



CONNECTICUT HYDROGEN AND ELECTRIC AUTOMOBILE PURCHASE REBATE (CHEAPR) PROGRAM

IMPLEMENTATION MANUAL

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Definitions

Automated Clearing House (ACH) – A computer-based electronic network for processing financial transactions.

Battery Electric Vehicle (BEV) – Any vehicle that solely operates through use of an electric battery. All power and function are derived from batteries and electric motors. For the purposes of the CHEAPR Program, any vehicle classified by the California Air Resources Board (CARB) as a BEV shall be considered a BEV, with range defined exclusively by the all-electric range of the vehicle.

Distressed Municipality- a [distressed municipality](#), as designated by the Connecticut Department of Economic and Community Development [State statute defined - CGS 32-9p](#).

Note: A distressed municipality includes municipalities that no longer meet the threshold requirements but are still in a 5-year grace period.

Electric Vehicle (EV) - Any battery electric vehicle, fuel cell electric vehicle, plug-in hybrid electric vehicle or range-extended battery electric vehicle.

Environmental Justice Community- [defined](#) census block groups where 30% of the population is living below 200% of the federal poverty level. [State statute defined - CGS 22a-20a\(a\)\(1\)](#)

Fuel Cell Electric Vehicle (FCEV) – A vehicle that generates electricity using oxygen and compressed hydrogen within a fuel cell. This type of vehicle uses electricity rather than a combustion engine.

Residency and Income Qualified Applicants – Any applicant that meets the CHEAPR Program residency or income requirements through a residential address¹ located within an Environmental Justice (EJ) Community or Distressed Municipality, or proof of household income less than 300% of the Federal Poverty Level², or Proof of Participation in an approved state or federal income-qualified program. The approved programs are listed in Appendix A.

Manufacturer’s Suggested Retail Price (MSRP) – The recommended sale price that is determined by the vehicle’s manufacturer. This price does not include destination fees or any additional upgrades that the consumer elects to add on.

Motor Vehicle - Any vehicle propelled or drawn by any non-muscular power, except aircraft, motor boats, road rollers, baggage trucks used about railroad stations or other mass transit facilities, electric battery-operated wheel chairs when operated by persons with physical disabilities at speeds not exceeding fifteen (15) miles per hour, golf carts operated on highways solely for the purpose of crossing from one part of the golf course to another, golf-cart-type vehicles operated on roads or

¹ Residency may be established by proof of vehicle registration or utility bill in an Applicant’s name.

² As issued by the Federal Department of Health and Human Services for each year (*see [Poverty Guidelines | ASPE \(hhs.gov\)](#)*).



highways on the grounds of state institutions by state employees, agricultural tractors, farm implements, such vehicles as run only on rails or tracks, self-propelled snow plows, snow blowers and lawn mowers, when used for the purposes for which they were designed and operated at speeds not exceeding four miles per hour, whether or not the operator rides on or walks behind such equipment, motor-driven cycles, as defined in Conn. Gen. Stat. § 14-286, special mobile equipment, as defined in Conn. Gen. Stat. § 14-165, mini-motorcycles, as defined in Conn. Gen. Stat. § 14-289j, electric bicycles, electric foot scooters and any other vehicle not suitable for operation on a highway.

New Vehicle – A vehicle that is constructed of new parts, has never been the subject of a retail sale, and never registered with the Connecticut Department of Motor Vehicles (DMV) or with the appropriate agency or authority in any other jurisdiction.

Original Equipment Manufacturer (OEM) – The company that produces parts and equipment directly for vehicles.

Ownership Period – The period that the applicant is financially responsible for the vehicle. For the purposes of the CHEAPR program, this period must encompass a minimum of twenty-four (24) consecutive months beginning immediately after the vehicle purchase or lease.

Participating Dealership – Licensed, new, or used dealership within the State of Connecticut that is enrolled in the CHEAPR Program.

Plug-In Hybrid Electric Vehicle (PHEV) – A vehicle that can be powered by either a rechargeable battery or a traditional combustion engine. These vehicles must also have zero- emission vehicle range capability while running on the battery powered engine.

Point-of-Sale (POS) – The time at which a sales or lease transaction to convey an eligible EV occurred.

Rebate+ New - The incentive granted to qualifying applicants based on residency or household income eligibility. This incentive is available for new vehicles and is an additional incentive to the Standard Rebate for new vehicles available only at point-of-sale once prequalification application is approved.

Rebate+ Used - The incentive granted to qualifying applicants based on residency or income eligibility. This incentive is available for eligible used vehicles and is available at point-of-sale or post purchase once prequalification application is approved.

Used Vehicle – A vehicle which has been previously and separately registered with the DMV and is eligible for retail sale to another party. Vehicles will be listed as “used” on the motor vehicle purchase or lease agreement.

Vehicle - Any device suitable for the conveyance, drawing or other transportation of persons or property, whether operated on wheels, runners, a cushion of air or by any other means. The term does not include devices propelled or drawn by human power or devices used exclusively on tracks.

Annual Adjusted Gross Household Income (Household Income or AGI) – The annual adjusted



gross income (AGI) of all applicants and all other individuals in the same household/unit of the age eighteen (18) or older. Household members under the age of eighteen (18) are not required to submit their income but they do still count towards the number of household members.



Introduction

The Connecticut Hydrogen and Electric Automobile Purchase Rebate Program (CHEAPR or the Program) offers financial incentives to Connecticut residents (Applicant(s)) who purchase or lease an eligible battery electric, plug-in hybrid electric, or fuel cell electric vehicle (EV) from a licensed Connecticut automobile dealership. Applicants must adhere to and comply with this Implementation Manual. The purchase or lease of an eligible vehicle does not entitle a buyer or lessee to a rebate payment and no express property right is created by the Program.

The Program, as established pursuant to Conn. Gen. Stat. § 22a-202 and as recently amended by Conn. Act 22-25, is funded through a fee on new motor vehicle sales and a fee on motor vehicle registration renewals. The Program is implemented by the State of Connecticut Department of Energy and Environmental Protection (DEEP) with the input of a seventeen (17) member advisory board (CHEAPR Board) and is administered by the Center for Sustainable Energy® (CSE or Program Administrator) to promote the production and use of zero and low emission vehicles.

This Implementation Manual outlines the Program and provides important details on Program parameters, such as dealer roles and responsibilities, vehicle eligibility and incentive levels, applicant requirements, and the application process.

Program Overview

The Program offers eligible applicants up to \$9,500 in incentives contingent upon availability of funds. An Applicant may receive a Standard Rebate and, if qualified, an additional Rebate+ New incentive to reduce the price of an eligible EV at the POS, provided it is purchased or leased at a participating licensed Connecticut new automobile dealer (*see* Section 4 hereinbelow). The Program is also able to process rebate applications for individual consumers who purchase or lease an eligible EV directly from an original equipment manufacturer (OEM) that does not have licensed franchised new automobile dealers in Connecticut (e.g., Tesla, Fisker).

The Program offers eligible Residency or Income Qualified applicants an additional Rebate+ New incentive to be applied at the POS to the purchase or lease of an eligible New Vehicle. A Rebate+ Used incentive can be applied either at the POS or post purchase for qualifying Used Vehicles.

Eligible EVs include certain PHEVs, BEVs, and FCEVs. The CHEAPR list of Eligible Vehicles will be periodically updated as vehicle models are approved. The OEM must contact the Program Administrator via email for eligibility consideration and must provide VIN decipherment, pricing information, and a marketing photo of the vehicle. If the vehicle meets Program eligibility criteria (as outlined in each Vehicle Eligibility section), the Program Administrator will add the vehicle to the list of Eligible Vehicles.

After finalizing a transaction price for an eligible vehicle and deducting the value of the CHEAPR rebate, if applicable, post-sales tax from the final price on a clearly distinguishable purchase and sale or lease agreement, an application must be submitted through the application portal (<https://apply.drivecheapr-ct.org/>) no later than forty-five (45) calendar days after the purchase or lease date of an eligible New Vehicle.



Program rules and requirements are determined by DEEP and informed by the CHEAPR Board. DEEP reserves the right, within the parameters set forth in Conn. Gen. Stat. § 22a-202, as amended by Conn. Act 22-25, to make any changes to any program parameter at any time deemed necessary to maintain the Program. Other Program rules and requirements are as set forth in this Implementation Manual, which may be amended from time to time.

1. Standard Rebate

1.1 Applicant Eligibility

Any Connecticut resident purchasing or leasing an eligible vehicle from a Participating Dealership or OEM is qualified to apply for a CHEAPR Standard Rebate incentive. An Applicant is limited to one (1) CHEAPR rebate every twenty-four (24) months and two (2) CHEAPR rebates per lifetime.

An Applicant must be the person that is listed on all supporting documentation. If an application is submitted with an incorrect name, the application will be canceled and a new application will need to be submitted if all eligibility requirements are otherwise met. If an application is submitted by the Applicant's legally authorized representative or agent, documentation demonstrating the authority of the representative or agent to sign/act on the Applicant's behalf will be necessary.

1.2 Vehicle Eligibility

DEEP, in conjunction with the Program Administrator, maintains the CHEAPR Eligible Vehicle Lists (Eligible Vehicle Lists). DEEP will update these lists periodically as vehicle models are approved. If a vehicle meets the eligibility requirements set forth in this section, DEEP will calculate the rebate amount and add the vehicle to the Eligible Vehicle Lists. Vehicle makes and models will be listed on the Eligible Vehicle Lists and on the Dealer Application within one (1) business day after DEEP approves the vehicles as eligible for the Program. DEEP will update this list periodically as vehicle models are approved.

To be eligible for a CHEAPR rebate, a vehicle must be on the Eligible Vehicle Lists. All vehicle models purchased or leased before being added to the Eligible Vehicle Lists are not eligible for a rebate. A rebate will not be issued if the purchaser or lessee of an eligible vehicle returns the vehicle prior to issuance of a rebate. A rebate recipient who returns a vehicle is liable for repayment as set forth in the Vehicle Ownership Provision (*see* Section 6.1 hereinbelow).

Vehicles must meet the following criteria to be eligible for an incentive:

1. Must be purchased or leased: (1) in Connecticut from a dealership licensed with the Connecticut DMV; or (2) from an OEM that does not have any licensed or franchised dealerships in Connecticut. Any sales not covered by these two (2) options are not eligible for a CHEAPR rebate.
2. Must be a New Vehicle (*see* Definitions section above). Under certain conditions, vehicles that are considered unwinds, rollbacks and test models as detailed below will be considered new by CHEAPR.

- Unwinds/Rollback and Test Model Vehicles.

Vehicles used as dealership floor and/or test drive models are eligible for the



rebate if the vehicles have not been previously registered with the Connecticut DMV or in any other state. Rebate applications for floor and/or test drive models, unwind and rollback vehicles will be assessed on a case-by-case basis and may require additional dealership confirmation.

A “rollback” occurs when a buyer purchases or leases a vehicle then returns it shortly after purchase, or when a buyer’s financing is disapproved.

An “unwind” occurs when registration is completed, but the sale was not consummated, and the buyer never took possession of the vehicle. Vehicles determined by the Program Administrator to be unrebated rollback or unwind vehicles will be eligible to receive a rebate.

Be highway capable (e.g., comply with all federal safety requirements necessary for legal operation on limited access highways in Connecticut).

3. Must have a base MSRP not exceeding \$50,000 for eligible PHEV, BEV, and FCEV models.

The following vehicles are not eligible at this time:

- Aftermarket plug-in hybrid electric and battery electric vehicle conversions;
- Electric scooters, all-terrain vehicles (ATVs), neighborhood, or low speed electric vehicles; and
- Electric motorcycles
- Any vehicle for which an incentive was issued must be made available for follow-up inspection if requested by the Program Administrator, DEEP, or DEEP’s designee for Program oversight and accountability.

Vehicles are not permitted to have any material modifications or modifications to the emissions control systems, hardware, software calibrations or hybrid system.

1.3 Application Process

For the Standard Rebate, a dealer must first credit an Applicant the value of the rebate, apply for the rebate on behalf of an Applicant, and submit supporting documents through the application portal. The dealer must apply the incentive at the POS, with the funds applied in the form of a credit towards the purchase or lease of the vehicle. The dealer will be reimbursed by the Program within ten (10) days of an approved application and the Applicant will not receive any additional POS rebate funds from the Program. Standard Rebates will be issued directly to the dealership or OEM through ACH deposit. This is the only pathway for an Applicant to receive the Standard Rebate.

Applications and supporting documentation must be submitted by the dealer via the application portal within forty-five (45) days from the date of purchase or lease of an eligible vehicle. Applications must be submitted after an Applicant has taken possession of the vehicle. Applications submitted more than forty-five (45) calendar days after the purchase or lease of an eligible vehicle or prior to taking possession of the vehicle are ineligible and will be cancelled.



For purchases, the date of purchase is either the day the final purchase agreement is signed or the day the Applicant comes into possession of the vehicle. For leases, the date of lease is the date the lease commences as specified in a signed lease agreement. The date that a deposit was placed on an eligible vehicle does not constitute the purchase or lease date of such vehicle and does not entitle a buyer or lessee to an incentive payment under this Program.

Program communications will be sent via email from cheapr@energycenter.org. Dealers should add this email to their safe senders list to ensure notifications from the Program are not sent to their spam email folders. Failure to submit documentation due to Program notification emails being filtered as spam does not give rise to grounds for appeal to CHEAPR. Dealers are responsible for responding to Program communication to provide additional information as requested. Extensions will not be granted if an application is cancelled due to failure to respond to requests for additional information.

1.4 Supporting Documents

Supporting documentation includes, at a minimum, the following:

1. Acknowledgement of Terms and Conditions. An Applicant must sign the most current Program Terms and Conditions.
2. A copy of the vehicle's valid permanent Connecticut Vehicle Registration Certificate. A vehicle registration application is not acceptable.
3. A copy of the signed and executed sales or lease contract with an itemization of credits, discounts and incentives received, if applicable. Both the Applicant and the dealership must be listed on the document. All pages must be present and legible. The applied CHEAPR rebate amount must be clearly listed on the purchase or lease agreement.
4. Proof of Connecticut residency: A copy of the Applicant's current Connecticut driver's license.
 - a. Unique Identifier: An Applicant is required to disclose their Connecticut driver's license number at the time of rebate application and to provide a legible copy of their Connecticut driver's license as part of the supporting documentation. DEEP or its designee may seek financial reimbursement and/or civil and criminal penalties from an Applicant for non-disclosure or inaccurate disclosure of their Connecticut driver's license number.
 - b. An Applicant who does not have a Connecticut driver's license will be required to provide a legible copy of an alternate unique identifier as approved by the Program Administrator and one (1) of these alternate forms of proof of residency:
 - i. A utility or cable bill dated within the last three (3) months;
 - ii. A copy of the current DMV registration of another vehicle in the name of the Applicant. A registration for a planned Non-Operational vehicle does not meet this requirement;
 - iii. An Applicant's signed, dated, and notarized residential rental



- agreement;
 - iv. Military orders for active-duty military members stationed in Connecticut but with permanent residency in another state; or
 - v. Other valid form of Connecticut residency as approved by DEEP.
5. Signed and completed rebate transfer form.

For security purposes, supporting documents that are sent on removable media (flash drives, CD's, DVD's, etc.) or through embedded links in an email will not be accepted.

2. Rebate+ New- Prequalification Required

2.1 Applicant Eligibility

An Applicant is eligible for an additional Rebate+ New incentive if they meet the Residency and/or Income Qualification requirement of the Program. Rebate+ New incentives for New Vehicles are limited to applicants who:

1. Reside at an address located within an Environmental Justice (EJ) Community or Distressed Municipality (as listed in [Attachment C](#));
2. Have a household annual adjusted gross income (AGI) less than 300% of the Federal Poverty Level (as outlined in [Attachment B](#)); or
 - a. An Applicant who is claimed as a dependent on another person's tax return is not eligible to receive the additional Rebate+ New incentive.
3. Are enrolled in an approved state or federal income-qualified program (as listed in [Attachment A](#)).

2.2 Vehicle Eligibility

The Rebate+ New incentive can be combined with the Standard Rebate incentive for purchases or leases that meet the eligible New vehicle criteria detailed in Section 1.2 hereinabove.

2.3 Application Process

An Applicant must submit a separate Rebate+ New incentive prequalification application prior to the purchase or lease of an eligible New Vehicle through the application portal to confirm that they meet one (1) of the three (3) Residency or Income Qualification criteria as listed in Section 2.1 hereinabove. The date of an Applicant's prequalification approval must be before the date of purchase or lease of a New Vehicle. A date of purchase or lease of an eligible vehicle prior to the approval of a prequalification application is ineligible and the dealer redemption application will be cancelled.

The dealer may verify an Applicant's eligibility for the additional Rebate+ New incentive via the application portal. Upon verifying an Applicant's prequalification approval, the dealer must first credit an Applicant the value of the incentives (Standard Rebate and Rebate+ New amounts), apply for the incentives on behalf of an Applicant, and submit supporting documents via the applicant



portal. The dealer must apply the incentives at the POS, with the funds applied in the form of a credit towards the purchase or lease of the vehicle. The dealer will be reimbursed by the Program within ten (10) days of an approved application and the Applicant will not receive any additional POS incentive funds from the Program. Rebate+ New incentives will be issued directly to the dealership or OEM through ACH deposit. This is the only pathway for an Applicant to receive the Rebate+ New incentive.

Applications and supporting documentation must be submitted by the dealer via the application portal within forty-five (45) days from the date of purchase or lease of an eligible vehicle. An application must be submitted after an Applicant has taken possession of the vehicle. An application submitted more than forty-five (45) calendar days after the purchase or lease of an eligible vehicle or prior to taking possession of the vehicle are ineligible and will be cancelled.

For purchases, the date of purchase is either the day the final purchase agreement is signed or the day an Applicant comes into possession of the vehicle. For leases, the date of lease is the date the lease commences as specified in a signed lease agreement. The date that a deposit was placed on an eligible vehicle does not constitute the purchase or lease date of such vehicle and does not entitle a buyer or lessee to an incentive payment under this Program.

Program communications will be sent via email from cheapr@energycenter.org. Dealers should add this email to their safe senders list to ensure notifications from the Program are not sent to their spam email folders. Failure to submit documentation due to Program notification emails being filtered as spam does not give rise to grounds for appeal to CHEAPR. Dealers are responsible for responding to Program communication to provide additional information as requested. Extensions will not be granted if an application is cancelled due to failure to timely respond to requests for additional information.

2.4 Supporting Documents

To submit a Rebate+ New incentive prequalification application, the following document(s), at a minimum, must be submitted depending on the Applicant's eligibility qualification:

1. Proof of a residential address located within an Environmental Justice (EJ) Community or Distressed Municipality;
2. Proof of household annual adjusted gross income less than 300% of the Federal Poverty Level provided via the federal tax return transcript from the most recent tax year; or
3. Proof of participation in an approved state or federal income-qualified program at the time of the vehicle purchase/lease. Proof of enrollment must be in the name of the Applicant.

Once the dealer submits the POS redemption application, the supporting documentation listed in Section 1.4 hereinabove will be required.



3. Rebate+ Used- Prequalification and Post Purchase

3.1 Applicant Eligibility

An Applicant is eligible for a Rebate+ Used incentive if they meet the Residency and/or Income Qualification requirement of the Program (*see* Section 1.4 hereinabove). Rebate+ Used incentives are limited to Applicants who:

1. Reside at an address located within an Environmental Justice (EJ) Community or Distressed Municipality (as listed in [Attachment C](#)); or
2. Have a household annual adjusted gross income (AGI) less than 300% of the Federal Poverty Level (as outlined in [Attachment B](#)); or
 - a. Applicants that are claimed as a dependent on another person's tax return are not eligible to receive the additional Rebate+ Used incentive.
3. Are enrolled in an approved state or federal income-qualified program (as listed in [Attachment A](#)).

3.2 Used Vehicle Eligibility

Used Vehicles must meet the following criteria to be eligible for a rebate:

1. Must be purchased or leased in Connecticut from a dealership licensed with the Connecticut DMV or from an OEM that does not have any licensed or franchised dealerships in Connecticut. Eligible Used Vehicles may be purchased online as well (e.g., Carvana, CarMax). Private sales are not eligible. Any sales not covered by the two (2) options above are not eligible for a CHEAPR rebate;
2. Must be a model year no older than the current calendar year plus the previous three (3) model years.
3. Must be a Used Vehicle (*see* Definitions section above);
4. Be highway capable (e.g., comply with all federal safety requirements necessary for legal operation on limited access highways in Connecticut);
5. Must have had a New vehicle original base MSRP not exceeding \$50,000 for eligible PHEV, BEV, and FCEV models; and
6. Must meet all Program vehicle eligibility requirements for both New and Used Vehicles as previously detailed in Section 1.2 above.

The following vehicles are not eligible at this time:

- Aftermarket plug-in hybrid electric and battery electric vehicle conversions;
- Electric scooters, all-terrain vehicles (ATVs), neighborhood, or low speed electric vehicles; and
- Electric motorcycles..



Any vehicle for which an incentive was issued must be made available for follow-up inspection if requested by the Program Administrator, DEEP, or DEEP's designee for Program oversight and accountability.

Vehicles are not permitted to have any material modifications or modifications to the emissions control systems, hardware, software calibrations or hybrid system.

Used Vehicles previously owned or leased by an Applicant are ineligible. Additional information may be requested to confirm an Applicant is not buying, selling, or leasing vehicles in a manner that circumvents the Program's intent.

3.3 Application Process

Applications and supporting documentation must be submitted by an Applicant via the application portal within forty-five (45) days from the date of purchase or lease of an eligible vehicle through the application portal. An application must be submitted after an Applicant has taken possession of the vehicle. An application submitted more than forty-five (45) calendar days after the purchase or lease of an eligible vehicle or prior to taking possession of the vehicle are ineligible and will be cancelled.

For purchases, the date of purchase is either the day the final purchase agreement is signed or the day the Applicant comes into possession of the vehicle. For leases, the date of lease is the date the lease commences as specified in a signed lease agreement. The date that a deposit was placed on an eligible vehicle does not constitute the purchase or lease date of such vehicle and does not entitle a buyer or lessee to an incentive payment under this Program.

A Rebate+ Used Applicant who submits their post purchase application and supporting documentation by U.S. mail will have their submission date determined by U.S mail postmark. The Program mailing address is:

**Center for Sustainable Energy, ATTN: CHEAPR
3980 Sherman Street, Suite 170, San Diego, CA 92110**

Program communications will be sent via email from cheapr@energycenter.org. Dealers and Applicants should add this email to their safe senders list to ensure notifications from the Program are not sent to their spam email folders. Failure to submit documentation due to Program notification emails being filtered as spam does not give rise to grounds for appeal to CHEAPR. Dealers and Applicants are responsible for submitting the correct email address in the application and to respond to Program communication to provide additional information as requested. Extensions will not be granted if an application is cancelled due to failure to respond to requests for additional information.

An Applicant may apply for the Rebate+ Used incentive through one (1) of the two (2) following options:

3.3.1 Prequalification

An Applicant must submit a separate Rebate+ Used incentive prequalification application via the application portal to confirm that they meet one (1) of the three (3) Residency or Income



Qualification criteria listed in Section 3.1 hereinabove. The date of an Applicant's prequalification approval must be before the date of purchase or lease of a Used Vehicle. The dealer may verify an Applicant's eligibility for the additional Rebate+ Used incentive via the application portal.

Upon verifying an Applicant's prequalification approval, the dealer must first credit an Applicant the value of the incentive, apply for the incentive on behalf of an Applicant, and submit supporting documents via the applicant portal. The dealer must apply the incentive at the POS, with the funds applied in the form of a credit towards the purchase or lease of the Used Vehicle. The dealer will be reimbursed by the program within ten (10) days of an approved application and an Applicant will not receive any additional POS incentive funds from the Program. Rebate+ Used incentives will be issued directly to the dealership or OEM through ACH deposit.

3.3.2 Post-Purchase

A Rebate+ Used Applicant may also apply post-purchase and supply their Rebate+ Used incentive qualification supporting documents alongside the additional required supporting documents via the application portal. Payments will be issued directly to an Applicant via either ACH or check after their purchase of an eligible EV. The Program is not responsible for incentive funds that are incorrectly deposited as a result of incorrect ACH information supplied by an Applicant. An Applicant who requests an incentive check must cash it within ninety (90) days of the date on the check. Checks not cashed within this timeframe will be cancelled, and the incentive funds will be returned to the Program. The Program Administrator may request a voided check from an Applicant to validate the ACH information provided.

An Applicant who does not have the capability to apply or submit supporting documents via the application portal should contact the Program Administrator to request a paper application at (855) 704-6350 or cheapr@energycenter.org.

3.4 Supporting Documents

3.4.1 Prequalification

To submit a Rebate+ Used incentive prequalification application, the following document(s), at a minimum, must be submitted depending on an Applicant's eligibility qualification:

1. Proof of a residential address located within an Environmental Justice (EJ) Community or Distressed Municipality;
2. Proof of household annual adjusted gross income (AGI) less than 300% of the Federal Poverty Level provided via the federal tax return transcript from the most recent tax year; or
3. Proof of participation in an approved state or federal income-qualified program at the time of the vehicle purchase/lease. Proof of enrollment must be in the name of the Applicant.

Once the dealer submits the POS redemption application, the supporting documentation listed in Section 1.4 hereinabove will be required.



3.4.2 Post Purchase

Supporting documentation includes, at a minimum, the following:

1. A copy of the vehicle's valid permanent Connecticut Vehicle Registration Certificate. A vehicle registration application is not acceptable.
2. A copy of the signed and executed sales or lease contract with an itemization of credits, discounts and incentives received, if applicable. Both the Applicant and the dealership must be listed on the document. All pages must be present and legible.
3. Proof of Connecticut residency: A copy of the Applicant's current Connecticut driver's license. If qualifying for Rebate+ Used through residency within an Environmental Justice (EJ) Community or Distressed Municipality, no further proof of residency documents will be required.
 - a. Unique Identifier: All applicants are required to disclose their Connecticut driver's license number at the time of rebate application and to provide a legible copy of their Connecticut driver's license as part of the supporting documentation. DEEP or its designee may seek financial reimbursement and/or civil and criminal penalties from an Applicant for non-disclosure or inaccurate disclosure of their Connecticut driver's license number.
 - b. An applicant who does not have a Connecticut driver's license will be required to provide a legible copy of an alternate unique identifier as approved by the Program Administrator and one (1) of these alternate forms of proof of residency:
 - i. A utility or cable bill dated within the last three (3) months.
 - ii. A copy of the current DMV registration of another vehicle in the name of the Applicant. A registration for a planned Non-Operational vehicle does not meet this requirement.
 - iii. An Applicant's signed, dated, and notarized residential rental agreement.
 - iv. Military orders for active-duty military members stationed in Connecticut but with permanent residency in another state.
 - v. Other valid form of Connecticut residency as approved by DEEP.
4. Rebate+ Used incentive qualification supporting documentation:
 - a. Proof of a residential address located within an Environmental Justice (EJ) Community or Distressed Municipality;
 - b. Proof of household annual adjusted gross income (AGI) less than 300% of the Federal Poverty Level provided via the federal tax return transcript from the most recent tax year; or
 - c. Proof of participation in an approved state or federal income-qualified program at the time of the vehicle purchase or lease. Proof of enrollment must be in the name of the Applicant.



4. Dealer Duties and Requirements

Dealers must apply Standard Rebates and Rebate+ New or Used incentives, if applicable, at time of purchase and must submit an application via the application portal. These funds are to be applied in the form of a credit towards the purchase or lease of an eligible vehicle. To qualify for the Program, a dealer must be registered via the application portal and be a licensed Connecticut franchised new automobile dealership. OEM's that do not have any licensed or franchised dealership in the state of Connecticut are also eligible. Proof of licensure will be required to complete the CHEAPR Dealer Enrollment Process. Dealers must complete the Dealer Enrollment Process before submitting applications. Additionally, for each application, a dealer must ensure that an Applicant acknowledges this Implementation Manual and signs the most current Program Terms & Conditions to be reimbursed for the rebate and receive the additional dealer incentive.

4.1 Dealer Enrollment Process

Dealers must enroll in the Program via the application portal and be approved by the Program Administrator prior to submitting their first application. An individual who enrolls on behalf of a dealership will have access to the ACH information and the ability to manage the other accounts associated with the dealership (Primary Contact). For this reason, a dealership's principal or owner, general manager, finance manager or agent in a similar position with access to the dealership's banking information should enroll as the Primary Contact.

Dealers or eligible OEMs must provide the following information during the Dealer Enrollment Process prior to submitting applications on behalf of consumers:

1. Dealership or OEM name, license number, mailing address, phone number, and general email.
2. ACH information. The Dealership or eligible OEM are responsible for providing the Program Administrator with correct ACH information for rebate payments. A voided check may be requested to validate the ACH information provided.

Once enrollment of a dealership or an OEM is verified, the Primary Contact will receive an email with a unique ID. The Primary Contact will need to log in and upload ACH information before any applications can be submitted or incentive funds are received. This unique ID is necessary to link employees accounts to the primary dealership or OEM account. Each dealership or OEM will receive three (3) accounts total: one (1) primary account and two (2) secondary employee accounts.

4.2 Dealership Incentive

The dealership incentive is designed to reduce the barrier for dealerships to sell or lease BEVs, PHEVs, or FCEVs. **OEMs with distribution locations that only sell BEVs are not eligible for a dealer incentive, nor are dealerships that only sell used vehicles.** To be eligible to receive a dealer incentive, dealerships must apply for an incentive on behalf of an Applicant.

Connecticut franchised new automobile dealers are eligible to receive a dealer incentive on approved applications of:



- \$125 for each eligible vehicle sold with an incentive amount of \$1,500 or greater; and
- \$75 for all other eligible vehicles.

The Program Administrator will issue dealer incentive payments for approved applications via ACH on a weekly basis.

4.3 OEM Direct Purchases

Direct OEM purchases or leases are ineligible if the OEM has licensed dealerships in the State of Connecticut. If the OEM does not have distribution channels in the State, then direct purchases made from the OEM outside the State will be eligible. If such vehicles become authorized for sale or lease within Connecticut, an Applicant will be required to purchase or lease such vehicles from retail locations within the State to qualify for Program incentives.

An Applicant must meet all Program requirements when purchasing an eligible vehicle through an eligible OEM, as outlined in this Implementation Manual and the Program Terms and Conditions. The “Date of Sale” on the out-of-state Retail Certificate of Sale is considered the date of purchase or lease of an eligible vehicle from Tesla or another OEM.

Furthermore, all time limitations set out in this Implementation Manual will be strictly enforced regardless of whether any eligible OEM Applicant received actual notice prior to or after vehicle purchase or lease.

5. Appeals Process

DEEP will consider an appeal of a denial of an incentive application by the Program Administrator on a case-by-case basis. To request that DEEP consider an appeal, a dealer or an Applicant must contact cheapr@energycenter.org within sixty (60) calendar days of the date of application denial.

Dealers or consumers who did not submit an application but would still like to appeal their eligibility for an incentive must submit an appeal request within six (6) months of the vehicle date of purchase. The appeal must include all facts that form the basis for the appeal.

Failure of a dealer to advise a prospective applicant of the Program or the provision of false or incorrect information by a dealer are not grounds for appeal to CHEAPR. If the only basis for the appeal is that an Applicant disagrees with the policies set forth in this CHEAPR Implementation Manual or Program Terms and Conditions, the appeal will be denied.

6. Vehicle Purchaser or Lessee Duties and Requirements

The Standard Rebate and Rebate+ New incentives, available for eligible New Vehicles, must be applied for by a dealership and be applied at the POS. This means a dealer must deduct the value of the incentive(s) from the final agreed upon price of the eligible vehicle. A dealer will then be reimbursed by the Program. The purchaser or lessee is responsible for providing all required documentation to their dealership representative. The incentive is applied to the sales or lease price of the eligible vehicle and may not be assigned to any entity other than the dealership.



The Rebate+ Used incentive, available for eligible Used Vehicles, may either: (1) follow the prequalification voucher process whereby the dealership will deduct the value of the approved incentive from the final agreed upon price of the vehicle; or (2) follow the post-purchase process whereby the incentive is applied for directly by an Applicant and all supporting documentation must be submitted via the application portal. Following the post-purchase process, the Rebate+ Used incentive will be issued directly to an Applicant and an Applicant may not assign the rebate to any other entity.

An Applicant must meet the following eligibility criteria to participate in the Program:

1. Be a Connecticut resident at the time the eligible vehicle is purchased or leased. Active-duty military members stationed in Connecticut are eligible to apply for a rebate;
2. Purchase or lease an eligible vehicle in Connecticut (*see* Section 1.2);
3. Not make or allow any modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system;
4. Retain ownership of the vehicle for a minimum of twenty-four (24) consecutive months immediately after the vehicle purchase or lease date (Ownership Period);
5. For leased vehicles, the original lease must be a minimum of twenty-four (24) months;
6. No rebates will be issued to an Applicant if they have relinquished ownership of the eligible vehicle prior to receiving the rebate;
7. Register the vehicle with the Connecticut DMV for a minimum of twenty-four (24) consecutive months; and
8. For Rebate+ New and Rebate+ Used Applicants, meet the Program's Residency and/or Income Qualifications (*see* Sections 2.1 and 3.1 hereinabove).

6.1 Vehicle Ownership Provision

An Applicant is required to keep the vehicle and meet all applicable Program requirements for the specified Ownership Period.

Resale of a vehicle or return of a leased vehicle to a dealer may be allowed within this Ownership Period on a case-by-case basis if necessitated by unforeseen or unavoidable circumstances such as a total loss or OEM recall. An Applicant is required to notify the Program Administrator in writing in advance of selling or returning a vehicle or terminating a lease prior to the required Ownership Period.



An Applicant who resells or returns a vehicle must refund a full or prorated portion of their incentive, in an amount equivalent to the original incentive amount divided by twenty-four (24) months and then multiplied by the number of months remaining in the original 24-month period (rounded to the nearest month):

$$\frac{\text{(Original Incentive Amount} \div \text{24 Months)}}{\text{x}} \\ \text{(24 – months since vehicle purchase or lease date)}$$

An Applicant will have thirty (30) days from the first day they relinquish ownership or possession of the vehicle to repay the Program. Failure to remit this reimbursement to the Program will render the Applicant ineligible for future participation in the Program. DEEP reserves the right to pursue any legal remedy against an Applicant for repayment of funds. If the vehicle is destroyed (i.e., ‘totaled’), recalled by the OEM, or transferred due to the death of an Applicant prior to expiration of the Ownership Period, then no such payment will be required.

If a manufacturer defect or other unforeseen circumstances require the replacement of a CHEAPR-rebated vehicle with another vehicle of the same technology type or upgrade (e.g., replacement of a PHEV with a BEV), the Program Administrator, in conjunction with DEEP, may exercise its discretion to allow updated information to be provided with no return of Program funds. To be considered, the replacement vehicle must be on the current Eligible Vehicle Lists at the time the replacement is purchased or be the exact same model that was originally rebated. Transfers or assumptions of a lease are not allowed. The replacement vehicle will be used to fulfill the Ownership Period requirement of the originally rebated vehicle and is not eligible for a new or additional Program incentive.

7. Mandatory Applicant Survey and Additional Communication

The Program application process requires the completion of an applicant survey. The survey assesses the influence of rebates and other applicable incentives at the time of the purchase or lease decision. It also gathers data on average annual vehicle miles traveled (VMT) and Applicant income.

The survey link is available in the confirmation email that is sent to an Applicant and the dealership after approval of an online application. The survey must be completed in order to receive Program incentives.

The Program Administrator implements tracking mechanisms that measure survey responses and provides emails encouraging applicants who have not taken the survey after submitting supporting documents to complete the survey. Email notifications are automatically sent to an Applicant, dealer, and Program Administrator when the survey is completed.

An Applicant consents to receiving future correspondences from DEEP and/or Connecticut utility companies regarding additional electric vehicle or related incentive programs. All future correspondence will comply with the Connecticut Data Privacy Act ([Public Act No. 22-15](#)) and Applicant will have an opportunity to opt out of such correspondences.



8. False Statements

An Applicant or dealership who provides a false statement in any of the submitted information to the Program may be criminally liable under Conn. Gen. Stat. § § 22a-175 and 53a-157b, and in accordance with any other applicable statute, and such action could result in rebate denial or removal of a dealership from the Program.

9. Incentive Amounts

Incentive amounts are determined by vehicle type. For applicants purchasing or leasing a New Vehicle who are also eligible for Rebate+ New, the incentive amounts can be combined but require a separate Rebate+ New incentive prequalification application. The total incentive amounts available are set forth in Table 1 below:

Table 1: Incentive Amounts

	BEV	PHEV	FCEV
Standard Rebate	\$2,250	\$750	\$7,500
Rebate+ New	\$2,000	\$1,500	\$2,000
Rebate+ Used	\$3,000	\$1,125	\$7,500

10. Reservation of Funds

All applications must be submitted prior to exhaustion of incentive funds.

Available incentive funds will be reserved by the Program Administrator following submission of an online Dealer Application for the Standard Rebate and Rebate+ New, and submission of an online application by an Applicant for Rebate+ Used. If all correct supporting documents are not received by the end of the forty-five (45) day allotted period, the Program Administrator will cancel the application and return the reserved amount to the Program. This includes registering the vehicle within Connecticut and submitting the valid Connecticut Registration Certificate within this forty-five (45) day period. Submission of an application does not guarantee availability of Program funds.

It is highly recommended that supporting documentation be submitted as soon as possible to avoid cancellation of an application due to late or incomplete submission of documents. Dealers and applicants should be aware that vehicle delivery delays or failure of a dealer or applicant to submit a timely Connecticut vehicle registration application to the Connecticut DMV could result in the cancellation of an application.

Incentives will be reserved and issued on a first-come, first-served basis based on receipt of complete applications prior to exhaustion of available Program funds. A complete application means that the Program Administrator has received an application for an eligible vehicle along with all supporting documents. Incentives will be issued via ACH within ten (10) calendar days from application approval contingent on availability of Program funds. Rebate+ Used incentives will only



be issued directly to the Applicant, who may elect to have the incentive issued via ACH or a mailed paper check. Standard Rebate and Rebate+ New incentives will only be issued to the dealership or OEM via ACH.

Prequalification approval for Rebate+ New and Used incentives will remain active for twelve (12) months from the time of approval after which time an Applicant must reapply for the Program.

11. Rebate+ New and Used Qualifying Criteria

Please see Attachments A, B, and C for qualifying criteria.



Attachment A - Income Qualifying Programs

All supporting documents must contain the following information:

- Applicant’s name;
- Name of qualifying state or federal program;
- The government entity (state, federal or tribal) or the managed care organization that issued the document; and
- Issue date.

Unless otherwise stated below, the supporting document must be dated within the last twelve (12) months OR have a future expiration date beyond the date of an application.

Table 2: List of Income Qualifying Programs and Acceptable Documentation

Program	Acceptable Documentation
Energy Assistance Program (CEAP)	CEAP Eligibility Confirmation Letter
Weatherization Assistance Program (WAP)	CT-WAP Participation Card (or similar form by the Community Action Agency)
Supplemental Nutrition Assistance Program (SNAP)	SNAP Notice of Eligibility
Temporary Assistance for Needy Families (TANF), Temporary Family Assistance (TFA) or Tribal TANF	Award letter or Notice of Action
Head Start Income Eligible	Award letter, Notice of Action, Approved Head Start application, or Proof Enrollment in Head Start
Supplemental Security Income (SSI)	Benefits Verification Letter
National School Breakfast and Lunch Program (NSLP)	Notice of Application Approval. Must be dated within current school year
Bureau of Indian Affairs General Assistance	Award letter or Notice of Action
Medicaid	Award Letter or Notice of Action



HUD Housing Choice Voucher Program
(Section 8)

Award Letter, Notice of Action, or
Housing Voucher



Attachment B - Federal Poverty Income Guidelines

Table 3: 2024 Poverty Guidelines

Household/ Family Size	300%
1	\$45,180
2	\$61,320
3	\$77,460
4	\$93,600
5	\$109,740
6	\$125,880
7	\$142,020
8	\$158,160
9	\$174,300
10	\$190,440
11	\$206,580
12	\$222,720
13	\$238,860
14	\$255,000

Source: 2024 HHS Poverty Guidelines (<https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>). The 2024 poverty guidelines are in effect as of January 12, 2024.



Attachment C – 2023 Connecticut Environmental Justice (EJ) & Distressed Municipalities

Please note that the following list includes all towns that have an EJ census block group and that an entire town may not necessarily be designated as EJ. Applicants are responsible for determining their eligibility for the Rebate+ incentive levels prior to application.

Table 4. List of Environmental Justice Towns					
1	Ansonia	31	Killingly	61	Seymour
2	Bethel	32	Killingworth	62	Shelton
3	Bloomfield	33	Ledyard	63	Simsbury
4	Bridgeport	34	Lisbon	64	Southington
5	Bristol	35	Manchester	65	Sprague
6	Brooklyn	36	Mansfield	66	Stafford
7	Canaan	37	Meriden	67	Stamford
8	Clinton	38	Middletown	68	Stonington
9	Colchester	39	Milford	69	Stratford
10	Columbia	40	Monroe	70	Thomaston
11	Cromwell	41	Naugatuck	71	Thompson
12	Danbury	42	New Britain	72	Torrington
13	Derby	43	New Fairfield	73	Vernon
14	East Haddam	44	New Haven	74	Wallingford
15	East Hampton	45	New London	75	Waterbury
16	East Hartford	46	New Milford	76	Waterford
17	East Haven	47	Newington	77	Watertown
18	East Lyme	48	North Canaan	78	West Hartford
19	Ellington	49	North Stonington	79	West Haven
20	Enfield	50	Norwalk	80	Wethersfield
21	Essex	51	Norwich	81	Willington
22	Fairfield	52	Old Saybrook	82	Winchester
23	Farmington	53	Plainfield	83	Windham
24	Glastonbury	54	Plainville	84	Windsor
25	Greenwich	55	Plymouth	85	Windsor Locks
26	Griswold	56	Portland		
27	Groton	57	Preston		
28	Haddam	58	Putnam		
29	Hamden	59	Ridgefield		
30	Hartford	60	Rocky Hill		



Table 5. List of Distressed Municipalities

1	Ansonia
2	Bridgeport
3	Bristol
4	Chaplin
5	Derby
6	East Hartford
7	East Haven
8	Griswold
9	Hartford
10	Lisbon
11	Mansfield
12	Meriden
13	Montville
14	New Britain
15	New London
16	Norwich
17	Plymouth
18	Putnam
19	Sprague
20	Sterling
21	Torrington
22	Voluntown
23	Waterbury
24	West Haven
25	Winchester
26	Windham

Note: A distressed municipality, as designated by the Connecticut Department of Economic and Community Development, includes municipalities that no longer meet the threshold requirements but are still in a 5-year grace period. (See definition at CGS Sec. 32-9p(b).) Fitting into that grace period, ten towns continue to be eligible for distressed municipality benefits because they dropped off the list within the last five years. Those are **Bristol, Enfield, Groton, Killingly, Naugatuck, New Haven, North Stonington, Plainfield, Preston, and Stratford.**

Source: 2023 CT DEEP Environmental Justice Communities map:

(<https://ctdeep.maps.arcgis.com/apps/webappviewer/index.html?id=d04ec429d0a4477b9526689dc7809ffe>)

