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CONNECTICUT HYDROGEN AND ELECTRIC AUTOMOBILE PURCHASE REBATE (CHEAPR) PROGRAM

IMPLEMENTATION MANUAL

April 26, 2023



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A. 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 is derived from the batteries and electric motors. For the purposes of the CHEAPR program, any vehicle classified by the California Air Resources Board (CARB) as a BEVx shall be considered a BEV, with range defined exclusively by the all-electric range of the vehicle.

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 Community or Distressed Municipality, or proof of 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.

New Vehicle – A vehicle that is constructed of new parts, never have 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 the vehicle.

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 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.

¹ Proof residency may be established by proof of vehicle registration or a utility bill with the applicant’s name.

² As issued by the Federal Department of Health and Human Services for each year. [Poverty Guidelines | ASPE \(hhs.gov\)](https://www.hhs.gov/poverty/guidelines)



Point-of-Sale (POS) – The location 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 income eligibility. This incentive is available for new vehicles and is available as a post purchase additional incentive to the Standard Rebate for new vehicles.

Rebate + Used - The incentive granted to qualifying applicants based on residency or income eligibility. This incentive is available only for used eligible vehicles and is only available as a post purchase incentive.

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.



Introduction

The Connecticut Hydrogen and Electric Automobile Purchase Rebate (CHEAPR) program offers incentives to Connecticut residents who purchase or lease an eligible vehicle from a licensed Connecticut automobile dealership. Incentives are available to Connecticut residents at the Point of Sale for eligible new battery electric vehicles (BEV), plug-in hybrid electric vehicles (PHEV), and fuel cell electric vehicles (FCEV). Additional CHEAPR incentives are available for income qualified individuals to purchase or lease a new or used eligible BEV, PHEV or FCEV.

The CHEAPR incentive program, as set forth in section [22a-202 of the Connecticut General Statutes](#) and as recently amended by [Public Act 22-25](#), is funded through a fee on new motor vehicle sales and a fee on motor vehicle registration renewals. CHEAPR is implemented by the Department of Energy and Environmental Protection (DEEP) with the input of a seventeen (17) member advisory board (CHEAPR Board) and administered by the [Center for Sustainable Energy](#)® (CSE) to promote the production and use of zero and low emission vehicles.

The sections that follow outline the program and provide important details on program parameters, such as dealer roles and responsibilities, vehicle eligibility and incentive levels, and the application process.

Program Overview

CHEAPR enables the purchaser or lessee of an [eligible electric vehicle](#) (EV) to receive a rebate of up to \$9,500 contingent upon availability of funds. A Connecticut resident can receive a Standard and a Rebate+ incentive (if qualified) to reduce the price of an eligible EV at the Point of Sale provided it is purchased or leased a participating licensed Connecticut new automobile dealer³. The dealer is then reimbursed by the program. The CHEAPR 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).

The CHEAPR program also offers rebate+ eligible purchasers or lessees of an eligible new EV an additional rebate through CHEAPR [Rebate+ New](#). Residency or income qualified purchasers and lessees of eligible used EVs are also eligible for an incentive under the CHEAPR [Rebate+ Used](#) program at Point of Sale.

Eligible EVs include certain plug-in hybrid electric vehicles (PHEVs), battery electric vehicles (BEVs) and fuel cell electric vehicles (FCEVs). After arriving at a transaction price for an eligible vehicle and deducting the value of the incentive and voucher, if applicable, from the final price on a clearly distinguishable purchase and sale or lease agreement, a dealer representative must apply online at <https://apply.drivecheapr-ct.org/> with the consumer no later than 45 calendar days after the purchase or lease date of an eligible new EV. In most cases, the

³ See Section G, *Dealer Duties and Requirements: OEM Direct Purchases*, of this document for the only exception to this requirement.



rebate process will be completed on the day of purchase or lease. Dealers must collect required supporting documentation from consumers and upload it to the [CHEAPR dealership application portal](#) no later than 45 days after the purchase or lease of an eligible new vehicle. Dealers will be reimbursed by the program not later than ten (10) days after application approval.

Vehicle purchaser and lessee rebate requirements are determined by DEEP and informed by the CHEAPR Board. DEEP reserves the right, within the parameters set forth in section 22a-202 of the Connecticut General Statutes as recently amended by Public Act 22-25, to make any changes to any program parameter at any time deemed necessary to maintain the program. Other dealer and vehicle purchaser or lessee requirements are as set forth in this Implementation Manual, which may be amended from time to time.

