEP has signed grant paperwork, because equipment delivered or work done before MassDEP signs will be ineligible for payment.**

INCENTIVE FUNDING DETAILS

EV Charging Station Type	Incentive Amount at non-Government Owned Property ¹	Incentive Amount at Government Owned Property	Maximum Allowed Incentive Amount
Level 1 or Level 2	Up to 80% of EV charging station and installation costs	Up to 100% of EV charging station and installation costs	\$50,000 per street address

- Applications for funding will be considered on a **FIRST-COME, FIRST-SERVED basis** until program funds are exhausted.
- A minimum of \$200,000 in PAC program funding is reserved for each MassDEP region (<https://www.mass.gov/service-details/massdep-regional-offices-by-community>).
- Projects will be considered for funding based on requirements and selection criteria 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 all of the 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., Public Access Charging Program funding cannot be combined with Multi-Unit Dwelling and Educational Campus Charging Program funding, Workplace and Fleet Charging Program funding or Direct Current Fast Charging Program funding).
- PAC 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 Grid², Eversource³ or Until⁴ EV charging station programs.
- MassDEP reserves the right to ensure equitable distribution of MassEVIP funding geographically across the Commonwealth and among eligible applicants.

¹ "Government" shall mean a State or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village.

² <https://www.nationalgridus.com/MA-Business/Energy-Saving-Programs/Electric-Vehicle-Charging-Station-Program>

³ <https://www.eversource.com/content/ema-c/residential/save-money-energy/explore-alternatives/electric-vehicles/charging-stations>

⁴ <https://unitil.com/electric-vehicles/electric-vehicle-programs-in-development>



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- 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.

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

Costs COVERED include:	Costs NOT COVERED include:
<ul style="list-style-type: none"> • A console that must be 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” 	<ul style="list-style-type: none"> • 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, Eversource and Unitil Programs

Costs COVERED include:	Costs NOT COVERED include:
<ul style="list-style-type: none"> • A console that must be 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” 	<ul style="list-style-type: none"> • 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.
- Level 1 and Level 2 AC (not DC) electric vehicle supply equipment (EVSE) must comply with Energy Star energy efficiency standards and be listed in the State Appliance Standards Database at <https://spl.mendixcloud.com/index.html>, in compliance with 225 CMR 9.00, the Massachusetts Appliance Energy-Efficiency Standards, Testing and Certification Program.
- 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. 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.

ELIGIBLE ENTITIES & LOCATION REQUIREMENTS

- Public, private or non-profit entities in Massachusetts 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.
- Location must not be a residence. Residential properties are ineligible regardless of their ownership.
- Locations that require permits or parking passes of any kind are ineligible for the PAC Program.
- The applicant must allow the general public to have practical access to, and use of, the parking space and the EV charging station for 24 hours per day, 7 days per week, at the location identified in the application, and describe such access in the application. If the location has some access restrictions the hours of access can be reduced, but not below a minimum of 12 hours per day, 7 days per week.
- 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.
- Directional signage to the EV charging station location must be installed, starting at the entrance of the parking.



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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.
- Register the EV charging station 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 the general public 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; signage; 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 must provide handicapped accessible parking spaces in their parking area, as required by the Americans with Disabilities Act's Design Standards (ADADS) and/or the Massachusetts Architectural Access Board's rules and regulations (MAAB), are subject to providing accessible EV charging spaces in conformance with this section.
- Accessible EV charging spaces are separate from the required accessible parking spaces under ADADS and MAAB.
- The addition of accessible EV charging spaces does not reduce the number of accessible non-EV charging parking spaces required under the regulations.
- Under the PAC program:
 - At least 5% of a location's EV charging spaces must be accessible to people with disabilities.
 - The minimum number of accessible EV charging spaces is one, even if 5% of the total number of EV charging spaces is a fraction less than one.
 - This calculation is based on the total of existing and new EV charging spaces within a parking area, **NOT** the total number of parking spaces.
 - For example, parking facilities with 20 EV charging spaces or fewer require at least one accessible EV charging space, while facilities with 21 to 40 EV charging spaces require at least two accessible EV charging spaces.
 - Accessible EV charging spaces can share access aisles with existing or new accessible parking spaces.
 - The accessible EV charging spaces must be designed so that the spaces are usable by people with disabilities, but unlike a typical accessible parking space, the EV charging



