Clean Vehicle Rebate Program

Step-by-Step Guide to Rebate Application

Updated 10/12/2020

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Application Checklist

Submitting incomplete or incorrect documents will delay the processing time of your application. To ensure that your rebate is released in a timely fashion, use this checklist to ensure that you have submitted all of the correct materials

Supplier Registration

- ☐ I have registered as a "Supplier" online on the eSupplier portal at esupplier.erp.delaware.gov
- ☐ I have received my **Supplier ID Number**. *After your Supplier file is approved by the State of Delaware, you will receive a* ***second*** *email with the Supplier ID number. This ID number is required on all vehicle rebate applications.*

NOTE: You only need to register as a Supplier once. If you need to make changes to your account (e.g. change of address or banking information), you will need to login and make those corrections. The Clean Transportation Office does not have access to Supplier files.

For assistance, please contact the Supplier Maintenance Team at (302) 526-5600.

Application Form

- ☐ I have reviewed the eligibility requirements for the program, found at de.gov/cleantransportation
- ☐ My application form has ALL of the fields correctly completed and includes my Supplier ID Number.
- ☐ I have included my temporary tag number or license plate number for the vehicle
- ☐ I have completed and signed the entire application

Delaware Driver's License, Business License, or Proof of Service Letter

- ☐ The copy of my Delaware Driver's License, Business License, or Proof of Service Letter is legible and included with the application

Purchase/Lease Agreement

- ☐ I have provided a copy of my purchase, financing, or lease agreement
- ☐ I have verified that the lease agreement is for a minimum of 3 years/36 months

Individual Application Form

The application must have all required fields completed and be legible.

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Delaware Clean Vehicle Rebate Program
Vehicle Rebate Application Form- Funding Round 4
Division of Climate, Coastal, & Energy
100 W. Water Street, Dover, DE 19904
Phone: (302) 735 - 3480 Fax: (302) 739 - 1840
Website: http://www.de.gov/cleantransportation
Email for submission: DNREC.Transportation@delaware.gov

INDIVIDUAL APPLICATION

Vehicle Type: ☑ Battery Electric ☐ Plug-in Hybrid ☐ V2G ☐ Natural Gas ☐ Propane ☐ Bi-Fuel

Applicant/Purchaser Information

Name of Purchaser: Gayle Sample
Email: EVforGayle@email.com
Daytime Phone: 302-735-3480 Cell Phone: 302-739-1840
Mailing Address: 2230 Hessler Blvd
City: New Castle State: DE Zip code: 19720
Street Address (as it appears on Driver's License) Same as above: ☑
City: State: Zip code:
Driver's License Number (or Business License Number): 98765438

Dealership Information

Name of Dealership: EV Sales of America
Salesperson Name: Joe Battery
Salesperson Email Address: jbattery@evsales.com
Dealership Mailing Address: 32 Kilowatt Way
City: Newark State: DE Zip code: 19701
Daytime Phone: 302-999-4567

Vehicle Information

Make: Hyundai Model: Kona EV Year: 2020
Vehicle Identification Number (VIN): VIN # here
License Plate OR Temporary Tag Number: XP1054456

Purchase Information

Date of New Vehicle Purchase: 1/1/2020

☑ Vehicle was purchased/financed
Total Cash Price: $ 36,420

☐ Vehicle was leased for at least 36 months
Agreed Upon Value: $_____
(This can be found in the payment box, line A of your lease agreement)

Please complete page two of the application

The temporary tag number is acceptable in this field

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The Delaware Clean Vehicle Rebate Program provides rebates for the purchase or lease of new battery electric and plug-in hybrid electric vehicles as well as dedicated propane and dedicated compressed natural gas vehicles (full program guidelines). *To be eligible for a rebate under Funding Round Four, the vehicle must be new and purchased or leased between January 1, 2020 and December 31, 2020 and have a purchase price of $60,000 or less.*
**The Delaware Division of Climate, Coastal, and Energy reserves the right to suspend or extend the program at any time based on availability of funding.*