B. Vehicle Eligibility

DEEP in conjunction with the CHEAPR Program Administrator⁴ maintains the CHEAPR [New](#) and [Used](#) Eligible Vehicle Lists (Eligible Vehicle Lists). DEEP will update this list 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 business day after DEEP approves the vehicles as eligible for CHEAPR.

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 rebate eligible. A rebate will not be issued if the purchaser or lessee of an eligible vehicle returns the vehicle prior to rebate issuance.

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

1. Be purchased or leased in Connecticut from a dealership licensed with the Connecticut Department of Motor Vehicles (DMV) or from an original equipment manufacturer (OEM) that does not have any licensed or franchised dealerships in Connecticut. Any sales not covered by the two options above are not eligible for CHEAPR.
2. For the Standard Rebate, be a New Vehicle (see [Definitions](#) section). 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 models and test drive vehicles are eligible for the rebate if the vehicles have not been registered previously with the Connecticut

⁴ The CHEAPR program is administered by the Center for Sustainable Energy (www.energycenter.org)



DMV or in any other state. Rebate applications for floor model, test drive, unwind and rollback vehicles will be assessed on a case-by-case basis.

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 delivery. Vehicles determined by the Program Administrator to be unrebated rollback or unwind vehicles will be eligible to receive a rebate.

Additional documentation from the dealership may be required.

3. For Rebate+, be a New Vehicle or Used Vehicle (see [Definitions](#) section). Rebate+ is only available to applicants who reside at an address located within an Environmental Justice Community or Distressed Municipality, or whose income is less than 300% of the Federal Poverty Level or participate in an approved state or federal income-qualified program.
 - Used vehicles previously owned or leased by the applicant are not eligible. Additional information may be requested to confirm the Applicant is not buying, selling or leasing vehicles in a manner that circumvents the Program’s intent.
4. Be highway capable (e.g., comply with all federal safety requirements necessary for legal operation on limited access highways in Connecticut).
5. The vehicle purchased 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
- Electric motorcycles
- E-bicycles⁵

Any vehicle for which a rebate 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.

⁵ Pursuant to Public Act 22-25, DEEP is working to expand CHEAPR to include electric bicycles and will update this document when such changes are ready to be implemented.



C. Vehicle Purchaser or Lessee Duties and Requirements

Any Connecticut resident purchasing or leasing an eligible vehicle from a Participating Dealership or OEM is qualified to apply for a CHEAPR Standard Rebate. CHEAPR applicants are limited to one CHEAPR rebate every 24 months and two per lifetime.

The applicant must be the person that is listed on all of the 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 an application is submitted by the applicants legally authorized representative, documentation demonstrating the authority of the representative to sign/act on the applicant's behalf will be necessary.

The Standard Rebate and Rebate+ New, available for eligible new vehicles, must be applied for by the dealership and be applied at Point of Sale. This means the dealer must deduct the value of the incentive and voucher, if applicable, from the final agreed upon price of the vehicle. The dealer will then be reimbursed by the program. The purchaser or lessee is responsible for providing all required documentation to their dealership representative. The rebate is applied to the sales or lease price of the eligible vehicle and may not be assigned to any entity other than the dealership.

Rebate+ Used applications, available for eligible used vehicles, may follow the voucher process where the dealership will deduct the value of the approved voucher from the final agreed upon price of the vehicle or through the post-purchase process, the rebate must be applied for by the purchaser or lessee and all supporting documentation must be submitted by the applicant directly through the program portal. This rebate will be provided directly to the applicant and the applicant may not assign this rebate to any other entity.

Applicants 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 [Vehicle Eligibility](#)).
3. Submit a complete online application within 45 calendar days after the vehicle purchase or lease date either through the dealership for the Standard Rebate, Rebate+ New, and Rebate+ Used. Rebate+ Used applications can also be submitted post-purchase directly to the Program Administrator.
 - For the purposes of the Program, the date of purchase or lease is the date the vehicle is taken into possession by the Applicant and confirmed via the date the purchase/lease agreement is signed. For Tesla, and other vehicles ordered without



a standard purchase/lease agreement, date of purchase/lease is the date of the first vehicle registration with Connecticut DMV.