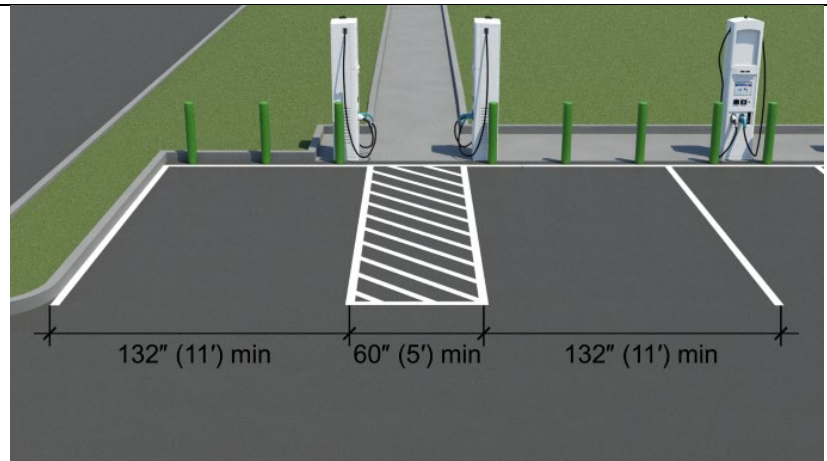
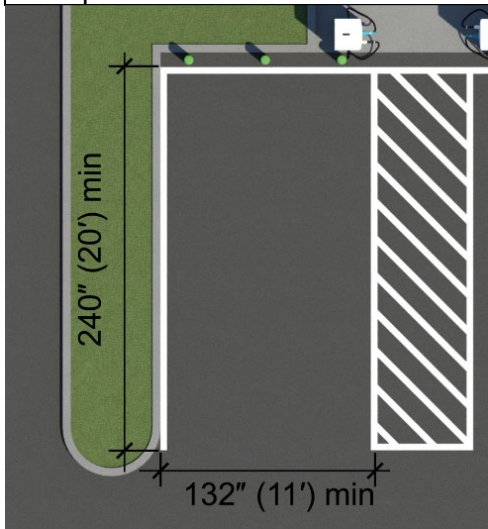
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spaces must not include any signage or markings limiting the space solely to people with disabilities.

- 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](#). In addition, the [U.S. Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations Technical Assistance Document](#) should be consulted.

Off-Street and Perpendicular On-Street Accessible EV Charging Space Requirements

- EV charging spaces with mobility features must provide a vehicle space with a minimum width of at least 132 inches (11 feet) and a minimum length of at least 240 inches (20 feet). Adjacent to the vehicle charging space should be an access aisle that is at least 60 inches (5 feet) wide and the full length of the vehicle charging space.
- Parking spaces and striped access aisles must be on a slope no greater than 1:48 with 1:50 recommended. This is measured in both directions.
- Access aisles should not be blocked or obscured by curbs, wheel stops, bollards, or charging cable slack. For more information, please consult the Access Board's [guide on floor and ground surfaces](#) and [guide on parking spaces](#).
- A minimum 8' 2" vertical clearance along the vehicular route to the accessible EV charging space.



One access aisle may be shared by two vehicle charging spaces, or a charging space and a parking space, but overlap of the aisle should be limited to 60 inches (5 feet).

Example 1: From [U.S. Access Board Design Recommendation for Accessible Electric Vehicle Charging Stations Technical Assistance re: EV Charging Space and Access Aisle](#)



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Accessible Route

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 access aisle must be connected by an accessible route to the clear floor or ground space at the EV charger.

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 floor or ground space in front of the EV charging station:

- Of at least 30 inches x 48 inches and located on an accessible route.
- Meeting requirements for ground and floor surfaces, including criteria for firmness, stability, and slip resistance.
- Free of changes in level: no greater than ½ inch, beveled, and not sloped more than 1:48.
- Grass, curbs, wheel stops, and bollards may not be located within the clear floor or ground space.

