



MassEVIP Workplace Charging (WPC) Program Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Workplace Charging (WPC) Program provides incentive funding to employers in the Commonwealth to cover a portion of the purchase price for 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	For Employee Use	Maximum Allowed Incentive Amount
Level 1 or Level 2	60% of cost of EV charging station	\$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 WPC 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, all of the installation costs, 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., Workplace Charging Program funding cannot be combined with Public Access Charging Program funding, Multi-Unit Dwelling Charging Program funding or MassEVIP Fleets Program funding).
- WPC funding combined with funding from other sources must not exceed 100% of the cost paid for the charging station.
- 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 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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Costs COVERED include:	Costs NOT COVERED include:
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Upgrading electric supply • Construction costs related to installation • Signage and pavement painting • Shipping/Freight • Land/parking space purchase or lease • Software subscription • Warranty • Taxes • Internet connection or cell signal • Planning or permitting for the project • Bollards, curbs, wheel stops, setbacks, bumper guards • Electricity consumption and demand charges • Preventative and corrective maintenance on EV charging station

EV CHARGING STATION REQUIREMENTS

- Hard-wired Level 1 or Level 2 EV charging station.
- UL listed (certified by Underwriters Laboratories, Inc.).
- 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 installation, 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

- Public, non-profit or private employers 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 (i.e., 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 15 or more employees on site at the location identified in the application.
- Workplace identified in application must be a non-residential place of business.
- The applicant must allow practical access to, and use of, EV charging station by all employees at the location identified in the application, as documented in writing. Upon request by MassDEP, applicant must provide such written documentation.
- For each port installed, one parking space must be designated for plug-in electric vehicle use only and marked clearly through visible signage. The grant recipient must actively enforce this



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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 area.

GENERAL PROGRAM REQUIREMENTS

- Install and operate the EV charging station within 180 days of the effective date of the contract documents 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 employees, visitors and general public (if applicable) 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; e-mails; 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 in their parking area as required by 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 WPC 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. The accessible EV charging spaces must be in addition to any ADA-required accessible parking spaces. For example:
 - A parking facility with 20 EV charging spaces or fewer requires at least 1 accessible EV charging space.



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- A parking facility with 21 to 40 EV charging spaces requires at least 2 accessible EV charging spaces.
- Accessible EV charging spaces can share the existing access aisle with existing “van-accessible” designated parking spaces within the parking lot.
- Accessible EV charging spaces may be used by anyone and do not have to be reserved for persons 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](#)

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

Such spaces must include:

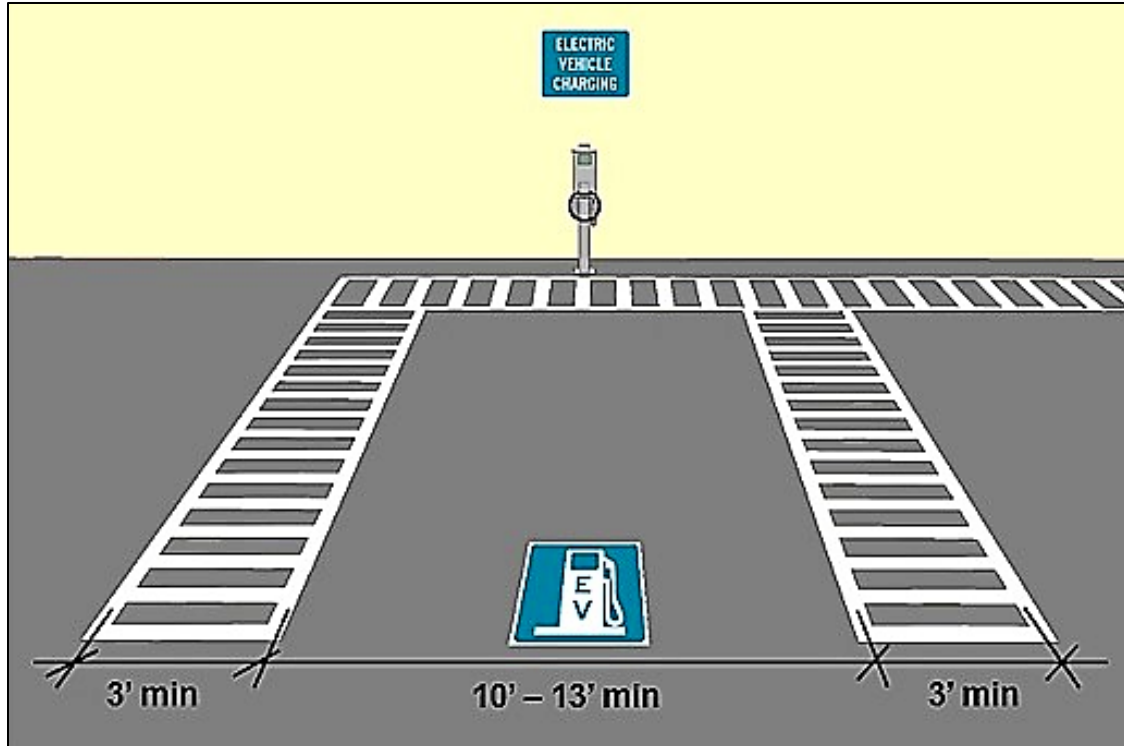
- **A parking space and striped access aisle(s) with a combined minimum width of 16'.** Striped access aisles may be placed on one side or on both sides of the parking space. See examples 1 & 2 below. Note, the examples are not the only design options available and are meant as suggestions only. The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

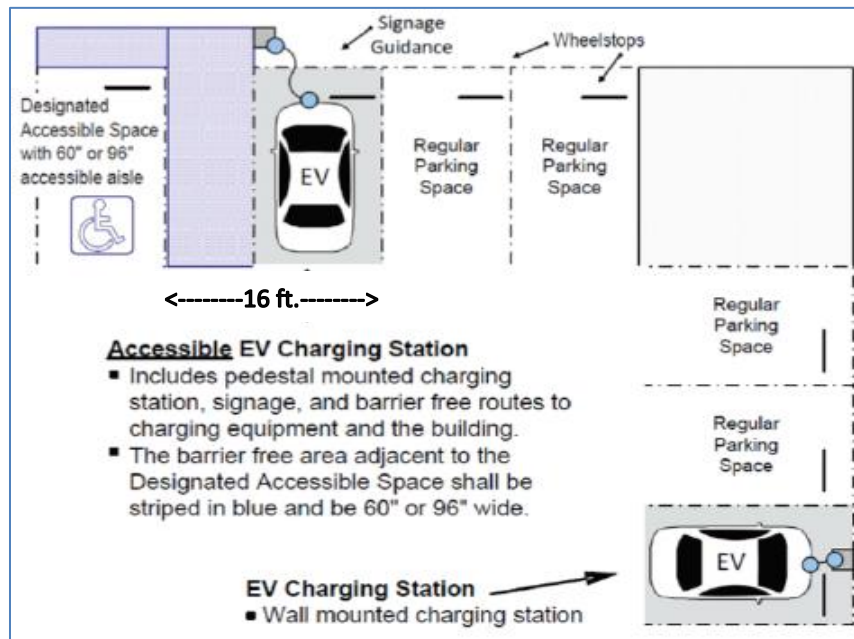
- Parking spaces and striped access aisles on a slope no greater than 1:50 (2%). This is measured in both directions.
- A minimum 8' 2" vertical clearance along the vehicular route to the accessible EV charging space.



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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.



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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.

