



Guidelines and Eligibility

Delaware Electric Vehicle Charging Station Rebate Program: *Public Access, Fleets and Workplace*

Purpose:

The Delaware Electric Vehicle Charging Station Rebate Program offers rebates to Delaware businesses, non-profit organizations, state and local governments and fleets for the purchase of new AC Level 2 electric vehicle charging stations. This program is aligned with Delaware’s commitment to reducing greenhouse gas emissions, improving Delaware’s air quality and increasing electric vehicle adoption across the state of Delaware. Additional rebate programs are available for purchase and installation of charging stations for multi-family dwellings and for purchase of electric vehicles. For more information on our Multi-Family Dwelling Charging Station Rebate Program or the Electric Vehicle Rebate Program, please visit de.gov/cleantransportation.

Available Funding:

A maximum of \$400,000 is available beginning May 1, 2023 for purchase of charging stations for public access, fleet and workplace installations. This is a reimbursement program for the purchase of eligible electric vehicle charging stations. Rebate recipients must provide their own funding to cover expenses as they are incurred, including installation and utility upgrades.

Rebates can be submitted for several charging stations per location, as per Table 1 below. Applicants may be reimbursed for chargers at more than one site; however, rebate amounts are limited to \$40,000 per applicant.

Table 1: Rebate Amounts and Limits Per Location

	Rebate Amount (Max: \$2,500 single port/\$5,000 dual port)		Limit per location
	Commercial	Government and nonprofit	
Public Access	60%	80%	10 charging ports (or 5 dual port stations) per location.
Workplace	60%	80%	
Fleet	60%	80%	

Program Description:

Rebates of up to \$2,500 are available to eligible applicants for the purchase of single-port AC Level 2 electric vehicle charging stations. Rebates of up to \$5,000 are available to eligible applicants for the purchase of dual-port AC Level 2 electric vehicle charging stations. The rebate covers a portion of the

cost to the purchaser of the physical charging station only. Only AC Level 2 electric vehicle charging stations are eligible for rebates under this program (Level 1 and DC Fast charging stations are not eligible).

Rebates will be provided for eligible costs which include the cost of the charging station, cable management system, warranty and networking. Installation costs and other associated costs are not eligible for rebates. See Table 2 below for additional details regarding eligible costs.

Public Access

Rebates are available to purchasers of AC Level 2 charging stations under the Public Access category for stations that are available to any public user. These stations can be free to the user or charge a fee. Public access locations include, but are not limited to, shopping centers, hospitals, public or private parking lots and garages, parks, rest stops, and downtown areas.

Delaware commercial entity purchasers of public access charging stations are eligible for a rebate of up to 60% of the cost of the charging station. Delaware non-profit organizations and government entity purchasers of public access charging stations are eligible for a rebate of up to 80% of the cost of the charging station. In both cases, rebates are limited to a maximum of \$2,500 per charging station port (e.g., a dual port station will be eligible for up to \$5,000).

Workplace

Rebates for AC Level 2 charging stations are available under the Workplace category for charging stations that are installed and operated specifically to provide employees with free or low-cost charging as an additional incentive of employment and/or as a part of a sustainable workplace campaign. These charging stations are typically only available to employees and may be in private parking lots or garages. To qualify under this category, charging stations do not need to be open to the public at large.

Delaware commercial entity purchasers of workplace charging stations are eligible for a rebate of up to 60% of the cost of the charging station. Delaware non-profit organizations and government entity purchasers of workplace charging stations are eligible for a rebate of up to 80% of the cost of the charging station. In both cases, rebates are limited to a maximum of \$2,500 per charging station port (e.g., a dual port station will be eligible for up to \$5,000).

Fleet Charging

Rebates for AC Level 2 charging stations are available under the Fleet Charging category for charging stations that are dedicated to charging workplace fleet vehicles owned by a commercial, non-profit, or government entity.

Delaware commercial entity purchasers of fleet charging stations are eligible for a rebate of up to 60% of the cost of the charging station. Delaware non-profit organizations and government entity purchasers of fleet charging stations are eligible for a rebate of up to 80% of the cost of the charging station. In both cases, rebates are limited to a maximum of \$2,500 per charging station port (e.g., a dual port station will be eligible for up to \$5,000).

Table 2: Eligible Costs for Level 2 EV Charging Station Rebates

Eligible Costs Include:	Ineligible Costs Include:
<ul style="list-style-type: none"> • Charging station equipment purchases • Warranty (limited to 5 years and must be included as a one-time, upfront project cost) • Networking/Software (limited to 5 years and must be included as a one-time, upfront project cost) • Cable management strategy (e.g. coil, retractable, etc.) • Mounting and associated equipment for pedestal or wall • Separate payment module 	<ul style="list-style-type: none"> • Planning and Design • Installation costs • Labor • Power connection • Permitting • Upgrading electrical supply • Striping • On-site signage • Protective devices (e.g. bollards) • Shipping/Freight • Real estate costs, such as purchase or rent • Capital costs not directly related to charging station installation, such as construction of buildings or support parking facilities, etc. • Electricity consumption and demand charges • General post-installation operation and maintenance costs • Internet connection or cell signal • Networking/Software subscription (beyond first five-years) • Taxes • Warranty (beyond first five-years) • Any ancillary renewable (i.e. solar) or storage equipment • Lighting and Landscaping

Program Procedures

To be eligible for funding, applicants must submit an application and receive a pre-approval letter prior to purchasing and installing electric vehicle charging stations. Rebates will be issued after the stations have been installed.

