

DRIVING PA FORWARD LEVEL 2 EV CHARGING REBATE APPLICATION INSTRUCTIONS

The instructions on the following pages describe the information required to complete the application. The information **MUST** be complete. Incomplete or inadequate applications will not be evaluated for or receive funding. Do not submit separate attachments other than those specifically called for in the instructions. The Commonwealth reserves the right to reject any and all applications received as a result of this request.

APPLICATION INSTRUCTIONS

The Level 2 EV Charging Rebate Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website, also called eGrants. Paper and faxed copies will not be accepted. The link to the online application can be found at: <https://www.esa.dced.state.pa.us/Login.aspx>.

User Tips:

1. Electronic Single Application works best when accessed through Internet Explorer.
2. If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and will have to re-enter it.
3. Save frequently.
4. When completing the application, fields with a "♦" are required fields. If a required field is skipped, you will be notified later in the application to return to the affected section to complete the field.
5. Do not use special characters in the fields such as \, /, *, &, %, #, etc.
6. If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.

A. Registration and Login

1. If you are a first-time user, click the “REGISTER” button on the left.
2. Remember the User Name and Password you have chosen. You will need this later for your grant documents.

PA
Help Contact Us

Walkthroughs

[Application Walkthrough](#) (For most of the program applications)
[Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

New Features

Single Application now collects:

- “Jobs that Pay” for all job creation programs
- Certified Community information (Sustainable Pennsylvania) Link (<http://www.sustainablepacommunitycertification.org/>)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

Click to Register REGISTER
(First time User? Click the button above)

FORGOT PASSWORD
(Forgot Your Password? Click the button above)

Login

What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

LOGIN

[Commonwealth of PA Privacy Statement](#)

3. Complete all the required fields (denoted with a red diamond).
 - a. Email address – Used to forward forgotten password when requested. An email address cannot be used twice.
 - b. User Name – Must be unique to all the user accounts within PA Login system
 - c. Password – Case sensitive and requires a minimum of 8 characters. Passwords must include at least one of each of the following: uppercase letter, lowercase letter, number and symbol.
 - d. Security Question/Answer – Protects the identity of account.
 - i. Security answer is case sensitive.
 - ii. Information is used by Customer Service Center to verify user and reset password.
4. Single Application Information “Are you Applying As?” – Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs.
 - a. Choose the appropriate option.
 - b. Complete all of the required information in the Account Information page that will pop up if you select For Profit, Non Profit, or Government. The Account Information page will not pop up if you select Other.



Single Application Registration Information

In order to use the Web Submission of Single Application for Assistance you must have a valid PA PowerPort user name and password. If you do not have a PA PowerPort profile, simply fill out the form below and press the "Submit" button. To help provide a more detailed and easier process while filling out your application we are asking for information that will help us provide you with the best possible programs and screens.

PA Login Information

* Required Fields

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="PA"/>
Zip Code:	<input type="text"/>
Email Address:	<input type="text"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>

Single Application Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Submit

Welcome to the Single Application for Assistance

The Department of Community and Economic Development (DCED) and other State Agencies are pleased to provide the Single Application for Assistance. Since the first Single Application for Assistance was released in 1998, DCED has continued to look for ways to improve our customer service and provide businesses, community organizations and local governments with an easier and more accurate tool to apply for programs administered by the department and now other Agencies.

There are a large number of programs available for for-profit companies, non-profit organizations and local governments. In order to assist applicants with a list of the best possible program options for their company/organization, a Program Finder has been added to the application. The Program Finder will provide a list of programs based on eligibility and/or the use of funds, and provides a short program description along with links to the program's fact sheet and guidelines. To optimize the Program Finder, we have created a user account to store some basic information about your organization. The Account Information collected can now be copied into your applications. For more information, please read the [Help](#) section.

Account Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Company/Entity Type:

<input type="radio"/> Limited Liability Partnership	<input type="radio"/> Partnership
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Limited Liability Company
<input type="radio"/> S Corporation	<input type="radio"/> C Corporation
<input type="radio"/> Individual	

FEIN:

SAP Vendor #:

Incorporated in PA? Yes

Registered to do business in PA? Yes

Company/Entity Name:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone: Ext.
(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State: PA

Zip Code:

5. Click the orange "SUBMIT" button when you have completed all the fields.
6. You should be taken to the Start a New Application screen. If not, you may need to Login with your User Name and Password. Click "LOGIN" button.

B. Begin a New Application

1. Project Name – Assign your project a descriptive title of 10 or fewer words. Use this title for all correspondence regarding this project.
2. Do you need help selecting your program? – Select “No”.
 - a. OR, you can select “Yes” for help selecting your program and click DEP to see all of DEP’s grant programs in eGrants.
3. Click on “CREATE A NEW APPLICATION”.

