



Electrify Nova Scotia Rebate Program Guidelines For Electric Vehicle Dealerships

Contact Us

Email is the preferred form of communication and will speed up the processing of your rebate. If you have any questions or suggestions, please feel free to contact us at:

electrify@cleanfoundation.ca

1-877-522-1110

Contents

Contact Us.....	0
Acronyms	1
Introduction	1
Program Timing.....	2
Who is eligible?.....	2
How does the Electrify Rebate Program Work?	2
Rebate Amounts	4
Leased Vehicles.....	5
Applying the Rebate.....	5
Eligible Vehicles.....	6
New Vehicles.....	6
Used Vehicles.....	7
Acknowledgement of Battery Capacity Disclosure.....	7
Battery Capacity Testing	7
Dealership Reimbursement	8

Introduction

These guidelines are for new and used electric vehicle dealerships to help you implement the new Electrify Nova Scotia Provincial Rebate Program. The goal of the program is to accelerate electric vehicle adoption Nova Scotia by providing consumers with convenient and fast rebates on eligible battery electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs). This program is funded through the Department of Natural Resources and Renewables and administered by Clean Foundation.

As this is a fast-changing industry there will need to be continuous learning and periodic adjustments to the process to make the program a better fit for consumers and dealerships. We continue to encourage and welcome your feedback on how we can improve the program.

Acronyms

BEV	Battery Electric Vehicle, vehicle with no combustion engine or fuel cell
EV	Electric Vehicle; includes both battery electric vehicles and plug-in hybrid electric vehicles
iZEV	Incentives for Zero-Emission Vehicles provided by the Federal Government
kWh	Kilowatt-hour, a unit of energy equal to one kW of power expended for one hour
OEM	Original Equipment Manufacturer, colloquially known as 'automakers'
PHEV	Plug-in hybrid electric vehicle
SOH	A measurement that indicates the level of degradation and remaining capacity of the battery
ZEV	Zero Emission Vehicle, any vehicle that does not emit CO ₂ during use; includes BEVs and hydrogen fuel cell vehicles.
EFT	Electronic funds transfer

Program Timing

The Electrify Nova Scotia Rebate Program launched on **February 24, 2021**. Any leases or purchase agreements executed on or after that day are eligible to receive a rebate.

The program does not have an end date. The rebates will remain available until the budget allocated for this program is completely exhausted or until such time as the Government of Nova Scotia decides to terminate it, with or without notice. Funding will be provided on a first come, first-serve basis for approved applicants of eligible purchases.

As the Program Administrator, we are not in control of the decisions around program funding levels or timing. However, we will give you as much information as we are able as early as possible to assist you in managing your business in processing rebates.

Who is eligible?

Verify the eligibility of the purchaser by confirming that they are one of the following:

- resident of Nova Scotia;
- authorized representative of a Nova Scotian municipality;
- authorized representative of a business or non-profit that is registered in Nova Scotia, or which has a Nova Scotia-based affiliate; or
- authorized representative of a First Nation located in Nova Scotia.

Verify that the customer has not already received a vehicle rebate in this same rebate class in the same calendar year.

How does the Electrify Rebate Program Work?

The rebate program has 3 different rebate classes.

1. New Electric Vehicles
2. Used Electric Vehicles
3. E-bikes

Each Nova Scotian can receive one (1) of each rebate class per calendar year (i.e. 1 new rebate, 1 used rebate and 1 e-bike rebate).

To ease administration and simplify program messaging, the Electrify Nova Scotia Rebate Program for New Vehicle rebates is largely modelled on the federal [iZEV program](#), with some key exceptions (detailed below).

First, the key similarities between the provincial and the federal programs are as follows:

