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

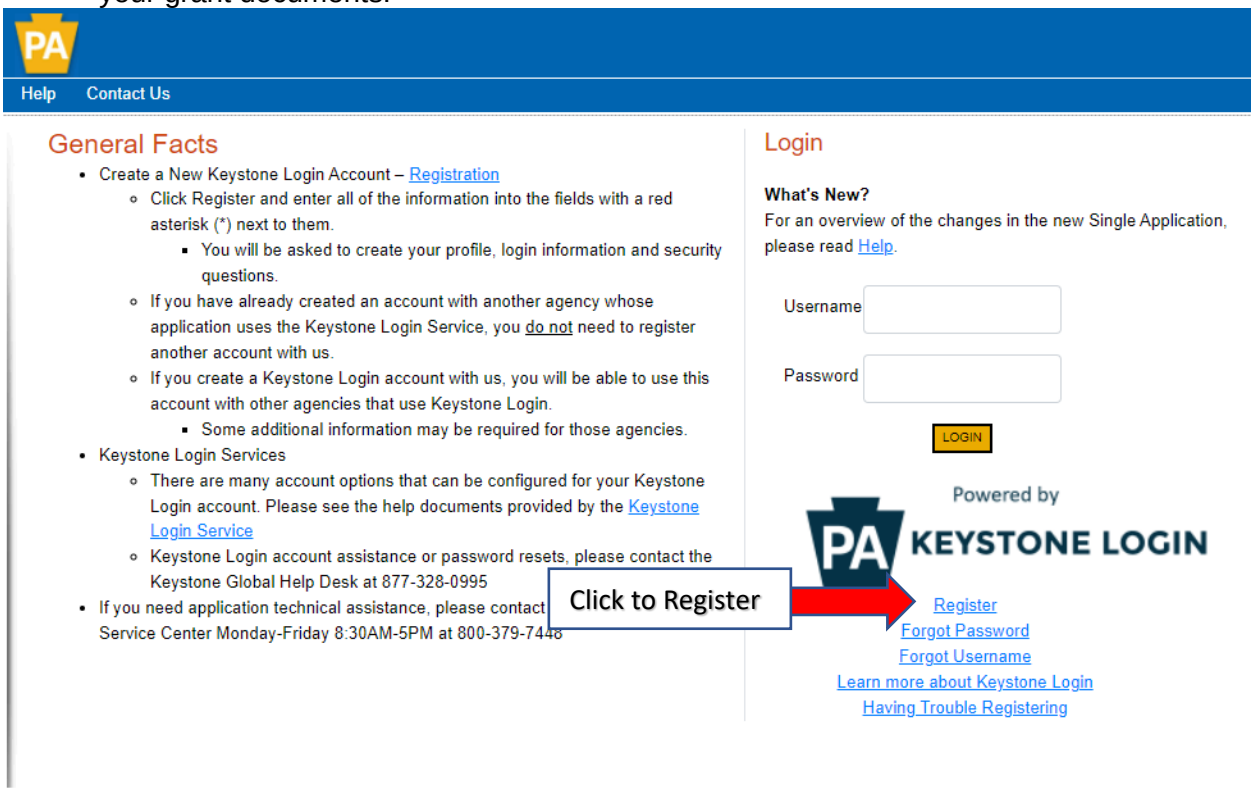
The Level 2 EV Charging Rebate Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website, also called eGrants. Paper and faxed copies will not be accepted. The link to the online application can be found at: https://www.esa.dced.state.pa.us/Login.aspx.

User Tips:

1. Electronic Single Application works best when accessed through Microsoft Edge.
2. If you allow your screen to sit idle for more than 30 minutes, you will lose any data entered since the 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. Please do not use special characters in the file names of documents you upload.
7. 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.



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 12 characters. Passwords must include at least three of the following: uppercase letter, lowercase letter, number, and symbol.
   d. Security Questions/Answers – Protects the identity of account.
      i. Security answers are case sensitive.
      ii. Information is used by Customer Service Center to verify user and reset password.

Information

Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached by phone at 877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com.

Register

Personal Information:

First Name *

Last Name *

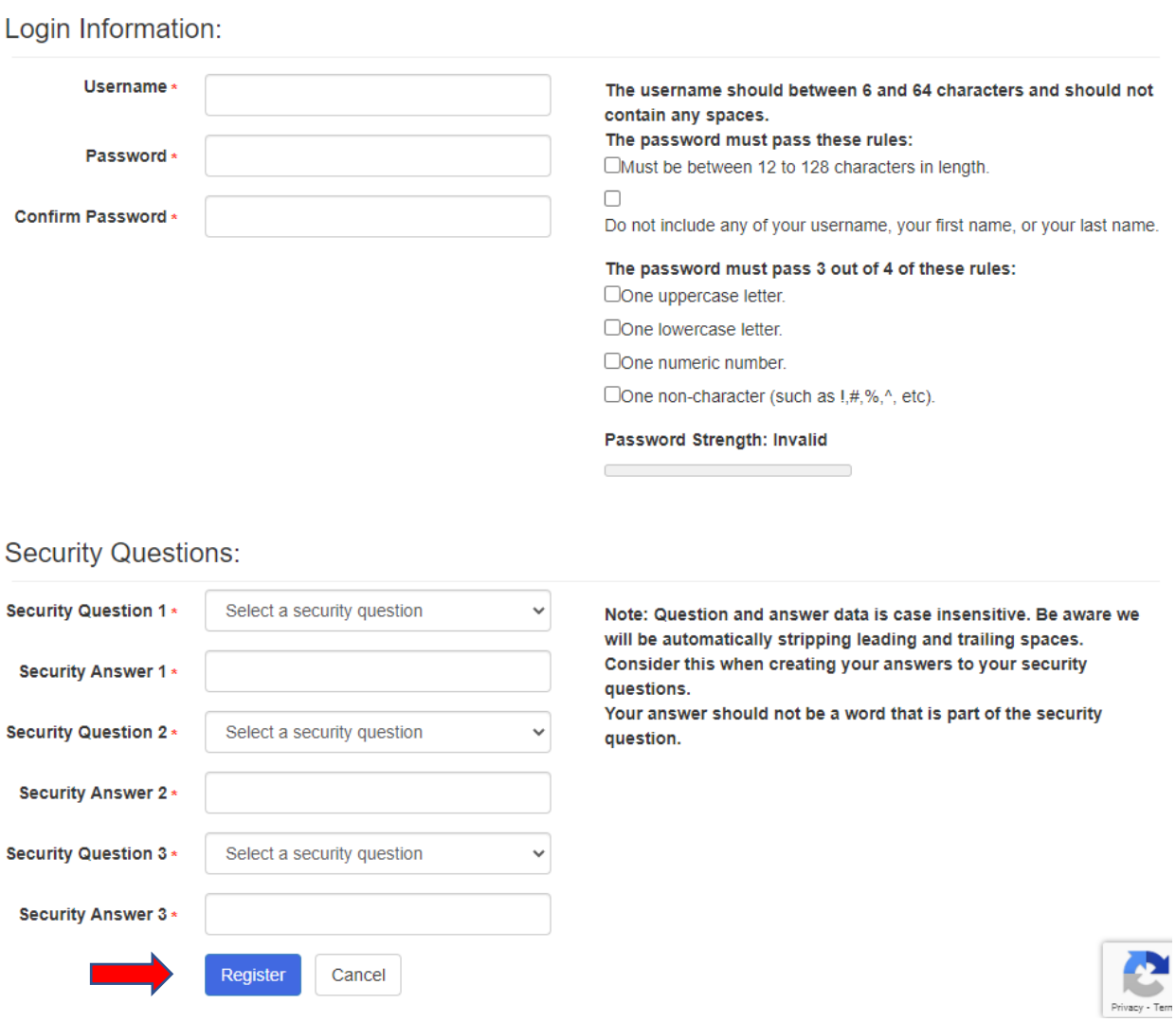
Date Of Birth * mm/dd/yyyy

Contact Information:

Email

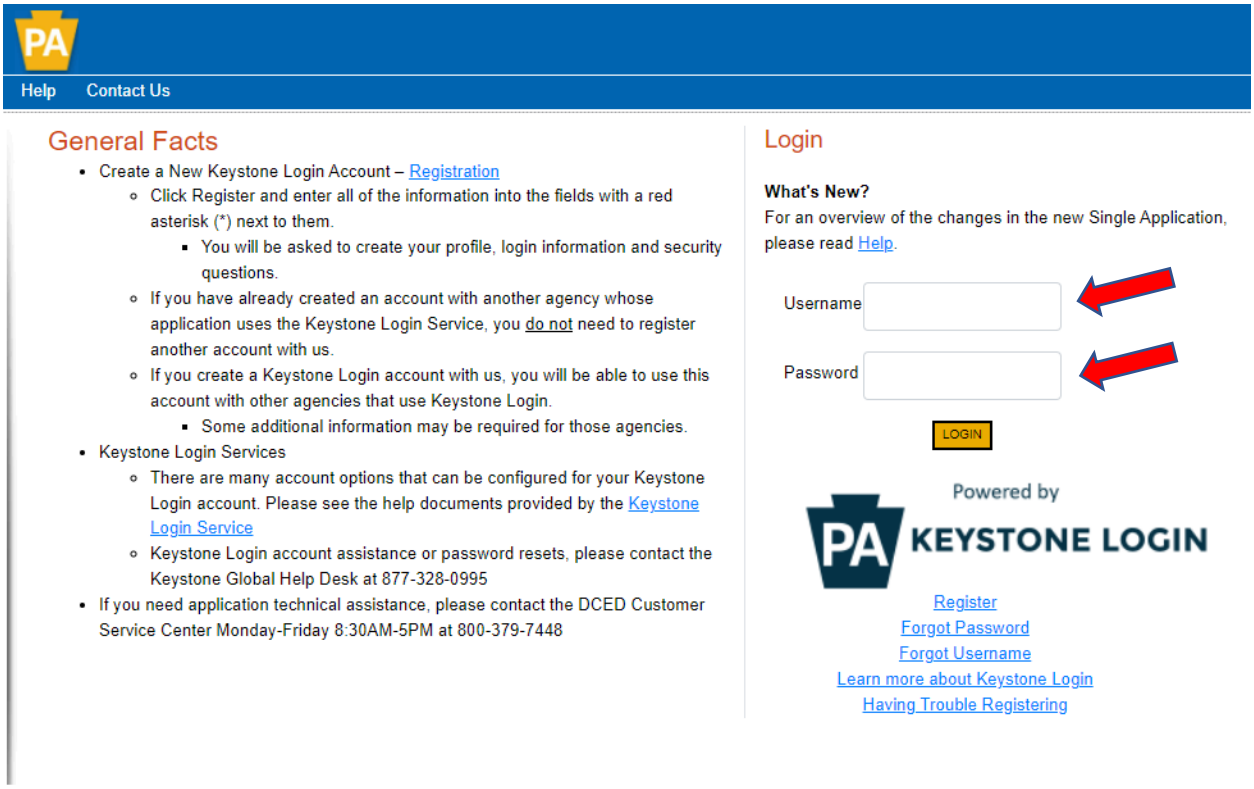
Mobile Phone Number ###-###-####

Keystone Login does not require an email address in order to register. However, choosing to provide an email address will allow you to reset your password and update your account more easily. If you provide an email address, the email address will be validated. An email containing a One Time Passcode will be sent to the email address provided, and you will need to use that One Time Passcode to validate the email address. Email addresses are utilized for password resets and account updates using a One Time Passcode. If no email address is listed, the only available methods for password resets are answering security questions or contacting the Keystone Login Help Desk.

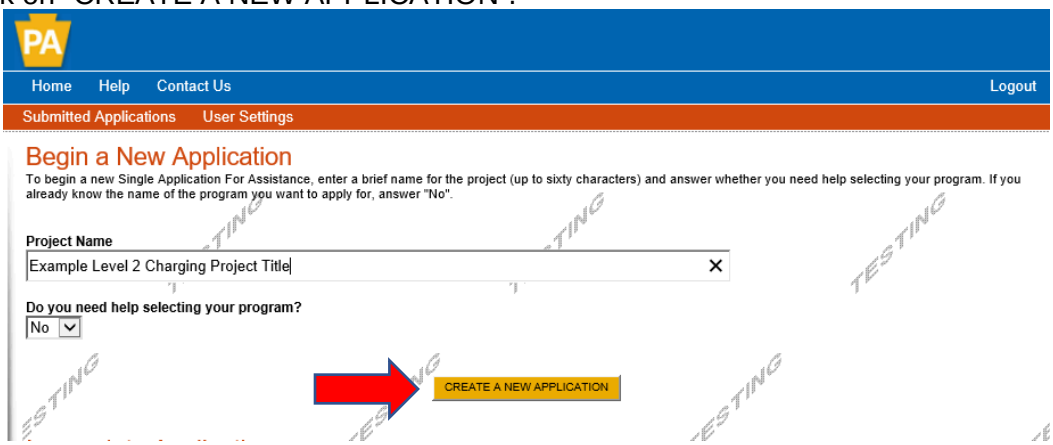


4. Click the “Register” button when you have completed all the fields.

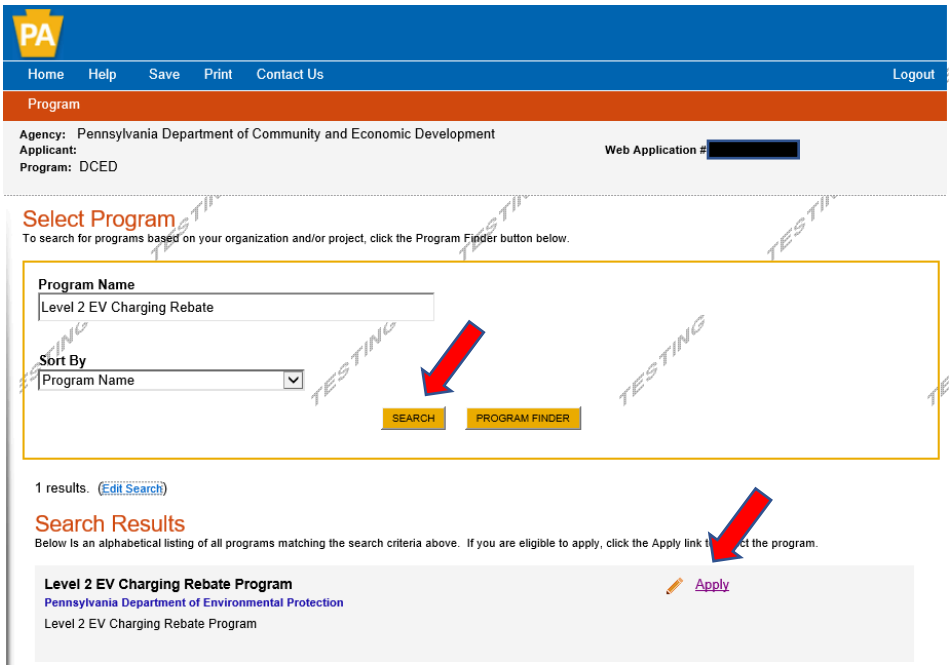
5. You should be taken to the Start a New Application screen. If not, you may need to Login with your User Name and Password. Click “LOGIN” button.