C. Select Program – if you select “No”.

1. Under Program Name, enter “Level 2 EV Charging Rebate”.
2. Click “SEARCH”.
3. When the results appear, select “Apply” next to the “Level 2 EV Charging Rebate Program” title.

PA

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Program

Agency: Pennsylvania Department of Community and Economic Development
 Applicant: [REDACTED] Web Application # [REDACTED]
 Program: DCED

Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name
 Level 2 EV Charging Rebate

Sort By
 Program Name

SEARCH PROGRAM FINDER

1 results [View Search](#)

Search Results

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link next to the program.

Level 2 EV Charging Rebate Program
 Pennsylvania Department of Environmental Protection
 Level 2 EV Charging Rebate Program [Apply](#)

- D. Program Requirements (This page serves as a simple “Yes/No” screening tool to ensure the project meets basic eligibility criteria before proceeding with the application.)
1. Select Yes or No. EVSE must meet minimum power requirements to be eligible.
 2. Select Yes or No. The project must meet the requirements specified in the Program Guidelines. Carefully review section II. Applicant Eligibility, and section IV. Program Requirements.
 3. Select Yes or No. Only include one project site (address) per application.
 4. Select Yes or No. EV charging projects at individual residences are excluded from this rebate program. Click “Continue” after answering each question.

REVIEW INFORMATION BELOW

- Before you can apply for Driving PA Forward – Level 2 EV Charging Rebate, you must complete the Pre-Application Requirements section below.


Program Requirements

Question 1:
Does the level 2 EVSE meet the minimum power requirement of 7.2kW output for each plug, concurrently? ◆

Question 2:
All applications must meet the requirements of the most recently published Program Guidelines. Does your application follow the Program Guidelines effective on May 3, 2021 ◆

Question 3:
This rebate program allows only one project site (address) per application. Is your proposed project to be installed at only one address? ◆

Question 4:
Is this EV Charging project to be installed at an individual residence? ◆

 [Continue](#)

E. Applicant Information Tab

- To copy your Registration information into the application, select the “USE ACCOUNT INFORMATION” button.
- Applicant Entity Type – Select the option that most closely matches your organization.
- Applicant Name – Enter the organization’s legal name. If doing business under a different name, enter the “Doing Business Name” on the Program Addenda Tab.
- NAICS Code – Use the dropdown menu to select the most appropriate option. You may need to go through several dropdown menus. Once complete, the NAICS code will auto-populate for you.
- FEIN/SSN – Enter the Federal Employer Identification Number (Federal Tax ID Number) for the organization. If the owner’s Social Security Number is used as the FEIN, enter it here. Enter FEIN as 9 digits, no dash.
- DUNS Number – This is not required for the rebate application. Applicants may skip this item.
- CEO – Enter the name of an authorized representative of the organization, who is the legal signatory for the applicant and has the authority to enter into a contract with the Commonwealth.

8. CEO Title – Enter the title of the person identified as the CEO.
9. SAP Vendor # – An SAP Vendor # is not required for this rebate program. Applicants may skip this item.
10. Contact Name – Enter the name of the primary contact for the project.
11. Contact Title – Enter the title of the primary contact.
12. Phone and Fax – Enter the telephone number and facsimile (fax) number (if applicable) for the primary contact.
13. Email – Enter the email address of the primary contact.
14. Mailing Address, City, State, and ZIP Code – Enter this information for the primary contact.
15. Enterprise Type – Indicate the types of enterprises that describe the organization listed on this screen. You may select more than one. Select “Other” if none apply.
16. Click “Continue”.

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:

Limited Liability Partnership Partnership
 Government Non-Profit Corporation
 Sole Proprietorship Limited Liability Company
 S Corporation C Corporation

Applicant Name: *

NAICS Code: *

FEIN/SSN Number: *

*Please enter FEIN as 9 digits, no dash.

DUNS Number:

CEO: *

CEO Title: *

SAP Vendor #: *

(000000 or 000000-000)

Contact Name: *

Contact Title: *

Phone: *

(xxx-xxx-xxxx) Ext.:

Fax:

E-mail:

Mailing Address: *

City: *

State: PA

Zip Code: *

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. *

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal

 [Continue](#)

F. Project Overview Tab

1. Project Name – This field will auto-populate.
2. Note there is a question regarding number of sites. This should always be “1”. As per Rebate Program requirements, if an applicant plans to install EV charging at more than one site, a separate application will be required for each site.
3. All other information on this tab is not required. Applicants may skip these items.
4. Click “Continue”.



