



## Charge to Work NY Employer Participation Agreement

In this Participation Agreement, employers participating in Charge to Work NY agree to adhere to the terms and conditions of the Charge to Work NY program. Employers must meet the participation requirements outlined in Part III of this agreement and comply with the terms and conditions detailed in Part IV. This agreement and its supporting documentation must be submitted to the New York State Energy Research and Development Authority (NYSERDA) to be eligible to receive incentives through the program.

NYSERDA and Charge to Work NY program administrator CALSTART reserve the right to request additional information or clarification of information provided in this Agreement. This Agreement applies to and must be completed by the participating employer or its legal representative.

### Part I. Employer Information

#### EMPLOYER CONTACT INFORMATION

Fill out the below table with information about the employer that will participate in Charge to Work NY.

#### Employer Contact Information

1. Company name:	
2. Staff contact name and title:	
Phone:	Email:
3. Business mailing address:	
4. Employer Identification Number (EIN):	
5. Type of business (e.g., retail, media, technology, manufacturing, government, etc.):	
6. Number of employees in company:	7. Number of employees at this location:

### Part II. Site Host and Charging Station Information

The owner of the parking facilities where the electric vehicle supply equipment (EVSE) is to be installed will be considered the Site Host. If you own the parking facilities where the EVSE will be installed, your company will be the Site Host for Charge to Work NY. If you lease parking facilities from a third party, that company will be the Site Host for Charge to Work NY. If your company is not the Site Host,



documentation must be provided that the Site Host has consented to the EVSE being and installed and operated for a minimum of four years on their property.

For multiple sites that are managed by a single participating employer, please fill in the Site Host Information and Charging Station Information for each proposed site separately; enter information for the first site in the tables in this section and information for additional sites in Appendix A.

**Please write “own” or “lease” to indicate the ownership of the parking facilities where the EVSE will be installed: \_\_\_\_\_**

**Site Host Information**

1. Company or agency name:	
2. Staff contact name and title:	
Phone:	Email:
3. Business mailing address:	

**Charging Station Information *(To be completed by Site Host)***

This section details the types and locations of charging ports to be installed under the Charge to Work NY program.

**Charging Station Information**

1. Parking facility address:
2. Parking facility type (i.e., garage or open lot):
3. Number of parking spaces available to participating employer:
4. How many charging stations do you plan to install?



### **Part III. Employer Participation Requirements *(To be fulfilled by Site Host)***

The Participating Employer must meet one of the following use case scenarios:

1. Employer with existing electric vehicle charging infrastructure with low utilization (eligible solely for vehicle incentives until charger utilization increases).
2. Employer with existing electric vehicle charging infrastructure with high utilization.
3. Employer new to workplace charging that owns employee parking lot or space.
4. Employer new to workplace charging that leases dedicated lot or space for employee parking and can demonstrate proof of an agreement with parking lot owner for a minimum of four years.
5. Commercial real estate owner with dedicated parking reserved for company and commercial tenant employees.

Please indicate which of these five use case scenarios your participation falls under:

Please provide the following documentation with the signed Participation Agreement:

1. Proof of lot ownership or written consent from parking lot owner to install and operate EVSE for a minimum of four years
2. Site Host Agreement

Employers and site hosts may also decide how to distribute “Charge to Win” rebates among employees (e.g. on a first-come, first-served basis, based on employee merit or seniority, etc.). These rebates are worth \$500 for the purchase or lease of an eligible vehicle under NYSERDA’s Drive Clean Rebate program.

### **Part IV. Incentive Outreach to Employees**

Individual employers agree to partner with Charge to Work NY to bring the Charge to Win incentive program to their employees. This partnership may consist of several optional promotional activities. Please indicate which activities you intend to pursue:

- Provide a matching Charge to Win contribution. Contribution amount (e.g., \$100, \$500, \$1000):  
\$ \_\_\_\_\_
- Allow Charge to Work NY partners to connect directly with employees (e.g., lunch-and-learn seminar or webinar for employees to learn more about electric vehicles and workplace charging)
- Host a Ride & Drive event that allows employees to test drive electric vehicles and experience charging technology firsthand

At a minimum, participating employers agree to connect Charge to Work NY with employees as prospective participants in the program; this may include coordinating meetings between employees and Charge to Work NY staff or distributing program promotional materials directly to employees.