Applicant Eligibility

The following individuals and entities are eligible for rebates under the Delaware Clean Vehicle Rebate Program:
- *Delaware residents;*
- *Businesses, non-profit organizations, or other organizations with both a physical address in Delaware and a Delaware business license;*
- *State agencies or departments, schools, municipal 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.*

Purchased Electric Vehicle Eligibility

The following criteria must be met in order for an electric vehicle to qualify for a rebate (list of eligible vehicles):
- *Battery Electric Vehicles – Vehicles that are powered by high-capacity batteries that are charged using an external power source. Battery Electric Vehicles do not have a gasoline or diesel internal combustion engine (e.g. the Nissan Leaf).*
- *Plug-in Hybrid Electric Vehicles (PHEV) – Vehicles that use batteries that are charged by an external power source in conjunction with a gasoline or diesel internal combustion engine (e.g. the Chevy Volt).*

Purchase Price cannot exceed $60,000. The purchase price will be listed on your bill of sale as "Total Cash Price", "Cash Price of Vehicle" or on the lease agreements as "Agreed Upon Value" or similar. The purchase price does not include sales tax.

Type of Vehicle/Vehicle Technology	Rebate
New Battery Electric Vehicles (including vehicles with gasoline range extenders) under $60k Purchase Price	$2,500
New Plug-in Hybrid Electric Vehicles under $60k Purchase Price	$1,000
Vehicle-to-Grid capable Battery Electric and Plug-in Hybrid Electric Vehicles	$1,000
New Dedicated Propane or Natural Gas Vehicles	$1,500
New Bi-Fuel Propane or Natural Gas Vehicles	$1,350

In order to receive a rebate from the state of Delaware, an online W9 must be filled out prior to submitting your application. Register here: https://esupplier.erp.delaware.gov. Use of the W9 guide is highly recommended.

Applicant must acknowledge all required documentation, initial each clause in the space provided and sign at the bottom of this form.

Documents: The documents listed below must be submitted with your application
GS Final proof of payment (sales slip) - **OR**- Lease agreement (leases must be for no less than 3 years/36 months)
GS Copy of Delaware State Driver's License, Business License, or Military Proof of Service Letter

Applicant Declarations: Please initial next to each statement, signifying that you agree.
GS I have completed my online W9 and received a registration confirmation.
GS I certify that I am a resident of the State of Delaware or Delaware based entity and the information provided on this application is true and correct.
GS I have read, understand and agree to the eligibility requirements (found at www.de.gov/cleantransportation).
GS I understand that rebate funding is limited and subject to availability, and that this application does not guarantee payment.
GS I understand and accept that rebate processing will take at least 6-8 weeks from the date the Division of Climate, Coastal, & Energy receives a **complete** rebate application.
GS I understand that only vehicles purchased between January 1, 2020 and December 31, 2020 are eligible for this round of funding under the Clean Vehicle Rebate Program.
GS I understand that incomplete applications will not be processed and submitting an incomplete application may result in loss

Purchaser Signature:
Print Name: Gayle Sample Date: 1/1/2020
Signature: Gayle Sample

Dealership Application Form

- The application must have all required fields completed and be legible.
- Make sure that the purchaser has signed the application.
- Provide documentation stating or showing where the rebate was taken off the final bill of sale.