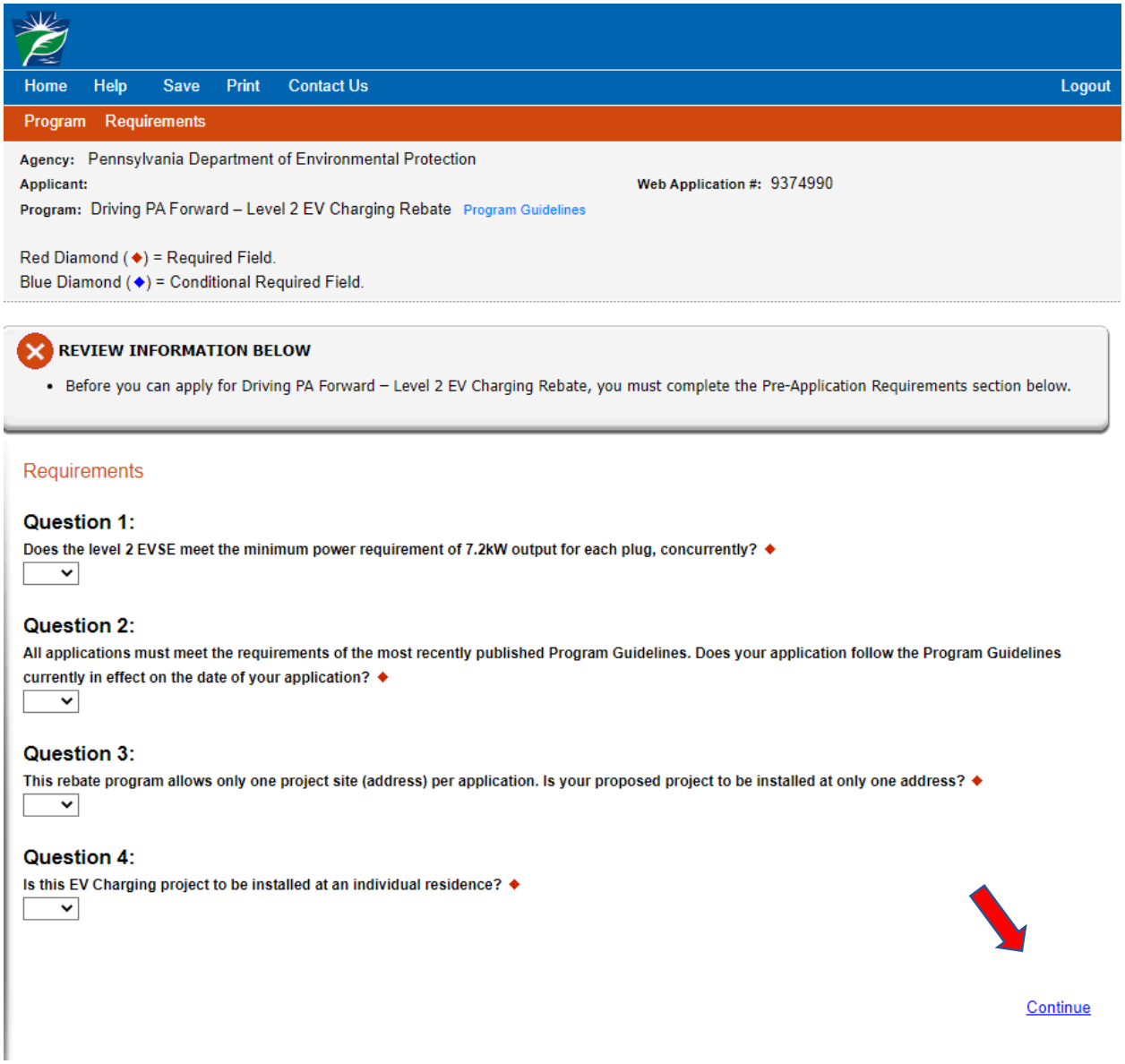
B. Begin a New Application
   1. Project Name – Assign your project a descriptive title of 10 or fewer words. Use this title for all correspondence regarding this project.
   2. Do you need help selecting your program? – Select "No".
      a. OR, you can select "Yes" for help selecting your program and 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.



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 to be installed 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, section III. Level 2 EV Charging Rebate Information, 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.

