

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.

The screenshot shows the PA Keystone Login website interface. At the top left is the PA logo. Below it are links for 'Help' and 'Contact Us'. The main content is divided into two columns. The left column is titled 'General Facts' and contains a list of instructions for creating a new account and using existing accounts. The right column is titled 'Login' and contains a 'What's New?' section with a link to 'Help', followed by input fields for 'Username' and 'Password', and a 'LOGIN' button. Below the login section is the 'Powered by PA KEYSTONE LOGIN' logo. A red arrow points from a box labeled 'Click to Register' to the 'Register' link in the bottom right of the login section. Other links include 'Forgot Password', 'Forgot Username', 'Learn more about Keystone Login', and 'Having Trouble Registering'.

General Facts

- Create a New Keystone Login Account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
 - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- If you need application technical assistance, please contact Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

Login

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

Username

Password

LOGIN

Powered by
PA KEYSTONE LOGIN

[Register](#)
[Forgot Password](#)
[Forgot Username](#)
[Learn more about Keystone Login](#)
[Having Trouble Registering](#)

Click to Register →

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 *	<input type="text"/>
Last Name *	<input type="text"/>
Date Of Birth *	<input type="text" value="mm/dd/yyyy"/>

Contact Information:


Email	<input type="text"/>
Mobile Phone Number	<input type="text" value="### ### ####"/>

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.

Login Information:

Username *	<input type="text"/>	The username should between 6 and 64 characters and should not contain any spaces.
Password *	<input type="password"/>	The password must pass these rules:
Confirm Password *	<input type="password"/>	<input type="checkbox"/> Must be between 12 to 128 characters in length.
		<input type="checkbox"/>
		Do not include any of your username, your first name, or your last name.
		The password must pass 3 out of 4 of these rules:
		<input type="checkbox"/> One uppercase letter.
		<input type="checkbox"/> One lowercase letter.
		<input type="checkbox"/> One numeric number.
		<input type="checkbox"/> One non-character (such as !, #, %, ^, etc).
		Password Strength: Invalid
		<input type="text"/>

Security Questions:

Security Question 1 *	<input type="text" value="Select a security question"/>	Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.
Security Answer 1 *	<input type="text"/>	
Security Question 2 *	<input type="text" value="Select a security question"/>	
Security Answer 2 *	<input type="text"/>	
Security Question 3 *	<input type="text" value="Select a security question"/>	
Security Answer 3 *	<input type="text"/>	
	 <input type="button" value="Register"/> <input type="button" value="Cancel"/>	



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.



General Facts

- Create a New Keystone Login Account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
 - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

Login

What's New?

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

Username



Password



[LOGIN](#)



Powered by

KEYSTONE LOGIN

- [Register](#)
- [Forgot Password](#)
- [Forgot Username](#)
- [Learn more about Keystone Login](#)
- [Having Trouble Registering](#)

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

Home Help Save Print Contact Us Logout

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

Sort By


SEARCH PROGRAM FINDER

1 results. [Edit 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 to select 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 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.




Home Help Save Print Contact Us Logout

Program Requirements

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Web Application #: 9374990
 Program: Driving PA Forward – Level 2 EV Charging Rebate [Program Guidelines](#)

Red Diamond (◆) = Required Field.
 Blue Diamond (◆) = Conditional Required Field.

 **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.


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 currently in effect on the date of your application? ◆

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

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”.

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

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 #:
(xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: Ext.
(xxx-xxx-xxxx)

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 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”.

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”.

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: [redacted]
 Program: Level 2 EV Charging Rebate Program

Web Application #: 8137035

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

[Empty text area for project narrative]

[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.

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: [redacted] Web Application #: 202007035
 Program: Level 2 EV Charging Rebate Program

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 #17).

4. Click "Continue"

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: 2000/2000

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 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.



Agency: Pennsylvania Department of Environmental Protection

Applicant:

Web Application #: 9374990

Program: Driving PA Forward – Level 2 EV Charging Rebate [Program Guidelines](#)

Red Diamond (◆) = Required Field.

Blue Diamond (◆) = Conditional Required Field.

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 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 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 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 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 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.

The screenshot displays the application portal interface. At the top, there is a blue navigation bar with the state logo and 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

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 the text: Contact Us | Help | Program Finder | DCED.PA.GOV | Commonwealth of PA |

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

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: 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 ←

PA
Contact Us | Help | Program Finder | DCED.PA.GOV | Commonwealth of PA |

- 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.




Home Help Print Contact Us Logout

Program Addenda Certification

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

Web Application #: 8137034

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.

[Print Signature Page only](#)
[Print Entire Application with Signature Page](#)

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.

