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Electric Vehicle Make-Ready Program Session Reporting Requirements for Project Closeout

All Make-Ready Projects are required to provide session and outage data for 5 years from the station activation date. To demonstrate that the installed project has this capability, all projects are required to provide an initial session report to receive the incentive payment during the project closeout process.

Requirements for a Session Report:

1. Must show a successful charging session at each station in the project:
   a. A successful session must last at least 1 minute in length and provide at least 0.1 kWh to the vehicle

2. The session report must include the following information:
   a. Identify the station via serial number and/or station ID that matches the values submitted in the EVSE Worksheet
   b. Date and time of the session start (this can be connection and/or energy flow start)
   c. Date and time of the session end (this can be disconnection and/or energy flow stop)
   d. Total kWh transferred
   e. Peak kW of the session (optional for Level 2 chargers, required for DCFC chargers)

3. Options for delivery of the session report:
   a. Excel export from a network dashboard
   b. Screenshot or printout from a network dashboard

If there are issues with providing the above for a project, please contact the National Grid EV Team at **EVNationalGridUNY@nationalgrid.com** to discuss alternatives.

Thank you for your assistance with this required reporting.