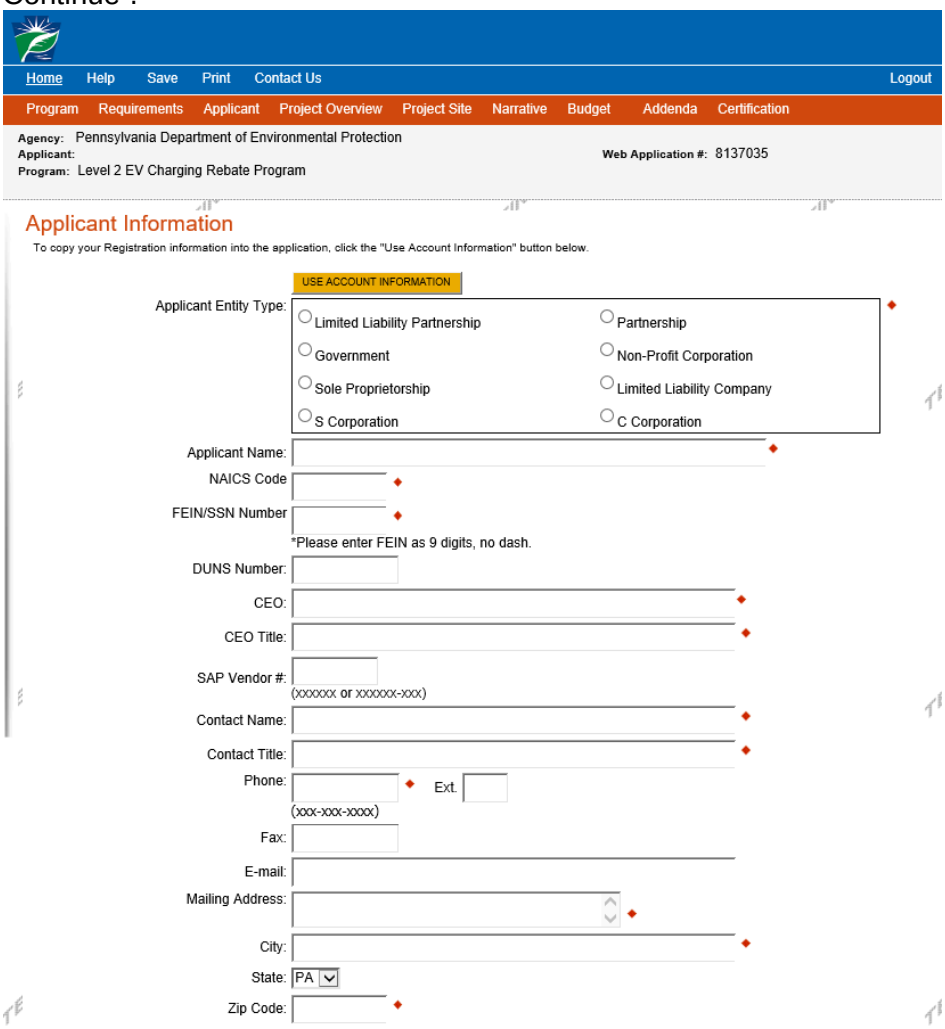


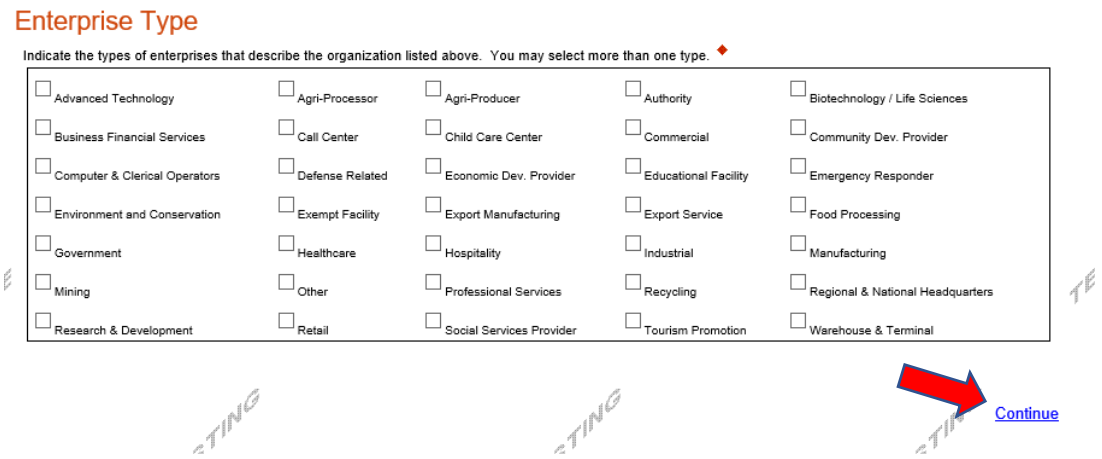
E. Applicant Information Tab

1. To copy your Registration information into the application, select the “USE ACCOUNT INFORMATION” button.
2. Applicant Entity Type – Select the option that most closely matches your organization.
3. 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.
4. 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.
5. 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.
6. DUNS Number – This is not required for the rebate application. Applicants may skip this item.
7. 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

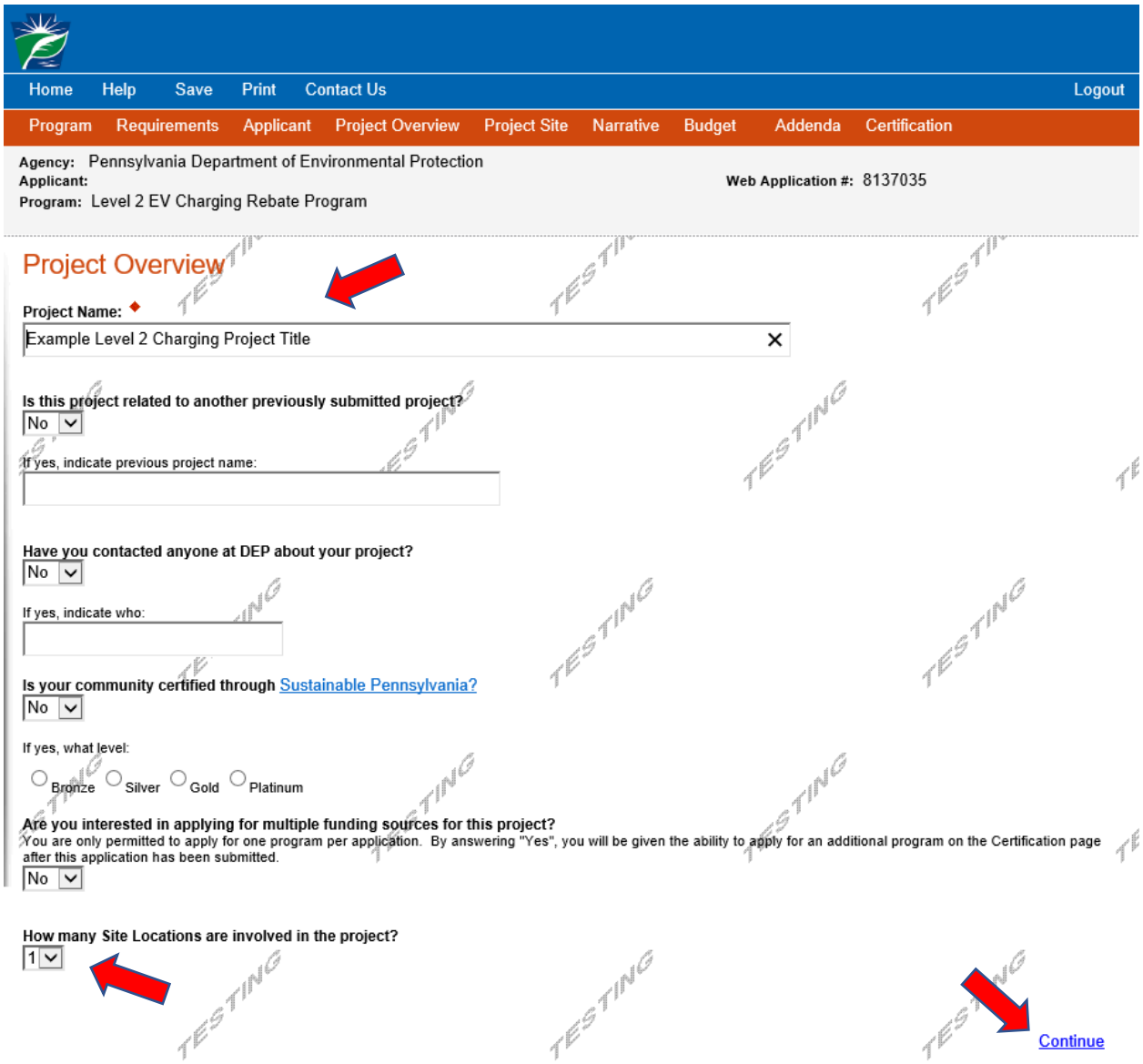
Commonwealth.

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".

