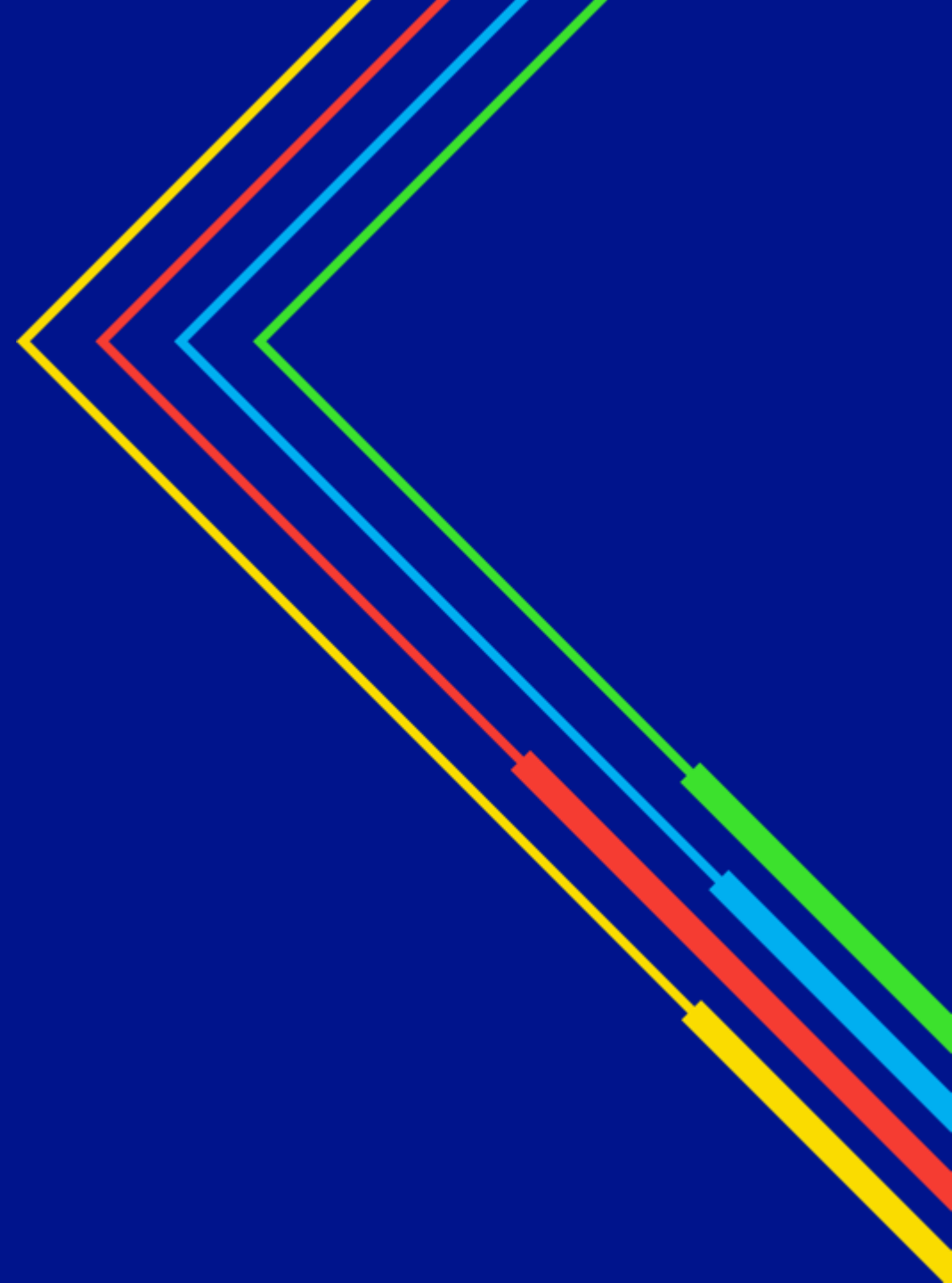


# How to Create a New EV Application (Steps 6-8)

EV Make-Ready – New York

February 8, 2024



# How to Create a New EV Application - New York



## Learning Objectives

This module outlines the steps for creating and submitting a new EV application for the New York region.

The **intended audience** for this module is as follows:

- EV TRADE PARTNER

**By the end of this module, users will be able to:**

- Create and submit a new EV application for the New York region
- Identify and validate the customer's Site Account Information
- Enter the following details in the EV Application:
  - Charging station equipment information
  - Third-party funding (if applicable)
  - Cost and payment information
- Attach supporting documents to the application

# Step 6: Charging Station Equipment

## HOW TO CREATE A NEW EV APPLICATION - NY

The **Charging Station Equipment** screen will appear. This screen allows users to enter the details of the equipment that will be installed at this location.