The running slope (someone progressing forward) of walking surfaces shall not be steeper than 1:20.

The cross slope (the side-to-side slope as someone progresses forward) of walking surfaces shall not be steeper than 1:48.

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.

IMPORTANT:



Do not do this!

Avoid installing accessible EV chargers on top of or behind curbs. Where chargers are installed on or behind curbs, people using wheelchairs have very limited access to approaching and using them. Depending on users' ability, reaching the operable parts may be difficult if not impossible.

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Operable Parts within Reach Range

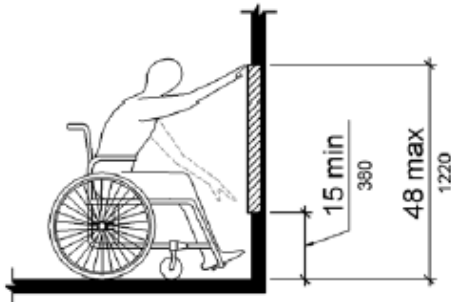
Per [ADA 308 Reach Ranges](#), the highest operable part of controls, dispensers, receptacles, and other operable equipment shall be placed within at least one of the reach ranges specified in ADA 308.2, Forward Reach and ADA 308.3, Side Reach. If on a platform, the measurement is from the ground itself, 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 2A and 2B below for forward reach drawing and reach and clearances if the forward reach is over an obstruction.

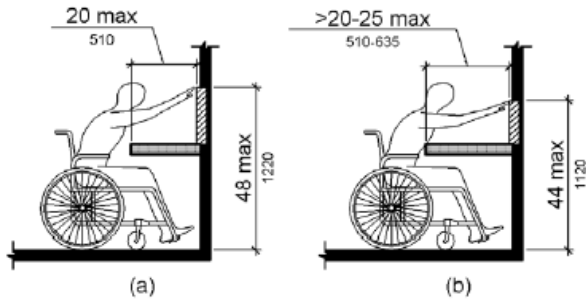
Side Reach: If the clear floor space allows parallel approach to the EV charging station, the maximum high side reach allowed is 48 inches and the low side reach is no less than 15 inches above the floor. See Example 3A and 3B below for side reach drawing and reach and clearances if the side reach is over an obstruction.

Controls and operating mechanisms shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist and no more than five (5) pounds of force to operate.

Example 2A
Unobstructed Forward Reach

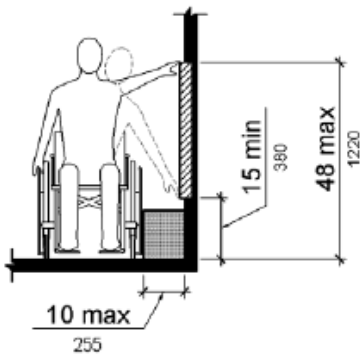


Example 2B
Obstructed Forward Reach

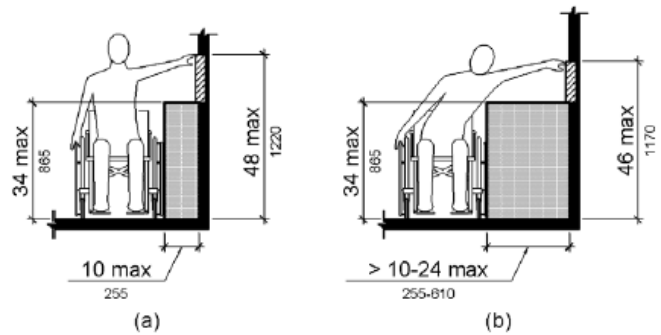


Example 2A and 2B: From [ADA Accessibility Standards 308: Reach Ranges](#)

Example 3A
Unobstructed Side Reach



Example 3B
Obstructed High Side Reach



Example 3A and 3B: From [ADA Accessibility Standards 308: Reach Ranges](#)



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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 apply online at the [MassEVIP Public Access Charging Program Website](#) 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 a Notice of Pending Award and the contract documents.
- 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
 - 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, 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

The payment request process will be detailed in the Notice of Pending Award and contract documents you will receive by email.