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Vehicle Rebate Application Form- Funding Round 4
Division of Climate, Coastal, & Energy
100 W. Water Street, Dover, DE 19904
Phone: (302) 735 - 3480 Fax: (302) 739 - 1840
Website: http://www.de.gov/cleantransportation
Email for submission: DNREC.Transportation@delaware.gov

DEALERSHIP APPLICATION

Vehicle Type: ☑ Battery Electric ☐ Plug-in Hybrid ☐ V2G ☐ Natural Gas ☐ Propane ☐ Bi-Fuel

Applicant/Purchaser Information

Name of Purchaser: Gayle Sample
Email: EVforGayle@email.com
Daytime Phone: 302-735-3480 Cell Phone: 302-739-1840
Mailing Address: 2230 Hessler Blvd
City: New Castle State: DE Zip code: 19720
Street Address (as it appears on Driver's License) Same as above: ☑
City: State: Zip code:
Driver's License Number (or Business License Number): 98765438

Participating Dealership Information

Name of Dealership: EV Sales of America
Contact Person or Salesperson Name: Joe Battery
Email Address: jbattery@evsales.com
Dealership Mailing Address: 32 Kilowatt Way
City: Newark State: DE Zip code: 19701 Daytime Phone: 302-999-4567

Vehicle and Purchase Information

Make: Hyundai Model: Kona EV Year: 2020 Temp Tag or License Plate Number: XP654456
Vehicle Identification Number (VIN): VIN # here
Date of New Vehicle Purchase: 1/1/2020 Purchase Price (not including sales tax): $ 36,420

The documents below must be submitted with the rebate application

☑ Sales Slip OR
☐ Lease agreement
☑ Copy of Delaware Drivers License (must be a Delaware resident)
☑ Proof that customer received rebate

FOR PURCHASER: Please transfer this rebate payment to the above named company. I understand that I will not directly receive the rebate payment for this purchase or lease agreement.

Signature: Gayle Sample
Date: 1/1/2020

Dealer Owner/ Manager Signature:

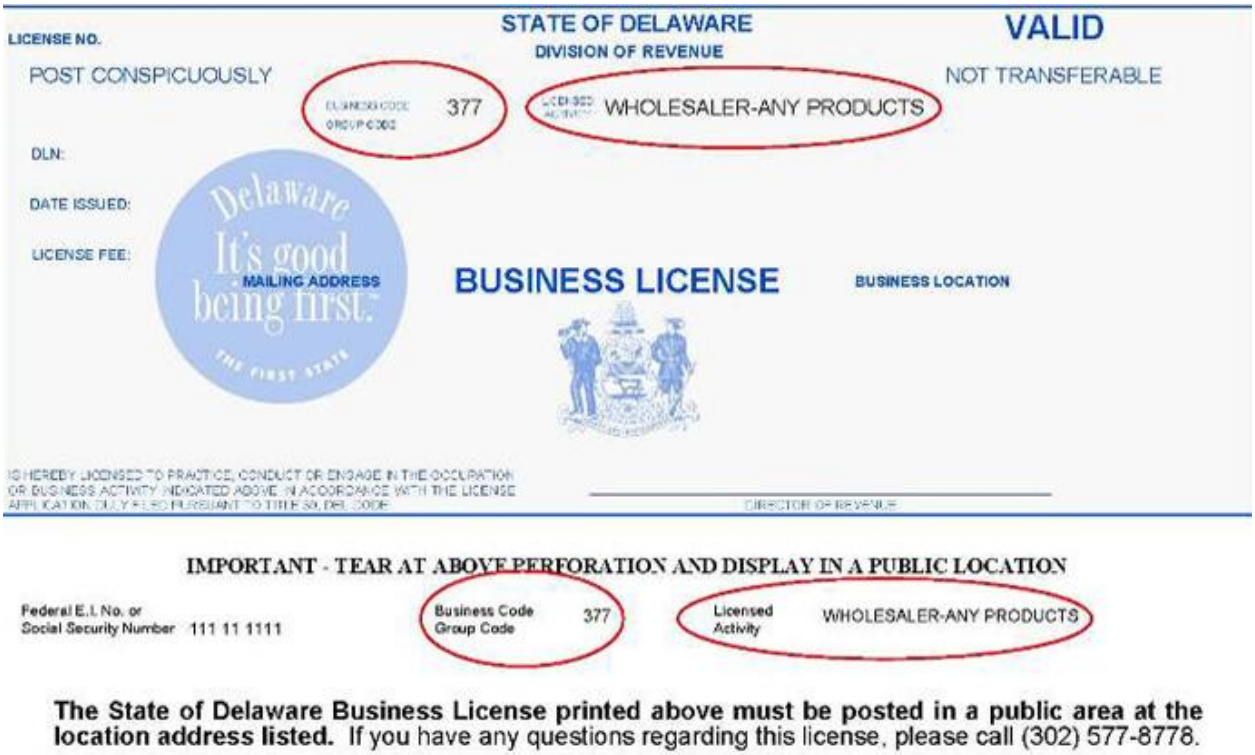
Printed Name: Tom Wattson
Signature: [illegible]
Date: 1/1/20

