



Delaware Electric Vehicle Charging Rebate Program

Pre-Approval Application

[How To Apply](#)

- All applicants must complete *Sections 1 and 2 – Electric Vehicle Charger Rebates* and submit all applicable required documents and attachments.
- Applicants also applying for installation cost reimbursement under the Multi-Family Dwelling Existing Building Program must complete *Section 3 – Additional Project Information*

If applying for multiple projects, a full application must be submitted for each location.

[Required Documents and Attachments](#)

To supplement and verify information in the application, the following must be provided as attachments to the application by all applicants:

- Proof of legal establishment, such as Articles of Incorporation or a Delaware State Business License.
- Documentation of site ownership or documentation of permission from site owner to complete proposed project.
- An aerial map of the property with the site of the chargers clearly marked.
- Written documentation of expenses listed in budget table.

For multi-family projects at existing buildings, the following documentation must also be attached to the application:

- Certificate of Occupancy for proposed projects.

[Submission Instructions:](#)

Proposals must be submitted electronically via email to DNREC.Transportation@delaware.gov

Please direct questions to Sabrina Shultz at sabrina.shultz@delaware.gov or 302-735-3480.

SECTION 1 – Applicant and Project Information

Business/Organization Contact:

APPLICANT INFORMATION	
Name of Business/Organization	
Primary Contact Name/Title	
Primary Contact Email Address	
Business/Organization Phone Number	
Mailing Address	
City, State, Zip	
County	<input type="checkbox"/> New Castle <input type="checkbox"/> Kent <input type="checkbox"/> Sussex
Delaware Business License Number (if applicable)	
Organization Type	<input type="checkbox"/> Individual Owner <input type="checkbox"/> Homeowner's Association <input type="checkbox"/> Business <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public School, College, or University
Delaware Supplier ID Number (REQUIRED)	

PROJECT INFORMATION			
Project Location Name (i.e., business, building, development name)			
Project Site Address			
City, State, Zip Code			
County		<input type="checkbox"/> New Castle <input type="checkbox"/> Kent <input type="checkbox"/> Sussex	
Electric Utility Servicing this Location			
Type of Project		<input type="checkbox"/> Public Access Station <input type="checkbox"/> Workplace <input type="checkbox"/> Fleet Charging <input type="checkbox"/> New Multi-Family Dwelling <input type="checkbox"/> Existing Multi-Family Dwelling	
<i>For Multi-Family Dwelling Applicants Only</i>		<input type="checkbox"/> Non-Priority Area <input type="checkbox"/> Priority Area	
Are there existing chargers at the project site address?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, how many ports are available?
Number of Single-Port AC Level 2 Chargers Requested			
Number of Dual-Port AC Level 2 Chargers Requested			
Brand of Charging Station			
Cost of each Charging Station			
Total Project Costs Eligible for Rebate			
<p><i>New Multi-Family Dwellings are defined as having a Certificate of Occupancy dated after April 30th, 2023. Existing Multi-Family Dwellings are defined as having a Certificate of Occupancy dated on or before April 30th, 2023.</i></p>			

LANDOWNER CONTACT INFORMATION				
CHECK IF SAME AS APPLICANT <input type="checkbox"/>				
First Name		Last Name		
Position/Title	Phone	Email Address		
Mailing Address		City	State	Zip Code
Landowner Description	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Common Interest Ownership (HOA) <input type="checkbox"/> Non-profit		<input type="checkbox"/> State Government <input type="checkbox"/> Local or County Government, <input type="checkbox"/> Corporation <input type="checkbox"/> Other	

APPLICANT DECLARATIONS

Project funding will be based on a first come, first serve basis, and project approval is contingent upon meeting program requirements listed in the Guidelines and Eligibility documents. Please initial next to each statement to certify that the project meets these requirements and that you have read and agree to the requirements.

_____ I have completed my Supplier registration and received a Supplier ID number.

_____ I certify that I represent a business, non-profit, or government entity with a physical presence and location(s) in the state of Delaware and the information provided on this application is true and correct.

