

# Electric Vehicle Charging Station Rebate Program: Frequently Asked Questions

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**November 1, 2016- June 30, 2018**

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## Application Questions

**Q. I purchased an electric vehicle charging station, how do I apply for the rebate?**

**A.** There are several ways to get an application for the Electric Vehicle Charging Station Rebate Program:

- Visit the Clean Vehicle Rebate Program website at [www.de.gov/cleantransportation](http://www.de.gov/cleantransportation) for instructions or call the Delaware Division of Energy and Climate at 302-735-3480
- Email at [DNREC.Transportation@state.de.us](mailto:DNREC.Transportation@state.de.us)
- Click [here](#) to download an application

**Q. Who can apply for this rebate program?**

**A.** Applicants must be:

- Delaware residents or,
- Businesses, non-profit organizations, or other organizations with both a physical address in Delaware and a Delaware business license or,
- State agencies or departments, municipal governments, or county governments in the State of Delaware or,
- Active duty military members stationed in Delaware with a temporary Delaware residential address, but with permanent residency in another state are eligible to apply and may use a proof of service letter in lieu of other proof of residence documentation.

**Q. What do I need to submit with my application?**

**A.** Applicants must submit the following documentation:

- A completed application, with all required fields completed
- A proof of residency or operation in the state of Delaware:
  - A copy of the applicant's driver's license, or
  - A copy of a Military proof of service letter, or
  - A copy of an applicant's Delaware business license
- A copy of the sales slip for the charging station(s)

**Q. The charging station that I would like to purchase is less than the rebate amount. Will I still get the full rebate?**

**A.** Residential applicants will receive a rebate for 50% of the purchase price of an electric vehicle charging station. The maximum rebate for a resident is \$500. If 50% of the purchase price is less than \$500, the rebate will be for the lower amount.

Commercial applicants will receive a rebate for 75% of the purchase price of an electric vehicle charging station. The maximum rebate for a commercial entity is \$2,500. If 75% of the purchase price is less than \$2,500, the rebate will be for the lower amount.

Workplace applicants will receive a rebate for 75% of the purchase price of an electric vehicle charging station. The maximum rebate for a Workplace entity is \$5,000. If 75% of the purchase price is less than \$5,000, the rebate will be for the lower amount. Eligible applicants for the workplace Electric Vehicle Charging Equipment rebates include employers with 15 or more employees in a non-residential place of business.

**Q. Are installation costs eligible for a rebate?**

**A.** No. Rebate amounts are calculated based upon the purchase price of the physical charging station. The following are **not** eligible for this rebate:

- Installation
- Construction costs
- Electrician services
- Costs of conduit and concrete
- Site improvements
- Shipping
- Taxes
- Real Property

**Q. I lost the sales invoice showing my Electric Vehicle Charging Station purchase. Can I still apply for the rebate?**

**A.** The sales invoice for your Electric Vehicle Charging Station is required. Applications cannot be accepted without all required supporting documents (W-9 Form, sales invoice, and a copy of Delaware State driver's license or business license). It is the responsibility of the applicant to ensure completeness of the application. All incomplete applications will be returned to the sender.

**Q. Do I need to fill out a W-9?**

**A.** In order for applicants to receive a rebate, the applicant **MUST** submit a W-9 form [ONLINE](#). Any W-9 forms submitted with an application will be shredded immediately. The link to the State of Delaware W-9 online page is <https://w9.accounting.delaware.gov/W9form.aspx> . Applications will not be processed without this documentation.

Rebates may be considered taxable income by the IRS. Please consult your tax professional.

Please note: Individuals should complete the form as a “New Vendor,” and complete the form with their information. These forms MUST be submitted online. Any W-9 form that is submitted with the application will immediately be shredded and the applicant will not be entered into the vendor system. To streamline the processing of your application, please ensure that it is completed online.

**Q. Do I need to show proof of my Electric Vehicle?**

**A.** Documentation of your electric vehicle is not required under this portion of the grant program. The only documents that are needed are the application form, the W-9 form, a copy of your DE driver’s license or business license (for businesses and workplaces), and the sales invoice for the purchase of your EVSE. If you are interested in purchasing an electric vehicle, please refer to the Delaware Clean Vehicle Rebate Program. More information can be found [www.de.gov/cleantransportation](http://www.de.gov/cleantransportation)

**Q. I need help with my application. Who should I contact?**

**A.** For more information on this program, please go to [www.de.gov/cleantransportation](http://www.de.gov/cleantransportation) . For assistance or if you have additional questions please contact:

The Delaware Division of Energy and Climate  
100 W. Water Street  
Suite 5A  
Dover, DE 19904  
302-735-3480  
Or Email at [DNREC.Transportation@state.de.us](mailto:DNREC.Transportation@state.de.us)

## Eligibility Questions

**Q. What is the difference between Commercial and Workplace Charging Station rebates??**

**A.** A workplace applicant is defined under this program as an employer with 15 or more employees in a non-residential place of business.

A commercial applicant is defined as a non-residential place of business with less than 15 employees.

**Q. Are DC Fast Chargers or 3-phase AC chargers eligible for this program?**

**A.** No, this rebate program is for Level 2 electric vehicle chargers only. AC Level 2 chargers provide electricity to the Electric Vehicle by 240 volts (typical in residential applications) or 208 volts (typical in commercial applications). Level 2 chargers require the installation of a charging

station and require a dedicated circuit of 20-100 amperes. It is up to the applicant to ensure compliance with the program's requirements.

The Division of Energy and Climate recommends that applicants receive advice from a certified electrician on all installations of charging stations.

**Q. I've purchased my EVSE. How do I get it installed?**

**A.** Please contact a certified electrician to complete the installation of your charging station.

**Q. I recently purchased an Electric Vehicle with the Clean Vehicle Rebate Program. Do I still qualify for this rebate program as well?**

**A.** Absolutely! In fact, it is encouraged that you apply for both rebates (if applicable). Individuals are limited to one (1) Clean Vehicle rebate and one (1) EVSE rebate. Fleets are limited to six (6) Clean Vehicle rebates and six (6) EVSE rebates.

**Q. Are fleets eligible for this program?**

**A.** Yes, fleets are encouraged to apply for the program. Fleets are eligible for up to 6 EVSE rebates.

### General Questions

**Q. I would like to purchase an EVSE, but I'm not sure what type is best for me and my vehicle. Are their resources available for me?**

**A.** Yes. Plug in America has a list of charging stations that are available on the market today. While there are others, this list will give you a good starting point for finding the right charging station for you. You can access that website [here](#), or by visiting [pluginamerica.org](http://pluginamerica.org).

**Q. When will I receive my rebate?**

**A.** If all of the documentation is submitted correctly, applicants should receive the rebate within 6-8 weeks.