



**NEW YORK ELECTRIC VEHICLE INFRASTRUCTURE  
MAKE-READY PROGRAM  
PARTICIPANT GUIDE  
CASE 18-E-0138**

---

[SEPTEMBER 2020]

## TABLE OF CONTENTS

---

<i>SECTION 1: OVERVIEW</i>	<i>1</i>
<i>SECTION 2: DEFINITIONS</i>	<i>2</i>
<i>SECTION 3: EV MAKE-READY PROGRAM ELIGIBILITY AND INCENTIVES</i>	<i>3</i>
<i>SECTION 4: APPLICATION &amp; ENROLLMENT</i>	<i>5</i>
<i>SECTION 5: OPERATIONAL REQUIREMENTS</i>	<i>7</i>
<i>SECTION 6: REPORTING REQUIREMENTS</i>	<i>8</i>
<i>SECTION 7: PROGRAM SUPPORT</i>	<i>9</i>

## SECTION 1:

# OVERVIEW

---

## EV Make-Ready Program Introduction & Benefits

The goal of the Electric Vehicle (“EV”) Make-Ready Program (“EV Make-Ready Program”) is to support the development of electric infrastructure and equipment necessary to accommodate an increased deployment of EVs within New York State by reducing the upfront costs of building charging stations for light-duty EVs. Through this EV Make-Ready Program, entities seeking to install or participate in the installation of Level 2 (“L2”) and/or Direct Current Fast Charging (“DCFC”) chargers can earn incentives that will offset a large portion of, or in some cases, all of the infrastructure costs associated with preparing a site for EV charger installation.

This Program Participant Guide (“Guide”) outlines important details of the EV Make-Ready Program, such as eligibility criteria, enrollment process, and post-enrollment requirements.

## Background

The Climate Leadership and Community Protection Act<sup>1</sup> (the “CLCPA”) of 2019 codifies ambitious targets governing economy-wide reductions in greenhouse gas emissions. To support these goals and in alignment with the State’s policy goal on light-duty vehicle electrification outlined in the 2013 multi-state zero-emission vehicles (“ZEV”) MOU,<sup>2</sup> the New York Public Service Commission (“Commission”) issued an order on July 16, 2020 approving the EV Make-Ready Program (“Make-Ready Program Order”).<sup>3</sup> The requirements of the Make-Ready Program Order will help New York meet its emissions reduction targets by supporting increased adoption of EVs through statewide deployment of more than 50,000 L2 plugs and 1,500 DCFC plugs by the end of 2025. The Make-Ready

---

<sup>1</sup> Chapter 106 of the Laws of 2019. CLCPA is available at <https://legislation.nysenate.gov/pdf/bills/2019/S6599>. See also, the Climate Act Fact Sheet, available at: <https://climate.ny.gov/-/media/CLCPA/Files/CLCPA-Fact-Sheet.pdf>

<sup>2</sup> On October 24, 2013, Governor Cuomo entered into a Memorandum of Understanding (“MOU”) with the Governors of California, Connecticut, Maryland, Massachusetts, Oregon, Rhode Island, and Vermont agreeing to coordinate and collaborate to promote effective and efficient implementation of ZEV regulations. Since 2013, additional states have joined the ZEV MOU. Available at [http://www.dec.ny.gov/docs/air\\_pdf/zevmou.pdf](http://www.dec.ny.gov/docs/air_pdf/zevmou.pdf)

<sup>3</sup> Case 18-E-0138, *Proceeding on Motion of the Commission Regarding Electric Vehicle Supply Equipment and Infrastructure* (“EVSE&I Proceeding”), Order Establishing Electric Vehicle Infrastructure Make-Ready Program and Other Programs (issued July 16, 2020) (“Make-Ready Program Order”).

Program Order incentivizes both the Joint Utilities<sup>4</sup> and developers to expand the number of publicly accessible charging locations and establishes a total budget for the Joint Utilities of \$701 million, with \$206 million of that amount allocated to directly benefit Disadvantaged Communities (as defined below in Section 2).

