

CON EDISON POWERREADY MICROMOBILITY INFRASTRUCTURE INCENTIVE PROGRAM

Con Edison PowerReady Project Closeout Documentation Checklist

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. 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 PowerReady Portal and Project Center to initiate the payment process:

Upload to Project Center

- ☐ [Final/Electric checklist](#)
 - Ensure to select the correct checklist depending on if it's underground (Page 1) or overhead (Page 2-3)
 - Required for all projects per [Blue Book](#) by Energy Services.
 - If a section does not apply to your project, write in "N/A."
- ☐ NYC DOB Inspection Certificate or Municipality of Westchester Inspection Certificate.
 - 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:** Do not upload a screenshot, upload the full eight-page report from the DOB portal.
 - Important:** Chargers must be listed in scope section of DOB report.
 - Municipality of New Rochelle requires an inspection certificate *and* building certificate.

Upload in "Customer-side Costs (CSC)" section in PowerReady Portal

- ☐ Final Customer-side Costs:
 - Upload an updated CSC template reflecting final costs.

Upload in "Verification Pre-requisite Files" section in PowerReady Portal

- ☐ 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.