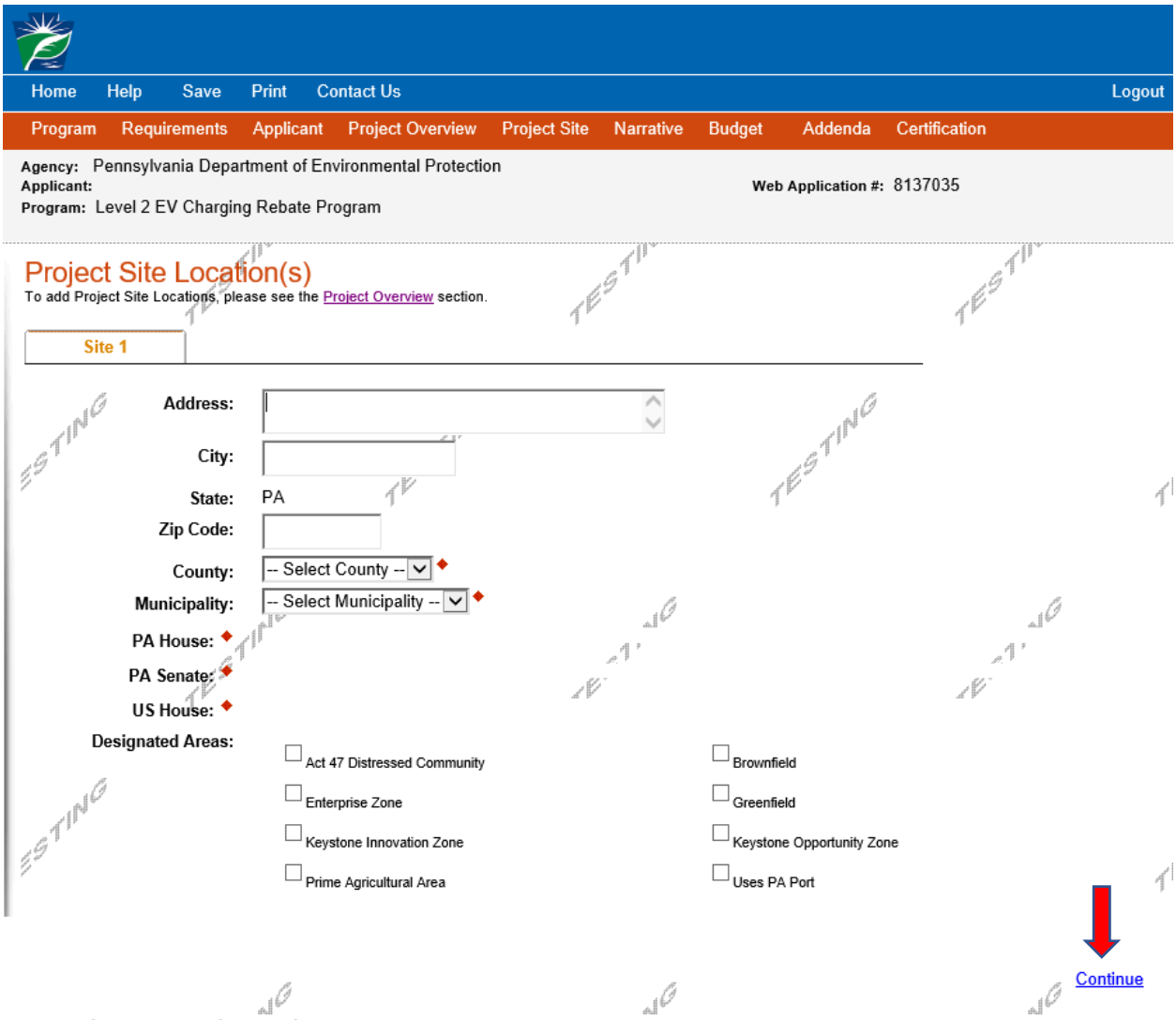




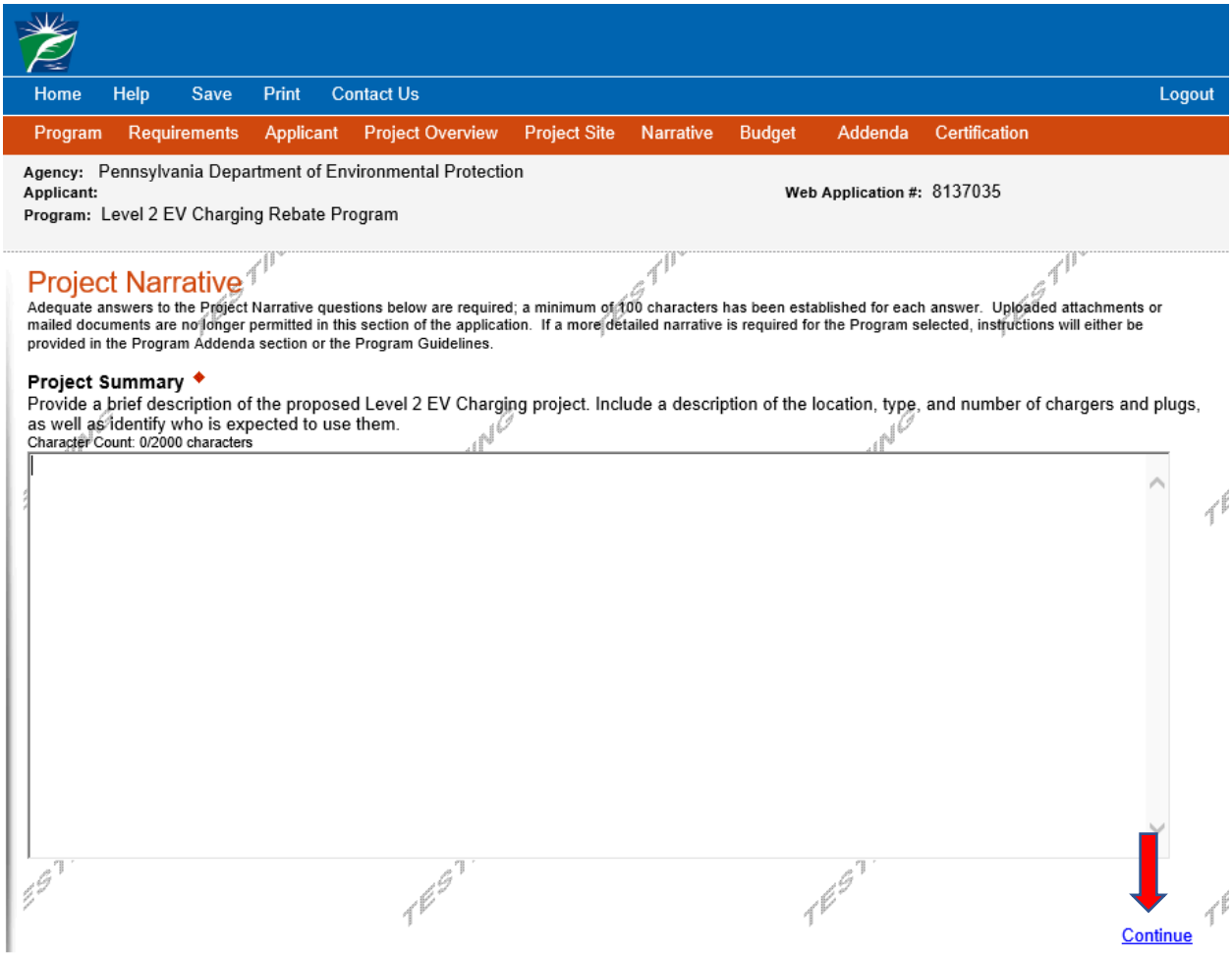
F. Project Overview Tab
   1. Project Name – This field will auto-populate.
   2. Note there is a question regarding number of sites. This should always be “1”. As per Rebate Program requirements, if an applicant plans to install EV charging at more than one site, a separate application will be required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


Home Help Save Print Contact Us Logout
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
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