The application form and detailed instructions can be found online: www.de.gov/cleantransportation. Applications must include a copy of the Delaware Business License or Non-Profit Status and an itemized sales quote for the charging stations. Applicants are encouraged to get more than one quote though this is not a requirement of the program.

Upon submission, the Division of Climate, Coastal and Energy will review the application for completion and eligibility within 10 business days.

If the application is approved and adequate funding is available, the applicant will receive a pre-approval letter. The pre-approval letter will include the maximum rebate amount based upon the eligible project costs. Rebates issued to applicants will not exceed the maximum listed in the pre-approval letter.

Applicants have one (1) year from the date of the pre-approval letter to purchase and install the charging stations. Once the electric vehicle charging stations have been installed, applicants will submit the final project cost documentation for reimbursement.

Program Limitations

- The total funding available is \$400,000 and is on a first-come, first-served basis. Funding remaining will be posted on a monthly basis at www.de.gov/cleantransportation
- Applicants must receive a pre-approval letter from DNREC prior to purchase.
- Rebates shall not be awarded for charging stations which are required under federal, state, or local ordinances or building code requirements.
- No single entity may receive more than \$40,000 in total rebates for public, fleet and workplace charging.
- Applicants must be in good standing with the Delaware Division of Revenue.
- All projects must be completed within 1 year of the pre-approval letter date. Pre-approval may be rescinded, and the funds reallocated if not complete within 1 year.
- Single-family homes and private garages are not eligible.

Applicant Eligibility

- Applicant must be intended owner of the station(s). Applications from third party vendors and/or installers will not be accepted.
- Eligible applicants include Delaware-based commercial entities, non-profit organizations, state agencies, municipal and county governments, public schools, colleges and universities.
- Commercial entities applying for rebates must have:
 - a physical location in Delaware,
 - an address in Delaware, and
 - a Delaware business license (must provide copy of business license if applying for the rebate as a business. Temporary business licenses are not accepted).
 - Commercial entities include, without limitation, property management companies and maintenance corporations with legal authority to manage common space.
- Non-profit organizations applying for rebates must have:
 - a physical location in Delaware,
 - an address in Delaware, and
 - documentation that the organization qualifies as federally tax-exempt (501(c)(3) or similar).
- Applicant must have evident ownership of the location identified in the application or evidence that the installation is allowed on the property (i.e., written permission of owner and/or pertinent language in lease, license agreement, or easement etc.) and provide such evidence upon request.

- Applicant must comply with all applicable federal, state and local laws, ordinances, regulations and standards, and with all federal, state, and local electrical and building codes for electric vehicle charging station installation and operation.
- Applicant must comply with applicable ADA requirements and design recommendations for accessible EV charging stations: <https://www.access-board.gov/tad/ev/>
- For each port installed, one parking space must be designed for plug-in electric vehicle use only and marked clearly with visible signage. The applicant must actively enforce this requirement. Applicants are encouraged to paint the pavement to indicate the parking space is designated for EVs. Each station site shall have adequate parking to allow for the maximum number of vehicles that can be charged simultaneously.

EV Charging Station Requirements:

Eligible EV Charging stations must meet the following standards:

- Must use a J1772 connector and be able to charge EVs produced by multiple manufacturers (not applicable under the fleet category).
- Equipment must be a hard-wired Level 2 EV charging station and mounted on a pedestal or wall.
- Must have charging amperage of 16-80 amps
- Must be certified by the Underwriters Laboratories, Inc. (UL) or equivalent safety standard.
- Must be Energy Star Certified.
- Must be added to the Department of Energy's Alternative Fuel Data Center (not applicable to fleets). <https://afdc.energy.gov/stations>
- Must include all cables, connectors, interfaces, documentation for all components, any other necessary items for full operation.
- Must be qualified to withstand extreme weather conditions, including temperature extremes, flooding, heavy rains and high winds and must be protected from malfunctions due to condensation.
- For charging stations that are equipped to accept payment, the station must enable the payment option for all EV drivers without restrictions based on network membership or subscription (e.g. allow credit card without login).
- Must be a new station, not ordered until after pre-approval letter is issued by DNREC. Stations that are resold, rebuilt, rented, leased, or new parts installed in existing stations are not eligible.
- Must be installed by a Delaware licensed electrician – may be self-installed as long as the person is a DE licensed electrician.

Site Plan and Parking Standards:

Project site design **must:**

- Be designed in consultation with an electrical contractor or electrician
- Provide sufficient daytime and nighttime illumination to operate charging equipment.
- Have a level and well-maintained surface with parking striping preferred.
- Meet ADA accessibility requirements

- Allow vehicles to safely park front-to-back or back-to-front to accommodate charging port variations across different vehicles by providing cords that are long enough. Cords should be a minimum of 18 feet and comply with the National Electric Code (NEC) article 625.
- Be designed to prevent physical damage to the charging equipment (e.g. bollards and curbing)
- Be located and designed so charging cords do not create blockages, tripping hazards, or barriers to pedestrian flow.
- Be located to prevent water from entering or accumulating within the components during conditions of heavy rain or flooding.