_____ I understand that rebate funding is limited, subject to availability, and this application does not guarantee payment.

_____ I have read, understand, and agree to the Eligibility Requirements, EV Charging Station Requirements, and Site Plan and Parking Standards Requirements of this program and certify that the project(s) meets or will meet these requirements.

_____ I have read, understand, and agree to the costs eligible for rebate through this program and certify that the project(s) seeks funding for eligible costs only.

_____ I understand that only eligible costs incurred after receiving the pre-approval letter from DNREC are eligible for the Delaware Electric Vehicle Charging Station Rebate Program.

_____ I understand that if granted a rebate through this program, the rebate amount will be based on the eligible costs identified in this application. If additional expenses occur throughout project implementation, the rebate amount will not be adjusted.

_____ I understand and accept that rebate processing will take at least 8-10 weeks from the date the Division of Climate, Coastal, and Energy receives final documentation and a copy of the pre-approval letter.

CONTACT SIGNATURE

Printed Name:

Signature:

Date:

SECTION 2 – Charging Station Project Budget and Plan

Please include an itemized project budget with as much detail as possible. For each eligible cost, describe the price, number of each item (if applicable), and the estimated cost. For each estimated eligible cost, attach documentation that verifies your quote. Descriptions of eligible and ineligible costs can be found in the Guidelines and Eligibility documents. If additional space is needed, please label pages in your application package “<Title of Project>, Project Budget”.

Eligible Charging Station Costs:

To be completed by all applicants

ELIGIBLE COSTS FOR CHARGING STATION EQUIPMENT AT PUBLIC ACCESS, WORKPLACE, FLEET, AND NEW AND EXISTING MULTI-FAMILY DWELLINGS			
ELIGIBLE COSTS	DESCRIPTION	NUMBER OF EACH ITEM (IF APPLICABLE)	ESTIMATED COST
Charging station equipment			
Warranty (first five-year period)			
Networking/Software (first five-year period)			
Cable management strategy (e.g. coil, retractable, etc.)			
Mounting and associated equipment for pedestal or wall			
Separate payment module			

Eligible Project Costs Budget Sheet:

For Existing Multiple-Family Dwelling Projects Only

Existing multi-family dwellings are also eligible to receive reimbursement for installation costs associated with electric vehicle chargers. In addition to the charging station budget completed in Section 2, please include an itemized project installation budget with as much detail as possible. For each cost, describe the price, number of each item (if applicable), and the estimated cost. For each estimated eligible cost, attach documentation that verifies your quote. Descriptions of eligible and ineligible costs can be found in the Guidelines and Eligibility documents. If additional space is needed, please label pages in your application package "<Title of Project>, Project Budget".

ELIGIBLE COSTS FOR EXISTING MULTI-FAMILY DWELLINGS			
ELIGIBLE COSTS	DESCRIPTION	# OF EACH ITEM (IF APPLICABLE)	ESTIMATED COST
Planning and Design			
EVSE installation costs			
Labor associated with site preparation			
Power Connection			
Permitting			
Upgrading electrical supply (for safe EVSE operation only)			
Striping			
On-site signage			
Protective devices			
Shipping/Freight			
TOTAL ELIGIBLE PROJECT COSTS			

Tenant/Resident Information:

INTEREST INQUIRY

HOAs or property owners may consider but are not required to complete a resident survey to demonstrate interest and demand for charging stations. Answers to this section will not be used to determine rebate eligibility or amount. Applicants are encouraged to use a survey platform (SurveyMonkey, Google Forms, etc.) to solicit, analyze, and share results. If your organization has completed such a survey, please summarize the results below and upload the full survey results as an attachment to the application. [An example survey template is available here.](#)

If you have not completed a survey, please answer the questions below as accurately as possible.

Do any tenants living at the site own an EV? If so, how many?	
Have any residents at this site expressed a desire for EV charging access? If so, how many?	