Delaware Driver's or Business License

- I have provided a copy of my Delaware Driver's or Business License

The back of the license is NOT required

OR



Proof of Service Letter

- If an applicant is in the Military and stationed in Delaware, but with a driver's license from a different state, the applicant may submit a Proof of Service Letter in lieu of a copy of their driver's license.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

CURRENT DATE

FROM: HEADQUARTERS AIR FORCE PERSONNEL CENTER

SUBJECT: OFFICIAL PROOF OF SERVICE LETTER

1. This information is retrieved directly from the Air Force Personnel Database at Randolph Air Force Base Texas. All questions regarding the validity of this letter should be referred to the member's servicing military personnel section, or the Total Force Service Center - San Antonio at 1-800-525-0102.

NAME	SSAN	DATE
FIRST MI LAST	000-00-0000	DD MMM YYYY

SERVICE DATES:

a. RANK: XXX
b. DATE OF RANK: DD MMM YYYY
c. EXTENDED ACTIVE DUTY: DD MMM YYYY
d. DATE OF ENLISTMENT: DD MMM YYYY
e. TERM OF ENLISTMENT: X
f. TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE: DD MMM YYYY
g. DATE OF SEPARATION: DD MMM YYYY
h. PAY DATE: DD MMM YYYY
i. DATE ELIGIBLE RETURN FROM OVERSEAS: *****
j. DATE OF BIRTH: DD MMM YYYY
k. LOST TIME: 0

Note : ***** Denotes No Data

2. Member is currently serving on extended active duty.

ELECTRONICALLY GENERATED SIGNATURE IMPLIED

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED
IAW AFI 33-332 AND DOD REGULATION 5400.11.
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

Correct Financing Documentation

RETAIL INSTALLMENT SALE CONTRACT - SIMPLE FINANCE CHARGE
(WITH ARBITRATION PROVISION)

Dealer Number

Vehicle must be new

Buyer Name and Address (Including County and Zip Code)

Co-Buyer (Including County and Zip Code) N/A

Seller-Creditor (Name and Address)
OURISHAN CHEVROLET OF BOWIE
16610 GOVERNOR BRIDGE RD
BOWIE MD 20716 PRINCE GEORGE

You, the Buyer (and Co-Buyer, if any), may buy the vehicle below for cash or on credit. By signing this contract, you choose to buy the vehicle on credit under the agreements on the front and back of this contract. You agree to pay the Seller - Creditor (sometimes "we" or "us" in this contract) the Amount Financed and Finance Charge in U.S. funds according to the payment schedule below. We will figure your finance charge on a daily basis. The Truth-in-Lending Disclosures below are part of this contract.

