

ELECTRIC VEHICLE MAKE-READY PROGRAM

Application Submission Guide

Introduction

Welcome to the Central Hudson EV Make-Ready Program (EV MRP) application submission guide. This guide is intended to assist property owners and contractors through each step of the online application process. For questions, please contact us at:

Phone: 845-763-4001

Email: EVMakeReadyCH@icf.com

Web: CentralHudson.com/MakeReady

Quick Links

- [EV Make-Ready Program Website](#)
- [EV MRP Application Portal](#)
- [Make-Ready FAQs](#)

Before You Start

Before creating your account and beginning your application, you'll first need to gather several pieces of information. Please have the following information ready:

- Quote or invoice for customer-side make-ready costs
- Site plan with location of chargers
- Charger specifications
- Satellite image of site and location of chargers
- Selected approved contractor
- Signed terms and conditions

Create Your Account

Creating an account is easy and should take less than 2 minutes. To create your account and log in to the application portal, visit <https://ch-vmakeready.customerapplication.com/>.

- Click BEGIN APPLICATION.
- Select CREATE ACCOUNT under the CONTINUE button.

- Enter the information required and click SUBMIT.

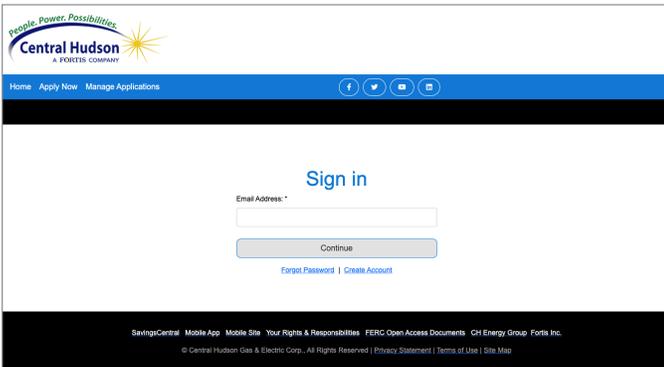
- You'll receive an authorization code via email to confirm your account. The email will come from dontreply@customerapplication.com.

Participation Agreement

The last step prior to beginning your application is to read and sign the participation agreement. This step is required for all applicants.

SIGN IN

- Start by clicking the BEGIN APPLICATION button.
- You will then be prompted to sign in to your account with your email address and password.



PARTICIPATION AGREEMENT

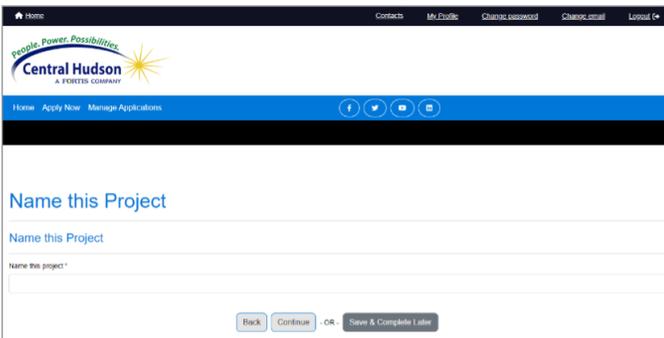
- Read the participation agreement, check I AGREE, enter the required information and click CONTINUE.

Completing Your Application

Now that you've created your account, gathered your materials and signed the participation agreement, you are ready to begin your application. Please follow these step-by-step instructions to ensure your application is accurate and complete.

PROJECT NAME

- Name your project as desired (ex. Poughkeepsie Center or Newburgh Winery) and click CONTINUE.



CONTACT INFORMATION

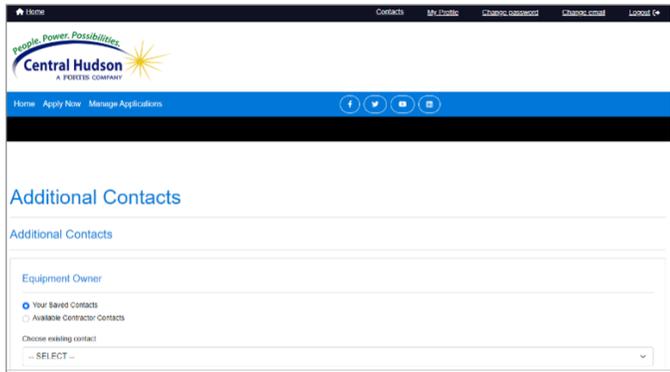
- First, enter the site host information (where the chargers are being installed). You have the option to save this contact information in your profile's contact list by simply checking the box BEFORE the CLEAR CONTACT button.