### Steps

- EV Make-Ready Program - Identify Site Account
- Required Information
- Electric Power Requirements
- Charging Station Site
- Project Contacts
- Create Project Contact
- Charging Station Equipment**

This script has been automatically saved, in order to resume in the future: [Copy the link](#) or [Email me the link](#)

## Charging Station Equipment

### ABC Chargers

What equipment will be installed at this location? Only equipment eligible for the EV Make-Ready program is available for selection. To add an additional charger type, click "Add Charger" below.

\* **Charger Type**

- Level 2
- DCFC

**6.1** Select the **Charger Type**, in this example, **Level 2**.

**Add all of the chargers you plan to use**

[Cancel](#) | [Save for later](#) | [Previous](#) | [Next](#)

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

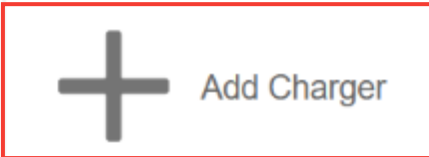
Upon selecting **Charger Type**, the **Add Charger** button will become available.

**\* Charger Type**

Level 2

DCFC

**Add all of the chargers you plan to use**

 Add Charger

**6.2** Click the **Add Charger** button to add a charger.

Cancel | Save for later

Previous **Next**

# Step 6: Charging Station Equipment

## HOW TO CREATE A NEW EV APPLICATION - NY

After selecting **Add Charger** in Step 6.2, additional fields will appear for the users to enter and save the charger details here.

Note that only chargers eligible for the EV Make-Ready Program will be available for selection. If the user needs to enter any other charger (Manufacturer / Model Number, etc.), it will need approval from the Program Manager. The approval process is explained in slides 16-20.

Users can add as many different chargers or models as they plan on installing.

**Note:** If there are multiple chargers with different access levels, for example, one is private and another public, users must create separate applications for public and private chargers.

* Manufacturer <input type="text" value=""/>	* Model Number <input type="text" value=""/>
* Network Provider <input type="text" value=""/>	* Plug/Port Type <input type="text" value=""/>
* Number of Stations <input type="text" value="0"/>	* Number of Ports ⓘ <input type="text" value="0"/>
* Maximum Charging Rate of Ports (kW) <input type="text" value="0"/>	* Site Load (KW) <input type="text" value="0"/>
* Is this a Bidirectional Charger? <input type="radio"/> Yes <input type="radio"/> No	* Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure? ⓘ <input type="radio"/> Yes <input type="radio"/> No
* Will an energy management system (EMS) be enabled at the site? <input type="radio"/> Yes <input type="radio"/> No	* Will this EV project be paired with an additional interconnection agreement? <input type="radio"/> Yes <input type="radio"/> No

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

\* Manufacturer

|

-- Clear --

Atom Power

Autel Energy

Blink Charging

BTC Power

BTCPower, Inc.

ChargePoint

Cyber Switching

\* Model Number

\* Plug/Port Type

\* Number of Stations

0

\* Site Load (kW)

0

\* Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure?

Yes

No

\* Will this EV project be paired with an additional interconnection

6.3 Select the **Manufacturer**, in this example, **ChargePoint** from the drop-down list.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

\* Manufacturer  
ChargePoint

\* Model Number

\* Network Provider

\* Number of Stations  
0

\* Maximum Charging Rate of Ports (kW)  
0

\* Is this a Bidirectional Charger?  
 Yes  
 No

\* Will an energy management system (EMS) be enabled at the

\* Model Number

-- Clear --  
CPE250 Express Plus  
CPF50  
CT4000  
Leviton CT4000 stations

\* Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure?  
 Yes  
 No

\* Will this EV project be paired with an additional interconnection

**6.4** Select the **Model Number**, in this example, **CT4000** from the drop-down list.

**i** The values available for selection in the **Model Number** drop-down list will depend on the selected **Manufacturer**.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

<p>* Manufacturer</p> <p>ChargePoint</p>	<p>* Model Number</p> <p>CT4000</p>
<p>* Network Provider</p> <p> </p> <p>-- Clear --</p> <p>ChargePoint</p>	<p>* Plug/Port Type</p> <p></p>
<p>0</p>	<p>* Number</p> <p>0</p>
<p>* Is this a Bidirectional Charger?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>* Site Load</p> <p>0</p>
<p>* Will an energy management system (EMS) be enabled at the</p>	<p>* Will the power draw for purposes of limiting the required infrastructure?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
	<p>* Will this EV project be paired with an additional interconnection</p>

6.5 Select the **Network Provider**, in this example, **ChargePoint** from the drop-down list.

**i** The values available for selection in the **Network Provider** drop-down list will depend on the selected **Manufacturer**.



# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

<p>* Manufacturer</p> <p>ChargePoint</p>	<p>* Model Number</p> <p>CT4000</p>
<p>* Network Provider</p> <p>ChargePoint</p>	<p>* Plug/Port Type</p> <p> </p>
<p>* Number of Stations</p> <p>0</p>	<p>-- Clear --</p> <p>J1772</p> <p>CCS</p> <p>CHAdeMO</p> <p>CCS &amp; CHAdeMO</p>
<p>* Maximum Charging Rate of Ports (kW)</p> <p>0</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>* Is this a Bidirectional Charger?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>* Will this EV project be paired with an additional interconnection</p>
<p>* Will an energy management system (EMS) be enabled at the</p>	

**6.6** Based on the **Charger Type**, select an appropriate **Plug/Port Type** from the drop-down list.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

* Manufacturer	ChargePoint
* Network Provider	ChargePoint
* Number of Stations	5
* Number of Ports <i>i</i>	10
* Maximum Charging Rate of Ports (kW)	7.2
* Site Load (KW)	72
* Is this a Bidirectional Charger?	* Will the energy management system be used to reduce the peak

6.7

Enter the following details:

- Number of Stations
- Number of Ports
- Maximum Charging Rate of Ports (kW)
- Site Load (KW)

*i* The **Number of Ports** field refers to the total number of ports for the specified number of stations. In this example, there are 5 dual port stations. Therefore, the **Number of Ports** will be  $5 \times 2 = 10$ .

The value of the **Site Load (KW)** field should be calculated as: **Number of Ports [10] x Maximum Charging Rate of Ports (kW) [7.2] = 72.**

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

* Maximum Charging Rate of Ports (kW)	* Site Load (KW)
<input type="text" value="7.2"/>	<input type="text" value="72"/>
* Is this a Bidirectional Charger?	* Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure?
<input type="radio"/> Yes	<input checked="" type="radio"/> Yes
<input checked="" type="radio"/> No	<input type="radio"/> No
* Will an energy management system (EMS) be enabled at the site?	* What is the modified site load?
<input checked="" type="radio"/> Yes	<input type="text" value="70"/>
<input type="radio"/> No	
* Will this EV project be agreement?	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	

**6.8** Select answers for the following questions:

- Is this a Bidirectional Charger?
- Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure?

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

**6.9** If an **energy management system (EMS)** will be **enabled** at the site, select **Yes**.

Otherwise, select **No**.

\* Will an energy management system (EMS) be enabled at the site?

- Yes  
 No

\* Will this EV project be paired with an additional interconnection agreement?

- Yes  
 No

**i** **Note:** The **Modified Site Load** will be lower than the original **Site Load (KW)** entered in **Step 6.7**. In this example, the original **Site Load (KW)** is **72**, whereas the **Modified Site Load** is **70**.

\* Site Load (KW)

72

\* Will the energy management power draw for purposes of this charging station be included in the site load?

- i**  
 Yes  
 No

**6.10** If an **EMS** is **Enabled**, a new field appears to enter the **Modified Site Load** for this Charging Station.

\* What is the modified site load?

70

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

\* Maximum Charging Rate of Ports (kW)

7.2

\* Is this a Bidirectional Charger?

- Yes  
 No

\* Will an energy management system (EMS) be enabled at the site?

- Yes  
 No

\* Will this EV project be paired with an additional interconnection agreement?

- Yes  
 No

\* Site Load (KW)

72

\* Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure?



- Yes  
 No

\* What is the modified site load?

70

6.11

Select an appropriate answer for the question, “Will this EV project be paired with an additional interconnection agreement?”.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

\* Is this a Bidirectional Charger?

- Yes  
 No

\* Will an energy management system (EMS) be enabled at the site?

- Yes  
 No

\* Will this EV project be paired with an additional interconnection agreement?

- Yes  
 No

\* Will the energy management system be used to reduce the peak power draw for purposes of limiting the required infrastructure?

- i**  
 Yes  
 No

\* What is the modified site load?

70

**i** Users can save the charger details by clicking **Save** or remove the details by clicking **Cancel** in the section.

**6.12** In this example, click **Save**.

Cancel

Save

# Step 6: Charging Station Equipment

## HOW TO CREATE A NEW EV APPLICATION - NY

**A** The charger details will be saved and will appear as a collapsed tab showing the lightning and gear icon. Users can click the tab to view the details. Users can also delete these details by clicking the **X** icon.

