MassEVIP Fleets Requirements

OVERVIEW

The Massachusetts Electric Vehicle Incentive Program (MassEVIP) Fleets is an open enrollment grant program administered by the Massachusetts Department of Environmental Protection (MassDEP) that 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), and to acquire through purchase and install associated Level 2 charging equipment. You are not eligible for funding if you order the vehicle or EV charging equipment 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

- Applications for funding will be considered on a FIRST-COME, FIRST-SERVED basis until program funds are exhausted.
- Projects funded through the MassEVIP 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:
  - the EV and EV charging equipment, and
  - all of the charging equipment installation costs, and
  - all of the EV and EV charging equipment operating and maintenance costs for a full consecutive three years after EV is registered and the charging equipment is operational.
- Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station (i.e., MassEVIP Fleets Program funding cannot be combined with Public Access Charging Program funding, Workplace Charging Program funding or Multi-Unit Dwelling Charging Program funding).
- MassEVIP Fleets funding combined with funding from other sources must not exceed 100% of the cost paid for the charging station.
- 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.
MassEVIP Fleets is offering the following grant funding as incentives for the acquisition of new BEVs, new PHEVs and new ZEMs.

### MassEVIP Fleets: EV Funding

<table>
<thead>
<tr>
<th>Per Vehicle Incentive BEV Purchase</th>
<th>Per Vehicle Incentive BEV Lease</th>
<th>Per Vehicle Incentive PHEV Purchase</th>
<th>Per Vehicle Incentive PHEV Lease</th>
<th>Per Vehicle Incentive ZEM Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $7,500</td>
<td>Up to $5,000</td>
<td>Up to $5,000</td>
<td>Up to $3,000</td>
<td>Up to $750</td>
</tr>
</tbody>
</table>

**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:**
- The maximum number of electric vehicle (EV) incentives that an eligible entity is allowed to receive through the MassEVIP Fleets program is 25 (BEVs, PHEVs and ZEMs combined), including the EV incentives previously received through the MassEVIP Fleets program. A list of MassEVIP Fleets completed projects can be found here: [https://www.mass.gov/media/1528436](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.
- If the applicant wishes to lease the EV, 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 obtain and maintain for said three year period a valid registration through the Massachusetts Registry of Motor Vehicles for each EV and provide a copy to MassDEP.
- The applicant agrees to market the EVs via various strategies, for example: wrapping the EVs with graphics; ride and drive events; inclusion of EVs in community events; education on the proper operation of the EV; flyers; internal/external newsletters and webpages; e-mails; etc. Upon MassDEP request, applicant must provide proof of such marketing, and copies of materials, as applicable.
MassEVIP Fleets Requirements

- Applicant must provide, upon MassDEP’s request, usage and maintenance data for three years following the date of registration of the EV.

Procuring EVs:
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.

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/media/1700826. The statewide contract is for purchase only, not lease.
- If the applicant uses VEH98 for EV purchase, MassDEP will provide the incentive directly to the vendor on statewide contract after MassDEP receives the documentation listed below in the “Incentive Payment Process” section.

Acquisition not through statewide contract:
- The applicant will not acquire the EV through the statewide contract if it:
  - wishes to lease an EV
  - does not wish to use VEH98 for the purchase of an EV, or
  - wishes to acquire an EV that is not currently on VEH98 but is identified on California’s list (http://energycenter.org/index.php/incentive-programs(clean-vehicle-rebate-project/cvrf-eligible-vehicles) as a PHEV, ZEM or Zero Emission Vehicle (ZEV)/BEV. Note that some EVs on California’s list may only be offered for sale in California.
- If the applicant does not use VEH98 for EV acquisition, MassDEP will provide the incentive directly to the applicant after MassDEP receives the documentation listed below in the “Incentive Payment Process” section.
- The applicant itself must be on a contract with the Commonwealth for goods and services as part of MassDEP’s Sustainable Materials Recovery program to receive the incentive directly from MassDEP. MassDEP will, upon award of funding, determine whether the applicant needs to be added to this contract and provide the required forms.
MassEVIP Fleets Requirements

CHARGING EQUIPMENT INCENTIVES

MassEVIP Fleets is offering the following grant funding as incentives towards the purchase and installation of Level 2 charging equipment providing a minimum of two ports (i.e., plugs), when associated with the simultaneous acquisition of at least two BEVs.

MassEVIP Fleets: EV Charging Equipment Funding

<table>
<thead>
<tr>
<th>Number of BEVs Acquired</th>
<th>2 BEVs</th>
<th>4 BEVs</th>
<th>6 OR MORE BEVs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charging Equipment Funding</td>
<td>Up To $2,500</td>
<td>Up To $5,000</td>
<td>Up to $7,500</td>
</tr>
</tbody>
</table>