4. Not make or allow any modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system.
5. Retain ownership of the vehicle for a minimum of 24 consecutive months immediately after the vehicle purchase or lease date (Ownership Period).
 - For leased vehicles, the original lease must be a minimum of 24 months.
 - No rebates will be issued to applicants if they have relinquished ownership of the vehicle prior to receiving the rebate.
6. Register the vehicle with the Connecticut DMV for a minimum of 24 consecutive months.
7. For Rebate+ New and Rebate+ Used Applicants, meet the Program's residency or income qualifications (see [Rebate+ Eligibility](#)).

Vehicle Ownership Provision

Applicants are required to keep the vehicle and meet all applicable project 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. Applicants are required to notify the Administrator to arrange for early termination of the vehicle ownership in advance of selling, returning, or terminating a lease prior to the required Ownership Period. Notification with details will be required to be submitted to the Administrator in writing.

The applicant must refund a full or prorated portion of their rebate, in an amount equivalent to the original rebate amount divided by 24 months and then multiplied by the number of months remaining in the original 24-month period (rounded to the nearest month):

$$(\text{Original Rebate Amount} \div 24 \text{ Months}) \times (24 - \text{months since vehicle purchase or lease date})$$

The applicant will have 30 days from the first day they no longer own or lease the vehicle to repay the Program funds. Failure to remit this reimbursement to the Program will make the Applicant ineligible to receive another rebate in addition to any legal remedies the Program may wish to pursue. If the vehicle is destroyed (i.e., 'totaled'), recalled by the OEM, or transferred



due to the death of the buyer or lessee 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 Administrator, in conjunction with DEEP, has discretion to allow updated information to be provided with no return of CHEAPR funds. To be considered, the replacement vehicle must be on the current list of eligible vehicles at the time the replacement is made or be the exact same vehicle that was originally rebated. Lease transfers or lease assumptions are not allowed. The replacement vehicle will be used to fulfill the ownership requirement of the rebated vehicle and is not eligible for a new CHEAPR rebate.

D. Rebate+ Eligibility

Individuals are eligible for a Rebate+ incentive if they meet the residency or income qualification requirement of the Program. Rebate+ incentives for new or used vehicles are limited to applicants who meet the Rebate+ residency or income qualification by residing at an address located within an Environmental Justice Community or Distressed Municipality, by having an income less than 300% of the Federal Poverty Level , or participating in an approved state or federal income-qualified program. Approved income qualified programs are listed in Appendix A.

Rebate+ New applicants must submit a separate prequalification application through the consumer portal at <https://apply.drivecheapr-ct.org/> for a voucher and confirm that their address is located within an Environmental Justice Community or Distressed Municipality, or their income is less than 300% of the Federal Poverty Level , or that they participate in an approved state or federal income-qualified program. Rebate+ Used consumers may also apply post-purchase and supply their proof of residency or income alongside the additional required supporting documents through the portal. Payments will be issued directly to the consumer after their purchase of an eligible EV.

Residency or Income qualified applicant is defined in Section K. The approved state or federal income qualified programs and details on the required proof of participation is outlined in [Attachment A](#).

Standard Rebates and Rebate+ New will be issued directly to the dealership or OEM through Automated Clearing House (ACH) deposit. Rebate+ Used applicants will have the choice to receive their funds either at Point of Sale, or post-purchase by check or electronically through ACH. The program is not responsible for rebate funds that are incorrectly deposited as a result of incorrect ACH information supplied by the Applicant, Dealership or OEM. Applicants that request a rebate check must cash it within 90 days 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. The Administrator may request a voided check from the Applicant to validate the ACH information provided.



E. Rebate Amounts

Rebate amounts are determined by vehicle type. For applicants purchasing or leasing a new vehicle, who are also eligible for Rebate+ New, the rebate amounts can be combined, but will require a separate voucher application. Effective, June 7, 2021, the Standard Rebate and Rebate+ Used will be temporarily increased by 50% through December 31, 2022 or until funds are exhausted, whichever comes first.⁶ The total incentive amounts available are set forth in Table 1 below:

Table 1: Rebate 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

F. Application Process

The application type and related process will depend on the incentive.