**B** Users can add as many chargers from different manufacturers or models as they plan on installing by clicking the **Add Charger** button again. However, the **Charger Type** must remain the same as the first charger. For example, in this application, now only **Level 2 Charger Type** can be added. For adding a **DCFC Charger Type**, users will need to create a separate EV application.

The screenshot displays a web interface for adding charging stations. At the top, the 'Charger Type' is set to 'Level 2' with a radio button, and 'DCFC' is listed below it. A heading reads 'Add all of the chargers you plan to use'. Below this, a list of added chargers is shown as a horizontal bar with a lightning bolt and gear icon on the left, a teal 'A' label on the right, and a white 'X' icon in a square on the far right. Below the list is a purple 'Add Charger' button with a plus sign and a purple 'B' label. At the bottom, there are links for 'Don't see your charger listed? Request one here!' and 'Don't see your network provider? Request one here!'. Navigation buttons include 'Cancel', 'Save for later', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box and a red arrow pointing to a callout box.

**6.13** Click **Next** to continue.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

\* Will an energy management system (EMS) be enabled at the site?

- Yes  
 No

\* Will this EV project be paired with an additional interconnection agreement?

- Yes  
 No

Cancel

Save

[Don't see your charger listed? Request one here!](#)



If the charger is not listed in the **Manufacturer** and / or **Model Number** drop-down lists, click the “**Don't see your charger listed? Request one here!**” hyperlink.

[Don't see your network provider? Request one here!](#)

Cancel

Save for later

Previous

Next



# Step 6: Charging Station Equipment

## HOW TO CREATE A NEW EV APPLICATION - NY

### New Charger Request

Trade Partner, in order to properly request a new Charger, please ensure you submit the following information:

Application Number : CE-0000003370

Charger Type :  L2  DCFC

Manufacturer :

Model Number :

Additional Info :

Thank you for providing the information above. Please click "Submit", and an NG Representative will contact you once your Charger request has been approved. Your application will remain in Draft until the charger is approved. Once contacted with the charger request approval, you may proceed with your application and complete the appropriate charger details. In the meantime, please ensure you click "Save for Later" so you can resume where you left off. Thank you!

**Applicable to NY Applications Only** - In addition to submitting this form, applicants should follow the guidance outlined at: <https://jointutilitiesofny.org/ev/make-ready>

Submit

**i** The **New Charger Request** form will appear in a pop-up window. Enter the charger details including **Charger Type**, **Manufacturer**, **Model Number**, and any **Additional Info**, and then click **Submit**.

**i** Users can also send the new charger approval request to the National Grid Program Manager or EV Analyst via email.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

\* Will an energy management system (EMS) be enabled at the site?

- Yes  
 No

\* Will this EV project be paired with an additional interconnection agreement?

- Yes  
 No

Cancel

Save

[Don't see your charger listed? Request one here!](#)

[Don't see your network provider? Request one here!](#)



If the required network provider is not listed in the **Network Provider** drop-down list, click the **“Don't see your network provider? Request one here!”** hyperlink.

Cancel

Save for later

Previous

Next

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

## New Network Provider Request

Trade Partner, in order to properly request a new Network Provider, please ensure you submit the following information:

**Application Number :** CE-0000003370

**Network Provider :**

**Additional Info :**

Thank you for providing the information above. Please click "Submit", and an NG Representative will contact you once your Network Provider request has been approved. Your application will remain in Draft until the Network Provider is approved. Once contacted with the Network Provider approval, you may proceed with your application and complete the appropriate charger details. In the meantime, please ensure you click "Save for Later" so you can resume where you left off. Thank you!

Submit



The **New Network Provider Request** form will appear in a pop-up window. Enter the new **Network Provider** and any **Additional Info**, and then click **Submit**.



Users can also send the new network provider approval request to the National Grid Program Manager or EV Analyst via email.

# Step 6: Charging Station Equipment

HOW TO CREATE A NEW EV APPLICATION - NY

## Charging Station Equipment


### ABC Chargers

What equipment will be installed at this location? Only equipment eligible for the EV Make-Ready program is available for selection. To add an additional charger type, click "Add Charger" below.

\* Charger Type

Level 2  
 DCFC

**Add all of the chargers you plan to use**

 Add Charger

Cancel **Save for later** Previous **Next**



Once the user has submitted the new charger / new network provider request through the forms or email, they can click **Save for later** to save the application as a draft for later use.

When the new charger / network provider is approved and added to the catalog by National Grid, the user will be notified via email. The user can then re-open this application, select the new details from the picklists, and continue with the application as usual.

# Step 7: Estimated Project Costs

## HOW TO CREATE A NEW EV APPLICATION - NY

On clicking the **Next** button in step 6.13, the **Estimated Project Costs** screen will appear. