Pre-Approval Application

Delaware Electric Vehicle Charging Equipment Rebate Program

How to Apply

1. **Read the Rebate Program Guidelines and Eligibility** document for the type of project you are applying for (Multi-Family Dwellings or Public Access, Fleet and Workplace).

2. **Register as a "Supplier" with the State of Delaware** using the Division of Accounting eSupplier Portal. (Find more information in the New Supplier Registration Guide or view this instructional video) *If you have previously registered as a Supplier, you do not need to complete this step.*

3. **Complete this pre-approval application**. *If you are 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 form, the following must be provided as attachments by all applicants:

- Written documentation and/or itemized sales quotes for estimated charging station and installation expenses.
- Proof of legal establishment, such as Articles of Incorporation or a Delaware State Business License.
- Documentation of site ownership or documentation of permission from the site owner to complete the proposed project.
- An aerial map of the property with the site of the chargers clearly marked.

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

APPLICANT INFORMATION	
Name of Business/Organization	
Primary Contact Name/Title	
Primary Contact Email Address	
Business/Organization Phone Number	
Mailing Address	
City, State, Zip	
County	☐ New Castle ☐ Kent ☐ Sussex
Delaware Business License Number (if applicable)	
Organization Type	☐ Individual Owner ☐ Homeowner's Association ☐ Business ☐ Government ☐ Non-Profit ☐ 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	☐ New Castle ☐ Kent ☐Sussex		
Electric Utility Servicing this Location			
Type of Project	☐ Public Access Station ☐ Workplace ☐ Fleet Charging ☐ Multi-Family Dwelling		
For Multi-Family Dwelling Applicants Only	☐ Non-Priority Area ☐ Priority Area		
Are there existing chargers at the project site address?	☐ Yes ☐No	If yes, 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			

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

APPLICANT DECLARATIONS

Project funding will be based on a first-come, first-served 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 standards.

_____ 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: Project Budget and Plan

Please include an itemized project budget with as much detail as possible. For each eligible cost, describe the price, the 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 EQUIPMENT COSTS				
ELIGIBLE COSTS	**DESCRIPTION**	**UNIT PRICE**	**QTY.**	**TOTAL COST**
Charging station equipment				
Warranty*				
Networking/Software*				
Cable management strategy (e.g. coil, retractable, etc.)				
Mounting and associated equipment for pedestal or wall				
Separate payment module				
Activation Fees				
Shipping/Freight				
TOTAL ELIGIBLE CHARGING STATION EQUIPMENT COSTS				
*Limited to a 5-year period and must be included as a one-time, upfront project cost				

ELIGIBLE CHARGING STATION INSTALLATION COSTS				
ELIGIBLE COSTS	**DESCRIPTION**	**UNIT PRICE**	**QTY.**	**TOTAL COST**
Planning and Design				
Permitting				
EVSE Installation Costs				
Labor – Site Preparation				
Upgrading Electrical Supply**				
Power Connection				
Trenching and Repaving (as necessary for EVSE installation)				
Ancillary renewable (i.e. solar) or energy storage equipment**				
Parking Space Striping				
On-site Signage				
Protective Devices (e.g. bollards and/or curb stops)				
TOTAL ELIGIBLE CHARGING STATION INSTALLATION COSTS				
**As necessary for safe EVSE installation and operation only				

PROJECT TIMELINE	
Outline the proposed project tasks and schedule. List the items or actions that are needed in each major phase of the project, including contractor selection, permitting, design, and construction, and any other important details. *Note: all projects must be completed within 1 year of the pre-approval letter date.*	Anticipated Start Date (MM/YY)

Section 3: Additional Project Information

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

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 required for the proposed number of stations. If electrical upgrades are needed to support charging, describe what actions need to be taken to ensure successful installation and operability.

ADDITIONAL FUNDING INFORMATION
If you are applying for more than one location, indicate your top funding priorities 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.

For Multi-Family Dwelling Applicants Only

INTEREST INQUIRY	
HOAs or property owners may consider, but are not required to, complete a resident survey to demonstrate interest in 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 responses, analyze them, and share the 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?	