- Next, enter the contact information for your main point of contact. If the information is the same as the home/business information you listed above, please check the appropriate box and the information will automatically populate.

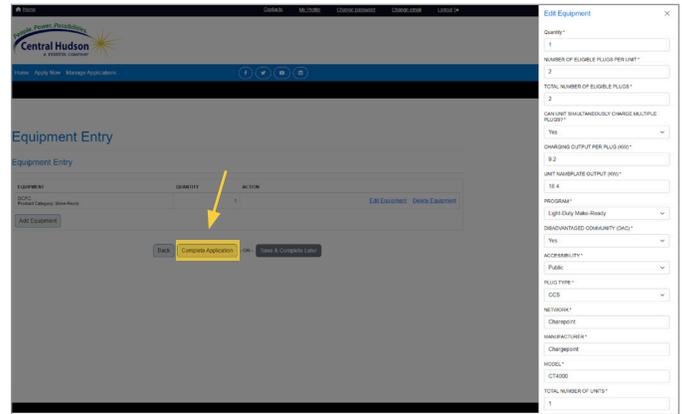
- Lastly, click the SEARCH FOR A CONTRACTOR button to provide Central Hudson with your approved contractor information. You can search by name, address, phone, email and more! Click SELECT once you've found your approved contractor and the information will automatically populate. Click CONTINUE to move on to the next step or SAVE & COMPLETE LATER.

ADDITIONAL CONTACTS/EQUIPMENT OWNER

- Enter in Equipment Owner contact. You have the option to save this contact information in your profile’s contact list by simply checking the box BEFORE the CLEAR CONTACT button.

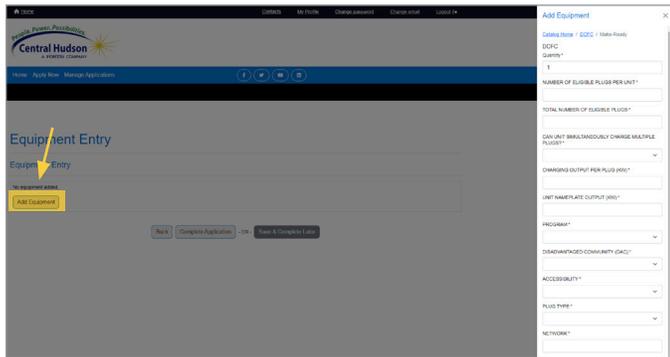


- Once done, click the COMPLETE APPLICATION button to submit your application. Please take note of your project number, which begins with “CHEVRE.”



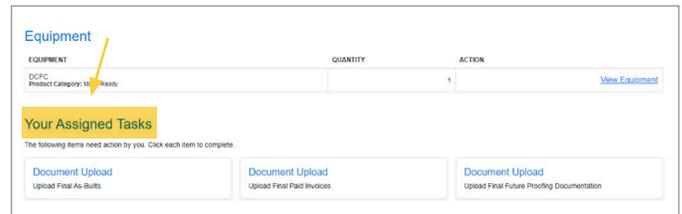
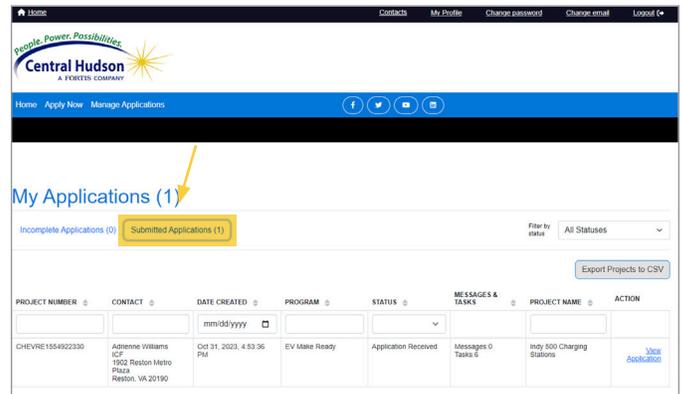
APPLICATION FORM

- **Project Description:** Please read carefully and answer each question on this page.
- **Cost Information:** This section should reflect the costs as shown in the project cost template to be submitted in the next section.
- **Payment Information:** Submit the incentive recipient information. This information should be consistent with the name and location of the Central Hudson account holder.
- **Equipment Entry:** Click the ADD EQUIPMENT button to enter your equipment information.



Post Application

Once you’ve completed your application, you can revisit it at any time by logging in and searching under the submitted applications section. Find your application and click the VIEW APPLICATION button. Here, you will also be able to view your assigned tasks, which you’ll need to deliver once you’ve submitted your application.