- Nova Scotia is matching Transport Canada’s [list of eligible vehicles](#) for the federal iZEV program.
 - E.g., a BEV that is eligible for the \$5,000 federal iZEV incentive is also eligible for a provincial rebate of \$3,000. These rebates can be stacked, so the consumer gets a total of \$8,000.
- Both BEVs and PHEVs are eligible for rebates.
- New PHEVs that are considered “long-range” in the iZEV program will be recognized as the same here and will qualify for a rebate of \$3,000. New, “short-range” PHEVs will be eligible for a rebate of \$2,000.
- The Nova Scotia rebate will be applied after taxes and fees.
- Rebates on Battery Electric Vehicles (BEV) and Plug-in Hybrid Vehicles (PHEV) must be provided at point of purchase. Dealerships will be reimbursed upon providing the required documentation to the Program Administrator.
 - All applications must be received within 30 days of purchase to be eligible. Rebates are provided on a first come first serve basis. Applications received after this time will be assessed on a case-by-case basis.
 - Rebates not provided at the time of sale, or incorrect rebate amounts are the responsibility of the dealership to correct.
- Rebates are applicable to both purchases and leases of new vehicles. The amount of the rebate will be prorated over the length of the lease. See [Leased Vehicles](#) for more information.
- Consumers are limited to one (1) new vehicle rebate and one (1) used vehicle rebate per calendar year. Note that if two or more individuals want to be listed on the Bill of Sale or Lease Agreement, only one is to fill out the rebate application.
- Rebates are not available for Federal or Provincial Departments, agencies, or Crown corporations.

These are the key differences from the federal iZEV program:

- The Electrify Nova Scotia Rebate Program also provides rebates for eligible [used](#) BEVs and PHEVs. See [Used Vehicles](#) for more information on vehicle eligibility.
- Hydrogen fuel cell vehicles are ineligible for rebates.
- There is no tax write-off being offered by the province.
- Rebates are available to organizations as well as individual consumers. Municipalities, non-profits, businesses, and First Nations can receive rebates with no limits on the number available per calendar year (this differs from iZEV’s limit of 10 rebates per calendar year).

See the [Electrify Nova Scotia Frequently Asked Questions](#) for more details on the program.

Rebate Amounts

The rebate amounts for eligible electric vehicles are as follows:

Vehicle Type	Vehicle Category	New Vehicles		Used BEVs and PHEVs	
		MSRP (New Vehicles)	Rebate Amount	Retail Price (Used Vehicles)	Rebate Amount
BEV	Passenger cars	Less than \$55,000 for base model, up to a maximum of \$65,000 for higher-priced trims	\$3,000	\$10,000 to \$55,000	\$2,000
	Station wagons, pickup trucks, SUVs, minivans, vans, and special purpose vehicles	Less than \$60,000 for base model, up to a maximum of \$70,000 for higher-priced trims	\$3,000	\$10,000 to \$55,000	\$2,000
PHEV, long-range	Passenger cars	Less than \$55,000 for base model, up to a maximum of \$65,000 for higher-priced trims	\$3,000	\$10,000 to \$40,000	\$1,000
	Station wagons, pickup trucks, SUVs, minivans, vans, and special purpose vehicles	Less than \$60,000 for base model, up to a maximum of \$70,000 for higher-priced trims	\$3,000	\$10,000 to \$40,000	\$1,000
PHEV, short-range	Passenger cars	Less than \$55,000 for base model, up to a maximum of \$65,000 for higher-priced trims	\$2,000	\$10,000 to \$40,000	\$1,000
	Station wagons, pickup trucks, SUVs, minivans, vans, and special purpose vehicles	Less than \$60,000 for base model, up to a maximum of \$70,000 for higher-priced trims	\$2,000	\$10,000 to \$40,000	\$1,000

Leased Vehicles

The rebate can be applied to eligible new vehicles leased for a minimum of one year but will be prorated based on the length of the lease. For example, a 48-month lease is eligible for the full rebate amount for the eligible vehicle in question and a 24-month lease will be eligible for half of the rebate for that vehicle. The length of the lease **MUST** be visible on the lease agreement submitted to the program.

Length of Lease	BEVs and Long-Range PHEVs	Short-Range PHEVs
48 months	\$3,000	\$2,000
36 months	\$2,250	\$1,500
24 months	\$1,500	\$1,000
12 months	\$750	\$500

Important: The minimum ownership or lease period required to retain the full rebate is 12 months. Purchasers or lessees who sell or end their vehicle lease before that time will be required to refund a prorated portion of the rebate.

Applying the Rebate

All applications must be received within 30 days of purchase to be eligible. Rebates are provided on a first come first serve basis.

1. Verify eligibility

- a. Verify that any new BEV/PHEV purchases or leases meet the eligibility criteria and fall within the parameters of the program.
- b. Verify the eligibility of the purchaser by confirming that they are one of the following:
 - resident of Nova Scotia;
 - authorized representative of a Nova Scotian municipality;
 - authorized representative of a business or non-profit that is registered in Nova Scotia, or which has a Nova Scotia-based affiliate; or
 - authorized representative of a First Nation located in Nova Scotia.
- c. Verify that the purchaser is not a Federal or Provincial Department, agency, or Crown corporation, as they are not eligible for rebates.

