

Upstate New York Electric Vehicle Charging Station Make-Ready Program Application Requirements

Key information needed to apply:

- **Identify if new or upgraded service is required for EV charging station installation** (*Many projects will not require this*)
 - ◆ If required, contact National Grid at **1-800-260-0054** or <https://gridforce.my.site.com/electric/s/> to put in a new service request and receive a Work Request (WR)#.
 - ◆ National Grid billing account number name, address, phone, email, facility contact information (if applicable).
 - ◆ If no billing account exists, it will be created as part of the Work Request process. A temp active account number, which you'll enter into the application, will be provided by your National Grid job owner. It will become active account once the work request is completed.
- **Site host information**
 - ◆ Name, location, address, project owner/ representative, contact info.
 - ◆ Project located in Disadvantage Community (DAC)? See [National Grid DAC Map](#).
 - ◆ Project publicly accessible? Stations available to the public without access fees or site restrictions. Municipally owned lots with parking fees meet the definition of publicly accessible.
 - ◆ Type of facility e.g., workplace, retail store, multi-unit dwelling, municipal, etc.
- **EVSE information**
 - ◆ Charger type (Level 2/DCFC) *Note: If a project has both Level 2 and DCFC plugs, it will require two separate applications in the portal.*
 - ◆ Manufacturer
 - ◆ Model number — See [Make-Ready Equipment Requirements](#) document for details on EVSE requirements.
 - ◆ Number of stations
 - ◆ Number of plugs
 - ◆ Maximum charging rate of each plug
 - ◆ Network Service Provider
 - ◆ Will an Energy Management System (EMS) be enabled at the site?
 - ◆ Will the Energy Management System be used to reduce the peak power draw for purposes of limiting the required infrastructure?
 - ◆ Bi-directional? (charger allows electricity to flow both to the vehicle and from the vehicle to grid)
- ◆ Distributed generation or storage? (Are you planning to have EV charger coupled with distributed generation or storage?)
- **Electric power requirements**
 - ◆ Power source location if known (physical location on the property e.g., electrical room, in building, electrical panel outside building)
 - ◆ Power source type (e.g., 208V 3-Phase, 480V 3-Phase, etc)
 - ◆ New or existing electrical panel
 - ◆ New or existing meter
- **Future-proofing (if applicable)** (Future-proofing includes EV charging station infrastructure that will be oversized and/or need additional infrastructure to accommodate future EV expansions)
 - ◆ Component details
 - ◆ Material/Labor breakdown
 - ◆ Future additional stations/plugs
 - ◆ Timing for future expansion
 - ◆ Future-proofing costs
- **Costs**
 - ◆ Total customer side make-ready infrastructure cost
 - ◆ Total Charging Station and other EVSE Costs
 - ◆ Future-proofing costs (if applicable)
- **Attachments**
 - ◆ Site drawings — should include the following:
 - Overhead satellite image of site
 - Location of electrical panel serving the EV charger
 - Proposed location of EV charger
 - Proposed location of electrical infrastructure to EV charger, including distance
 - Notes and other information to assist with evaluating this proposal
 - ◆ **Quote** (must complete/attach this form in Excel) — Detailed contractor bid for entire project cost including labor and materials for infrastructure construction and installation of EVSE
- **Fleet Specific Information**
 - ◆ Type of fleet (Light Duty or Medium-/Heavy-Duty)
 - ◆ Count of fleet vehicles
 - ◆ [Vehicle Purchase Program Participation](#) (if applicable)