

Oregon Clean Vehicle Rebate Program

Application Packet

Thank you for your interest in the Oregon Clean Vehicle Rebate Program! Enclosed you will find the Terms and Conditions, and Rebate Application Form. Please read the Terms and Conditions carefully to understand Program requirements.

Standard and Charge Ahead Rebates

You may apply for the Standard Rebate, the Charge Ahead Rebate, or both rebates. Rebate amounts vary based on eligible vehicle technology type and income. Eligible vehicles and the income eligibility calculator can be found on the [program website](#).

WHO QUALIFIES?	STANDARD REBATE	CHARGE AHEAD REBATE
Eligible Applicants	Oregon residents, businesses, nonprofits and government agencies	Oregon residents
Qualifying Vehicles	New battery electric vehicles and plug-in hybrid vehicles	New or used battery electric vehicles and plug-in hybrid vehicles
Rebate Amount	\$750 for electric motorcycles \$1,500 for battery under 10 kWh \$2,500 for battery 10 kWh or more	\$2,500
Income Requirement	No income requirement	Up to 120% of area median income (AMI)

How to apply – 4 steps

1. Read the Terms and Conditions carefully (pages 3-8). Confirm that your vehicle is eligible – refer to eligible vehicles on the [program website](#).
2. Fill out and sign the Rebate Application Form (pages 9-11).
3. Include a copy of all Required Documents (see page 6 of the Terms and Conditions)
 - Proof of Oregon Residency
 - Complete Purchase/Lease Agreement
 - Proof of Vehicle Registration
 - Local business license, articles of incorporation, or other formation document filed with the Oregon Secretary of State (**Businesses, nonprofits, and government agencies only**)
4. Mail your completed and signed Rebate Application Form and all required documents to:
Center for Sustainable Energy
ATTN: Oregon Clean Vehicle Rebate Project
3980 Sherman Street, Suite 170, San Diego, CA 92110
5. If applying for Charge Ahead, provide proof of income. After your required documents are received, the following forms will be emailed to you. You will receive an email from oregoncvrp@energycenter.org with these forms attached. Please complete these forms and upload to the secure document portal.
 - Household Summary Form (Charge Ahead Only)
 - Proof of Income (Charge Ahead Only). Form 4506-C for each household resident OR proof of enrollment in a Public Assistance Program

Alternative formats

The Department of Environmental Quality can provide documents in an alternate format or in a language other than English upon request. Please call DEQ at [800-452-4011](tel:800-452-4011) or email deqinfo@deq.state.or.us.

If you have questions about the Terms and Conditions or about filling out the application, please contact us at OregonCVRP@energycenter.org or call us at [855-383-4425](tel:855-383-4425).

Oregon Clean Vehicle Rebate Program

Terms and Conditions

As a condition of participation in the Oregon Clean Vehicle Rebate Program (“the Program”), the Applicant must adhere to and comply with the Terms and Conditions and any other requirements imposed by law, even if assigning a rebate to a Participating Dealership. Applicants are responsible for reviewing the Terms and Conditions prior to applying for a rebate.

DEQ will only issue rebates to Applicants who meet the Terms and Conditions, which include requirements as laid out in Oregon Administrative Rule Chapter 340, Division 270, and under Oregon law. This document is intended to explain the administrative rules and statutory requirements that apply to the program.

Part 1: Applicant and vehicle requirements

Applicant must meet requirements that include but are not limited to:

1. Applicant must be an Oregon resident, or an organization such as a business, non-profit, public entity or Oregon state or municipal government entity based in Oregon or with a current Oregon-based affiliate. All businesses and non-profits must be licensed to operate in Oregon. Businesses, non-profits, government or public entities are limited to ten (10) rebates per entity per calendar year.
2. Applicant must submit an application within six (6) months of the date of purchase or lease of an eligible vehicle. For the purposes of the Program, the date of purchase is the date purchase contract or security agreement was executed and signed. For the purposes of the program, the date of lease is the date which the lease agreement is signed.
 - a. For Tesla and other vehicles ordered without a standard purchase/lease agreement, the date of purchase or lease is the date of first vehicle registration. Applicants must take delivery of their vehicle before submitting a rebate application.
3. If applying for a Charge Ahead rebate, household income must be equal to or below 120% of the established Area Median Income (AMI) at the time the vehicle was purchased or leased. Income eligibility will be verified for the year the vehicle was purchased or leased or, if that income information is unavailable or inadequate, from a previous year. All income verification documentation must reflect the name of the Applicant.
4. Purchase or lease an eligible new or used vehicle that complies with Oregon Administrative Rule Chapter 340, Division 270. Eligible vehicles will be identified on the Program website.
 - a. Vehicle must be purchased or leased from a certified dealership or an original equipment manufacturer (“OEM”). If a vehicle is purchased through an OEM, the OEM cannot have any licensed, franchised, new automobile dealerships in Oregon.
 - b. Standard rebates are only available to new vehicles. Vehicles are only considered new if they have not been previously registered. Vehicles that were previously utilized as dealership floor models and test drive vehicles (demo vehicles) are eligible for a rebate *only* if they have not been previously registered. Vehicles determined by the Administrator to be unrebated rollback or unwind vehicles are considered new vehicles. Vehicles that have already received a rebate are not eligible for another Standard rebate, unless the full amount of the original rebate was returned. The Applicant is responsible for verifying in advance that the vehicle has not previously received a rebate.
5. If applying for a Charge Ahead rebate and purchasing a used vehicle, Applicant attests that they have not previously owned or leased the vehicle. Applicant must provide all information requested to confirm that

the Applicant is not buying, selling or leasing vehicles in a manner that circumvents the intent of the Charge Ahead Program.

6. Applicant must retain ownership of the vehicle for a minimum of 24 consecutive months immediately following the date of vehicle purchase or lease (“Ownership Requirement”) and register the vehicle for use in the state of Oregon with the Oregon DMV for that entire ownership period. For leased vehicles, the original lease term must be a minimum of 24 months.
 - a. Applicant is required to notify the Administrator in advance of the intent to sell, return, or terminate a lease in order to arrange for early termination of vehicle ownership and Ownership Requirement.
 - b. If Applicant violates the Ownership Requirement, they agree to remit the rebate to the Program, either in full or a pro-rated amount of the rebate as determined by the Administrator. DEQ or its designee reserves the right to recoup all rebate funds from the Applicant and may pursue other remedies available under the law.
 - c. Obtaining the rebate at the point of sale from a Participating Dealership does not alleviate Applicant’s responsibility to remit the rebate funds to the Program if the Ownership Requirement is not met.
 - d. Applicant must be available for follow-up inspection if requested by DEQ, or DEQ’s designee for project oversight and accountability.
7. Applicant certifies that they will not make or allow any modifications to the vehicle’s emissions control systems, hardware, software calibrations, or hybrid system.
8. Applicant certifies that they will participate in ongoing research efforts and surveys that support the Program goals, upon request from the Administrator.
9. For business, non-profit, public entity and Oregon state or municipal government Applicants, annual vehicle usage reports must be submitted to the Administrator for all rebated vehicles for a period of at least 24 months. Report data may include, but is not limited to, mileage reporting and annual fuel use by fuel type.

Part 2: Application process

To apply for a rebate, submit an application and all required documentation within six months of the purchase or lease date of the vehicle. Mail application and required documentation to the Program Administrator:

Center for Sustainable Energy,
ATTN: Oregon Clean Vehicle Rebate Project
3980 Sherman Street, Suite 170, San Diego, CA 92110

Submission date for mailed applications will be determined by U.S. mail postmark. For security purposes, required documents that are sent on removable media (flash drives, CD’s, DVD’s, etc.) or email will not be accepted.

Program communications will be sent via email. Program communications may include requests for additional documentation or information. It is the responsibility of the Applicant to submit a correct email address in the application and ensure the email address allows emails from the Program. Applicants are responsible for emails sent from the Program.

Required documentation

Paper application form completed, signed and dated by the Applicant or their legally authorized representative. Authorized representatives will be required to supply documentation to demonstrate their authority to sign on the Applicant’s behalf. Applicant must contact the Administrator immediately if there is a mistake on the application form. Applicants who submit an application form with an incorrect Applicant’s name will need to reapply.

Proof of temporary or permanent Oregon vehicle registration for the vehicle listed in the application. The Applicant's name must be on the registration, and the registration must be current (not expired).

1. A complete copy of the vehicle sale or lease contract executed and signed, with all pages included. A complete contract includes an itemization of credits, discounts, and incentives received, if applicable. The Applicant's name and the name of the dealership must be listed on the contract.
2. Proof of Oregon residency:
 - a. For individuals, including Oregon residents, trusts, Doing Business As (DBA's), and Sole Proprietorships, a copy of the Applicant's current (not expired) Oregon driver's license. For DBA's, (also known as fictitious business name, assumed business name or trade name) a document linking the individual to the DBA is also required. Individuals who do not have an Oregon driver's license will be required to provide proof of Oregon residency in the form of one of the following:
 - i. A utility or cable bill from the last three months.
 - ii. A copy of the current DMV registration of another vehicle in the name of the Applicant. Registration for a Planned Non-Operational vehicle does not meet this requirement.
 - iii. A signed, dated, and notarized residential rental agreement.
 - iv. Other valid form of demonstrating Oregon residency as approved by DEQ.
 - b. For an organization such as businesses, nonprofits, public or government agency: a copy of a local business license, articles of incorporation, or other formation document filed with the Oregon Secretary of State.
3. Proof of Oregon registration. A copy of the temporary or permanent registration for the vehicle.
4. Proof of income, for all Charge Ahead applications:
 - a. Proof of enrollment in an eligible income-qualified program ("Categorical Eligibility Program") at the time of vehicle purchase or lease.OR
 - b. A completed Household Summary form reflecting household size AND a completed IRS Form 4506-T for every household member age 18 and older living in the household at the time of vehicle purchase or lease, regardless of filing status or dependency. If Applicant's tax transcript for the year of vehicle purchase or lease is not available, additional documentation will be required to verify income.

Application Review Process

All eligibility will be reviewed based upon the Oregon Administrative Rule Chapter 340, Division 270 and Oregon statute in place at the time a new application is submitted. Applicants must provide all additional information and documentation requested by the Administrator or DEQ to determine eligibility. If additional documentation is required, Applicants have 14 calendar days to submit it to the Administrator.

Program communications will be sent via email. Program communications may include but are not limited to requests for additional documentation or information.

Applications that do not meet program requirements or submit required documentation within the timeframe allotted will be cancelled and reserved rebate funds will be released to the Program. Notification will be sent to the email address on file to notify Applicant of the cancellation. If the application is cancelled, Applicant is responsible for submitting a new application. If the new application falls outside of the Applicant's eligibility window, the application will be ineligible. Extensions will not be granted.

Appeals

Applicants may appeal the cancellation in writing to DEQ within 60 days of the date of the cancellation. The appeal letter must set forth all facts that form the basis for the appeal including why the Applicant believes that the statute or rules have been misapplied or otherwise improperly cancelled the application. Please send your appeal letter to the following address:

Oregon Department of Environmental Quality
ATTN: OCVRP Appeal
700 NE Multnomah Street, Suite 600
Portland, OR 97232-4100

DEQ will respond to all appeals of cancellation in writing. If the only basis for an appeal is that the Applicant disagrees with the policies set forth in the Terms and Conditions and Oregon Administrative Rule Chapter 340, Division 270, DEQ will deny the appeal. DEQ's response will constitute an order in other than a contested case.

Part 3: Rebate payment

Rebate funds are reserved at the time of application submission. All required documentation must be provided during the application process or rebate funds will not be reserved. Application submission does not guarantee availability of program rebate funds. Rebates are disbursed on a first-come, first-served basis, prior to the exhaustion of program funds.

Applicants that request a rebate check must cash it within two years of the date on the check. Checks not cashed within this timeframe will be cancelled, and the rebate funds will be returned to the Program.

Public records disclosure:

By submitting your application, you agree to share all information provided as part of your application, including personal information included on your application. Personal Information includes an individual's name, address, email address, social security number, driver license number, household income, telephone number, racial identity, ethnicity, age and gender identity. Personal information will be shared with the following parties for the allowed uses described:

1. The Center for Sustainable Energy to contact you, process your rebate and enforce the program Terms and Conditions.
2. The Oregon Department of Environmental Quality, Oregon DMV, and the Oregon Treasury to administer the Program, distribute your rebate funds and enforce program Terms and Conditions.
3. Any other parties as required by Oregon Public Records Law, ORS 192.385 to ORS 192.338

DEQ depends on personal information to efficiently process rebate applications for the Program. DEQ values the information submitted and believes that applicants' willingness to provide this information is in the public interest because it allows DEQ to issue rebates as efficiently as possible.

The DEQ is not able to guarantee confidentiality. Personal Information submitted in this application is considered public record and subject to disclosure as required by Oregon Public Records Law, ORS 192.385 to ORS 192.338. Thus, personal information included on the application may be subject to disclosure under the law in response to a public records request. Personal Information that is made confidential under federal law is exempt from disclosure under the Oregon public records law.

If you indicate that you would not submit the information but for a promise of confidentiality from DEQ, DEQ will make its best efforts to keep the information confidential. If DEQ receives a public records request under which this rebate application is deemed a responsive record, DEQ will carefully analyze any submission to

determine if it is exempt from disclosure under the Oregon Public Records Law. The DEQ will make its best effort to withhold records where the applicant requested confidentiality, while at the same time being mindful of its obligations under the Public Records Law.

By submitting your application, you agree to complete the Program Participant survey. Information you provide in the survey will not be used for commercial purposes. Information you provide in the survey, including personally identifiable information, will be used by the Center for Sustainable Energy to conduct research for the purposes of improving the Program. Information you provide in the survey, including personally identifiable information, may also be used for academic research purposes by DEQ.

Oregon DEQ will securely store your data for six years from the date of program sunset, by Jan. 2, 2024 or other date as mandated by Oregon Administrative Rule Chapter 340, Division 270.

Consent:

By submitting your application, you acknowledge that you have read, understand and agree to the program Terms and Conditions.

If you have questions about the Terms and Conditions, or about filling out the application, please contact the Administrator at 855-383-4425 or OregonCVRP@energycenter.org.

Oregon Clean Vehicle Rebate Program Rebate Application Form

All information is required unless otherwise noted. Failure to complete all required information will result in delay or rejection of your application. Please print legibly.

SECTION 1 - APPLICANT TYPE

Applicant type (select one): Individual Business State Government Agency
 Nonprofit Organization Local Government Agency
 (If you select "Individual", please proceed to Section 2. All other options, proceed to Section 3)

SECTION 2 APPLICANT INFORMATION - INDIVIDUAL

Title (select one) Dr. Mr. Mrs. Ms. Mx. Other _____

First name (as shown on vehicle registration) Last name (as shown on vehicle registration)

Driver license number

Phone number

Email address

Residential address (Please enter the address where you resided at the time of purchase or lease of your vehicle. If you have moved, please provide your current address as the mailing address.)

Street	City	State	ZIP Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Mailing address (Enter only if different from address above)

Street	City	STATE	ZIP Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Did you reside in a low-to moderate-income household at the time you purchased or leased your vehicle?
 (select one) Yes No

To be eligible for Charge Ahead, you must reside in a household that is at or below 120% of the median income for your area at the time your vehicle is purchased or leased. Household is defined as an individual living alone, a family with or without children, or a group of individuals who are living together as one economic unit. Please visit the [Income Eligibility Calculator](#) on our website to confirm eligibility.

(If you select Yes, please complete Section 2A. If you select No, please proceed to Section 4)

SECTION 2A - CHARGE AHEAD REBATE ELIGIBILITY

Were you enrolled in one of these public assistance programs at the time you purchased or leased your vehicle? (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Oregon Health Plan / Medicaid | <input type="checkbox"/> SNAP: EBT (Electronic Benefits Transfer) Card |
| <input type="checkbox"/> Free and Reduced Price Lunch | <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) |
| <input type="checkbox"/> HUD Housing Choice Voucher | <input type="checkbox"/> LIHEAP (Home Energy Assistance) |
| <input type="checkbox"/> Employment Related Daycare | |

(If you select any Public Assistance Program, please provide proof of enrollment with your application.)

What was your household income at the time you purchased or leased your vehicle?

\$

Household income is your gross annual income which includes, but is not limited to: wages, unemployment, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and any other sources of income.

What was your household size at the time you purchased or leased your vehicle?

SECTION 3 APPLICANT INFORMATION - ORGANIZATIONS

Is this a fleet vehicle? (select one)

Yes, car share/rental vehicle Yes, public fleet vehicle No, not a fleet vehicle

Please complete the information for the authorized representative(s) of the organization. (If you are a sole proprietorship, DBA or Trust, you must apply as an individual and complete Part 2.)

Primary contact first name

Primary contact last name

Primary contact phone

Primary contact email

Secondary contact first name

Secondary contact last name

Secondary contact phone

Secondary contact email

Organization name (as filed with the Oregon Secretary of State)

Tax Identification Number (TIN)

Street

City

State

ZIP Code

Mailing address (Enter only if different from address above)

Street

City

State

ZIP Code

SECTION 4 - VEHICLE INFORMATION

Please refer to the purchase or lease agreement for this information.

VEHICLE IDENTIFICATION NUMBER (VIN)

New or used? (select one)

New Used

MAKE

MODEL

YEAR

Purchase or lease? (select one)

Purchase Lease

Date of purchase or lease start date (MM/DD/YY)

(For Tesla vehicles and other vehicles without standard purchase/lease agreements, the date of first registration is considered the date of purchase or lease.)

If leased, length of lease term in months

Leased vehicles with lease terms less than 24 months are ineligible.

Dealership name

Dealership phone number

Dealership contact name (Salesperson)

Dealer contact title

SECTION 5 - SIGNATURE

(Please read, check all boxes below and sign on the next page.)

By signing this application, the Applicant agrees to the following:

- I have read and agree to the Terms and Conditions
- I certify under penalty of perjury that, to the best of my knowledge, the information provided in this application and supporting documentation is accurate.
- I agree to provide my Personal Information (defined below) as part of this application, and understand and agree that my Personal Information will be shared with the following parties for the following purposes:
 1. The Center for Sustainable Energy, so they may contact me, process my rebate and enforce the program Terms and Conditions.
 2. The Oregon Department of Environmental Quality (DEQ), Oregon DMV, and the Oregon Treasury to administer the Program, distribute my rebate funds and enforce program Terms and Conditions.
 3. Any other party pursuant to a public records request under which this rebate application is deemed a “responsive record”, in which case DEQ may release some or all of my all Personal Information to a third party as required by Oregon law.

Personal Information may include, but is not limited to, an individual’s name, address, email address, social security number, driver license number, household income, telephone number, racial identity, ethnicity, age and gender identity

Signature of Applicant or Authorized Representative: _____

Date: _____

Mail this signed application form along with the required supporting documents to:

Center for Sustainable Energy
ATTN: Oregon Clean Vehicle Rebate Project
3980 Sherman Street, Suite 170, San Diego, CA 92110

Required documents:

- Proof of Oregon Residency
- Complete Purchase/Lease Agreement
- Proof of Vehicle Registration (temporary or permanent registration)
- Local business license, articles of incorporation, or other formation document filed with the Oregon Secretary of State. **(Business, nonprofit, or local government only)**

Charge Ahead income documentation will be requested after the Center for Sustainable Energy receives the required documents above.

- Household Summary Form **(Charge Ahead Only)**
- Proof of Income **(Charge Ahead Only)**. Form 4506-T for each household resident **OR** proof of enrollment in a Public Assistance Program