



CENTRAL HUDSON DCFC INCENTIVE PROGRAM

IMPLEMENTATION MANUAL

Revised May 2020

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1.0 BACKGROUND

The **Central Hudson DCFC Incentive Program** (Program) is an incentive program designed to accelerate the deployment of electric vehicle charging equipment in New York State. By increasing the use of electric vehicles and electric vehicle charging stations, this program benefits New York State by reducing harmful emissions and the transportation sector's dependence on petroleum. The Central Hudson Gas and Electric Corporation (CENTRAL HUDSON) developed the Program to provide incentives that reduce the cost of purchasing and installing qualified DCFC Level 3 charging equipment for use in New York State.

Note to Applicants: At the time an Equipment Owner's pre-application or application is approved, the most current version of the Implementation Manual and the Terms and Conditions signed by the Equipment Owner will apply.

This document constitutes the Implementation Manual for the Program. Definitions of key program parameters are located in the next section of the Manual.

1.1 PROGRAM OVERVIEW

The Program is an incentive program that reduces the cost of purchasing and installing qualified DCFC Level 3 charging equipment at a New York State location that provides public charging. Public and private (both for-profit and not-for-profit) entities may participate in the Program. CENTRAL HUDSON intends to provide annual incentive payments per charging port installed upon completion of the installation of charging equipment, the provision of appropriate documentation, and after the operation of each 12-month billing cycle thereafter during the program duration.

The Program is initially offering \$4.4 million in funding for incentives and **will accept applications until December 31, 2025 or until the 100 plug program limit is reached, whichever comes first.**

Additional information about the program, current lists of qualified charging equipment and networks, and the current amount of funding remaining in the program can be found on CENTRAL HUDSON's website, <https://www.cenhud.com/my-energy/electric-vehicles/dc-fast-charging-stations/>. Charging equipment and network service eligibility rules are defined in Section 3.1 of this Manual.

Equipment Owners must apply for pre-approval of an incentive payment for the purchase and installation of qualified charging equipment, which reserves funding for their charging equipment. They then must complete their installations within 1 year of the complete application and any CIAC payment and submit required documentation within one-hundred eighty (180) calendar days. Upon approval of all documentation and after 12 months of commercial operation, CENTRAL HUDSON will issue an incentive payment directly to the Equipment Owner in the form of a paper check or by electronic payment.

1.2 PROGRAM CONTACTS

All application and program questions should be directed to the Central Hudson area District Director for the area of interest:

Poughkeepsie: Victor Narkaj
vnarkaj@cenhud.com
845-486-5474

Kingston/Catskill: Jason Malizia
jmalizia@cenhud.com
845-334-3513

Fishkill: Robin Moore
rmoore@cenhud.com
845-897-6152

Newburgh: Lisa Carver
[lcarver@cenhud.com](mailto:lcarter@cenhud.com)
845-563-4529

2.0 DEFINITIONS

The Central Hudson DCFC Incentive Program (Program) is a program that provides incentives for the purchase and installation of electric vehicle charging equipment in Central Hudson's service territory.

Contribution In Aid of Construction (CIAC) is a payment to the utility for interconnection work required beyond the service allowance specified in the tariffs. These amounts are determined by the utility during the application review process and payments must be made within 60 days to maintain qualification of the application.

Electric Vehicle (EV) is a four-wheel light duty vehicle capable of highway speeds that is powered fully or in part by an electric motor and is rechargeable from an external connection to an off-board electrical source.

Electric Vehicle Charging Equipment (Charging Equipment) is a DCFC Level 3 electric vehicle charging station that meets all requirements of the program.

Equipment Owner is the entity that purchases the Charging Equipment. The Equipment Owner is also the recipient of the incentive payment.

Installation Date is the date on which the Charging Equipment is affixed to its permanent location, connected to the electrical source, and ready for use (including connected to a network for networked Charging Equipment).

Installer is the entity that installs the Charging Equipment. The Installer may or may not be the same as the Equipment Owner.

