MassEVIP Workplace and Fleet (WPF) Charging Program Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace and Fleet (WPF) Charging Program provides incentive funding to employers in the Commonwealth to cover a portion of the cost of electric vehicle (EV) charging stations. **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	Maximum Allowed Incentive Amount
Level 1 or Level 2 AC, Level 1 DC (<=36kW)	**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	Up to $50,000 per street address

- Applications for funding will be considered on a first-come, first-served basis until program funds are exhausted.
- Projects funded through the WPF 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 any remaining and all ineligible costs of the EV charging station and installation, and all of the operating and maintenance costs for three full consecutive years after the charging station is operational and has met all MassEVIP requirements, including striping and signage.
- Funding from multiple MassDEP EVIP programs cannot be combined for the same EV charging station (i.e., WPF funding cannot be combined with Public Access Charging Program funding or Multi-Unit Dwelling and Educational Campus Charging Program funding).
- WPF 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.

[1] National Grid EV Charging Program Website
[2] Eversource EV Charging Program Website

- 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 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 project. Submittal of an application does not constitute an award or guarantee funding.

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

Costs **covered** include:	Costs **not covered** include:
• 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"	• Upgrading electric supply • Utility-side infrastructure • Costs related to future EV installation ("make-ready" infrastructure) • Land/parking space purchase or lease • Software subscription • Extended Warranty • Station activation, programming or commissioning • 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 charging station maintenance • Removal and disposal costs to replace existing EV charging stations • 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 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 only as needed for the grant project • Construction costs related to installation (including ADA EV parking space) • Signage and pavement painting • Shipping/Freight for "Costs Covered"	• Costs related to future EV installation • Utility-side infrastructure • Land/parking space purchase or lease • Software subscription • Extended Warranty • Station activation, programming or commissioning • 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 charging station maintenance • Removal and disposal costs to replace existing EV charging stations • Others as determined by MassDEP

EV Charging Station Requirements

- Hard-wired Level 1 or Level 2 AC, or Level 1 DC (<=36 kW) 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, in compliance with 225 CMR 9.00, the Massachusetts Appliance Energy-Efficiency Standards, Testing and Certification Program.
- Certified to UL (Underwriters Laboratories, Inc.) or other Nationally Recognized Testing Laboratory (NRTL) standards.
- Able to charge EVs produced by multiple manufacturers.
- Must be a new EV charging station. Stations that are used, 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, non-profit and private employers with at least 15 persons regularly employed on-site in Massachusetts are eligible to apply and receive funding for EV charging stations intended for use by employees' personal vehicles.

- Private and non-profit fleets with at least 10 persons regularly employed on-site in Massachusetts are eligible to apply and receive funding for EV charging stations intended for use by their fleet vehicles.
- Municipal, public university and college, state agency, and other similar entity fleets in Massachusetts are eligible to apply and receive funding for EV charging stations intended for use by their fleet vehicles.
- 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.). Permission to install and operate on non-Grantee property must be provided with the application.
- Location must not be a residence. Residential properties are ineligible regardless of their ownership. Mixed use properties with some residential units are eligible.
- For EV charging stations intended for use by employees' personal vehicles:
    - The grantee must allow practical access to, and use of, the EV charging station by all employees at the location identified in the application. Upon request by MassDEP, applicant or grantee must provide written documentation of the policy granting practical access to all employees.
- For EV charging stations intended for use by fleet vehicles:
    - The EV charging stations must be installed in an area that is owned or controlled by the grantee and is reserved for the grantee's fleet EV use only.
    - Non-state agency applicants must commit to having at least one EV in their fleet or on order that will be able to use the fleet charging station. Proof is required at time of payment
    - For each port installed, one parking space must be designated for plug-in electric vehicle use only, and marked clearly through permanent, visible signage (i.e., the sign must state that only EVs may park in the space). The grant recipient must actively enforce this requirement. Applicant is encouraged to paint the pavement to indicate the parking space is designated solely 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.

General Program Requirements

- Operate and maintain the EV charging station for three full consecutive years after all program requirements have been met, including striping and signage.
- Collect EV station usage data for three full consecutive years after all program requirements have been met, including striping and signage, and provide to MassDEP upon request.

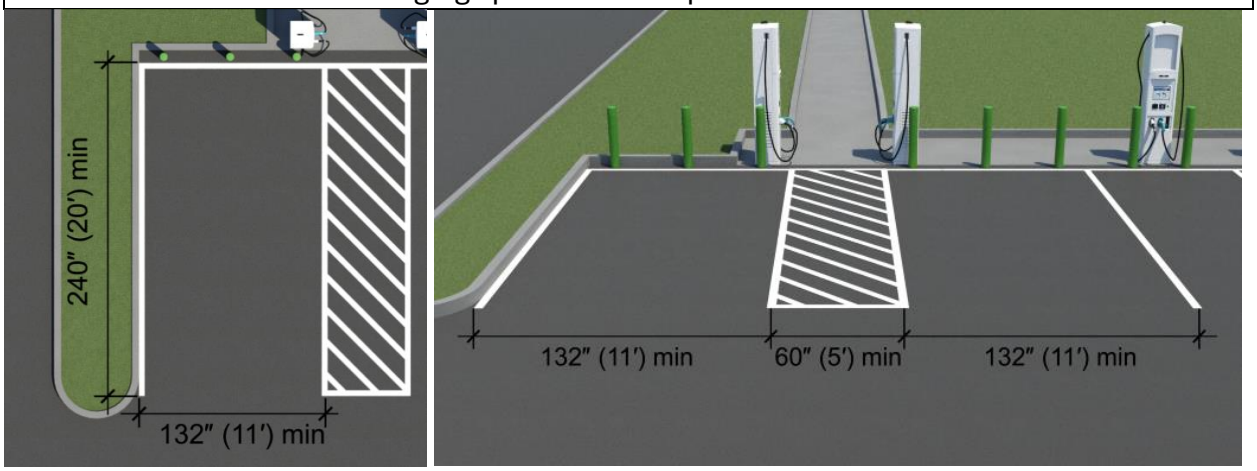
- Market the EV charging station intended for use by employees' personal vehicles to employees via various strategies, for example: ride and drive events; education on the proper operation of the EV charging station; flyers; internal/external newsletters and webpages; emails; social media, etc.
- All equipment or resources acquired with grant funding shall be solely owned by the grantee.

