

# National Grid EV Portal Application Guide

# Before Filling Out The Application

- We recommend doing the following before applying
  - Visit our EV website ( <http://www.ngrid.com/uny-evcharging>) to review program details, eligibility and to review items listed below.
  - Work with an Approved Contractor for the program.
  - Read the Program Terms and Conditions on our EV website.
  - Read the EV application requirements document.

[For help, please contact;](#)  
[EVNationalgridUNY@nationalgrid.com](mailto:EVNationalgridUNY@nationalgrid.com)

# Before Filling Out The Application

- **Please Note: If you exit the application screen before you hit SUBMIT you will lose your information.**
- **To save an application for later click here at top or bottom of page:**

Back to Portal

Electric Vehicle Charging Station Make-Ready Program Application

☐ Save my progress and resume later | [Resume a previously saved form](#)

Submit

If this application has taken more then 15 minutes to complete, you may have been logged out of the EV portal due to inactivity. Your application will be created, but you may have to log back in to see your application number

[Save my progress and resume later](#) | [Resume a previously saved form](#)

- **If the application has taken more then 15 minutes to complete, you may have been logged out of the previous EV portal screen due to inactivity. Your application will be created when you hit “submit”, but you may have to log back in to see your application number.**

Select which programs or services you are applying for

1. If you need a new or upgraded service for the charger installation, select "Yes" here. You will also be provided with a link to apply for new/upgraded service as an option.

2. If you are applying for the DCFC PPI incentive, select "Yes" and you will get a link to the application.

3. If you are interested in learning more about our EV Fleet Advisory Service, select "Yes" here.

4. If you are a contractor/developer filling out this application on behalf of the customer select "Yes" here.

## EV Make-Ready Application

**Please Note:** Prior to starting this application, make sure you have all the information required for successful completion. A list of required information can be found at this [link](#).

**Program Specification**

Are you applying for the Make-Ready Program? \*

Please select... ▼

National Grid EV Make-Ready Infrastructure Incentive Program

Do you need a new or upgraded electric service for the EV Charging Station installation? \*

Please select... ▼

Is new or upgraded service needed for the EVSE installation

Are you applying for the DCFC Per Plug Incentive? \*

Please select... ▼

National Grid's DCFC Per Plug Incentive Program

For more information please visit <http://www.ngrid.com/unv-evcharging>

Would you like National Grid to contact you regarding EV Fleet Advisory Services that we offer? \*

Please select... ▼

National Grid offers a fleet assessment service to convert current fleets to EV's.

For more information, please visit <http://www.ngrid.com/unv-evcharging>

Are you completing this application on behalf of a customer? \*

Please select... ▼

Are you a developer/contractor filling out this application on behalf of the EV site host/customer

Click link to see application requirements

Additional Information on programs can be found at links below

## Fill in the Customer Information here

1. Fill in the National Grid billing account number for the **LOCATION OF THE EV CHARGING STATIONS**. If it's a new construction that is not metered yet leave the field blank.

2. **Customer Facility Contact** is a designated person at the location that National Grid can contact regarding the electric infrastructure upgrades.

3. **Customer Assignment of Incentive** – Select “Yes” if an individual or entity other than the Customer is receiving the incentive payment.

**Customer Information**

Entity taking electric service from National Grid or delivery customer

Billing Account Number  
  
This should be the National Grid account number at the site of the EVSE installation. Please exclude any leading zeros.

Customer Name \*

Title

Street Address \*

City \*

State \*  Zip \*   
State Abbreviation

Work Phone \*

Cell Phone

Email \*

Is the Customer Information the same as the Customer Facility Contact Information? \*

Please select... ▼

A Customer Facility Contact is the Customer's designated person for National Grid to notify regarding the electric system infrastructure upgrades.