New/Used	Year	Make and Model	Vehicle Identification Number	Primary Use For Which Purchased
NEW	2017	CHEVROL VOLT		Personal, family, or household unless otherwise indicated below ☐ N/A

Form must show that the vehicle has been financed

FEDERAL TRUTH-IN-LENDING DISCLOSURES

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.	Total Sale Price The total cost of your purchase on credit, including your down payment of $ 7213.74 is
0.00 %	$ 0.00	$ 31562.26	$ 31562.26	$ 38776.00

Your Payment Schedule Will Be:

Number of Payments	Amount of Payments	When Payments Are Due
59	526.03	Monthly beginning 09/27/2016
1	526.49	DUE ON: 08/27/2021

~~Security Interest~~: N/A

Late Charge. If payment is not received in full within 15 days after it is due, you will pay a late charge of 10 % of the part of the payment that is late, with a minimum charge of $ 5
Prepayment. If you pay off all your debt early, you will not have to pay a penalty.
Security Interest. You are giving a security interest in the vehicle being purchased.
Additional Information: See this contract for more information including information about nonpayment, default, any required repayment in full before the scheduled date and security interest.

You may buy the physical damage insurance this contract requires (see back) from anyone you choose who is acceptable to us. You are not required to buy any other insurance to obtain credit unless the box indicating Vendor's Single Interest is required is checked below.
If any insurance is checked below, policies or certificates from the named insurance companies will describe the terms and conditions.

Check the insurance you want and sign below:
Optional Credit Insurance

Purchase price not to exceed $60,000, not including sales tax. May be worded as "Total Cash Price"; "Total Vehicle Price"; "Cash Sales Price" or similar

Credit life insurance and credit disability insurance are not required to obtain credit. Your decision to buy or not to buy credit life insurance or credit disability insurance will not be a factor in the credit approval process. They will not be provided unless you sign and agree to pay the extra cost. If you choose this insurance, the cost is shown in item 4A of the Itemization of Amount Financed. Credit life insurance is based on your original payment schedule. This insurance may not pay all you owe on this contract if you make late payments. Credit disability insurance does not cover any increase in your payment or in the number of payments. Coverage for credit life insurance and credit disability insurance ends on the original due date for the last payment unless a different term for the insurance is shown below.

ITEMIZATION OF AMOUNT FINANCED

1 Cash Price
A Cash Price of Motor Vehicle (including accessories, services, and taxes) $ 33041.00 (A)
B Dealer Processing Charge (not required by law) $ 300.00 (B)
C Freight Charge $ N/A (C)
D Other $ N/A (D)
To Whom Paid N/A
E Other $ N/A (E)
To Whom Paid N/A
Total Cash Price $ 33341.00 (1)
2 Total Downpayment =
Trade-in 2015 NISSAN LEAF (Year) (Make) (Model)
Gross Trade-In Allowance $ 10350.00
Less Pay Off Made By Seller NISSAN AUTO FINANCE $ 4136.26
Equals Net Trade In $ 6213.74
+ Cash $ N/A
+ Other MANUFACTURER'S REBATE $ 1000.00
(If total downpayment is negative, enter "0" and see 4I below) $ 7213.74 (2)
3 Unpaid Balance of Cash Price (1 minus 2) $ 26127.26 (3)
4 Other Charges Including Amounts Paid to Others on Your Behalf
(Seller may keep part of these amounts):

Other Optional Insurance
☐ N/A Type of Insurance N/A Term
Premium $ N/A
Insurance Company Name N/A
N/A
Home Office Address N/A
N/A
☐ N/A Type of Insurance N/A Term
Premium $ N/A
Insurance Company Name N/A
N/A

Correct Lease Documentation (Page 1)

MOTOR VEHICLE LEASE AGREEMENT

FORD CREDIT

www.fordcredit.com
1-800-727-7000

DATE 09/10/2016

LESSEE (and Co-Lessee) Name and Address (Including County and Zip Code)

N/A

LESSOR (Name and Address)

WILLIS FORD INC
15 NORTH DUPONT HIGHWAY
SMYRNA, DE 19977

"Finance Company" is Ford Motor Credit Company. The "Holder" is CAB East LLC and its assigns.

By signing "You" (Lessee and Co-Lessee) agree to lease this Vehicle according to the terms in this lease and the terms of the WearCare Addendum, if any, attached to this lease.