The Make-Ready Program Order requires the Joint Utilities to file individual implementation plans along with this common Guide. This Guide provides specific information for Participants to better enable their participation in the EV Make-Ready Program. The Guide may need modification as the EV Make-Ready Program and/or the application process evolve. Revised versions of this Guide will be posted on the Commission's Document and Matter Management system and be available on each of the Joint Utilities' websites and at [www.jointutilitiesofny.org](http://www.jointutilitiesofny.org)

## SECTION 2:

### DEFINITIONS

---

**Approved Contractor:** A contractor who has met the utility's approval criteria to install EV charging infrastructure incentivized through the EV Make-Ready Program.

**Disadvantaged Communities:** Include environmental justice and low- and moderate-income communities as well as additional areas to be determined later.

**EV Make-Ready Program:** A program that provides incentives for the installation of electric infrastructure to support the deployment of L2 and DCFC light-duty EV chargers in New York State.

**Participant:** An entity that applies for and receives the incentives available through the EV Make-Ready Program. This could be any entity including:

- **Developer:** An entity responsible for designing, constructing, and commissioning an EV charger site. This entity may also be responsible for owning, managing, and operating the chargers.
- **Equipment Owner:** The entity that purchases and owns the EV charging equipment once it is installed.
- **Site Host:** The owner of the site on which the EV charging equipment is installed. The Site Host may or may not be the Equipment Owner.
- **Customer:** An entity taking service from the utility.
- **Approved Contractor:** As defined above

---

<sup>4</sup> The Joint Utilities are Central Hudson Gas & Electric Corporation (Central Hudson), Consolidated Edison Company of New York, Inc. (Con Edison), New York State Electric & Gas Corporation (NYSE&G), Niagara Mohawk Power Corporation d/b/a National Grid (National Grid), Orange & Rockland Utilities, Inc. (O&R), and Rochester Gas and Electric Corporation (RG&E).

## SECTION 3:

# EV MAKE-READY PROGRAM ELIGIBILITY AND INCENTIVES

---

In order to receive incentive payments as part of the EV Make-Ready Program, the following criteria must be met as they relate to the equipment and installation:

### Eligible Equipment or Infrastructure

Two categories of equipment or infrastructure are eligible for incentives under the EV Make-Ready Program:

1. **Utility-side Make-Ready Infrastructure:** Utility electric infrastructure needed to connect and serve a new EV charger. This may include traditional distribution infrastructure such as step-down transformers, overhead service lines, and utility meters that will continue to be owned and operated by the utility.
2. **Customer-side Make-Ready Infrastructure:** EV equipment or infrastructure necessary to make a site ready to accept an EV charger that is owned by the charging station Developer, Equipment Owner, or Site Host. This electric infrastructure may include conductors, trenching, and panels needed for the EV charging station.

Eligible future proofing to the site and equipment may also be approved as part of this infrastructure. All EV supply equipment must be installed by utility-approved contractors in order to be eligible for the incentives available through this EV Make-Ready Program. Equipment associated with the EV charger itself, such as the actual EV chargers, power blocks, modules, mounting hardware, co-located distributed generation, or energy storage material, are ineligible for incentives under the EV Make-Ready Program.

### Eligibility Criteria and Incentives

To receive incentives through the EV Make-Ready Program, a project must satisfy the following criteria:

1. **Approved Application:** Participant must apply to be accepted into the EV Make-Ready Program by the utility in whose electric service territory the proposed EV charging station will be located. The utility will review, evaluate, and, if appropriate, approve applications.
2. **Station Maturity:** Construction of the EV charging station must have commenced no sooner than July 16, 2020.
3. **Location Capacity:** EV charging stations must conform to capacity guidelines including:

- a. EV charging stations must have a minimum of two plugs.<sup>5</sup>
- b. DCFC sites with more than ten plugs and/or demand in excess of 2MW will be allowed to participate in the EV Make-Ready Program under the condition that developing the site does not cause the utility to incur new business costs greater than those that would have been incurred to develop a site with a maximum demand of 2MW.
- c. The number of plugs at locations in excess of ten plugs shall not exceed 50 percent of the target number of plugs established in the EV Make-Ready Order for each utility.<sup>6</sup>

Projects developed by the New York Power Authority (“NYPA”) are eligible for two types of incentives: (i) incentives of up to \$15 million supporting the initiative to build ten fast charging locations in every Regional Economic Council (“REDC”) region by 2022; and, (ii) incentives of up to \$15 million supporting DCFC locations under NYPA’s EVolve NY program.