Agency: Pennsylvania Department of Environmental Protection

Applicant:

Program: Level 2 EV Charging Rebate Program

Web Application #: 8137035

Project Overview

Project Name: 

Example Level 2 Charging Project Title 

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

No

If yes, indicate who:

Is your community certified through [Sustainable Pennsylvania?](#)

No

If yes, what level:

Bronze Silver Gold Platinum

Are you interested in applying for multiple funding sources for this project?

You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

No

How many Site Locations are involved in the project?

1 

 [Continue](#)

G. Project Site Location

1. Address – Enter the project site address. This may be the same as the applicant’s mailing address. P.O. Boxes are not acceptable.
2. City, State, and ZIP Code – Enter this information.
3. County – Select from the dropdown menu.
4. Municipality – Select a municipality or county-wide from dropdown menu.
5. PA House, PA Senate, and US House – These fields will auto-populate when the municipality and county are selected.
6. Designated areas – This item is not required since this is a non-competitive program. Applicants may skip this.
7. Click “Continue”.

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8137035
Program: Level 2 EV Charging Rebate Program

Project Site Location(s)

To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address:

City:

State: PA

Zip Code:

County: -- Select County -- ▾

Municipality: -- Select Municipality -- ▾

PA House:

PA Senate:

US House:


Designated Areas:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> Uses PA Port

[Continue](#)

H. Project Narrative Tab –

1. Project Summary – Provide a summary of the proposed project, including: a description of the location, type, and number of chargers and plugs, as well as identify who is expected to use them. Also, if applicable, describe the public accessibility of the chargers by identifying the hours of availability to the public, payment methods to be accepted, and network affiliation.
2. Click “Continue”.



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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Web Application #: 8137035
 Program: Level 2 EV Charging Rebate Program

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

Project Summary ♦
 Provide a brief description of the proposed Level 2 EV Charging project. Include a description of the location, type, and number of chargers and plugs, as well as identify who is expected to use them.
 Character Count: 0/2000 characters

[Continue](#)

I. Program Budget

1. Complete the Budget Spreadsheet by inserting the Requested Rebate Amount into the space provided. The requested rebate amount must first be determined by the applicant via the Rebate Calculation Worksheet, which can be found under Item #14 of the Addenda tab in this application. Download the Rebate Calculation Worksheet, fill it out to calculate the rebate amount, then come back to the Budget tab and insert the Requested Rebate Amount into the table.
2. Click on the Basis of Cost tab.

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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Level 2 EV Charging Rebate Program
 Web Application #: 17035

Program Budget
 Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet Basis of Cost

Budget Spreadsheet
 The first column indicates the amount of funding you are requesting from DEP. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Level 2 EV Charging Rebate Program	Total
Level 2 EV Charging Rebate Program - Collapse	\$0.00	
Requested Rebate Amount Remove	\$0.00	\$0.00
Total	\$0.00	\$0.00
	Budget Total:	\$0.00

[Continue](#)

3. Basis of Cost tab
 - a. Select the appropriate options that best identify how your EV charging project costs were established. Multiple options can be selected.
 - a. The Budget Narrative section is not required to be filled out by the Applicant. This section has been automatically filled out by the system. Rather than inserting additional narrative into this section, any information regarding the project costs, including the required project quotes/estimates, should be uploaded by the Applicant under the Addenda tab (Question #15).
4. Click "Continue"

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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Program: Level 2 EV Charging Rebate Program
 Web Application #: 8137035

Program Budget
 Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet **Basis of Cost**

Basis of Cost ♦
 Provide the basis for calculating the costs that are identified in the Project Budget.

Appraisals Bids/Quotations
 Budget Justification Contractor Estimates
 Engineer Estimates Sales Agreements

Budget Narrative ♦
 The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
 Character Count: 200/2000

This area does not need completed. Instead, any information regarding the project costs, including the required project quotes/estimates, should be entered and uploaded on the Addenda tab of this application

[Continue](#)


J. Program Addenda

1. Use the dropdown menu to select if the application is a re-application for a project that was previously approved but then expired or was withdrawn. If “yes” is selected, identify the 12-digit application ID number of the original application.
2. There are four types of project locations eligible under this rebate program: public spaces, multi-unit dwelling, workplace employee, and workplace fleet. Select the most appropriate from the dropdown menu.
 - a. If “multi-unit dwelling” is selected, identify the number of housing units existing in the building. As identified in the Rebate Guidelines, multi-unit dwelling refers to two or more individual residential housing units within a single building. This includes, but is not limited to, apartment buildings and condominiums, and excludes individually owned townhouses, rowhouses and mobile homes.
3. Insert the total number of level 2 charging plugs that will be installed as part of the project.
4. Organizations may apply to install additional level 2 charging equipment at project sites that already received funding through this program, so long as they do not exceed the maximum number of plugs per site. Please indicate how many plugs were previously funded through this program at the project site.
5. Use the dropdown menu to identify whether the project is to be installed on government-owned property.