For each employee that applies for a Charge to Win vehicle rebate, employers will be asked to provide proof of employment by a simple email confirmation. Please submit these documents to [C2WNY@calstart.org](mailto:C2WNY@calstart.org) to enroll employees in the *Charge to Win* incentive. Up to seven employees per dual-port charging station installed via Charge to Work NY may participate in the *Charge to Win* rebate incentive. Employers in the first use case (existing EVSE) may be able to distribute up to seven *Charge to Win* rebates at the discretion of Charge to Work NY.

**Part V. General Terms and Conditions**

I hereby acknowledge that I have read and agree to be bound by the terms and conditions in the Charge to Work NY Incentive Implementation Manual and agree to meet and follow the requirements and responsibilities for Employer participation as identified herein and as set forth below.

1. I certify that I meet the requirements to be a Participating Employer as defined in Part III.
2. I agree to partner with Charge to Work NY and the Site Host to facilitate EVSE installation and/or distribution of electric vehicle rebates as applicable.
3. I shall protect, indemnify and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to participation in the Program.
4. I have the legal authority to apply for incentive funding for the purchasing entity described in this application and commit the purchasing entity to the obligations herein.
5. I hereby certify that all information provided in this Agreement and any attachments are true and correct.

Printed name of responsible party:	Title:
Signature of responsible party:	Date:

**Electronic Signatures.** This Agreement may be executed by providing an electronic signature under the terms of the Electronic Signatures Act, 15 U.S.C. SS 7001 et. seq., and may not be denied legal effect solely because it is in electronic form or permits the completion of the business transaction referenced herein electronically instead of in person.

For more information about NYSERDA’s Drive Clean Rebate, including the terms and conditions that govern this participation agreement, please visit:

<https://www.nysERDA.ny.gov/All%20Programs/Programs/Drive%20Clean%20Rebate>

Please email [C2WNY@calstart.org](mailto:C2WNY@calstart.org) with any questions about Charge to Work NY.



**Appendix A. Multiple Sites and Stations Information**

Use the tables below to enter information about proposed EVSE installations at multiple sites. Do not include information entered into the main body for the first proposed site. Contact information for each proposed site can be added in as your project develops if such information is not readily currently available.

**Additional Site - 2**

Please write “own” or “lease” to indicate the ownership of the parking facilities where the EVSE will be installed: \_\_\_\_\_

**Site Host Information**

1. Company or agency name:	
2. Staff contact name and title:	
Phone:	Email:
3. Business mailing address:	

**Charging Station Information (To be completed by Site Host)**

This section details the types and locations of charging ports to be installed under the Charge to Work NY program.

**Charging Station Information**

1. Parking facility address:
2. Parking facility type (i.e., garage or open lot):
3. Number of parking spaces available to participating employer:
4. How many charging stations do you plan to install?



**Additional Site - 3**

Please write “own” or “lease” to indicate the ownership of the parking facilities where the EVSE will be installed: \_\_\_\_\_

**Site Host Information**

1. Company or agency name:	
2. Staff contact name and title:	
Phone:	Email:
3. Business mailing address:	

**Charging Station Information (To be completed by Site Host)**

This section details the types and locations of charging ports to be installed under the Charge to Work NY program.

**Charging Station Information**

1. Parking facility address:
2. Parking facility type (i.e., garage or open lot):
3. Number of parking spaces available to participating employer:
4. How many charging stations do you plan to install?



**Additional Site - 4**

Please write “own” or “lease” to indicate the ownership of the parking facilities where the EVSE will be installed: \_\_\_\_\_

**Site Host Information**

1. Company or agency name:	
2. Staff contact name and title:	
Phone:	Email:
3. Business mailing address:	

**Charging Station Information *(To be completed by Site Host)***

This section details the types and locations of charging ports to be installed under the Charge to Work NY program.

**Charging Station Information**

1. Parking facility address:
2. Parking facility type (i.e., garage or open lot):
3. Number of parking spaces available to participating employer:
4. How many charging stations do you plan to install?



**Additional Site - 5**

Please write “own” or “lease” to indicate the ownership of the parking facilities where the EVSE will be installed: \_\_\_\_\_

**Site Host Information**

1. Company or agency name:	
2. Staff contact name and title:	
Phone:	Email:
3. Business mailing address:	

**Charging Station Information *(To be completed by Site Host)***

This section details the types and locations of charging ports to be installed under the Charge to Work NY program.

**Charging Station Information**

1. Parking facility address:
2. Parking facility type (i.e., garage or open lot):
3. Number of parking spaces available to participating employer:
4. How many charging stations do you plan to install?