

This does not constitute tax advice. All persons considering use of available incentives should consult with their own tax professional to determine eligibility, specific amount of benefit available, if any, and further details.

STATE OF ILLINOIS

Electric Vehicle Charging Station Rebate - Department of Commerce and Economic Opportunity

Short Description: Department of Commerce and Economic Opportunity offers a rebate toward the installation of Level II EV charging stations.

Beneficiary: Purchaser/Installer of an electric vehicle recharging unit.

Type of Incentive: Cash Rebate

Effective Dates: Current benefit, December 20, 2012

Value of Benefit: \$3,000 - \$7,000 per EV installed

Full Description:

Department of Commerce & Economic Opportunity is providing rebates toward the installation of Level II EV charging stations. Rebates cover 50% of equipment and installation (materials and labor) costs up to the following caps: \$3,750 per networked single station; \$3,000 per non-networked single station; \$7,500 per networked dual station; and \$6,000 per non-networked dual station. Please refer to program guidelines for definitions of these station types and details on technical requirements. The maximum possible total rebate award is \$49,000 or 50% of the total project cost for up to 15 stations, whichever is less.

Eligible applicants for this rebate program include: units of government, businesses, educational institutions, non-profits, and individual residents. EV charging stations must be purchased and installed prior to submitting a rebate application. Rebate applications will be processed on a rolling basis. The deadline for rebate applications is 4:30 pm on Thursday, December 20, 2012.

State Statutory references:

- Not Applicable

Other Link(s): http://www.ildceo.net/dceo/Bureaus/Energy_Recycling/ev.htm

Contact Info:

Illinois Department of Commerce and Economic Opportunity
Illinois Energy Office
Renewable Fuels Development Sections
500 East Monroe Street
Springfield, Illinois 62701-1643

**ILLINOIS
ELECTRIC VEHICLE INFRASTRUCTURE
REBATE PROGRAM**

**GUIDELINES AND
APPLICATION FORM
FISCAL YEAR 2013**

**Submittal Deadline:
4:30 p.m. Thursday, December 20, 2012**

**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY
ILLINOIS ENERGY OFFICE
RENEWABLE FUELS DEVELOPMENT SECTION
500 EAST MONROE STREET
SPRINGFIELD, ILLINOIS 62701-1643**

*This document is available in electronic format at:
www.IllinoisEnergy.org/EV*



**Illinois
Department of Commerce
& Economic Opportunity**

Pat Quinn, Governor

GUIDELINES
Illinois Department of Commerce and Economic Opportunity
FY13 Electric Vehicle Infrastructure Rebate Program

SECTION 1: GENERAL INFORMATION

1.1 PURPOSE. The purpose of the Illinois Electric Vehicle Infrastructure Rebate Program, through the Renewable Fuels Development Program (RFDP) at the Illinois Department of Commerce and Economic Opportunity (the Department or DCEO), is to encourage the installation and utilization of Level II electric vehicle (EV) charging units. The program will not fund projects outside the state of Illinois.

1.2 AUTHORITY AND FUNDING. The Department is authorized by 20 ILCS 1105/3 to administer for the State any energy programs and activities under federal law, regulation or guidelines. The Department is also authorized by the Renewable Energy, Energy Efficiency, and Coal Resources Development Law of 1997 (20 ILCS 687/6-1 et seq.) to administer the State's Energy Efficiency Trust Fund Program. The Department is also authorized by Illinois Public Act 97-0076 to administer grants and loans for transportation electrification infrastructure projects, including, but not limited to, grants and loans for the purpose of encouraging electric car manufacturing and infrastructure for electric vehicles.

SECTION 2: DEFINITIONS

The terms used in this document have the meanings set forth below. Words and terms not defined here, if defined in the Environmental Protection Act (415 ILCS 5), will have the meanings as defined therein.

"EV charging unit" means a device used to provide electricity to an electric vehicle, designed to ensure that a safe connection has been made between the grid (or distributed generation) and the vehicle, and able to communicate with the vehicle's control system so that electricity flows at an appropriate voltage and current level. An EV charging unit may be wall-mounted or pedestal style.