Accessibility

- If, after reviewing this section, an applicant has additional questions related to accessibility obligations, please contact 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 WPF program, for stations intended for use by employees' personal vehicles:
    - 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 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 areas with 20 EV charging spaces or fewer require at least one accessible EV charging space, while parking areas 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 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 Such spaces must include:
• EV charging spaces with mobility features must provide a vehicle space with a minimum width of 132 inches (11 feet) and a minimum length of 240 inches (20 feet). Adjacent to the vehicle charging space must be an access aisle that is a minimum width of 60 inches (5 feet) and the full length of the vehicle charging space. Refer to Example 1 below.
• Parking spaces and striped access aisles must be on a slope no greater than 1:48 in both directions.
• Access aisles must 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 of 98 inches (8 feet 2 inches) vertical clearance along the vehicular route to the accessible EV charging space must be provided.



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

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

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 abut a sidewalk, there must be a curb cut to access the connecting sidewalk or route.

Important:



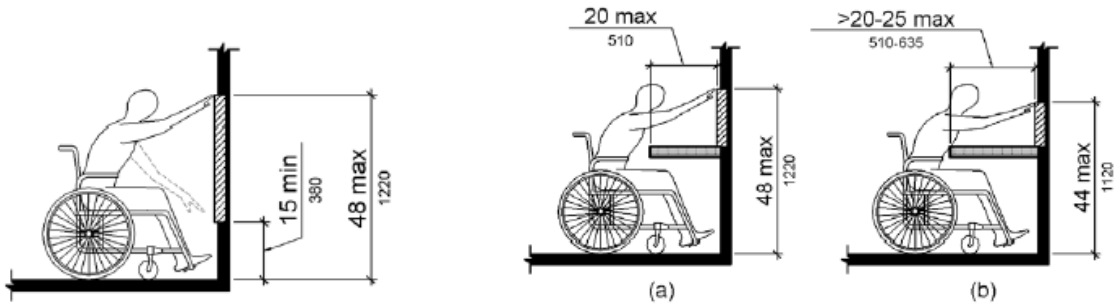
Do not do this!

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.

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. Refer to Examples 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. Refer to Examples 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

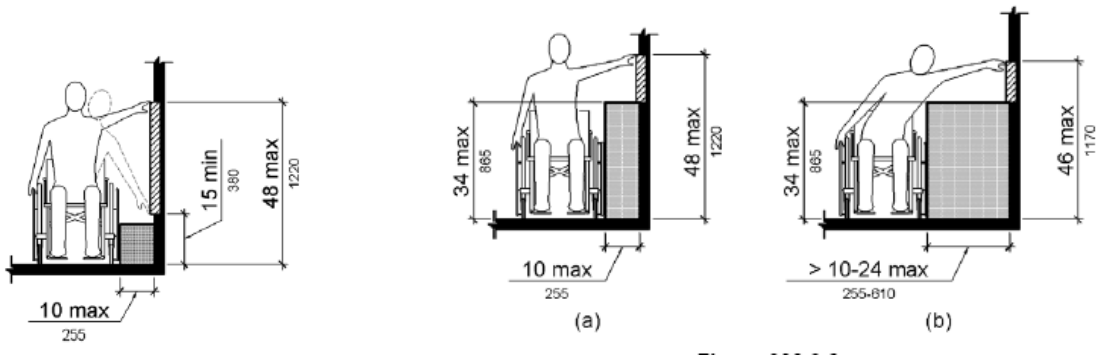
Example 2B
Obstructed Forward Reach



Examples 2A and 2B: From ADA Accessibility Standards 308: Reach Ranges

Example 3A
Unobstructed Side Reach

Example 3B
Obstructed High Side Reach



Examples 3A and 3B: From ADA Accessibility Standards 308: Reach Ranges

Application Process

Applications will be processed on a first-come, first-served basis until all available funding is spent or the program is terminated.

- Interested applicants must apply online, at the MassEVIP Workplace & Fleet Charging Program Website .
- 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 or
  - the Massachusetts W-9 containing the footer "Massachusetts Substitute Form W-9 (Rev 4-2022).".
- MassDEP will review the application for eligibility, completeness and other requirements, such as best value, fiscal responsibility, and other common sense business practices, and then contact the applicant.
- Once an application is acceptable:
  - State agency applicants will be issued an Interagency Service Agreement (ISA) to sign.
  - All other applicants will be issued a Notice of Pending Award with a standard contract form and contract documents to sign.
- Important note: applicants must not accept delivery of equipment or begin work (as evidenced by dates on invoices) until MassDEP has signed an ISA or standard contract form, as applicable. MassDEP recommends that applicants 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.
- 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 sufficient time to complete the ISA process and the project. MassDEP will sign the ISA and return to the applicant, now a Grantee.
- For non-state agency applicants: the contract documents will allow 21 months for existing sites and 27 months for new construction sites from the date the contract documents are issued to complete the contracting process and the project. 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.
- 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.
- If Grantee installs fewer ports than listed on the end user agreement, the award will be proportionally reduced.

Reimbursement Process

The reimbursement payment request process will be detailed in the contract documents a grantee will receive by email.