REQUIRED DOCUMENT SUBMISSION

Initial quote

- Must be on official letterhead.
- Although quotes can have a variety of forms and appearances, costs should match eligible and ineligible costs, as shown on the Project Cost Template.
- Example of quote, using the Project Cost Template:

[COMPANY LOGO]

From:
[YOUR COMPANY]
[COMPANY ADDRESS]

To:
[CUSTOMER NAME]
[PREMISE ADDRESS]

[DATE]

Quote

Job: [JOB TITLE]

Project Cost Components				
Cost Type	Description	Material Total	Labor Total	Material + Labor Total
Customer-Side Infrastructure				
	Transformers	\$ -	\$ -	\$ -
	Panel & Service Boards	\$ 1,000.00	\$ 500.00	\$ 1,500.00
	Conduit & Cable	\$ 700.00	\$ 350.00	\$ 1,050.00
	Trenching	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
	Permits	\$ -	\$ -	\$ -
	Design Costs	\$ -	\$ -	\$ -
	Other (restoration, bases &)	\$ -	\$ -	\$ -
Future Proofing Infrastructure				
	Transformers	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00
	Panel & Service Boards	\$ -	\$ -	\$ -
	Conduit & Cable	\$ -	\$ -	\$ -
	Trenching	\$ -	\$ -	\$ -
	Other (please describe)	\$ -	\$ -	\$ -
Total		\$ 9,550.00		
Ineligible Costs				
	Chargers	\$ 10,000.00	\$ -	\$ 10,000.00
	Station Installation	\$ -	\$ -	\$ -
	Bollards	\$ -	\$ -	\$ -
	EV Signage	\$ 300.00	\$ -	\$ 300.00
	Networking/Cloud	\$ -	\$ -	\$ -
	Maintenance Plan	\$ -	\$ -	\$ -
	Activation Fee	\$ 100.00	\$ -	\$ 100.00
	Freight	\$ -	\$ -	\$ -
	Other (please describe)	\$ -	\$ -	\$ -
Total		\$ 10,400.00		

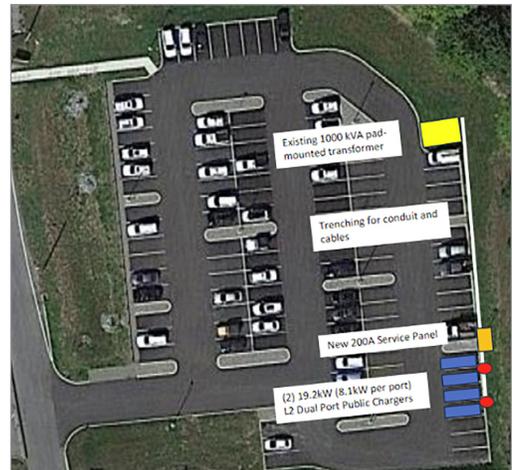
[Company Information]

Project Cost Template

- [Use this template](#) to submit an Excel spreadsheet with eligible costs broken out.
- The total cost in this template should equal the total cost of the project, as shown in the initial quote.

Project Cost Components				
Cost Type	Description	Material Total	Labor Total	Material + Labor Total
Customer-Side Infrastructure				
	Transformers	\$ -	\$ -	\$ -
	Panel & Service Boards	\$ 1,000.00	\$ 500.00	\$ 1,500.00
	Conduit & Cable	\$ 700.00	\$ 350.00	\$ 1,050.00
	Trenching	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
	Permits	\$ -	\$ -	\$ -
	Design Costs	\$ -	\$ -	\$ -
	Other (restoration, bases &)	\$ -	\$ -	\$ -
Future Proofing Infrastructure				
	Transformers	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00
	Panel & Service Boards	\$ -	\$ -	\$ -
	Conduit & Cable	\$ -	\$ -	\$ -
	Trenching	\$ -	\$ -	\$ -
	Other (please describe)	\$ -	\$ -	\$ -
Total		\$ 9,550.00		
Ineligible Costs				
	Chargers	\$ 10,000.00	\$ -	\$ 10,000.00
	Station Installation	\$ -	\$ -	\$ -
	Bollards	\$ -	\$ -	\$ -
	EV Signage	\$ 300.00	\$ -	\$ 300.00
	Networking/Cloud	\$ -	\$ -	\$ -
	Maintenance Plan	\$ -	\$ -	\$ -
	Activation Fee	\$ 100.00	\$ -	\$ 100.00
	Freight	\$ -	\$ -	\$ -
	Other (please describe)	\$ -	\$ -	\$ -
Total		\$ 10,400.00		

- Site plan and satellite images:** While these documents can be similar, some vendors opt to submit separate site plans and aerial images. These are allowed to be combined if the image contains all the necessary information.
 - Site plan: The site plan can be combined with the satellite image only if all relevant information is present. The site plan drawing requirements must include:
 - Charger locations
 - Charger kW per unit and kW per port
 - Charger access (ex. public, private, residents only, employees only)
 - Service panel location
 - Utility meter location
 - Utility transformer location
 - All incentivized construction, including conduit and conductor runs, pull boxes, etc.