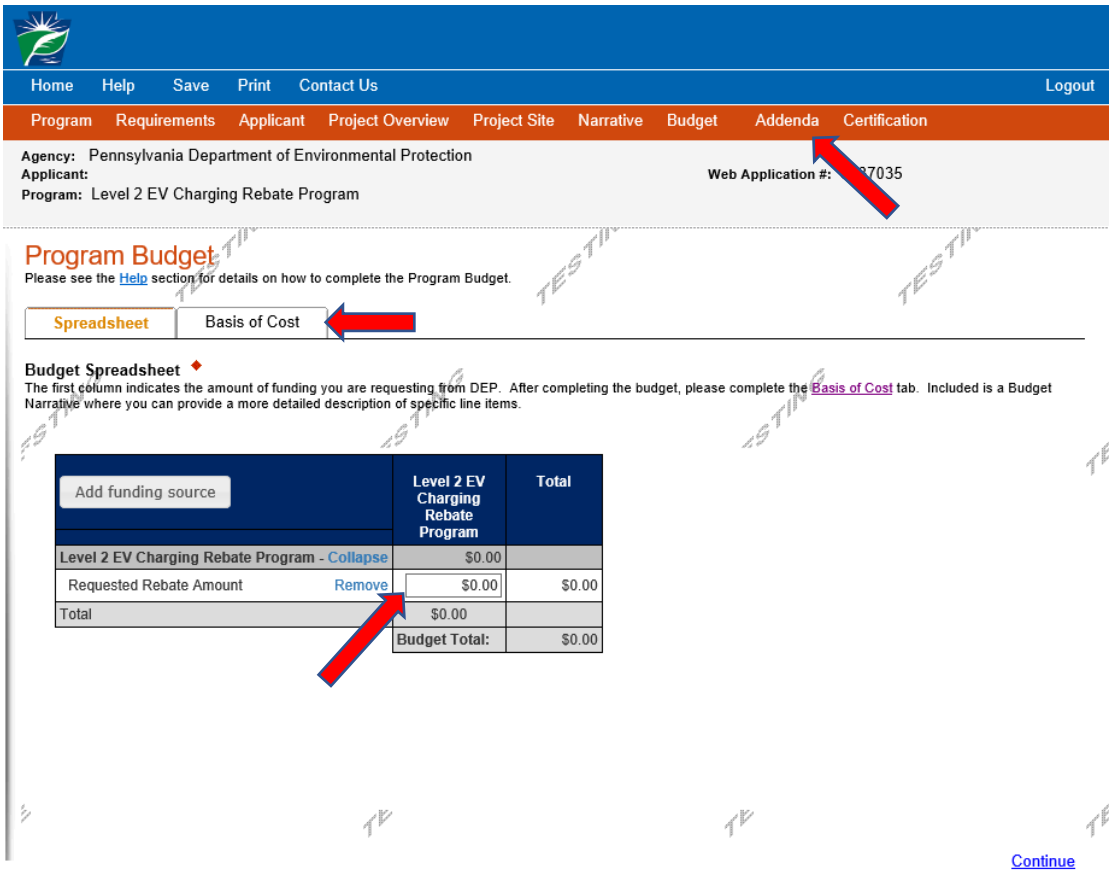
G. Project Site Location
   1. Address – Enter the project site address. This may be the same as the applicant's mailing address. P.O. Boxes are not acceptable.
   2. City, State, and ZIP Code – Enter this information.
   3. County – Select from the dropdown menu.
   4. Municipality – Select a municipality from the 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".



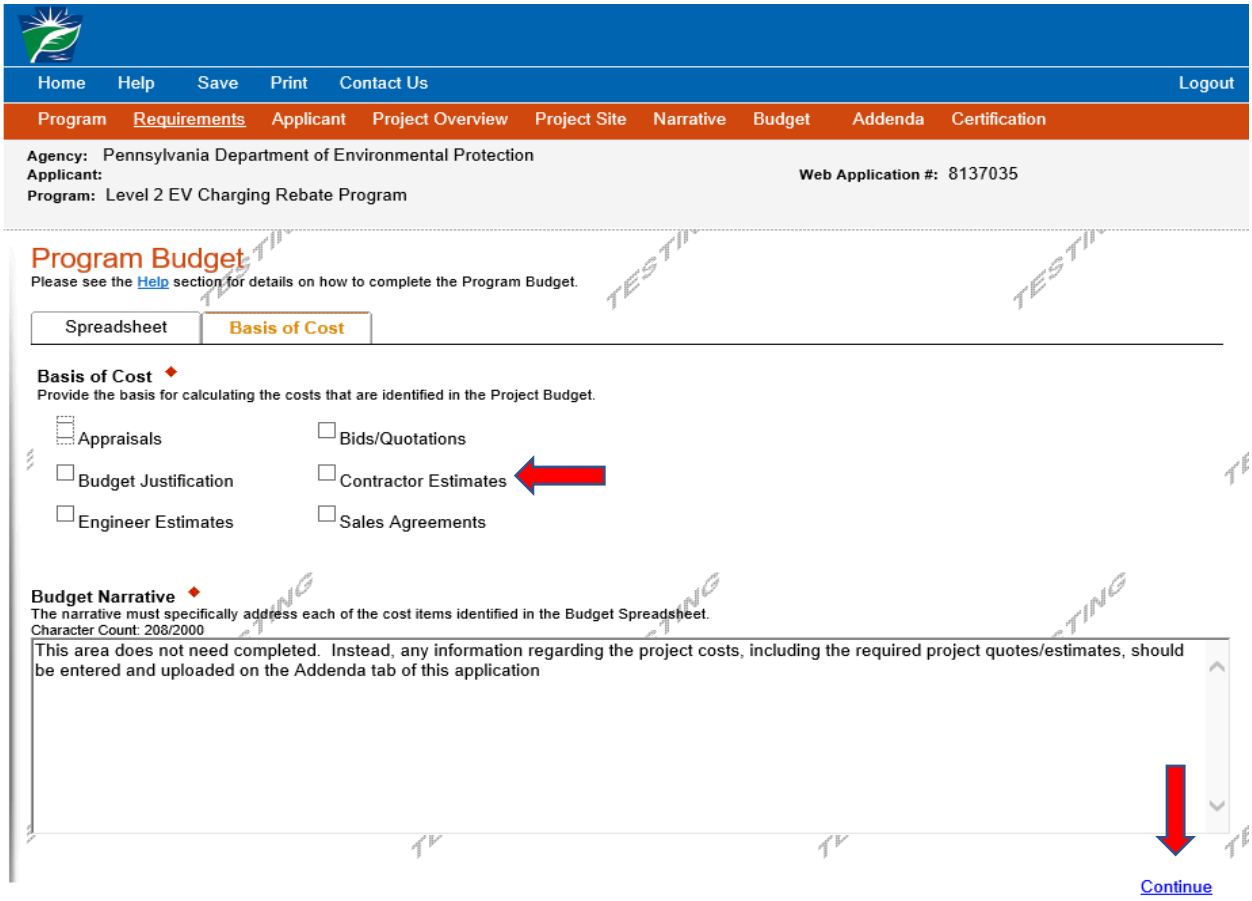
H. Project Narrative Tab –
   1. Project Summary – Provide a summary of the proposed project, including: a description of the location, type, and number of chargers and plugs, as well as identify who is expected to use them. Also, if applicable, describe the public accessibility of the chargers by identifying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



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 on the Driving PA Forward webpage. 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.



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 #17).
4. Click “Continue”



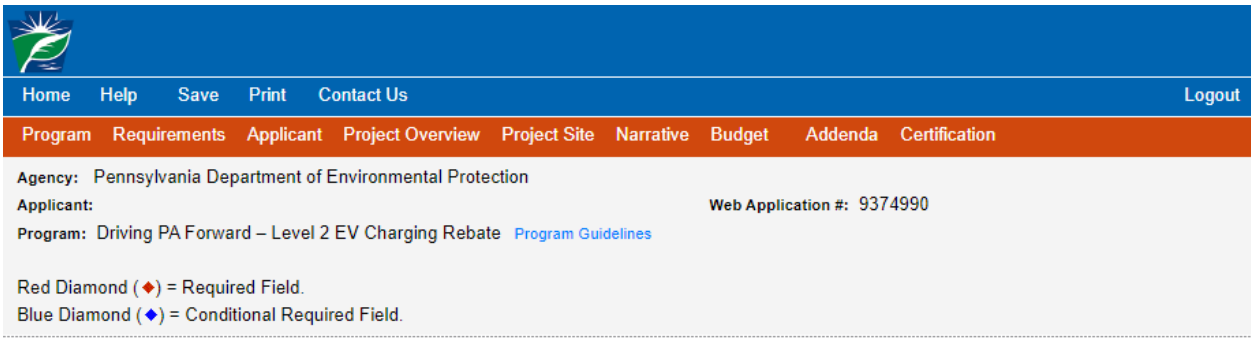
J. Program Addenda

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 ESA 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. Confirm if the charging equipment will be able to meet the program minimum requirement of 7.2 kW charging output from each plug at the same time after the charging equipment is installed.