If Your payment schedule is shown in Item 2(a), You entered into a "Monthly Payment Lease."

If Your payment schedule is shown in Item 2(b), You entered into an "Advance Payment Lease."

New/Used	Mileage at Delivery	Year/Make/Model	Vehicle Identification Number	Vehicle Use
New	83	2016 Ford C-Max Energi		Personal

Vehicle must be new

19000-P-e 19000-APP-e

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Correct Lease Documentation (Page 2)

1. Amount Due At Lease Signing or Delivery (Itemized Below) *

$ 13,957.00

2. Payments

(a) Monthly Payments

Your first payment of $ 546.82 is due on 09/10/2016, followed by 35 payments of $ 546.82 due on the 10th day of each month. The total of Your monthly payments is $ 19,685.52

(b) Advance Payment

Your Payment of $ N/A is due on N/A

The total of Your payment is $ N/A

3. Other Charges (not part of Your monthly payment)

Disposition fee (if You do not purchase the Vehicle) $ N/A

N/A N/A

Total $ N/A

4. Total of Payments (The amount You will have paid by the end of the lease)

$ 33,095.70

Lease must be for at least 3 years/ 36 months

Itemization of Amount Due at Lease Signing or Delivery

s Due At Lease Signing or Delivery:

	ed cost reduction	$ 13,410.18
	nthly payment	546.82
	payment	N/A
	ble security deposit	N/A
		N/A
	ion fees	N/A
	on fee	N/A
h.	N/A	N/A
i.	N/A	N/A
j.	N/A	N/A
k.	N/A	N/A
l.	N/A	N/A
m.	N/A	N/A
n.	N/A	N/A
o.	N/A	N/A
p.	N/A	N/A
q.	N/A	N/A
r.	N/A	N/A
s.	N/A	N/A
t.	N/A	N/A
u.	N/A	N/A
	Total	$ 13,957.00

6. How the Amount Due At Lease Signing or Delivery will be paid:

a. Net trade-in allowance	$ 0.00
b. Rebates and noncash credits	13,957.00
c. Amount to be paid in cash	N/A
d. N/A	N/A
Total	$ 13,957.00

Dealer should indicate where rebate was taken off the final bill of sale.

7. Your payment is determined as shown below:

a. Gross capitalized cost. The agreed upon value of the Vehicle ($ 42,591.00) and any items You pay over the lease term (such as service contracts, insurance, and any outstanding prior credit or lease balance) (See Item 19)**		$ 44,765.00
b. Capitalized cost reduction. The amount of any net trade-in allowance, rebate, noncash credit, or cash that You pay that reduces the gross capitalized cost	-	13,410.18
c. Adjusted capitalized cost. The amount used in calculating Your base payment	=	31,354.82
d. Residual value. The value of the Vehicle at the end of the lease used in calculating Your base payment	-	12,542.40
e. Depreciation and any amortized amounts. The amounts charged for the Vehicle's decline in value through normal use and	=	18,812.42
to the depreciation and any amortized amounts	+	488.98
d any amortized amounts plus the rent charge	=	19,301.40
Your lease	+	36
	=	536.15
	+	10.67
	+	N/A
	+	N/A
m. Total payment		$ 546.82
n. Lease term in months		36

The "Agreed Upon Value" cannot exceed $60,000. Can be found in the Lease Payment box, Line A of your lease agreement

Early Termination. You may have to pay a substantial charge if You end this lease early. The charge may be up to several thousand dollars. The actual charge will depend on when the lease is terminated. The earlier You end the lease, the greater this charge is likely to be.

8. **Excess Wear and Use.** You may be charged for excessive wear based on our standards for normal use. At the scheduled end of this lease unless You purchase the Vehicle, You must pay to Lessor $0.20 per mile for each mile in excess of 45,083 miles shown on the odometer. See items 23 and 28 and the WearCare Addendum, if any, attached to this lease for additional excess wear and use terms.