- Site satellite image: A satellite image of the site should include the planned location of all chargers and relevant equipment. It should also include the site address as well as show any adjacent main roads to help locate the chargers.



- **Charger spec sheet:** Should show an accurate kW output of the charger. If the sheet shows multiple outputs, please indicate which level your plugs will be (see highlighted image).

CT4000 Datasheet

General Specifications

Electrical Input

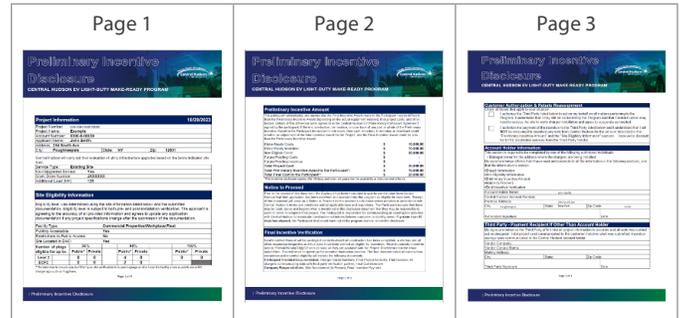
Electrical Input	Single Port (AC Voltage 208 / 240V AC)			Dual Port (AC Voltage 208 / 240V AC)		
	Input Current	Input Power Consumption	Required Branch Circuit	Input Current	Input Power Consumption	Required Branch Circuit
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 30A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	30A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type) x 2
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (COCI)					
Wiring - Standard	3-wire (L1, L2, Earth)					
Wiring - Power Share	n/a					
Station Power	8 W typical (standby), 15 W maximum (operation)					

Electrical Output

Electrical Output	Single Port (AC Voltage 208 / 240V AC)	Dual Port (AC Voltage 208 / 240V AC)
Standard	7.2 kW (240V AC @ 30A)	7.2 kW (240V AC @ 30A) x 2
Standard Power Share	n/a	7.2 kW (240V AC @ 30A) x 1 or 3.6 kW (240V AC @ 16A) x 2

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- c. **If the incentive is being sent to the contractor, the owner must check the second box, which states they are acknowledging that the contractor will receive the incentive and that they received a discount on their final invoice that matches the incentive amount.**



- **Final paid invoices:** Copies of all final costs and billing associated with the project with proof of payment. These must be on official company letterhead and include site address, customer name, charger models, conduit and wire lengths and total project costs.
- **Confirmation of payee:** Customer must confirm via email the name and address of the recipient of the incentive check.

CENTRAL HUDSON APPROVAL AND NOTICE TO PROCEED

- Once your documents have been submitted, an incentive will be calculated and approved by Central Hudson. After this, it will move into the Notice to Proceed stage, where you will be cleared to perform work on the premise.
- **Once construction is complete, email your Account Manager or EVMakeReadyCH@icf.com. After this, the project will move into the Final Documentation Stage. In this stage, your Account Manager will reach out to schedule a site visit.**

FINAL DOCUMENT SUBMISSIONS

- **Signed Preliminary Incentive Disclosure:** This form summarizes project information, including project details, project costs, incentive amounts and customer information.
 - a. Customer Authorization and Optional Rebate Reassignment is to be completed by the manager or owner of the property.
 - b. The owner can check the box if they want the contractor to act on their behalf with all matters pertaining to the program.

AS-NEEDED DOCUMENTS

- **As-built site plan:** If there were any changes or additions to the original site plan, a new site plan should be submitted indicating these changes, including final location of all chargers, relevant equipment, electrical run locations, service panel location and utility connection location. **This submission should be consistent with the above site plan requirements.**
- **Documentation of futureproofing costs:** Description of the work to be performed, including specific call-outs of the upgrades required for futureproofing. An example of this would be a description of upgrading a panel from a 200A panel to a 400A panel and summarizing the cost increase for the larger panel. A total cost for the futureproofing materials and labor must be included at the end of this document.