Pre-Approval Date is the date that Central Hudson approves the Equipment Owner's application for pre-approval for a DCFC incentive.

Program Effective Date is March 1, 2019.

Publicly Accessible allowing access without site-specific physical access restrictions. For purposes of this incentive program, customers should not have to pay to access a participating DCFC station.

Qualified Charging Equipment is DCFC Charging Equipment that has been approved for use in the Program. DCFC stations will be defined as those Level 3 stations that utilize either a Society of Automotive Engineers Combined Charging System (SAE CCS) plug type commonly in use by American and European manufactures (e.g., Chevrolet, BMW, Mercedes, and Volkswagen) and/or a CHAdeMO plug type commonly in use by Asian manufactures (e.g., Nissan and Mitsubishi) or **any plug type capable of charging at 50 kilowatts for a 60 percent incentive payment and 75 kilowatts or greater for a full incentive payment, if co-located with a commonly accepted non-proprietary standardized plug-type.** Each plug must be capable of simultaneously dispensing at 50 kW or more to qualify for the incentive. Simultaneous charging capability shall be defined as the nameplate rating of the charger divided by the number of plugs.

Site Owner is the owner of the site at which the Charging Equipment is installed. The Site Owner may or may not be the same as the Equipment Owner.

3.0 PROGRAM ELIGIBILITY

3.1 CHARGING EQUIPMENT AND NETWORK SERVICE ELIGIBILITY

To receive an incentive payment through the Program, Equipment Owners must purchase and install one or more units of Qualified Charging Equipment that are publicly accessible. **The equipment must be installed after March 1, 2019. Any application in progress before March 1, 2019 where the developer had paid a CIAC prior to March 1, 2019 is not eligible for the incentive program.**

Plugs must be capable of simultaneously dispensing at 50 kW or more to qualify for the incentive. Simultaneous charging capability shall be defined as the nameplate rating of the charger divided by the number of plugs. The per-plug incentive for each 50-74 kW DCFC shall be 60 percent of the total incentive, while each plug at 75 kW or greater shall receive 100 percent of the incentive payment.

For the purposes of this program, publicly accessible DCFC stations will be defined as those Level 3 stations that utilize both a Society of Automotive Engineers Combined Charging System (SAE CCS) plug

type commonly in use by American and European manufactures (e.g., Chevrolet, BMW, Mercedes, and Volkswagen) and a CHAdeMO plug type commonly in use by Asian manufactures (e.g., Nissan and Mitsubishi) or any plug type capable of charging at 50 kilowatts for a 60 percent incentive payment and 75 kilowatts or greater for a full incentive payment, if co-located with a commonly accepted non-proprietary standardized plug-type.

To ensure maximum accessibility of DCFC stations by the public, stations eligible for an incentive under this program must be usable without requiring a paid membership in a charging station network. This includes both proprietary and non-proprietary plugs. Networked stations that offer single per-use charging fees payable through a commonly accepted payment method such as cash, credit, or debit will satisfy this criterion. While payment through a smartphone application is permitted, in order to qualify as publicly accessible for purposes of this program, it may not be the only form of payment a DCFC station accepts.

3.2 EQUIPMENT OWNER ELIGIBILITY

To be eligible for a Program incentive payment, an Equipment Owner must meet the following conditions:

1. Be a corporation licensed to do business in New York State, including not-for-profit corporations; a State agency or political subdivision of the State, including municipalities, school districts, and other local government entities.
2. Be an organization with an Employer Identification Number (EIN).
3. Purchase and install qualified charging equipment at a site in New York State that meets site eligibility requirements (see Section 3.3).

3.3 SITE ELIGIBILITY RULES

Equipment Owners must install charging equipment at publically available sites. Publically available DCFC stations are those allowing access without site-specific physical access restrictions (e.g., supermarkets, malls, retail outlets, rest stops, visitor centers, train stations, hotels, restaurants, and parking garages or lots where DCFC stations are open to the public and will be used by a wide variety of users). For purposes of this incentive program, customers should not have to pay to access a participating DCFC station.