Participants in the EV Make-Ready Program are eligible to receive incentives covering up to the given cost of Make-Ready infrastructure based upon the following criteria:

Table 1: Incentive Level Criteria<sup>7</sup>

	Up to 50%	Up to 90%	Up to 100%
Accessibility	Non-public locations, including workplace and privately-owned pay-to-park lots	Public locations, including municipal paid parking	
Plug Type	Locations where a station with proprietary plug types are not collocated with an equal number of commonly accepted standardized plug types of equal or greater	Locations where all plugs are standardized or where a proprietary plug type is collocated at a station with an equal number of commonly accepted standardized plug types of equal or	

<sup>5</sup> The number of two-plug stations that can receive incentives through the Program is limited to no more than 50 percent of the target number of plugs in the five boroughs of New York City and 25 percent of the target number in the remainder of the state.

<sup>6</sup> EVSE &I Proceeding, Make-Ready Program Order, Appendix B.

<sup>7</sup> *Id.*, Make-Ready Program Order, pp. 5, 44-46.

	simultaneous charging capacity.	greater simultaneous charging capacity.	
<b>Disadvantaged Communities</b>			Sites located within or near a Disadvantaged Community (see additional information below).

For projects in Disadvantaged Communities, the Participant will receive up to 100 percent<sup>8</sup> of eligible make-ready costs for:

1. Publicly accessible non-proprietary DCFC sites within one mile of Disadvantaged Communities in the Con Edison, Central Hudson, O&R, or RG&E service territories, or within two miles of such communities in the NYSEG and National Grid service territories.
2. Level 2 sites located in multi-unit dwellings within one mile of Disadvantaged Communities in the Con Edison, Central Hudson, O&R, and RG&E service territories, and within two miles of such communities in the NYSEG and National Grid service territories.<sup>9</sup>

No single Participant may receive incentives for greater than 50 percent of any utility-specific Make-Ready Incentive budget.

#### SECTION 4:

### **APPLICATION & ENROLLMENT**

---

Participants interested in applying for the EV Make-Ready Program may access the necessary application form and supporting information online at Con Edison’s website, as indicated in Table 2 below. Participants in the EV Make-Ready Program may also participate in Con Edison’s DCFC Per-Plug Incentive Program<sup>10</sup> or other incentive programs that Con Edison may have available over time.

<sup>8</sup> Up to 100 percent until expenditures reach 20 percent of the incentive budget authorized, and 90 percent for the remainder of the EV Make-Ready Program budget.

<sup>9</sup> The Make-Ready Program Order mandated that NYSEG and National Grid should define areas within their service territories where a one-mile radius will be required to qualify for the 100 percent incentive associated with EJ and LMI Communities. These areas will be defined in each utility’s implementation plan filings.

<sup>10</sup> See <https://jointutilitiesofny.org/utility-specific-pages/electric-vehicles>

Table 2: EV Make-Ready Program Application Form Location

Utility	Program Application Web Address
Consolidated Edison Company of New York, Inc.	<a href="https://www.coned.com/en/our-energy-future/technology-innovation/electric-vehicles/make-ready-program">https://www.coned.com/en/our-energy-future/technology-innovation/electric-vehicles/make-ready-program</a>

### Application Process

Con Edison’s Phase One application process uses existing tools, such as the Company’s PowerClerk web portal and Energy Services Project Center platform, to manage and track Program applications. Participants will use a PowerClerk form, found on the Program website, to apply for Program eligibility and Project Center, found at [www.coned.com/es](http://www.coned.com/es), to submit service requests.

The application will request that Participants provide the information below for the Company to process and evaluate the application.

- The applicant’s name and contact information
- A description of the project, including the number of plugs, charging output and plug type of each, location (and if in a Disadvantaged Community, if known), demand management software or hardware, whether the EV supply equipment will be bi-directional at present or in the future or exclusively load, and any collocated distributed generation or energy storage
- If available, order-of-magnitude estimated costs of customer-side make ready infrastructure and make-ready incentive requested
- Future proofing needs and expansion plans

As part of the application, the Participant can also identify their Approved Contractor that they can modify later.

In parallel, to support the Program through 2025, Con Edison is developing the requirements needed for a Program platform that will allow for a seamlessly integrated application, Program portal, and connection to back-end systems.

### Approved Contractors

Participants are required to use utility-approved contractors as a condition of program participation. Approved Contractors will be available on the EV Make-Ready Program web page located at each utility’s website.

## **Becoming an Approved Contractor**

To become an Approved Contractor for the EV Make-Ready Program, interested entities must complete and submit a Participating Contractor Application to each utility in whose territory the contractor is interested in working. The Participating Contractor Application will be available at [jointutilitiesofny.org](http://jointutilitiesofny.org) and at each utility's website.

Each electric utility will review all applications, agreements and supporting documentation and determine if the contractor is accepted into the EV Make-Ready Program as an Approved Contractor within thirty days of receiving a completed application. The utility will notify the applicant of their application status via email. Upon acceptance, the utility will place the Approved Contractor on the list of approved contractors for potential Participants in the Program.

Entities may apply to become an Approved Contractor at any time. The Joint Utilities will provide the basis for rejecting an entity as an Approved Contractor and permit that entity to correct deficiencies in their application and re-apply. Each utility retains the right to place Participating Contractors on probation or remove them from the EV Make-Ready Program for nonperformance.

### SECTION 5:

## **OPERATIONAL REQUIREMENTS**

---

The EV Make-Ready Program requires that all sites meet a specific minimum set of performance standards, which will be tracked and reported by the Participant as part of the overall reporting requirements outlined in Section 6 below. These operational standards are as follows:

- DCFC plugs must be operational 95 percent of the time (annually);
- DCFC charging stations must be operational 99 percent of the time (annually), with a minimum of 50 percent of the plugs considered to be “up” at all times;
- All charging stations in the EV Make-Ready Program must operate for a minimum of five years; and
- Ownership of EV charging stations may change or stations may be upgraded during the five-year term, as long as the number of plugs and the capacity of the station does not decrease, and the site continues to meet all performance and reporting obligations of the Program.

## SECTION 6:

### REPORTING REQUIREMENTS

---

Participants agree to provide the utility with the necessary data regarding the installation and use of the EV charging equipment to facilitate necessary tracking of the Program's overall operation and effectiveness on a quarterly basis. This data includes:

- Plug and charging session data, including:
  - the number of sessions daily;
  - start and stop times of each charge;
  - the amount of time each vehicle is plugged in per session;
  - peak kW per charging session;
  - kWh per charging session; and
  - plug outage information. Plug outage information is to include the number and duration of outages and is to be differentiated by expected outages (for maintenance) and unexpected outages.
- Financial information, including:
  - infrastructure and equipment costs;
  - fee structure (structure of fee to the end-use customer, i.e., cost per minute, cost per kWh, cost per session and whether the station owner is providing charging for free);
  - charging revenues derived; and
  - operating costs, which should include energy-related costs and non-energy-related costs separately identified.

Participants must also consent to allowing the utility to share the following information with New York State Department of Public Service Staff:

- Utility system and billing information for each EV charging station, including:
  - 15-minute interval data;
  - load profiles for the EV charging stations for the top ten demand days of each year; and
  - utility bills. Utility bills are to be differentiated by delivery service-related costs and energy-related costs.

All data subject to the reporting requirements identified in this section will be provided on a quarterly basis to the Joint Utilities after a third-party consultant designated by the Joint Utilities anonymizes and aggregates the data. Consistent with the Make-Ready Program Order, program participants that fail to provide the required data will not be eligible for new Make-Ready Program incentives and will either be subject to claw back of the make-ready payments received or revocation of service so that the station can be operated by an alternate market participant.<sup>11</sup>

SECTION 7:

**PROGRAM SUPPORT**

---

For questions about the eligibility/application process, or the ongoing requirements for Program participation, please submit inquiries to the addresses below.

*Table 3: EV Make-Ready Program Support Contact Information*

Utility	Support Address
Consolidated Edison Company of New York, Inc.	<a href="mailto:EVMRP@coned.com">EVMRP@coned.com</a>

---

<sup>11</sup> EVSE&I Proceeding, Make-Ready Program Order, p. 107.