6. Use the dropdown menu to identify if this EV Charging project will be available for public use without restriction for a minimum of 80 hours per week during times that the public could be reasonably expected to visit the project site.
7. Use the dropdown menu to identify if the EVSE will be connected to a charging network for a minimum of three years.
8. Priority Areas – Identify if the project is in a priority area. A priority area is an area: in nonattainment or maintenance of national ambient air quality standards for Ozone and/or PM_{2.5}; with toxic air pollutant concerns as identified from the National Air Toxics Assessment data; designated as Federal Class I areas; and/or accepted to participate in EPA's Ozone Advance or PM Advance Programs. The priority area list is updated periodically, usually on an annual basis.
 - a. If yes, identify the county. Current priority areas include the following counties: Allegheny, Armstrong, Beaver, Berks, Bucks, Butler, Cambria, Carbon, Centre, Chester, Columbia, Cumberland, Dauphin, Delaware, Fayette, Franklin, Greene, Huntingdon, Indiana, Lancaster, Lawrence, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Northampton, Philadelphia, Washington, Westmoreland, and York.
9. Use the dropdown menu to identify if the project requires any local permits or approvals. If yes, go to the next dropdown menu to identify the status of obtaining those permits.
10. Use the dropdown menu to identify whether the project is being installed on property owned by the Applicant. If the property is not owned by the Applicant, use the "Browse" button to upload a signed letter from the property owner indicating the owner's permission and approval of the project.
11. Use the dropdown menu to identify whether the EVSE for this project has a minimum of one-year manufacturer's warranty.
12. Use the dropdown menu to identify if the EVSE for this project is certified through a Nationally Recognized Testing Laboratory, such as Underwriters Lab (UL).
13. Use the dropdown menu to identify if the EVSE charging ports will utilize SAE J1772 compliant plugs.
14. Download the Rebate Calculation Worksheet by clicking the link. Complete the worksheet with your project specific information, including number of charging plugs and total project cost. Then select the appropriate project category based on project variables including government-owned property, public accessibility, and network status. The worksheet will then automatically calculate the appropriate rebate amount. Once completed, save the document to your computer, and click the "Browse" button to upload the completed worksheet. Once you click "Browse," find the file and select it by double clicking. The filename will then appear in the "Upload Files" box under Question #14 with the options to View and Delete next to it.
15. Click on the "Browse" button to identify and upload files that provide documentation of the expected project costs, including itemized quotes or detailed estimates from each proposed vendor, contractor, and, if applicable, network provider. Once you click "Browse," find the file you wish to upload and select it by double clicking. The filename will then appear in the "Upload Files" box under Question #15 with the options to View and Delete next to it. Click on "Browse" again to upload additional files.
16. Click on the "Browse" button to Upload EVSE specification sheets to document the proposed equipment meets program requirements. Information shall include manufacturer, model number, charging capacity, and warranty information. Once you

click "Browse," find the file you wish to upload and select it by double clicking. The filename will then appear in the "Upload Files" box under Question #16 with the options to View and Delete next to it. Click on "Browse" again to upload additional files.

- 17. Confirm if you agree to provide annual reports for three years following project completion if awarded a rebate.
- 18. Confirm if you are aware of the payment processing timeline following project completion.



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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8182294
Program: Driving PA Forward – Level 2 EV Charging Rebate [Program Guidelines](#)

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

Question 1:

Is this a re-application for a project previously awarded a rebate that later expired or was withdrawn?

If Yes, please identify the original 12-digit application ID number.

Question 2:

Identify the location type that best describes where the EV Charging project will be installed ◆

If Multi-Unit Dwelling is selected, identify the number of housing units in the building.

Question 3:

Identify the number of level 2 EV charging plugs to receive rebate funding from this application. (Minimum of 2, maximum of 12) ◆

Question 4:

Identify the number of EV charging plugs previously funded through this program at the project site address.