6. Confirm if each proposed charging plug will meet the program requirement of having an associated parking space. Note that vehicle maintenance bays and showrooms typically do not have parking spaces.
7. Use the dropdown menu to identify whether the project is to be installed on government-owned property.
8. 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.
9. Use the dropdown menu to identify if the EVSE will be connected to a charging network for a minimum of three years. This is required for Full Public Access, Networked projects, but optional for other project types.
10. Priority County – Identify if the project is in a Priority County, as defined in the program guidelines.
    a. If yes, identify the county. The following are Priority Counties: Armstrong, Beaver, Bedford, Berks, Bradford, Cambria, Cameron, Carbon, Clarion, Clearfield, Clinton, Columbia, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lawrence, Lebanon, McKean, Mercer, Mifflin, Montour, Northumberland, Perry, Pike, Potter, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Venango, Warren, Washington, Wayne, and Wyoming.
11. 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.
12. 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.
13. Use the dropdown menu to identify whether the EVSE for this project has a minimum of one-year manufacturer's warranty.
14. 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).
15. Use the dropdown menu to identify if the EVSE charging ports will utilize SAE J1772 compliant plugs.
16. Download the Rebate Calculation Worksheet from the Driving PA Forward webpage. 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 Priority County location, 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. The filename will then appear in the "Upload Files" box under Question #16 with the options to View and Delete next to it. Note that file names should not include any special characters, such as commas.
17. 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. The filename will then appear in

the “Upload Files” box under Question #17 with the options to View and Delete next to it. Click on “Browse” again to upload additional files.

18. Click on the “Browse” button to Upload EVSE specification sheets that prove 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. The filename will then appear in the “Upload Files” box under Question #18 with the options to View and Delete next to it. Click on “Browse” again to upload additional files.
19. Confirm if you agree to provide annual reports for three years following project completion if awarded a rebate.
20. Confirm if you are aware of the payment processing timeline following project completion.
21. If you are requesting a rebate amount of $10,000 or more, you are required to complete the Worker Protection Form. Download the Worker Protection Form by clicking the link. 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. The filename will then appear in the “Upload Files” box under Question #21 with the options to View and Delete next to it.



Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the 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:

When installed, will all charging plugs provide at least 7.2 kW charging power output, including when all charging plugs are in use? ◆

Question 6:

When installed, will all charging plugs have a corresponding parking space? ◆

Question 7:

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

Question 8:

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 per week? ◆

Question 9:

Will the EVSE be connected to an EV charging network for a minimum of three years? Networking is required for projects seeking the Full Public Access, Networked rebate category, and optional for all others. ◆

Question 10:

Is the project located in a Priority County as defined in the Program Guidelines? The following counties are Priority Counties: Armstrong, Beaver, Bedford, Berks, Bradford, Cambria, Cameron, Carbon, Clarion, Clearfield, Clinton, Columbia, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lawrence, Lebanon, McKean, Mercer, Mifflin, Montour, Northumberland, Perry, Pike, Potter, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Venango, Warren, Washington, Wayne, and Wyoming. ◆

Question 11:

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

If Yes, select from the following:

Question 12:

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 Choose File No file chosen

Question 13:

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

Question 14:

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

Question 15:

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

Question 16:

Complete and Upload the Rebate Calculation Worksheet, which can be found on the Driving PA Forward webpage. ◆

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

File 1 Choose File No file chosen

Question 17:

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 in above question. Project quotes and estimates should typically include charging equipment purchase costs and electrical installation costs. ◆

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

File 1 Choose File No file chosen

Question 18:

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 Choose File No file chosen

Question 19:

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 20:

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.

Question 21:

For any application request totaling $10,000 or more, please review the attached Worker Protection and Investment Notice (relating to Executive Order 2021-06).

If your request is for $10,000 or more, you are required to complete and upload the attached Worker Protection Form.

Upload Files

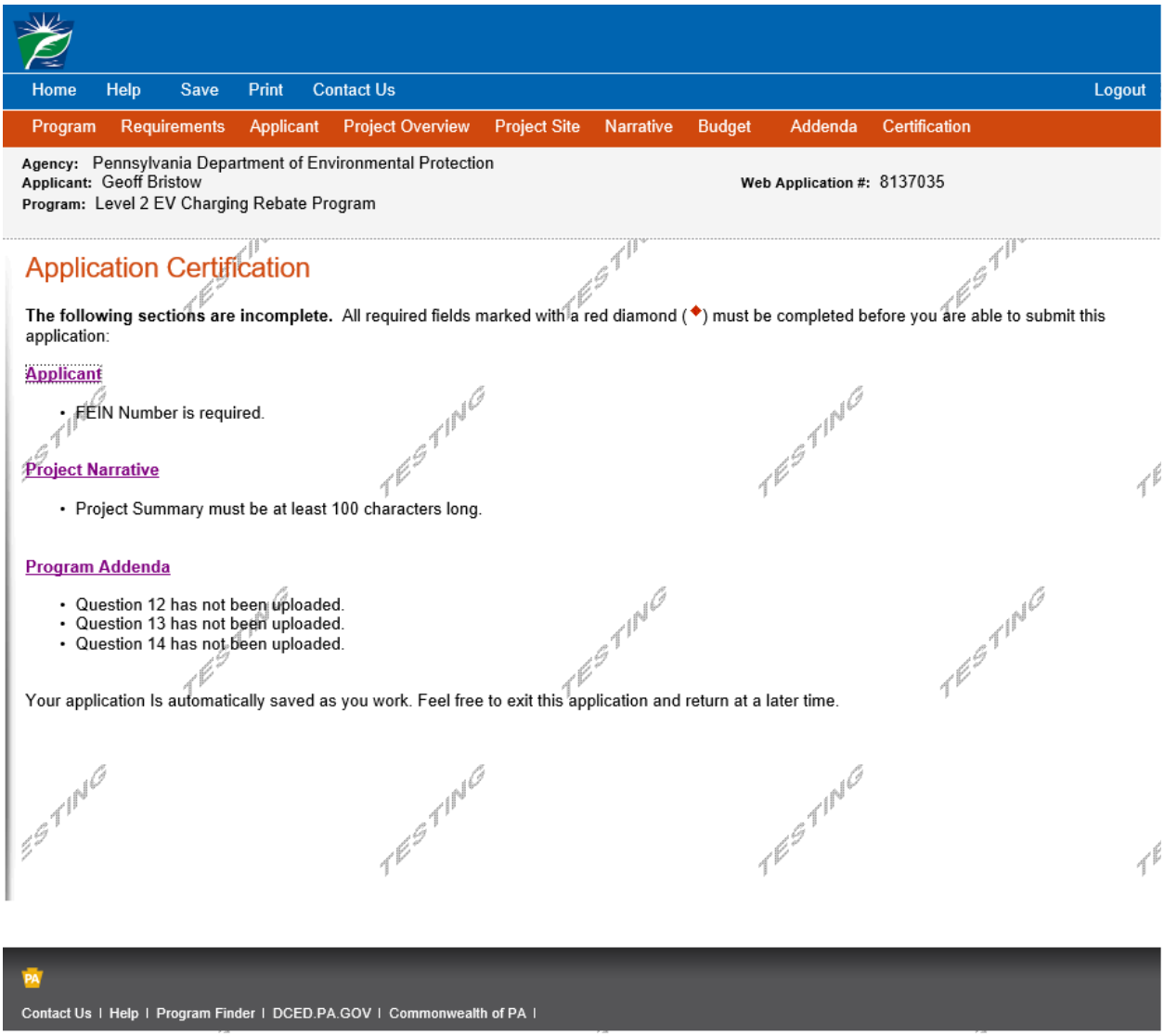
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 Choose File No file chosen