"Dual" EV charging unit means a unit that provides two cords to connect to and charge two EVs simultaneously.

"Networked" EV charging unit means a unit that has cellular, wireless or cable internet connectivity to enable remote communications.

"Level II" means 208-240 volt AC charging with a cord connector that meets the SAE J1772 standard.

"Product specification sheet" means the informational page or pages provided by the manufacturer of a particular model of EV charging unit that indicate the measurements, features, standards, certifications, and other characteristics of the unit.

SECTION 3:

REBATE ELIGIBILITY CRITERIA

3.1 ELIGIBLE APPLICANTS. Eligible applicants include the following types of entities:

- Units of government
- Businesses
- Educational institutions
- Non-profits
- Individual residents

The Department reserves the right to evaluate the eligibility of each applicant on an individual basis and accept or reject the application on the basis of that evaluation.

3.2 ELIGIBLE PROJECTS. Eligibility is limited to costs associated with the equipment purchase of one or more EV charging units, and the labor and materials required to install those units. To be eligible for this rebate program, projects must be consistent with the following criteria. Documentation of compliance with these eligibility criteria must be provided as instructed in the Application Form. The Department reserves the right to evaluate the eligibility of each project on an individual basis and accept or reject the project application on the basis of that evaluation.

- 3.2.1 Eligibility is limited to projects physically located in the state of Illinois.
- 3.2.2 EV charging units may or may not be accessible by the general public.
- 3.2.3 Use of the EV charging units may or may not require the payment of a fee.
- 3.2.4 EV charging units installed at non-residential sites must be available to multiple EV drivers, not for the exclusive use of a single EV or EV driver. Examples include units installed at retail stores for use by customers, units installed at public parking garages or lots for use by the general public, units installed at a business's parking garage or lot for use by employees, and units serving a fleet of vehicles operated by a business.
- 3.2.5 EV charging units installed at non-residential sites must comply with the National Environmental Protection Act (NEPA). See Application Form item #11 for applicable NEPA requirements and certification.
- 3.2.6 EV charging units installed at residential sites (e.g., homes, apartment buildings, dormitories) may be owned and managed by the property owner or by a third-party business. In either case, the applicant is the entity that paid for the units and seeks to receive the rebate funds.
- 3.2.7 All EV charging units must meet the following **technology requirements**. Applicants must provide a product specification sheet for each model of charging unit installed to prove that units meet these requirements. In its

sole discretion, and on a case-by-case basis, the Department may consider alternative EV charging unit specifications.

- Units must be certified by Underwriters Laboratories (UL, www.ul.com) or an equivalent certification.
- Units must be under a manufacturer's warranty for a minimum period of one year. Any remanufactured equipment must have a warranty that meets or exceeds the original equipment manufacturer's warranty.
- Units must be compliant with the current version of the National Electrical Code (NEC) Article 625.
- Level II connectors must comply with the Society of Automotive Engineers (SAE) J1772 standard.

3.2.8 EV charging unit installations performed by someone other than the applicant himself or herself ***must be performed by an electrician who is licensed to transact business in the State of Illinois and maintains appropriate types and levels of insurance coverage.*** EV charging unit installations performed by the applicant himself or herself (i.e., self-installed) ***must be reviewed and certified (per 3.2.9 below) by an electrician who is licensed to transact business in the State of Illinois and maintains appropriate types and levels of insurance coverage.***

3.2.9 EV charging unit installations must comply with all applicable federal, state and local permitting, zoning, and code requirements. Applicants must provide a certification signed by the licensed electrician who installed or reviewed the self-installation of the charging units to certify that units meet these requirements. See Application Form item #9 for this certification form.

3.2.10 Applicants are strongly encouraged – but not required – to register installed EV charging units on the U.S. Department of Energy's Alternative Fueling Station Locator website, <http://www.afdc.energy.gov/locator/stations/>.

3.2.11 Applicants are strongly encouraged – but not required – to follow independently published recommendations on installation of EV charging units in compliance with the Americans with Disabilities Act (ADA); see links to documents posted at www.IllinoisEnergy.org/EV.