2. Apply the rebate

Verify the rebate level for the purchase or lease and apply it to the price of the vehicle **after** taxes and fees.

Important: Neither the Program Administrator nor the Province of Nova Scotia will be held liable for rebates provided on ineligible vehicles. The Program Administrator reserves the right to refuse reimbursement applications that do not meet the Program Guidelines.

3. Complete Customer Consent and Rebate Received Form

While the customer is present, the consumer consent and rebate received from must be completed. These forms are available on the program website electrifyns.ca. This form has 2 purposes. First, this form allows you to share the protected information in the sales documentation with us as a third party. Second, customers sign the form to acknowledge that they have received the rebate at the time of purchase. Regardless of whether the rebate on your bill of sale this section must be completed by the customer. **Without this form, we cannot process your rebate claim.**

Eligible Vehicles

New Vehicles

The rebate for new electric vehicles will apply to the same makes and models as in the federal iZEV program. Specifically, the rebate will apply to:

Vehicle Type	Base model trim minimum	Higher-Price trim maximum
Passenger cars	less than \$55,000	MSRP of \$65,000
Station wagons, pickup trucks, SUVs, minivans, vans, and special purpose vehicles	less than \$60,000	MSRP of \$70,000

Please see the list of [eligible vehicles](#) available from the iZEV program.

Important: Transport Canada adjusts this list from time to time and reserves the right to take models off the list at any time. Any changes to the list from Transport Canada will be effective in Nova Scotia immediately upon publication of the changes by Transport Canada.

Identical to the federal program, demonstrator vehicles with less than 10,000 km will be eligible as new vehicles if they would otherwise qualify for a rebate.

All vehicles must also:

- meet all federal and provincial motor vehicle safety standards;
- be intended for use on public streets, roads, and highways; and
- have at least four functioning wheels and be highway capable (e.g., not a low-speed vehicle).

Note that electric motorcycles, scooters and off-road vehicles are not eligible for rebates.

All **New** EVs that receive the rebate must be kept in the owner's name and registered in Nova Scotia for a minimum of 12 months (1 year). If it has been determined that the vehicle was not kept for the required amount of time the consumer will be asked to return the rebate at a prorated amount determined by the program administrators.

Used Vehicles

The used electric vehicle rebate will apply to any year, make or model of BEV or PHEV so long as it meets the following criteria:

- It must be sold by a licensed dealer (i.e., not a private or person-to-person sale) located in Nova Scotia.
- It must not have had the Electrify Nova Scotia used vehicle rebate previously applied (i.e., only one used vehicle rebate is available per vehicle).
- Used vehicles that have previously had the Nova Scotia new vehicle rebate applied can receive the used vehicle rebate, but this is the lifetime maximum per vehicle (i.e., one new vehicle rebate and one used vehicle rebate.)
- Used vehicles that have had new vehicle rebates applied by other provinces or countries are eligible to receive the Nova Scotia used vehicle rebate.
- The retail price for the used vehicle must be between \$10,000 and \$55,000 for BEVs, and \$10,000 and \$40,000 for PHEVs, regardless of their original MSRPs.
- The vehicle meets all federal and provincial motor vehicle safety standards.
- The vehicle is intended for use on public streets, roads, and highways.
- The vehicle has at least four functioning wheels and is highway capable (e.g., not a low-speed vehicle).

BEVs have been evaluated to have the residual capacity of the battery with respect to its initial capacity (a.k.a. a battery's State of Health report). PHEVs are exempt from needing to provide the battery state of health.

Important: Each Used BEV or PHEV can only have a rebate applied once in the vehicle's lifetime. If you are unsure if a used vehicle has had a rebate claimed, you can use our online Used EV Rebate Look-Up tool: <https://evassist.ca/vinlookup/>

Acknowledgement of Battery Capacity Disclosure

This information must be disclosed to the consumer prior to the sale being finalized. The consumer will need to sign an **Acknowledgement of Battery Capacity Disclosure Form** (available on the program website) to verify that they have been made aware of the range they can reasonably expect from their purchase.

This is a measure intended to protect the consumer (and dealerships) by ensuring that the customer is made aware of the range they can reasonably expect from their purchase. Electrify does not set a threshold for acceptable battery capacity, it is up to the consumer to decide if the capacity meets their needs.