MassEVIP Fleets EV Charging Equipment Eligible Costs

<table>
<thead>
<tr>
<th>Costs COVERED include:</th>
<th>Costs NOT COVERED include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A console wired into the electrical supply</td>
<td></td>
</tr>
<tr>
<td>• A cable and connector to plug into the EV</td>
<td></td>
</tr>
<tr>
<td>• Cable management strategy (e.g., coil, retractable, etc.)</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Separate payment module</td>
<td></td>
</tr>
<tr>
<td>• Upgrading electric supply</td>
<td></td>
</tr>
<tr>
<td>• Construction costs related to installation</td>
<td></td>
</tr>
<tr>
<td>• Signage and pavement painting</td>
<td></td>
</tr>
<tr>
<td>• Shipping/Freight</td>
<td></td>
</tr>
<tr>
<td>• Land/parking space purchase or lease</td>
<td></td>
</tr>
<tr>
<td>• Software subscription</td>
<td></td>
</tr>
<tr>
<td>• Warranty</td>
<td></td>
</tr>
<tr>
<td>• Taxes</td>
<td></td>
</tr>
<tr>
<td>• Internet connection or cell signal</td>
<td></td>
</tr>
<tr>
<td>• Planning or permitting for the project</td>
<td></td>
</tr>
<tr>
<td>• Bollards, curbs, wheel stops, setbacks, bumper guards</td>
<td></td>
</tr>
<tr>
<td>• Electricity consumption and demand charges</td>
<td></td>
</tr>
<tr>
<td>• Preventative and corrective maintenance on EVSE</td>
<td></td>
</tr>
</tbody>
</table>

Program Requirements:

- An applicant is eligible to receive funding, as specified in the EV Charging Equipment Funding table, towards the purchase and installation of Level 2 charging equipment with a minimum of two ports, when associated with the simultaneous acquisition of at least two BEVs. The maximum amount of charging equipment funding that an eligible entity is allowed to receive through the MassEVIP Fleets program is $7,500, including the charging equipment funding received through the MassEVIP Fleets program previously. A list of MassEVIP Fleets completed projects can be found here: [https://www.mass.gov/media/1528436](https://www.mass.gov/media/1528436). For example, if the entity previously has received $7,200 in MassEVIP Fleets EV charging equipment funding, it is eligible for $300 more in EV charging equipment funding.
MassEVIP Fleets Requirements

- The charging equipment must be:
  - A hard-wired Level 2 EV charging station; and
  - UL listed (certified by Underwriters Laboratories, Inc.); and
  - Able to charge EVs produced by multiple manufacturers; and
  - A new installation not ordered until after approval letter is received from MassDEP. Equipment that is 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.
- The charging equipment must be installed in an area that is owned or controlled by the applicant and is reserved for applicant-owned EV use only. If the charging equipment is to be used by applicant’s employees, residents, tenants, or the general public, then the applicant must apply for funding under the MassEVIP Workplace Charging Program, Multi-Unit Dwelling Charging Program, or Public Access Charging Program, as appropriate (https://www.mass.gov/media/1951101).
- 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 requirement. Applicant is encouraged to paint the pavement to indicate the parking space is designated for EVs.
- The charging station parking space and area around the charging station must be maintained, including snow removal and general cleaning.
- The applicant must operate and maintain the EV charging equipment for three full consecutive years after the date the charging equipment is operational.
- The applicant must collect EV station usage data for three full consecutive years after the date the charging station is operational, and provide to MassDEP upon request.

Procuring Charging Equipment:
The applicant will be required to certify that it has complied with all laws, regulations, and other requirements applicable to the acquisition of the charging equipment.

Acquisition through statewide contract:
- Applicants may use vendors on the current Massachusetts statewide contract VEH102: Designated DOER Advanced Vehicle Technology Equipment, Supplies and Services Contract to purchase charging equipment. The VEH102 contract user guide can be found here: https://www.mass.gov/media/1700831.
- If the applicant uses VEH102 for charging equipment purchase, MassDEP will provide the incentive directly to the vendor on statewide contract after MassDEP receives the documentation listed below in the “Incentive Payment Process” section.

Acquisition not through statewide contract:
- If the applicant does not use VEH102 for charging equipment acquisition, MassDEP will provide the incentive directly to the applicant after MassDEP
MassEVIP Fleets
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receives the documentation listed below in the “Incentive Payment Process” section.

- The applicant itself must be on a contract with the Commonwealth for goods and services as part of MassDEP’s Sustainable Materials Recovery program to receive the incentive directly from MassDEP. MassDEP will, upon award of funding, determine whether the applicant needs to be added to this contract and provide the required forms.

APPLICATION PROCESS

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_fleets_application and submit it online (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 End-User Agreement within 30 days of receiving the application.
- 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 the applicant does need to be added, the following contract documents will be required and provided in addition to the End-User Agreement:
  - 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.
  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 EV and charging equipment acquisition, and make the charging equipment operational, if applicable.
- The Grantee will coordinate the delivery and installation of the charging equipment directly with the vendor.
- Upon request from MassDEP, Grantee must submit updates on its project implementation schedule.
PAYMENT PROCESS

- Upon registration of EV and the charging equipment being made operational, if applicable, 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 invoice, or lease agreement for EV; and
  - Copy of Massachusetts registration for EV; and
  - Pictures of EV; and
  - Final invoices for charging equipment, if applicable; and
  - Proof of installation, including invoice for installation and pictures of the installed and operational charging equipment, if applicable.
- If the EV is leased, MassDEP will direct the incentive to the Grantee in one full payment.
- If the EV and/or charging equipment is purchased through a statewide contract, MassDEP will direct the incentive to the vehicle and/or charging equipment vendor on statewide contract.
- If the EV and/or charging equipment 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.