3.3 ELIGIBLE COSTS. The following costs are eligible for rebate under these guidelines:

3.3.1 Costs associated with the equipment purchase of one or more EV charging units, including taxes and standard shipping if applicable. Applicants may purchase units from an EV charging unit manufacturer, distributor, retailer, or other third-party supplier.

- 3.3.2 Costs associated with the labor and materials required to install those units and connect them to a sufficient source of power. If the EV charging units are connected to renewable energy generation equipment, such as solar photovoltaic panels, costs associated with the labor and materials to establish this connection are eligible if the connection is established at the same time as the EV charging unit installation (i.e., as part of the same installation project).
- 3.3.3 Up to two years of annual service fees required to connect and maintain connection of an EV charging unit to a network (i.e., a networked EV charging unit).
- 3.3.4 All eligible costs claimed for rebate must be **documented with proof-of-purchase** that establishes a clear audit trail of financial transactions. Documentation must be clear, legible, and appropriately labeled and dated. All required project expense records and proof-of-purchase documents must be submitted to verify paid project costs. Proof-of-purchase documents may include applicant purchase orders, vendor invoices, vendor sales receipts, copies of canceled checks (front and back, after bank processing), paid-in-full receipts from cash transactions, and receipts verifying that costs were charged to the applicant's credit card. All transactions must be clearly traceable to the applicant as the payee.

3.4 INELIGIBLE COSTS. The following costs are **not eligible** for rebate under these guidelines:

- 3.4.1 Costs associated with the repair or replacement of parts for existing EV charging units.
- 3.4.2 Costs associated with the purchase or installation of EV charging units partially or wholly funded through the American Recovery and Reinvestment Act of 2009 (ARRA). (Note that non-ARRA funding from the U.S. Department of Energy or other federal sources is eligible for use toward the rebate match funding.)
- 3.4.3 Costs associated with the purchase or installation of renewable energy generation equipment, such as solar photovoltaic panels, even if connected to the EV charging units.
- 3.4.4 Costs associated with signage accompanying the EV charging units, including pavement stenciling and striping.
- 3.4.5 Costs associated with education or outreach programs related to the EV charging units.

3.4.6 Costs associated with the purchase, lease, operation, maintenance, or repair of electric vehicles.

3.4.7 Any other costs not directly associated with the purchase or installation of an EV charging unit.

3.5 REBATE AMOUNT. The rebate is based solely on actual, documented project costs of equipment, installation labor, and installation materials. Applicants may receive only one rebate per EV charging unit.

3.5.1 For **networked** EV charging units – i.e., units that have cellular, wireless or cable internet connectivity to enable remote communications – the rebate award will be 50% of the cost of the project (including equipment, installation labor, and installation materials), up to a maximum of \$3,750 per unit.

3.5.2 For **non-networked** EV charging units, the rebate award will be 50% of the cost of the project (including equipment, installation labor, and installation materials), up to a maximum of \$3,000 per unit.

3.5.3 For **dual** EV charging units – i.e., units that provide two cords to connect to and charge two EVs simultaneously – the rebate award will be 50% of the cost of the project (including equipment, installation labor, and installation materials), up to a maximum of \$7,500 per networked dual unit or \$6,000 per non-networked dual unit.

3.5.4 The maximum possible total rebate award is \$49,000 or 50% of the total project cost for up to fifteen (15) installed units, whichever is less. In its sole discretion, and on a case-by-case basis, the Department may consider multiple projects (i.e., multiple sets of installed charging units) by the same applicant or at the same location.

3.5.5 The DCEO Director reserves the right and may elect to waive the maximum rebate limitation and other program parameters upon a finding that such waiver is appropriate to accomplish the purpose of the Illinois Electric Vehicle Infrastructure Rebate Program.

3.6 PRIOR INCURRED COSTS. Applicants may apply for rebates for EV charging units **purchased and installed** on or after April 16, 2012 but before the release of these program guidelines. Prior incurred costs associated with such units are eligible for rebates under this program provided that the project meets all other eligibility requirements described in these guidelines.