Is an individual or entity other than the Customer receiving payment from National Grid? \*

Yes ▼

Fill in Customer Facility Contact  
Information (This field opens if “No”  
Selected here)

Is the Customer Information the same as the Customer Facility Contact Information? \*

No

A Customer Facility Contact is the Customer's designated person for National Grid to notify regarding the electric system infrastructure upgrades.

#### Customer Facility Contact Information

Customer Facility Contact Name \*

Title

Customer Facility Address \*

City \*

State \*

State Abbreviation

Zip \*

Work Phone \*

Cell Phone

Email \*

Fill in the Applicant Information (This field opens if “Yes” Selected in the First section)

Are you completing this application on behalf of a customer? \*

Yes

Are you a developer/contractor filling out this application on behalf of the EV site host/customer

This section will be filled out only if you select “Yes” above and you are applying on behalf of the customer

#### Applicant Information

Potential participants who have completed an application for the Make-Ready Program ("MRP") which has not yet been approved by National Grid

Applicant Contact Company \*

Name \*

Title

Applicant Contact Address \*

City \*

State \*  Zip \*   
State Abbreviation

Work Phone \*

Cell Phone

Email \*

Fill in Customer Assignment of Incentive  
(This field opens when “Yes” is selected  
above)

Is an individual or entity other than the Customer receiving payment from National Grid? \*

Yes



#### Customer Assignment of Incentive

An individual or entity other than the Customer receiving payment from National Grid.

**Note: Only complete this section if the Customer is authorizing National Grid to assign the incentive payment to a third-party and not the Customer.**

Payee Name on Check \*

Company Name (if different  
from above)

Payee Contact Name \*

Title

Work Phone \*

Cell Phone

Email \*

Address \*

City \*

State \*

State Abbreviation

Zip \*

This section will be filled out **ONLY** if an  
individual or entity other than the  
Customer is receiving the incentive  
payment from National Grid.

## Fill in the EV Site Details here

1. Site Host Name, for ex. business name.

2. Full address of EV site location.

3. Name of the Approved Contractor Company performing the work.

4. Name of the Approved Contractor Company person responsible for work completion.

5. Name of the Approved Contractor Company person responsible for work completion Contact Information.

6. Is the EV site located in a Disadvantaged Community. To determine check map here (Link coming soon). Select "Unknown" if not known.

7. Is the EV site Publicly Accessible, meaning available to the public without access fees or site restrictions. Municipally-owned lots with parking fees meet the definition of publicly accessible.

8. Select the Facility Type here. For example, workplace, multi-unit dwelling, fleet, etc. Note: Certain Selections here will populate additional sub-segments to select below.

### EV Site Details

Site Host Name \*

Name of specific EV location (business name, etc.)

EV Site Location Address \*

Please enter the full address in the following format "1 Smith St, Albany NY 12084"

Approved Contractor Name \*

Name of Company/Contractor/Group responsible for project completion

Approved Contractor Representative \*

Specific person responsible for project completion

Cell Phone

Approved Contractor Representative Number

Office Phone \*

Approved Contractor Representative Number

Email \*

Approved Contractor Representative Email

Located in Disadvantaged Community? \*

Please select...

Defined in the Make-Ready Program Order to include low- and moderate-income ("LMI") communities and Environmental Justice ("EJ") Communities.

Publicly Accessible? \*

Please select...

Stations available to the public without access fees or site restrictions. Municipally-owned lots with parking fees meet the definition of publicly accessible.

EV Facility Type \*

Please select...

## Fill in the EV Charger information here.

1. Select "Yes" if you are planning to install both Level 2 and DCFC in the same site location. If "yes" is selected it will open another section to fill in both Level 2 and DCFC charger information.

2. Will Demand Management Software Enabled on the Charging Station.

3. Bi-Directional means does the charger allow for electricity to flow both to the grid to the vehicle and from the vehicle to the grid.

4. Select if there will be any Distributed Generation (solar, wind, etc) or storage connected to the EV Charger. If "Yes" please provide additional info.