Question 5:

Will this EV Charging project be installed on Government-Owned Property? ◆

Question 6:

Will the EV charging equipment be available for public use without restriction during times the public can be reasonably expected to visit the location for a minimum of 80 hours of week? ◆

Question 7:

Will the EVSE be connected to an EV charging network for minimum of three years? ♦

Question 8:

Priority Areas: Is the project located in a Priority Area county listed in the [Application Instructions](#)? ♦

If yes, identify the priority county, EJ area, or high pollution location type:

Question 9:

Does project installation require any permits or other local approvals? ♦

If Yes, select from the following:

Question 10:

Is the project located on property owned by the applicant? ♦

If property is not owned by the applicant, a signed letter from the landowner indicating approval of the project must be uploaded.

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 11:

Does the EVSE come with a minimum one-year manufacturer's warranty? ♦

Question 12:

Is the EVSE certified through a Nationally Recognized Testing Laboratory, such as Underwriters Lab (UL)? ♦

Question 13:

Will all EVSE charging ports use SAE J1772 compliant plugs? ♦

Question 14:

Upload the Rebate Calculation Worksheet. ♦

[Download Level 2 EVSE Rebate Calculation Worksheet.xlsm](#)

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 15:

Upload documentation of the expected project costs, including itemized quotes or detailed estimates from each proposed vendor, contractor, and, if applicable, network provider. The project quotes and estimates uploaded here must match the projected project costs you entered on the Rebate Calculation Worksheet uploaded under Question 14. ♦

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 16:

Upload EVSE specification sheets to document the proposed equipment meets program requirements. Information shall include manufacturer, model number, charging capacity, and warranty information. ♦

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 17:

If awarded a level 2 rebate, do you agree to provide annual reports for three years following completion of the project in accordance with the Program Guidelines?

Question 18:

Please note that after your project is completed final payment processing is usually at least 5-7 months from the time a rebate holder submits for voucher redemption until the payment is deposited in their bank account. By selecting "yes" below you are confirming that you are aware of this payment timeline.

[Continue](#)

L. Application Certification and Submission

1. If there is any missing information in your application, your screen will look similar to the following example.
2. Under the orange “Application Certification” heading, it will state, “The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application”.
3. To add/correct the information on your application, click on the section heading to return to the page.

The screenshot displays the application portal interface. At the top, there is a blue header with the state logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below this is an orange navigation bar with menu items: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. A grey bar below the navigation contains application details: Agency: Pennsylvania Department of Environmental Protection, Applicant: Geoff Bristow, Program: Level 2 EV Charging Rebate Program, and Web Application #: 8137035.

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:

- Applicant**
 - FEIN Number is required.
- Project Narrative**
 - Project Summary must be at least 100 characters long.
- Program Addenda**
 - Question 12 has not been uploaded.
 - Question 13 has not been uploaded.
 - Question 14 has not been uploaded.

Your application is automatically saved as you work. Feel free to exit this application and return at a later time.

At the bottom of the page, there is a dark grey footer with the PA logo and contact information: Contact Us | Help | Program Finder | DCED.PA.GOV | Commonwealth of PA |

- Once all required information is complete, you will see the following screen:

The screenshot displays the Pennsylvania Department of Environmental Protection (PA DEP) web application interface. At the top, there is a blue navigation bar with links for Home, Help, Save, Print, Contact Us, and Logout. Below this is an orange navigation bar with links for Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area shows the following information:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Geoff Bristow
Program: Level 2 EV Charging Rebate Program
Web Application #: 8137035

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

I am the applicant

I am an authorized representative of the company, organization or local government.

I am a "Certified" Partner representative.

Type Name Here:

Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to DEP please print and send a copy of your E-Signature and mail it to DEP along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION ←

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- Check the box under the Electronic Signature Agreement disclaimer, click the appropriate selection and type your name in the space provided to complete the electronic signature process.
- You must also check the box for the Electronic Attachment Agreement disclaimer. If it is not checked, you will be asked to check it when you hit the Submit Application button. Despite being required to check this box, please understand that there are NO hardcopy submittals nor signature pages to be mailed to DEP. All submittals under this Level 2 EV Charging Rebate program, including the signature, are done electronically through eGrants.
- Select "SUBMIT APPLICATION".

8. If your application has been submitted successfully, you will see this page. Make sure to note the Single Application ID #. All future correspondence from DEP will reference this number.
9. Please note: even though this page indicates that the signature page along with any other paper supporting documents can be mailed to DEP, this rebate program does NOT require and will not accept paper documents, and your electronic signature on the previous page is the only signature needed to apply.

Application Certification

Single Application ID #: 201806017985

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201806017985 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

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The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Environmental Protection
DEP Grants Center
PO Box 8776
Harrisburg, PA 17105-8776

You do not need to mail any documentation or signature page to DEP. All information needed is contained in your online submission.

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