SECTION 4: PROGRAM INFORMATION

4.1 REBATE AWARD SCHEDULE. Rebate applications under this program will be accepted on an ongoing basis until **4:30pm on Thursday, December 20, 2012**, as long as funding for the program is available. ***At the time of application submission, the EV charging unit installation must be complete, the Application Form must be complete, and all required documentation must be attached to the Application Form.***

4.2 GUIDELINE REVISION. All guidelines in this document are subject to review and revision by the Department prior to the beginning of each fiscal year. The Department is under no obligation to consider funding for any rebate application received electronically (by email; *strongly preferred*) after, or postmarked after, the deadline of 4:30pm on December 20, 2012.

4.3 DEPARTMENT ACTION. The Department shall review all EV charging unit rebate applications to determine whether all program requirements have been met and whether the applicant is eligible for funding.

4.3.1 The Department reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant.

4.3.2 The Department is not obligated to provide rebate funding, or to pay any costs incurred by the applicant in the preparation and submission of the application.

SECTION 5: APPLICATION GUIDELINES

5.1 APPLICATION PROCESS. Rebate applications must be ***typed (preferable) or legibly handwritten*** on the Department's current approved Application Form provided on pages 8 to 17 of this document.

5.1.1 A complete rebate application includes a completed copy of the Application Form and all of the required documentation as listed in the Application Form item #8. Completion of the checklist in the Application Form is mandatory. Applicants should use the checklist to ensure that all required documentation is attached and submitted as part of the rebate application.

5.1.2 An application must be complete in order to be considered for rebate funding. The Department may request clarification of submitted information or documentation, or request submission of additional information or documentation.

- 5.1.3 The Department strongly encourages applicants to **submit rebate applications in electronic format by email** to IllinoisEV@illinois.gov. Alternatively, applicants may mail rebate applications, postmarked on or before the application deadline, to the following address:

Illinois Department of Commerce and Economic Opportunity
Illinois Energy Office
Attention: EV Infrastructure Rebate Program
500 East Monroe Street
Springfield, IL 62701-1643

- 5.1.4 **Do not submit a rebate application both by email and mail.** Submit through only one channel or the other. Submission of an application through both channels will cause delay in the processing of that rebate.
- 5.1.5 The rebate application – including the completed Application Form and all required documentation – must be submitted as a single electronic file or printed packet containing the hand-signed Applicant Certifications page within the Application Form.
- 5.1.6 For questions regarding the rebate application or specific rebate-related costs, please contact Kate Tomford at (312) 814-1985 or kate.tomford@illinois.gov, preferably before proceeding with any installation steps.
- 5.1.7 For projects deemed ineligible, the Department will send a notification letter to the applicant. If an applicant receives an ineligible project letter, the applicant may reapply for the rebate by submitting a new application that properly addresses and resolves all noted deficiencies and eligibility issues.

5.2 APPLICANT OBLIGATION. Upon submittal of an application, the applicant agrees to the following:

- 5.2.1 **Access.** Applicant will permit any agent authorized by the Department, upon presentation of credentials, access to the EV charging unit project site at any point after submission of the application, during normal business hours.
- 5.2.2 **Illegitimate Expenditures.** Applicant must return to the Department any and all funds that are determined by the Department to have been spent in violation of the rebate agreement.

APPLICATION FORM
Illinois Department of Commerce and Economic Opportunity
FY13 Electric Vehicle Infrastructure Rebate Program

Please type (strongly preferred) or legibly handwrite responses below.

1) APPLICANT INFORMATION:

 Legal Name of Applicant SSN or FEIN

 Applicant address (include 9 digit zip code) Applicant county

 Telephone number Fax number

 Applicant e-mail address Web site address

 Applicant project manager Title
 (i.e., point of contact for rebate application; *not* the installer)

2) PROJECT LOCATION:

 Project address Project county
 (If units are installed at multiple separate addresses, please attach a separate page with all additional addresses.)

➤ *Please indicate the type of location where the units are installed:*

- Residential (e.g., single-family home, multi-unit residence, dormitory)
- Non-residential (e.g., parking lot, garage, or space serving a governmental, retail, commercial, or non-profit entity or members of the general public)
Note: Applicants for non-residential projects must complete Application Form item #11: Federal Environmental Certification.

3) CHARGING UNIT SPECIFICATIONS:

(If multiple different models are installed, or multiple units of the same model are installed at different times, please attach a separate page with all of the information below for each model or unit.)

 Model and Manufacturer of EV Charging Unit

 Power (kW) Voltage (V) Amperage (A)

 Year of Manufacture Warranty Period

 Date of Unit Purchase Date of Unit Installation

4) INSTALLER INFORMATION

Name, Address, and Telephone Number of the Installer

Installer's Business License Number

Labor Hours

➤ *Is the installer a Female- or Minority-owned business?*

No or NA

Female-owned

Minority-owned

5) APPLICANT ORGANIZATION LEGAL STATUS:

Please indicate the legal status of the applicant entity (not the installer):

Individual

Sole Proprietor

Partnership/Legal Corporation

Corporation

Not For Profit Corporation

Tax Exempt

Governmental

Estate or Trust

Nonresident Alien

Medical Corporation

Pharmacy, Non-corporate

Pharmacy/Funeral Home/Cemetery/ Corporation

Note: DCEO cannot make payments to sole proprietorships and LLC-disregarded (LLC-D) entities. Sole proprietorships will have to apply as individuals and LLC-Ds will have to file under their parent company.

6) FINANCIAL INFORMATION:

Please fill in the chart(s) below to calculate the requested rebate amount for installed single and/or dual EV charging units.

If the 50% rebate calculation results in fractional cents, please round down to the next whole cent in the rebate requested amount.

If the project includes multiple stations with varying costs per station, please attach a separate page or pages as necessary to replicate and fill in these charts for each station.

Single EV Charging Units (i.e., one connector cord)	Networked Single Units (Rebate up to \$3,750 per unit or 50% of equipment + labor + materials cost, whichever is less)	Non-Networked Single Units (Rebate up to \$3,000 per unit or 50% of equipment + labor + materials cost, whichever is less)
Equipment cost per unit:	\$	\$
Labor + materials cost per unit:	\$	\$
Total cost per unit:	\$	\$
Number of units installed:		
Total cost:	\$	\$
Rebate requested:	\$	\$

Dual EV Charging Units (i.e., two connector cords)	Networked Dual Units (Rebate up to \$7,500 per unit or 50% of equipment + labor + materials cost, whichever is less)	Non-Networked Dual Units (Rebate up to \$6,000 per unit or 50% of equipment + labor + materials cost, whichever is less)
Equipment cost per unit:	\$	\$
Labor + materials cost per unit:	\$	\$
Total cost per unit:	\$	\$
Number of units installed:		
Total cost:	\$	\$
Rebate requested:	\$	\$

➤ **Combine all networked and non-networked single and dual units for grand totals:**

Grand Total Project Cost: \$ _____

Grand Total Rebate Requested: \$ _____

➤ Please list funding source(s) for the portion of project costs (equipment + labor + materials) that is not covered by the rebate (e.g., corporate general funds, personal savings, other grants, etc.):

7) PROJECT NARRATIVE:

In the space below, the applicant (not the installer) must provide a narrative summary description of the project, the equipment installed, the site of the installation, and the anticipated users and frequency of use of the installed unit(s).

8) ADDITIONAL DOCUMENTATION REQUIRED:

In addition to submitting this completed form, the applicant must submit the following additional documentation. Failure to provide this documentation will make the application ineligible.

- A. Copies of all **EV charging unit equipment** sales invoices/receipts and proof-of-purchase documents showing:
 - Vendor's listed price of EV charging units
 - Amount paid by the applicant for the EV charging units
 - Number of units purchased
 - Date of purchase
 - Serial numbers from the unit(s)
 - If the applicant is applying for the rebate to cover networking service fees, the sales invoice/receipts must indicate the amount of the fees and provide proof-of-purchase for the fees.
- B. Proof-of-purchase for **equipment** costs: copies of canceled checks (front and back), paid-in-full receipts from cash transactions, and/or receipts verifying that the units were charged to the applicant's credit card.
- C. Copies of all **installation (labor and materials)** invoices/receipts and proof-of-purchase documents showing:
 - Installation costs (labor and materials)
 - Amount paid by the applicant for the installation
 - Date of installation
 - Labor hours spent by the installer and any subcontractors on the project.
- D. Proof-of-purchase for **installation (labor and materials)** costs: copies of canceled checks (front and back), paid-in-full receipts from cash transactions, and/or receipts verifying that the installation costs were charged to the applicant's credit card.
- E. A copy of the installer's proof of insurance.
- F. Copies of product specification sheets for the installed models of EV charging units. Product specification sheets must confirm compliance with all technology requirements listed in Guidelines item #3.2.7 (i.e., UL certification, minimum one-year manufacturer's warranty, NEC 625, SAE J1772). If the applicant is applying for the rebate to cover a networked unit, the product specification sheets must confirm that the unit has cellular, wireless or cable internet connectivity to enable remote communications. Do not submit a copy of the EV charging unit's User Guide; it is unnecessary and may cause a delay.
- G. Documentation of the applicant entity's legal status:
 - If the applicant entity is a Government or Corporation, submit a completed W-9 (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).
 - If the applicant entity is a Not For Profit, submit a completed W-9 and an IRS Tax Exemption letter.
 - If the applicant entity is a LLC, submit a completed W-9 and an IRS Acceptance letter.
- H. Photograph(s) of the installed unit(s) after installation is complete.

9) INSTALLER CERTIFICATIONS:

The installer must affirmatively sign the following certifications.

Installer hereby certifies that:

- He/she is licensed under the license number provided in this application form to transact business in the State of Illinois;
- He/she maintains the appropriate types and levels of insurance coverage, as indicated in the proof of insurance attached to this application form;
- The EV charging units described in this rebate application were installed and are operating in a manor compliant with all local, state, and federal permitting requirements, zoning requirements, codes, and standards.
- The “Date of Unit Installation” provided in item #3 of this Application Form is true and accurate.
- The “Labor Hours” provided in item #4 of this Application Form are true and accurate.
- The installation of the EV charging units described in this rebate application is complete.

Installer (signature)

Typed/Printed Name

Company/Employer (or indicate self-employed)

Title

Date

10) APPLICANT CERTIFICATIONS:

The applicant's authorized official and project manager must affirmatively sign the following certifications.

Applicant hereby certifies that:

- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS 505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E 4).
- As of the submittal date, the information provided in its application is accurate, and the individuals signing below are authorized to submit this application.
- There is no action, suit or proceeding at law or in equity pending, nor to the best of applicant's knowledge, threatened against or affecting the applicant before any court or before any governmental or administrative agency that will have a material adverse effect on the performance required by this program.
- Should it become the subject of an action suit or proceeding at law or in equity that would have a material adverse effect on the performance required by this program, or an investigation by any state or federal regulatory law enforcement or legal authority; applicant shall promptly notify the Department.
- It is not currently operating under or subject to any cease and desist order or subject to any informal or formal regulatory action, and, to the best of applicant's knowledge that it is not currently the subject of any investigation by any state or federal regulatory law enforcement or legal authority.

**Authorized Official (signature)
 representing the applicant entity
 (e.g., business or home owner, property
 or site supervisor; *not* the installer)**

**Applicant Project Manager (signature)
 representing the applicant entity
 (may be same as Authorized Official if that
 individual managed the project;
not the installer)**

Typed/Printed Name

Typed/Printed Name

Title

Title

Date

Date

To Be Completed By Department Staff

- Signed Installer Certification Received**
- Copies of Sales Invoices/Receipts Received**
- Labor Hours Received**
- Site Visit Recommended**

Date of System Installation

- Eligible**
- Ineligible**

Date of Site Visit (if recommended)

Date of Department Review

Department Reviewer Signature

**11) FEDERAL ENVIRONMENTAL CERTIFICATION
(**FOR NON-RESIDENTIAL PROJECTS ONLY**)**

For installation of EV charging units in non-residential locations, rebates are funded through the U.S. Department of Energy's State Energy Program (SEP) allocation to Illinois. SEP-funded projects must comply with all requirements of the National Environmental Protection Act (NEPA).

Please read the "Installation Site Conditions" below and check the appropriate box to indicate whether your project meets the conditions listed. Next, please read the "Waste Stream Conditions" on the following page, provide the two brief descriptions requested, and check the box to certify compliance with the conditions. The applicant's authorized official must sign at the end of this form to certify that the responses are truthful and accurate.

Projects that meet the conditions below will be categorically excluded from NEPA review. Projects that do not meet these conditions will be submitted to the U.S. Department of Energy for independent NEPA review. The NEPA review process may take 30 to 180 days and does not guarantee that the project will ultimately receive funding.

Installation Site Conditions:

- The Illinois Electric Vehicle Infrastructure Rebate (funded through SEP) will be used for equipment and related costs for the installation of electric vehicle charging stations, using commercially available technology, within a previously disturbed and developed area (such as a parking lot).
- All project actions are limited to areas where access and parking are in accordance with applicable federal, state and local regulations requirements in the proposed project area, and incorporate appropriate control technologies and best management practices.
- The applicant's project does not adversely affect environmentally sensitive resources. Environmentally sensitive resources include, but are not limited to:
 - (i) Property (e.g., sites, buildings, structures, objects) of historic, archeological, or architectural significance designated by federal, state, or local governments or property eligible for listing on the National Register of Historic Places;
 - (ii) Federally-listed threatened or endangered species or their habitat (including critical habitat), federally-proposed or candidate species or their habitat, or state-listed endangered or threatened species or their habitat;
 - (iii) Wetlands regulated under the Clean Water Act (33 U.S.C. § 1344) and floodplains;
 - (iv) Areas having a special designation such as federally- and state-designated wilderness areas, national parks, national natural landmarks, wild and scenic rivers, state and federal wildlife refuges, and marine sanctuaries;
 - (v) Prime agricultural lands;
 - (vi) Special sources of water (such as sole-source aquifers, wellhead protection areas, and other water sources that are vital in a region); and
 - (vii) Tundra, coral reefs, or rain forests.

- Applicant's EV charging unit installation project meets all Installation Site Conditions listed above.**
- Applicant's EV charging unit installation project does not meet all Installation Site Conditions listed above.**

Waste Stream Conditions:

The applicant must have established procedures for the management of all waste generated by the EV charging unit installation project. Waste management procedures must address the disposal of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, lead paint, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the project. The applicant must ensure that the project complies with all federal, state and local regulations for waste disposal.

Please briefly describe the types of waste materials generated from the EV charging unit installation project.

Please briefly describe the waste management procedures used during the EV charging unit installation project (e.g., landfill disposal, recycling, reuse, specialized treatment).

Applicant's EV charging unit installation project complies with all federal, state and local regulations for waste disposal.

➤ ***The applicant's authorized official must sign below to certify that the responses above are truthful and accurate.***

**Authorized Official (signature)
representing the applicant entity
(e.g., business or home owner, property
or site supervisor; *not* the installer)**

Typed/Printed Name

Title

Date

12) APPLICATION CHECKLIST (**MANDATORY FOR ALL APPLICANTS**)

Applicants must complete the following checklist to ensure that all information and required documentation is included for submission of a complete application. Applicants should only submit applications once all items on the checklist are complete. Submission of an incomplete application will significantly delay rebate processing time and may result in ineligibility.