1. For new vehicle purchases or leases (Standard Rebate), the Dealer must first credit the consumer the value of the rebate, apply for the rebate on behalf of the consumer and submit supporting documents at <https://apply.drivecheapr-ct.org/>. 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 consumer will not receive any additional POS rebate funds from the Program. This is the only pathway for an applicant to receive the Standard rebate.
2. For Rebate+ New vehicle purchases or leases, the applicant must first complete the prequalification voucher process. Applicants must submit their proof of residency or income at through the consumer application portal prior to the purchase or lease of a new eligible vehicle. The applicant will then be responsible for completing the online application and uploading acceptable proof of residency or income (see [Attachment A](#)). Once a voucher application is approved, only then may a Rebate+ New applicant purchase or lease a new eligible vehicle and receive the additional incentive taken off the final purchase price at the Point-of-Sale. This is the only pathway to receive the Rebate+ New incentive.



3. For Rebate+ Used vehicle purchases or leases, the applicant may first complete the prequalification voucher process. Applicants must submit their proof of residency or income at through the consumer application portal prior to the purchase or lease of a new eligible vehicle. The applicant will then be responsible for completing the online application and uploading acceptable proof of residency or income. Once a voucher application is approved, only then may a Rebate+ Used applicant then purchase or lease a new eligible vehicle and receive the incentive taken off the final purchase price at the Point-of-Sale. Rebate+ Used applicants also have the option to apply for the Rebate+ Used incentive post purchase of an eligible used vehicle by submitting the CHEAPR application and supporting documents at <https://apply.drivecheapr-ct.org/>. For purchasers or lessees who do not have the capability to apply or submit supporting documents via the website, they should contact the Program Administrator to request a paper application at 855-704-6350 or cheapr@energycenter.org

Application Window

For Standard, Rebate+ New and Rebate+ Used, applications and supporting documentation must be submitted within 45 days from the date of purchase or lease of an eligible vehicle through the website (see [Supporting Documents](#)).

Applications must be submitted after the applicant has taken possession of the vehicle. Applications submitted more than 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 the day the final purchase agreement is signed. 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.

Rebate+ applicants without internet access who submit their application and supporting documentation by 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 consumers should add this email to their safe senders list to ensure notifications from the CHEAPR program are not sent to their spam email folders. Failure to submit documentation



due to program notification emails being filtered as spam are not appealable to CHEAPR. The applicant is responsible to submit 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 the application cancels due to failure to respond to requests for additional information.

Reservation of Funds

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

Available rebate funds will be reserved by the Program Administrator following submission of an online dealer application, for the Standard Rebate and submission of an online application by the applicant for Rebate+. If all supporting documents are not received by the end of the 45-day allotted period, the Program Administrator will cancel the rebate application and return the reserved amount to the available CHEAPR program funds. This includes registering the vehicle within Connecticut and submitting the valid Connecticut Registration Certificate within this 45-day period. Submission of an application does not guarantee availability of program rebate funds.

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

Rebates will be reserved and issued on a first-come, first-served basis based on receipt of complete applications prior to exhaustion of available rebate funds. A complete application means that the Program Administrator has received a rebate application for an eligible vehicle and all supporting documents. Rebates will be issued via ACH within 10 calendar days from application approval contingent on availability of funds. Rebate+ applicants may elect to have the rebate issued via ACH or a mailed paper check. Rebate+ incentives will only be issued to the vehicle lessee or purchaser. Standard Rebate will only be issued to the dealership or OEM.

Approval for Rebate + New and Used incentives will remain active for 12 months from the time of approval after which time an applicant must reapply for the voucher if they wish to redeem it.

G. Supporting Documents

Supporting documentation includes, at a minimum, the following:

1. Acknowledgement of Terms and Conditions. For POS rebates, Applicants must sign the Terms and Conditions. For post purchase rebates, Applicants must acknowledge receipt of Terms and Conditions during the application process.
2. A copy of the vehicle's valid permanent Connecticut Registration Certificate. Registration applications are 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 CHEAPR rebate must be clearly listed on the purchase/lease agreement.
4. Proof of Connecticut residency: A copy of the vehicle purchaser or lessee's current Connecticut driver's license.
 - Unique Identifier: All individuals 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 a vehicle purchaser/lessee for non-disclosure or inaccurate disclosure of their Connecticut driver's license number.
 - Individuals who do 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 of these alternate forms of proof of residency:
 - A utility or cable bill dated within the last three months.
 - A copy of the current DMV registration of another vehicle in the name of the purchaser or lessee. A registration for a planned Non-Operational vehicle does not meet this requirement.
 - A signed, dated, and notarized residential rental agreement.
 - Military orders for active-duty military members stationed in Connecticut but with permanent residency in another state.
 - Other valid form of Connecticut residency as approved by DEEP.
5. Signed and completed rebate transfer form for POS Rebates.
6. For Rebate+ applicants only, proof of a residential address located within an Environmental Justice Community or Distressed Municipality, or proof of household income less than 300% of the Federal Poverty Level , or 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. (See [Attachment A](#)).



For security purposes, supporting documents that are sent on removable media (flash drives, CD's, DVD's, etc.) will not be accepted.

H. Dealer Duties and Requirements

Dealers must apply Standard Rebates and Rebate+ New vouchers, if applicable, at time of purchase and must submit an application through the dealership 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 CHEAPR program, the dealer must be registered on the dealership 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 (Eligible OEM). Proof of licensure will be required to complete a CHEAPR application. The dealer must complete the Dealer Application process to reserve the rebate and ensure that the vehicle purchaser or lessee accepts the CHEAPR program terms and conditions to be reimbursed for the rebate and receive the additional dealer incentive. (See [Application Process](#)).

Dealer Application Process

The dealership must enroll in the CHEAPR program through the [online dealership portal](#) and be approved prior to submitting their first application. The individual that enrolls the dealership will be considered the primary contact, have access to the ACH information and the ability to manage the other accounts associated with the dealership. For this reason, this should be done by either the dealership principal/owner, general manager, finance manager or person in a similar position with access to the dealership's banking information.

Dealers or Eligible OEMs must provide the following information during the enrollment process prior to submitting applications on behalf of consumers and to receive the dealer incentive:

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 the dealership's or OEM's enrollment 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. This unique ID is necessary to link employees accounts to the primary dealership or OEM account. Each dealership or OEM will receive three accounts total: 1 primary account and 2 employee accounts.



Dealership Incentive

The dealership incentive is designed to reduce the barrier for dealerships to sell or lease BEV, PHEV or FCEV vehicles. **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 the rebate on behalf of the consumer.

On and after June 7, 2021 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 vehicle rebate applications via ACH on a weekly basis.

OEM Direct Purchases

Direct OEM purchases or leases are not eligible 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, applicants will be required to purchase or lease such vehicles from retail locations within the state in order to qualify for CHEAPR incentives.

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

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

H. Appeals Process

DEEP will consider appeals to the denial of a rebate application on a case-by-case basis. To request DEEP consider an appeal, a dealer or consumer must contact cheapr@energycenter.org within 60 calendar days of the date of application denial. The appeal must include all facts that form the basis for the appeal.

Failure of a dealer to advise a consumer of the CHEAPR program or the provision of false or incorrect information from a dealer to a consumer is not appealable to CHEAPR. If the only basis for the appeal is that the Applicant disagrees with the policies set forth in the CHEAPR Implementation Manual or Terms and Conditions, the appeal will be denied.



I. Consumer Survey

The CHEAPR application process encourages the completion of a consumer 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 general purchaser or lessee income.

Consumers are prompted to complete the survey at the end of the online application process. The survey link is available on the last page of the application. It is also available in the confirmation email that is sent to the consumer and the dealership after they submit an online application. The survey must be completed in order to receive the CHEAPR vehicle rebate. Dealers are encouraged to guide consumers to complete the survey before they leave the dealership.

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 the consumer, dealer and Program Administrator when the survey is completed.

J. False Statements

A consumer or dealership providing a false statement in any of the submitted information to the CHEAPR program may be criminally liable under section 22a-175 of the Connecticut General Statutes, under section 53a-157b of the Connecticut General Statutes, and in accordance with any other applicable statute, and such action could result in rebate denial or removal of a dealership from the CHEAPR program.

K. Rebate+ Qualifying Criteria

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



Attachment A - Income Qualifying Programs

Document Guide for Income Qualifying Programs

All supporting documents must contain the following information:

- Applicant’s name;
- Name of qualifying 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 12 months OR have a future expiration date beyond the date of CHEAPR 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

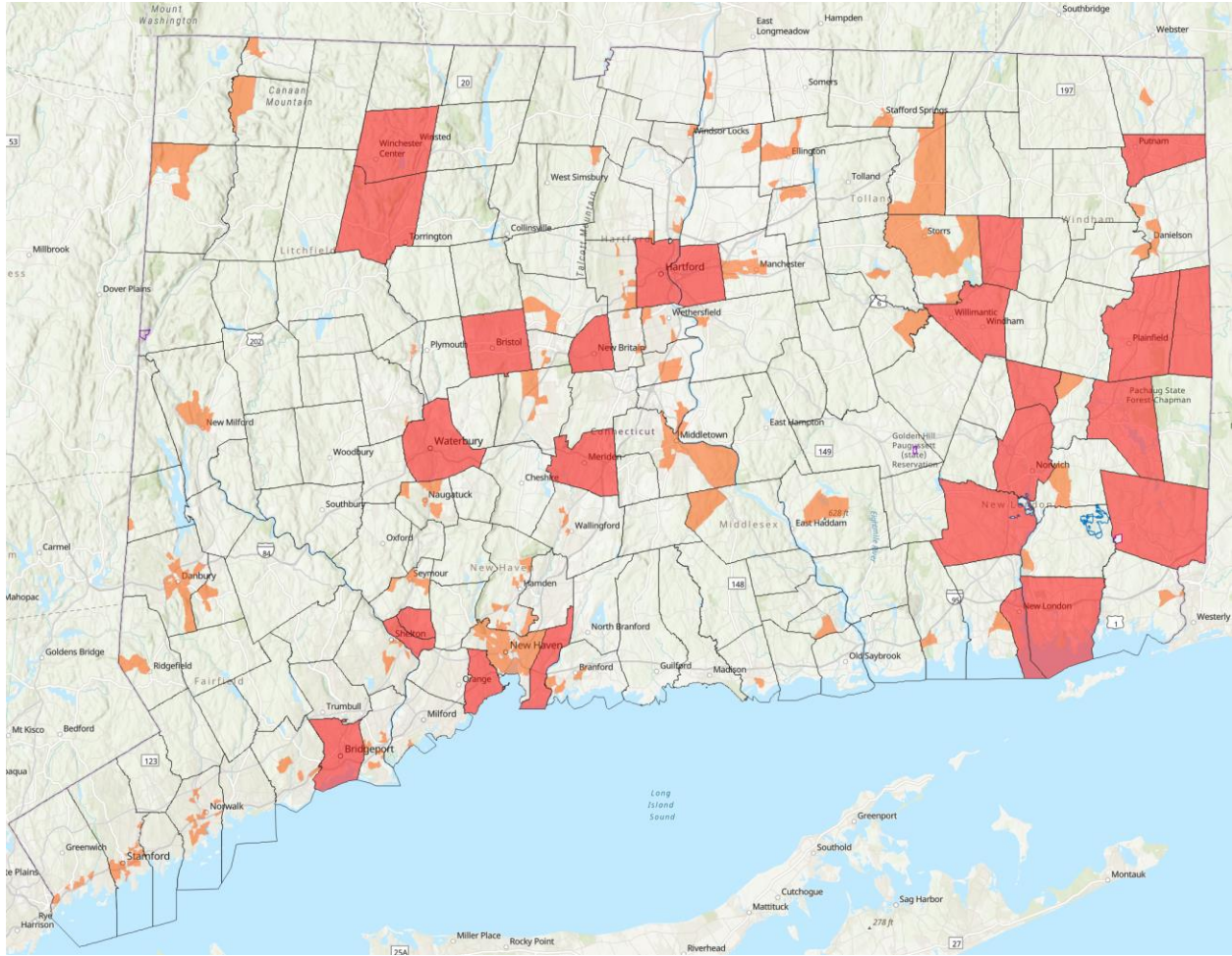
Table 3: 2023 Poverty Guidelines

Household/ Family Size	300%
1	\$43,740
2	\$59,160
3	\$74,580
4	\$90,000
5	\$105,420
6	\$120,840
7	\$136,260
8	\$151,680
9	\$167,100
10	\$182,520
11	\$197,940
12	\$213,360
13	\$228,780
14	\$244,200

Source: 2023 HHS Poverty Guidelines (<https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>). The 2023 poverty guidelines are in effect as of January 19, 2023.



Attachment C – 2022 Connecticut Environmental Justice (EJ) & Distressed Municipalities



Connecticut 2022 Environmental Justice Communities Map – Legend