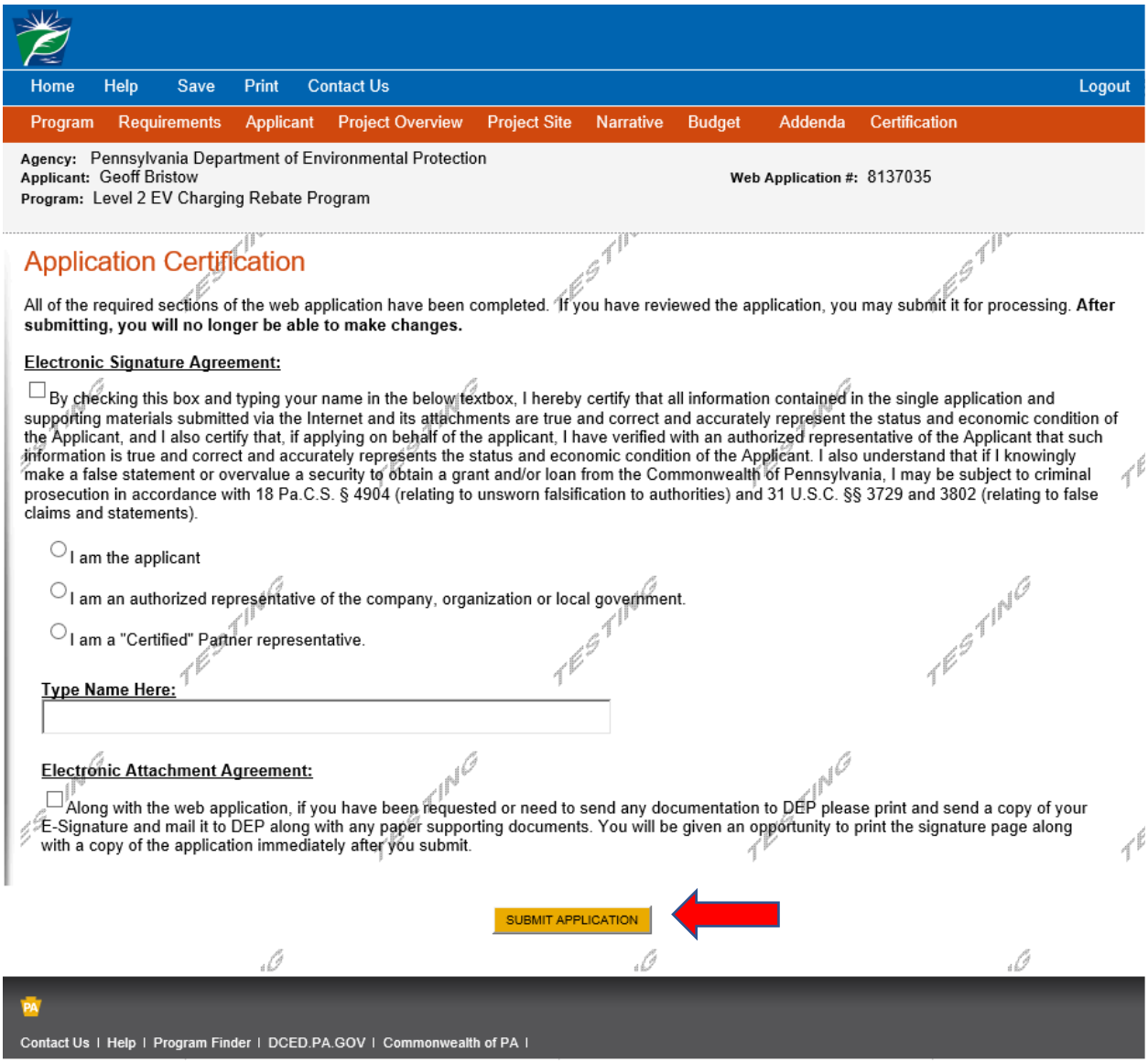
Continue

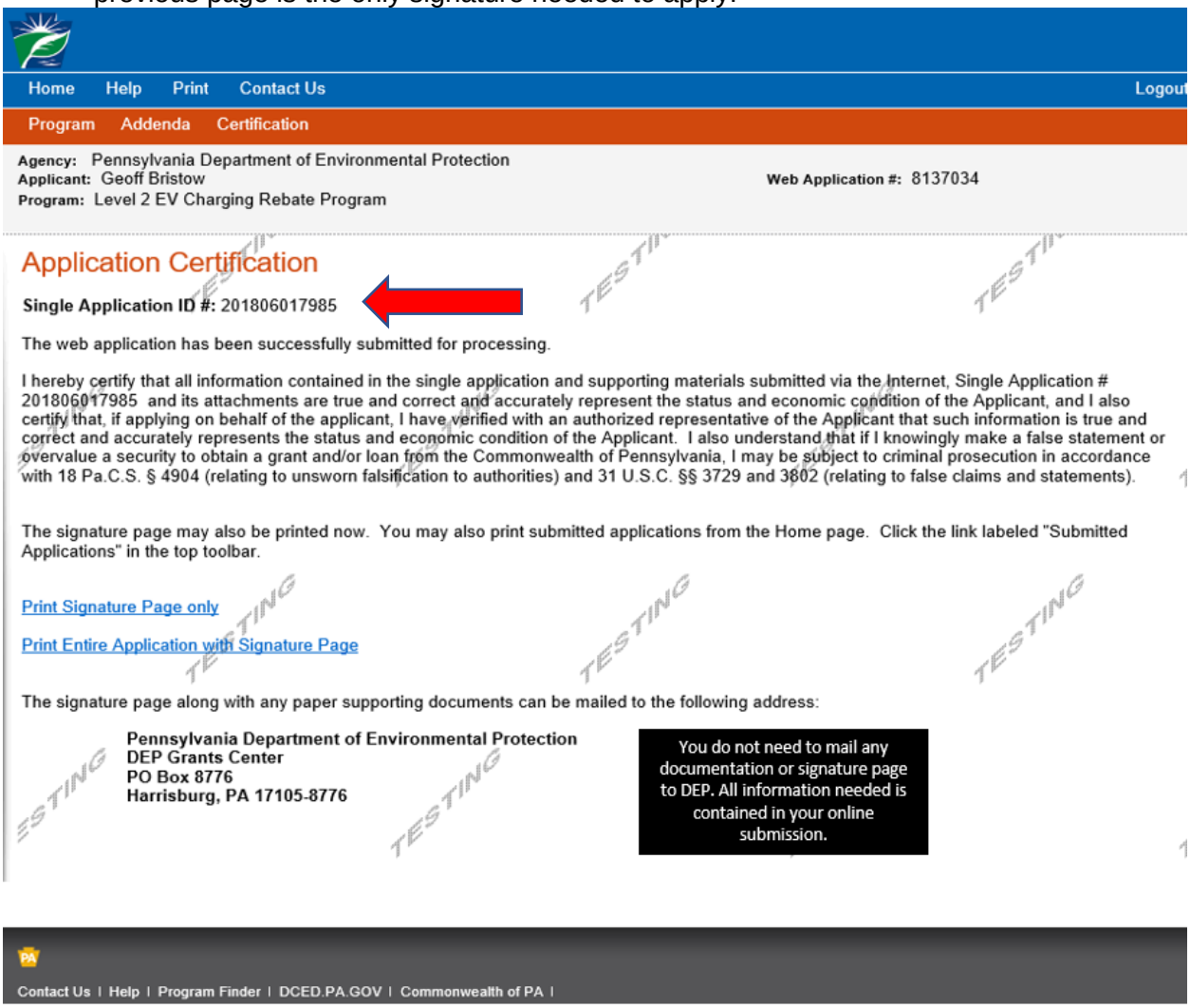
L. Application Certification and Submission

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.



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



5. 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.
6. 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.
7. 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.