



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 information must also be attached to the application:

- Documentation of final site plan approval dated on or prior to December 31, 2024.

[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 302-735-3357.

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"/> 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 | | | |
| <i>Existing Multi-Family Dwellings are defined as having received final site plan approval dated on or before December 31st, 2024.</i> | | | |

| 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"/> State Government <input type="checkbox"/> Partnership <input type="checkbox"/> Local or County Government, <input type="checkbox"/> Common Interest Ownership (HOA) <input type="checkbox"/> Corporation <input type="checkbox"/> Non-profit <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 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 | | | |
| Activation Fees | | | |
| Shipping/Freight | | | |

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) | | | |
| Future-Proofing EV-capable parking spaces | | | |
| Trenching and Repaving (as necessary for EVSE installation) | | | |
| Striping | | | |
| On-site signage | | | |
| Protective devices (e.g. bollards and/or curb stops) | | | |
| TOTAL ELIGIBLE PROJECT COSTS | | | |

Project Timeline:

[illegible]

SECTION 3 – Additional Project Information (For Existing Multi-Family Dwelling Properties Only)

Please answer the following prompts to supplement the information you have provided about your project in the previous sections.

Project Scope:

ELECTRICAL AND INSTALLATION NEEDS

Have you contacted an electrician and/or your utility to discuss installing charging stations at this location? If so, please describe the existing site conditions. Include the current capacity to support the power needed for the number of stations proposed. If electrical upgrades are needed to support charging, describe what actions need to be taken to ensure successful installation and operability.

Tenant/Resident Information:

| INTEREST INQUIRY | |
|---|--|
| <p>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.</p> | |
| | |
| 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? | |

Additional Questions:

ADDITIONAL FUNDING INFORMATION

If you are applying for more than one location, indicate top priorities for funding if rebate funds are limited.

Has your organization secured the funding needed to ensure the successful completion of this project, including ineligible costs? Describe any budget approvals you have received.