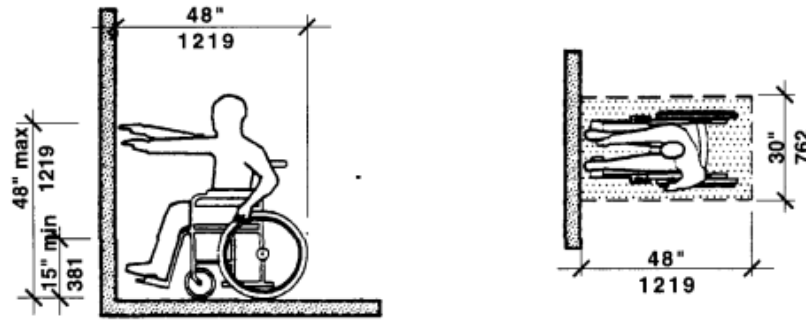
Forward Reach: If the clear floor space only allows forward approach to the EV charging station, the maximum high forward reach allowed is 48 inches and minimum low forward reach is 15 inches. See Example 3 below for forward reach drawing and reach and clearances if the forward reach is over an obstruction.

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.

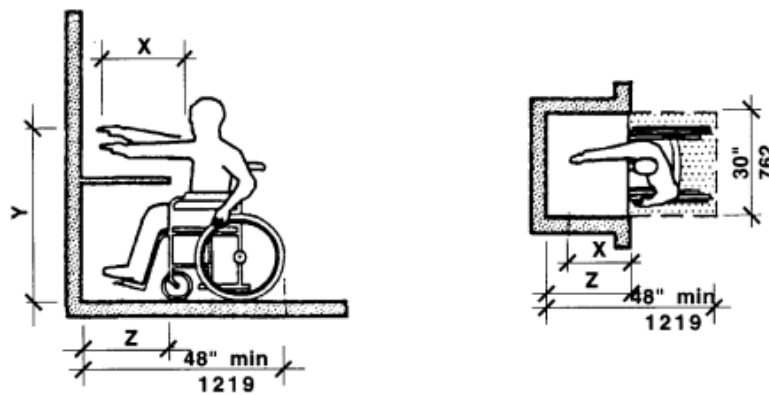
Controls and operating mechanisms shall be operable with one hand and shall not require pinching, or twisting of the wrist.



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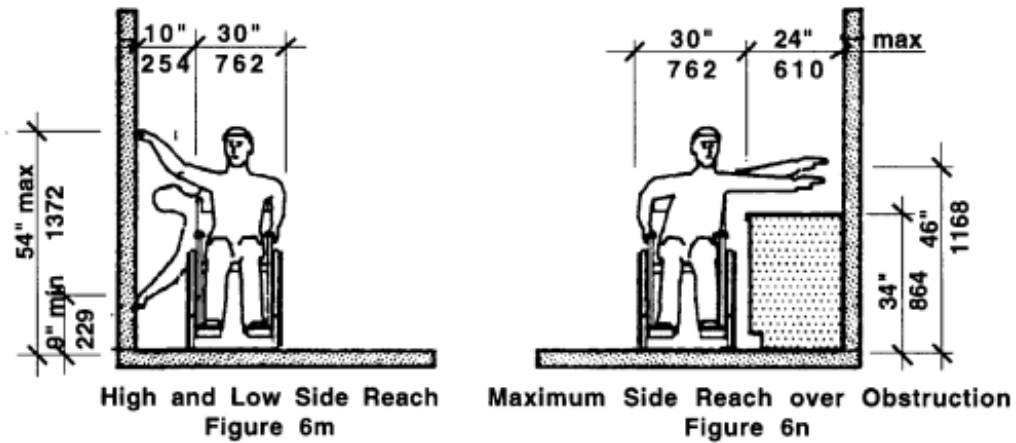
High Forward Reach Limit
Figure 6k



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](#)

APPLICATION PROCESS



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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_workplace_charging_wpc_program_application and submit it (with attachments) to MassDEP.
- MassDEP will review the application for completeness and eligibility, 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 15 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 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.
- Upon request from MassDEP, Grantee must submit updates on its project implementation schedule.

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 invoices for the charging station; and
 - Proof of installation, including invoice for installation and pictures of the installed and operational charging station.
- 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.