9. **Extra Mileage Option Credit.** At the scheduled end of this lease, You will receive a credit of $0.N/A per unused mile for the number of unused miles between 45,083 and 45,083 miles, less any amounts You owe under this lease. You will not receive any credit if the Vehicle is destroyed, if You terminate Your lease early, exercise any purchase option, are in default or the credit is less than $1.00.

10. **Purchase Option at End of Lease Term, $ 13,042.40 plus official fees and taxes, and a reasonable documentary fee if allowed by law, is Your lease end purchase option price.** You have the option to purchase the Vehicle at the end of the lease term from a party designated by the Holder for the purchase option price if You are not in default.

11. **Other Important Terms.** See Your lease documents for additional information on early termination, purchase option and maintenance responsibilities, warranties, late and default charges, insurance, and any security interests, if applicable.

19000-P-e 19000-APPe APR 15 Page 2 of 8

Correct Tesla Sales Slip

Vehicle must be new

Purchase price not to exceed $60,000, not including sales tax. May be worded as "Total Cash Price"; "Total Vehicle Price"; "Cash Sales Price" or similar

MOTOR VEHICLE PURCHASE AGREEMENT

Final Price Sheet

OF AGREEMENT:	1/1/2020
ER'S AND CO-BUYER'S NAME AND ADDRESS:	SELLER'S NAME AND ADDRESS:
	Tesla Motors PA Inc. 470 W. Lancaster Ave. Devon, PA 19333

DESCRIPTION OF PROPERTY

New/Used	Year	Make	Model	Style	Vehicle Identification
New	2020	TESLA	Model 3	Sedan	

PURCHASE PRICE

1. Total Vehicle Price				
A. Cash price of motor vehicle, options, accessories and fees. (See attached Vehicle Configuration for itemization.)	$ 52,790.00	(A)		
B. Other: N/A	$ 0.00	(B)		
C. Other: N/A	$ 0.00	(C)		
Total Vehicle Price (A through C)			$ 52,790.00	(1)
2. Sales Tax Calculation				
A. Trade-in tax credit (if applicable)	$ 0.00	(A)		
B. Taxable Fees (if applicable)	$ 0.00	(B)		
C. Subtotal of Taxable Items	$ 52,790.00	(C)		
D. Sales Tax			$ 0.00	(2D)
E. Other: N/A			$ 0.00	(2E)
Total Cash Price (1 plus 2D and 2E)			$ 52,790.00	(2)
3. Amounts Paid to Government Agencies*				
A. Registration/Transfer/Titling Fees	$ 0.00	(A)		
B. License Fee (if applicable)	$ 0.00	(B)		
C. Tire Fee (if applicable)	$ 4.00	(C)		
D. Battery Fee (if applicable)	$ 0.00	(D)		
E. Other Fee(s): Title Fee	$ 0.00	(E)		
F. Other Fee(s): Registration Service Fee	$ 0.00	(F)		
Total Government Fees (A through F)			$ 4.00	(3)
4. Subtotal (2 plus 3)			**$ 52,794.00**	**(4)**
5. Total Credits				
A. Deposit	$ 0.00	(A)		
B. Financed Amount: Bank of America NA	$ 51,490.00	(B)		
C. EV Incentive (if applicable)	$ 0.00	(C)		
D. Trade in value applied to purchase (if applicable)	$ 0.00	(D)		
E. Customer downpayment	$ 1,304.00	(E)		
F. Other Credits	$ 0.00	(F)		
Total Credits (A through F)			$ 52,794.00	(5)
6. Amount Due from Buyer (4 through 5)			**$ 0.00**	**(6)**

*Seller may retain or receive part of the amounts paid to others.

Auto Broker Fee: This transaction is not subject to a fee received by an auto broker from Seller unless this box is checked:
☐ **If checked, name of auto broker receiving fee: n/a**

Motor Vehicle Purchase Agreement – Final Price Sheet (v. 20180731)
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