### EVSE Information

Is this site going to have Level 2 and DCFC co-located? \* Please select... ▼

Charger Type \* Please select... ▼

Manufacturer \*   
Charger Manufacturer (ex. Chargepoint, EV Connect, Evgo, etc)

Model Number \*

Number of Stations \*  Number of Plugs \*

Max. Charging Rate of Each Plug (kW) \*

Demand Management Software Enabled? \* Please select... ▼

Bi-Directional? \* Please select ▼  
Charger allows electricity to flow both to the vehicle and from the vehicle to the grid.

DG or Storage? \* Please select ▼  
Are you planning to have EVSE coupled with DG or Storage?

## Fill in EV Electric Power Requirements information here

1. Describe the physical location on site of the power source, (ex. electrical room in building, panel outside of building, etc).

2. Select power source type and if electrical panel and meter are new or existing.

3. List any additional electrical requirements needed to power the EV stations. IF YOU ARE APPLYING FOR NEW SERVICE USE THIS SECTION FOR JUSTIFICATION WHY AND COST TO RUN FROM EXISTING SERVICE

4. Select "Yes" if you plan on Future-Proofing the EV site location.

**Future-proofing includes additional and/or oversized equipment/infrastructure to accommodate future EV stations. (Examples could include running longer or oversized conduit/wire, larger panels/transformers, etc.).**

**Electric Power Requirements**

Power Source Location \*  
  
Physical location on the property (ie. electrical room, in building, electrical panel outside building, etc.)

Power Source Type \*

Electrical Panel \*

Meter \*

Other Requirements \*  
  
If no other requirements are needed, please enter N/A

Are you planning to Future Proof the EVSE Location? \*

Future Proofing includes EV charging station infrastructure that will be oversized and/or need additional infrastructure to accommodate future EV expansions

Fill in EV **Future-Proofing** information here (only open if “yes” is selected here)

1. Describe the details of the future proofing components, additional length of wire/conduit, larger panels, transformers etc.

2. How many additional stations/plugs does the future proofing plan to accommodate (Ex. 3/6).

3. What is the expected time frame for adding the future additional stations?

4. Include the labor and material cost breakdown here (if known).

5. Total cost of all future proofing activities (labor/material).

If no other requirements are needed, please enter N/A

Are you planning to Future Proof the EVSE Location? \*

*Future Proofing includes EV charging station infrastructure that will be oversized and/or need additional infrastructure to accommodate future EV expansions*

**Future Proofing**

Future-Proofing Component Details \*

Future additional stations/ports \*

Timing on Additional Future Stations \*

Material/Labor breakdown

Future Proofing Cost \*

Fill in EV **Project Costs** here  
(Numbers only, no dollar signs (\$))

Add any additional supporting documents here  
Please provide a Site Field Drawing that includes the following; (Overhead satellite image of site, location of electrical panel serving the EVSE, proposed location of EVSE, proposed location of electrical infrastructure to EVSE, including distance, Notes and other information to assist with evaluating this proposal) as well as a document with the general scope of work being done.

1. Documents can be in Word, Excel, PDF, or JPEG format.

2. Click "Submit".

3. Click here to save application for later.

The screenshot shows a web form with two main sections: "Cost & Payment Information" and "Attachments".

**Cost & Payment Information**

- Customer Make Ready Infrastructure Cost (\$) \*:
- Future-Proofing Cost: 0
- Total Project Cost (\$) \*:

**Attachments**

EVSE Site Field Drawings including the following:

- Overhead satellite image of site
- Location of electrical panel serving the EVSE
- Proposed location of EVSE
- Proposed location of electrical infrastructure to EVSE, including distance
- Notes and other information to assist with evaluating this proposal

Application Attachment 1  No file chosen

Application Attachment 2  No file chosen

Application Attachment 3  No file chosen

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Red arrows from the instructions point to the "Customer Make Ready Infrastructure Cost" field, the "Attachments" section, the "Choose File" button for Application Attachment 1, the "Submit" button, and the "Save my progress and resume later" link.