4. INCENTIVE AMOUNTS

The incentive is based on the year of participation, for 2019 the incentive is \$11,000 per plug for plugs rated to dispense 75 kW or greater, declining annually by one-seventh throughout the seven year program period. Annual incentives will be earned on a per plug basis as follows:

Eligibility Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
2019	\$11,000	\$9,429	\$7,857	\$6,286	\$4,714	\$3,143	\$1,571	\$44,000
2020		\$11,000	\$9,429	\$7,857	\$6,286	\$4,714	\$3,143	\$42,429
2021			\$11,000	\$9,429	\$7,857	\$6,286	\$4,714	\$39,286
2022				\$9,429	\$7,857	\$6,286	\$4,714	\$28,286
2023					\$7,857	\$6,286	\$4,714	\$18,857
2024						\$6,286	\$4,714	\$11,000
2025							\$4,714	\$4,714

The annual per-plug incentive for plugs rated to dispense a minimum of 50 kW but less than 75 kW will be 60% of the annual incentive noted above. The total DCFC station annual incentive payment shall not exceed the total delivery cost for the twelve-month billing period in which the incentive is being calculated (“delivery cost cap”). No incentives will be earned for twelve-month periods commencing after December 31, 2025.

5. INCENTIVE APPLICATION PROCESS

CENTRAL HUDSON will pay the Incentive once the Equipment Owner has met the requirements of the Program as described in the Manual. This includes but is not limited to (1) Agreeing to all Program requirements, (2) Installing all Qualified Charging Equipment in accordance with program rules and all applicable federal, state, and local rules and regulations, and (3) Providing accurate and complete documentation of the Qualified Charging Equipment purchase and installation to CENTRAL HUDSON.

To qualify for an incentive, Equipment Owners must pre-apply for incentives. Incentives are available on a first-come, first-served basis. The level of the incentive is based on the calendar year in which the completed application is received.

To participate in the Program, the Equipment Owner must first complete a [Commercial Account Application](#) and [Commercial Electrical Data Form](#). These along with the [Site Host agreement](#) and [W-9 Form](#) should be sent to the contact listed in section 1.2. These Program Administrators shall review contractor applications for completeness and eligibility and respond to applicants within ten (10) calendar days.

CENTRAL HUDSON will reserve program funds for the Equipment Owner and lock in the incentive rate upon successful review by the Program Administrator and CENTRAL HUDSON of the Equipment Owner's application. The incentive rate will be based on date of the completed and approved application, i.e. for the 2019 incentive rate, the application must be submitted and deemed complete by December 31, 2019. The Equipment Owner shall have sixty (60) calendar days from the Pre-Approval Date to submit any payment of CIAC. If the CIAC payment is not received within sixty (60) calendar days after the Pre-Approval Date, the pre-approval will be cancelled, the reserved funds will be released, and the Equipment Owner must reapply. The Equipment Owner will be notified of the cancellation via email. Pre-approval does not guarantee an Equipment Owner will receive any funds from the Program. Pre-approval only reserves funds in the Program budget for the Equipment Owner, which can receive them contingent upon completing the Charging Equipment installation, completing all Program requirements, and submitting all required documentation.

The Program Administrator shall have ten (10) calendar days to review submitted incentive applications. Submitted applications that are complete and accurate and include all required documents will be approved. If the application is found to be complete, the date of the submittal will be the incentive date.

If an application or its required documents are determined to be incomplete, illegible, or missing required information, the Equipment Owner will be notified of the error via email and shall have fifteen (15) calendar days from the date of notification to correct any errors. If the errors are not corrected within fifteen (15) calendar days, the application will be cancelled and the reserved funds will be released. If an application is submitted but determined to be ineligible, it will be cancelled, the reserved funds will be released, and the Equipment Owner will be notified via email.

6. PROGRAM REQUIREMENTS

To participate in the Program, Equipment Owners must meet or agree to the following conditions:

1. Sign and agree to the Equipment Owner Agreement.
2. Provide all required documentation about the charging equipment and installation to CENTRAL HUDSON.
3. Operate the charging equipment from the Installation Date to the conclusion of the program, December 31, 2025.
4. If the charging equipment is networked, the Equipment Owner must provide limited rights to access charging data (preferred) or establish regular recurring data transfers to CENTRAL HUDSON or its contractor for the duration of the program, as described in Section 8.
5. Allow CENTRAL HUDSON to share the charging equipment information, Equipment Owner contact information, and the installation address with the electric distribution utility serving that location, for the purpose of informing the utilities' system planning efforts, and with the U.S. Department of Energy, which compiles information about charging equipment to share with EV drivers through the Alternative Fuels Data Center (AFDC).

6. Agree to participate in online surveys and other research efforts that support Program goals.

7. REQUIRED DOCUMENTS

Equipment Owners must submit required documents for each incentive application.

To receive approval for an incentive application, Equipment Owners must submit:

- Completed application forms (our [commercial account application](#) and the [commercial electrical data form](#)).
- Copy of Permit: Scan of building permit to install charging equipment or note from the authority having jurisdiction (AHJ) that no building permit is required.
- [Site Host Agreement](#): Scan of signed Site Host Agreement **or provide other information proving site control acceptable to CENTRAL HUDSON.**
- [W-9 Form](#)

To receive payment, Equipment Owners must additionally submit:

- The signed [equipment owner agreement](#)
- Payment of any required Contribution In Aid of Construction (CIAC) for excess distribution facilities within 60 days of communication of those fees.
- Serial numbers and GPS coordinates for all charging equipment
- **Installed Site Photo**: Photo of the charging equipment installed so the equipment is visible at its site
- **Serial Number Photo**: Photo of the serial number on each piece of charging equipment
- **Charging Equipment Installer Certification**: Scan of signed [Charging Equipment Installer Certification](#). If the Equipment Owner self-installed the Charging Equipment, the Owner must still complete this form.

CENTRAL HUDSON reserves the right to require additional documentation if needed for verification of any element of incentive eligibility.

8. OPERATION OF EQUIPMENT AND DATA PROVISION

The Equipment Owner shall continue to own and operate the Charging Equipment for a period of no less than seven (7) years from the date of installation. If the Equipment Owner ceases to operate the Charging Equipment before the end of this term, CENTRAL HUDSON will cease payment of the remaining incentive and may require repayment of a portion of the incentive payment.

As part of the operation of equipment, the Equipment Owner shall provide all data requested to CENTRAL HUDSON or its contractors on a regular basis. **The Equipment Owner shall either provide CENTRAL HUDSON or its contractors with limited administrative access to the network data (preferred) or by establishing regular recurring data transfers to CENTRAL HUDSON for the duration of the program**

period. If the Equipment Owner is providing the data directly to Central Hudson, the Data Security Rider and all provisions may apply.

The data provided may include the estimated station in-service dates; station equipment type; equipment and installation costs; energy usage data including kWh dispensed, start/stop times, peak kW per charging station, amount of time each vehicle is plugged in, amount of time each vehicle is actually charging, and load curves; usage fees; and, any technologies used to manage demand.

9. INCENTIVE DISTRIBUTION PROCESS

Incentives will be issued to Equipment Owners via a paper check or by electronic payment. Equipment Owners may communicate the payment option they prefer in the application process. Payments to Equipment Owners can be expected each year within 30 days of the 12-month billing cycle anniversary. The annual incentive payment will be capped at the total delivery costs for the 12-month billing period.

10. APPEALS PROCESS

CENTRAL HUDSON will consider appeals to the denial of an incentive application, which will be decided on a case-by-case basis. To submit an appeal, contact the Program Manager.

11. RESEARCH PARTICIPATION

CENTRAL HUDSON may require Equipment Owners to participate in surveys and may request participation from Equipment Owners in other research efforts that support Program goals.