

CON EDISON POWERREADY EV CHARGING STATION 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 in “Engineering Files” section in PowerReady Portal

- [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 a work verification visit).
- NYC DOB Inspection Certificate 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.
 - 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:
 - If you do not have updated customer side costs, this **DOES NOT** apply to you.
 - Upload an updated CSC template reflecting final costs.

Upload in “General 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.
- Charger information worksheet (download from PowerReady Portal)
 - Required for the five-year reporting requirement.