

## CON EDISON EV CHARGING STATION APPLICATION

# Con Edison Electric Vehicle Project Closeout Documentation Checklist

For all projects: All closeout documents below must be submitted before the Final Inspection and for case closure.

For Power Ready Incentive Projects: To move your project to the verification stage, customer side construction must be complete and, if service was ruled inadequate, utility-side construction must also be complete. **A new requirement for work verification was included in the November 2023 Midpoint Order mandating that, as of April 15th, 2024, service provider information must be clearly posted on each charger for electric vehicle drivers to report problems, regardless of whether a charger is private or public. Contact information must be displayed via sticker and include the company name and phone number. Contact info cannot be with a QR code or displayed digitally.** Once your project has passed the work verification stage, you will need to close out your project to receive payment. Below are the requirements and linked templates to close out your project in the PowerReadyPortal and Project Center to initiate the payment process:

## Upload to PowerReady Portal in “Engineering Files” section (only for incentives) or Project Center

- [Final/Electric checklist](#)
  - Ensure to select the correct checklist depending on if it’s underground (Page 1) or overhead (Page 2-3)
  - Use file type “Final checklist” in the drop-down menu of PowerReady portal
  - Required for all projects per [Blue Book](#) by Energy Services.
  - If a section does not apply to your project, write in “N/A.”
- [Contractor certification](#)
  - Use file type “Other” in the drop-down menu of PowerReady portal
  - Only required for service adequate projects by Energy Services.
  - Wet signature or digital signature of the contractor is required.
  - Please include your account number on the certification.
- Picture of existing meter if EV chargers were connected to existing meter.
  - Use file type “Other” in the drop-down menu of PowerReady portal
  - If you have requested a new meter to connect your EV charger load, this **DOES NOT** apply to you.
- [Application for Service](#) if EV chargers were connected to a new meter.
  - Use file type “Service Application” in the drop-down menu of PowerReady portal
  - If you have requested new service or a new meter to connect your EV charger load, this **DOES** apply to you.
  - If you have requested new service or a new meter, you will have to pay a deposit.
  - If your request new service or a new meter, your CPM will conduct field visit. (This is not the same as work verification.)
- NYC DOB Electrical Permit Application Filing Details or Municipality of Westchester Inspection Certificate.
  - Use file type “Electric Certificate” in the drop-down menu of PowerReady portal
  - This document is issued through your DOB portal by NYC DOB or Municipality of Westchester Inspection.
  - Required for all projects per [Blue Book](#) by Energy Services.
    - Important:** EV Chargers must be listed in scope section of DOB report.
    - Important:** NYC DOB Permit does not need to be closed out.

## Upload to PowerReady Portal in “Customer-side Costs (CSC)” section (only for incentives)

- Final Customer-side Costs:
  - If you do not have updated customer side costs, this **DOES NOT** apply to you.
  - Upload an updated CSC template reflecting final costs.

## Upload to PowerReady Portal in “General Files” section (only for incentives)

- All Invoices:
  - Invoice from your company to your end customer.
  - If you used a subcontractor, include their invoice to you for labor and materials.
  - Include all labor invoices for in-house or subcontractor work including hours worked and hourly wages (can be spreadsheet calculations or pdf).
    - Important:** If you upload several different invoices or receipts, upload a spreadsheet matching each item to specific line items from your final CSC template.
    - Important:** Do not upload “estimates” from your vendors.

- Charger information worksheet (download from PowerReady Portal) Required for the five-year reporting requirement