- A. Verify the following **applicant information** required for rebates for EV charging units:
1. If the applicant is an individual, the person's name, address, social security number, telephone number, and email address are provided (*Application Form item #1*).....
 2. If the applicant is not an individual, the entity's name, address, Federal Employee Identification Number (FEIN), telephone number, email address, and project manager contact info are provided (*Application Form item #1*).....
 3. The project address (i.e., the location where the unit is installed) is provided and is in Illinois (*Application Form item #1 and Guidelines item #3.2.1*).....
 4. The applicant has indicated whether the project location is residential or non-residential (*Application Form item #2*).....
 5. The applicant has indicated his or her Organization Legal Status (*Application Form item #5*).....
- B. Verify the following **equipment and installation information** required for rebates for EV charging units:
1. Charging unit model, manufacturer, power, amperage, and year of manufacture are provided (*Application Form item #3*).....
 2. Charging unit voltage is 208-240 volts (*Application Form item #3*).....
 3. Warranty period is at least one year (*Application Form item #3*).....
 4. Date of unit purchase and date of unit installation are both April 16, 2012 or later (*Application Form item #3 and Guidelines item #3.6*).....
 5. Installer's name, address, telephone number, business license number and labor hours are provided. For self-installed units, the same information is provided for the licensed electrician who reviewed and certified the installation (*Application Form item #4 and Guidelines item #3.2.8*).....
- C. Verify the following **financial information** required for rebates for EV charging units:
1. The applicant has properly and accurately listed costs and calculated rebate amounts requested in the appropriate columns of the Financial Information charts for networked and non-networked single and dual EV charging units (*Application Form item #6*).....
 2. The rebate requested does not exceed 50% of the total cost (equipment + labor + materials), does not exceed \$3,750 per single unit (\$7,500 per dual unit) for networked units or \$3,000 per single unit (\$6,000 per dual unit) for non-networked units, and does not exceed \$49,000 in total (*Application Form item #6 and Guidelines item #3.5*).....
 3. All costs are associated only with the purchase and installation of new charging units. None of the costs are associated with repair of existing units, with electric vehicles, or with any other ineligible purposes or functions (*Guidelines item #3.4*).....
 4. Applicant's funding sources for their 50% match do not include ARRA (*Application Form item #6 and Guidelines item #3.4*).....

- D. Verify the following **narrative and certification submissions** required for rebates for EV charging units:
1. A narrative summary of the project is written in the space provided. It includes a description of the equipment installed, the site of the installation, and the anticipated users and frequency of use of the unit(s) (*Application Form item #7*).....
 2. The Installer Certification page is signed and dated by the licensed installer (or the licensed installation reviewer for self-installed units) (*Application Form item #9*).....
 3. The Application Certification page is signed and dated by the project applicant's authorized official and by the project manager (*Application Form item #10*).....
 4. If the project location is non-residential, the Federal Environmental Certification pages are completed, signed, and dated by the project applicant's authorized official (*Application Form item #11*).....
- E. Verify that the following **additional documents** are attached to this Application Form and submitted as part of the complete rebate application. (*Application Form item #8*)
1. Copies of all EV charging unit equipment sales invoices/receipts and proof-of-purchase documents showing:
 - o Vendor's listed price of EV charging units.....
 - o Amount paid by the applicant for the EV charging units.....
 - o Number of units purchased.....
 - o Date of purchase.....
 - o Serial numbers from the unit(s).....
 - o If the applicant is applying for the rebate to cover networking service fees, the sales invoice/receipts must indicate the amount of the fees and provide proof of payment for the fees.....
 2. Proof-of-purchase for equipment costs: copies of canceled checks (front and back), paid-in-full receipts from cash transactions, and/or receipts verifying that the units were charged to the applicant's credit card.....
 3. Copies of all installation (labor and materials) invoices/receipts and proof-of-purchase documents showing:
 - o Installation costs (labor and materials).....
 - o Amount paid by the applicant for the installation.....
 - o Date of installation.....
 - o Labor hours spent by the installer and any subcontractors on the project.....
 4. Proof-of-purchase for installation (labor and materials) costs: copies of canceled checks (front and back), paid-in-full receipts from cash transactions, and/or receipts verifying that the installation costs were charged to the applicant's credit card.....
 5. A copy of the installer's proof of insurance.....
 6. Copies of product specification sheets for the installed models of EV charging units. Product specification sheets must confirm compliance with all technology requirements listed in Guidelines item #3.2.7. If the applicant is applying for the rebate to cover a networked unit, the product specification sheets must confirm that the unit has cellular, wireless or cable internet connectivity to enable remote communications.....
 7. Documentation of the applicant entity's legal status:
 - o If applicant is a Government or Corporation, a completed W-9.....
 - o If applicant is a Not For Profit, a completed W-9 and an IRS Tax Exemption letter..
 - o If applicant is a LLC, submit a completed W-9 and an IRS Acceptance letter.....
 8. Photograph(s) of the installed unit(s) after installation is complete.....