



Dealership Instructions

Peninsula Clean Energy's Used EV Rebate Program provides rebates up to \$6,000 to San Mateo County and the City of Los Banos residents for the purchase of used plug-in hybrid electric vehicles (PHEV) or battery electric vehicles (BEV). Customers approved for the rebate are encouraged to purchase vehicles through Peninsula Clean Energy's dealership network, where customers can get the instant rebate through the participating dealership at point-of-sale. To join our dealership network, follow the instructions below.

Steps to Join

1. Email PCE-UsedEV@gridalternatives.org with the following documents
 - a. Dealership information form (see page 2)
 - b. Business license
 - c. Seller's permit
 - d. DMV license
2. Our team will review your documents and if approved, email you a contract between your dealer and Peninsula Clean Energy to sign. You can find the template contract [here](#).
3. Once the contract is signed, complete online training with our program partner, GRID Alternatives. Training takes approximately 30 minutes.
4. Officially be added to the Peninsula Clean Energy dealership network. Approved customers will now be able redeem their rebate at your dealership!

How does the dealership point-of-sale process work?

Peninsula Clean Energy requires that San Mateo County residents apply and be approved for a rebate **prior** to buying the vehicle. This means that only approved customers will be able to redeem the rebate at your dealership. You can help approved customers redeem the rebate and be reimbursed for it in 5 simple steps:

1. **Verify rebate letter** –access the Peninsula Clean Energy online portal (login info will be provided) to verify the customer's approval. The rebate letter will also state the rebate amounts the customer is approved for (which may vary based on a few factors).
2. **Verify the vehicle** – to be eligible for the rebate, vehicles must abide by the vehicle eligibility requirements.
3. **Apply the appropriate rebate amount as a down payment** on the sale's contract. The exact rebate will vary based on vehicle type and other criteria; instructions for how to determine the exact amount will be provided.
4. **Submit purchase details** and copy of sale's contract via online portal.
5. **Receive rebate reimbursement payment** via direct deposit (preferred) or check.



Dealership Information Form

Please provide the information requested below. For questions and/or clarifications, please contact GRID Alternatives Bay Area at PCE-UsedEV@gridalternatives.org.

Dealership Business Name	
Dealership Point of Contact*	
Dealership Point of Contact Email Address*	
Dealership Point of Contact Phone Number*	
Average Number of EVs (PHEV & BEV) in Inventory	
Dealership used vehicle return window – if applicable	
Notes/Comments	

*If your dealership would like to list more than one point of contact, please provide additional names and contact information.