



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 and Site Host 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:

SITE HOST 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 the Charge to Work NY Program. If you lease parking facilities from a third party, that company will be the Site Host for the Charge to Work New York program. 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.

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

Site Host Information

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

Part II. Charging Station Information

This section details the types and locations of charging ports to be installed under the Charge to NY program. If ports are to be installed at more than one location, please copy or add rows to this table.

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?
5. Purchaser name and phone number:

Part III. Employer Participation Requirements

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

1. Employer with existing electric vehicle charging infrastructure with high utilization.
2. Employer new to workplace charging that owns employee parking lot or space.



3. 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.

Please indicate which of these three 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 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. For each employee that is eligible for a Charge to Win vehicle rebate, employers will be asked to:

1. Collect Employee Participation Agreements
2. Provide proof of employment in the form of a W-2

Please submit these documents to NYSERDA to enroll employees in the Charge to Win program. Up to seven employees per dual-port charging station installed via the Charge to Work NY program may participate in the Charge to Win rebate program.

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.



Part IV. 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 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.
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:

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 with any questions about Charge to Work NY.