Battery Capacity Testing

A vehicle's battery will naturally degrade over time, typically on the order of a few percentage points per year (see, e.g., the [Geotab Battery Degradation Tool](#) for an example of typical degradation rates). Some vehicles may have defects or issues that result in a faster-than-expected loss. The State of Health (SOH) of a battery measures its actual energy storage capacity remaining versus when it was new and is generally shown as a percentage or in kilo watt hours (kWh). This SOH measurement must be disclosed to the consumer for any Used Battery Electric Vehicle.

Use an On-Board Diagnostic-2 (OBD2) tool reader and an app (such as TorquePro, FOREscan, EngineLink, etc) on a phone or laptop to get the SOH report of a BEV. If choosing an OBD2 and app, please note you will need the Parameter IDs (PIDs) for each automaker of BEV you are asking the OBD2 tool to read (Nissan leaf differs from Chevy Bolt, for example). For further guidance on which diagnostics tool to use, please contact the OEM of that vehicle for best practices or refer to community driven PID guide.

Dealership Reimbursement

1. Register your business

Have an authorized representative register your business with the Program Administrator by going to the [registration page](#) and submitting your information. This only needs to be done once and will enable payment through direct deposit. (If you have already applied POS rebates prior to registration, these will be honoured so long as they meet the program criteria publicly available at the time the rebate was applied.)

2. Submit a claim application

Your authorized representative will submit the completed sale information using the following process:

- a. Visit our online application form (also accessible through electrifyns.ca; please bookmark this link for quick access.)
- b. Select dealership/retailer
- c. Select your dealership name. All communication regarding your claim will be with the email that was used when the registration process was originally completed. If you would like a secondary individual to receive emails about this claim this can be added in the “alternate dealer/retailer email” section.
- d. Complete the form for each vehicle that is rebated. You will need to enter the consumer’s first and last name, address, and date of birth (this information will be on the consumer consent and rebate received form), as well as information on the year, make, model, trim, type (BEV, LR-PHEV or SR-PHEV) and VIN of the vehicle.

Note: For an organization application please use the “first name” as the organization name and “last name” as the authorized representative name. For date of birth use the date of purchase.

- e. Upload the required documents:
 - i. Bill of Sale or Lease Agreement
 - ii. Consumer Consent and Rebate Received Form
 - iii. Certificate of Registration in customer name OR a NS Vehicle permit in customer name

For privacy reasons, in the supporting documentation, please do not include (or redact) credit card or other payment information.

If these documents are incomplete, poor quality or resolution or otherwise unclear you can expect an additional 2 weeks of processing time after all documents have been received by the Electrify team.

3. Reimbursement

Important: Rebates not provided at the time of sale, or incorrect rebate amounts are the responsibility of the dealership to correct. To correct the rebate the dealership will be required to provide the customer the correct rebate amount and include proof of payment (such as a copy of the cheque) with the application. We ask the consumer initials the amount received on the Consumer Consent and Rebate Received form. Once we receive this information, we will verify with the consumer they did receive the remaining balance of their rebate. **Only after this information is confirmed will we proceed with reimbursement.**

- Rebates are paid through an EFT to the banking information provided at the time of registration.
- Each claim will be assigned a tracking ID. You will receive an email with your tracking ID at the time of submission. Rebates can always be tracked by VIN.
- If there is missing data, the Electrify team will email citing the consumer name and VIN, and ask for the missing piece of data.
- Once processed you will receive an email notifying you of the status change.
- If you would like to find out the status or have questions about your application, please include the customer's name and VIN in the email.
- We aim for payments to be made to dealerships in a maximum of net 30 days from submission of complete documents. The time required to request missing or incomplete information will be added on to this timeline.
- Remittance slips are emailed to the email used at registration when rebates are paid out and will cite the last 6 digits of the VIN as the bill ID number. See sample below.

Clean Foundation
126 Portland Street
Dartmouth NS B2Y 1H8
finance@cleanfoundation.ca
clean.ns.ca



Remittance Slip

Payment To

Dealership Name
Address

Date:
Reference No:

Bill Number	Bill Date	Due Date	Original Amount	Balance	Payment
ABCDEF	14/06/2022	14/07/2022	2000.00	2000.00	2000.00

↑
Last 6 digits of the VIN to match with your records

End of Guidelines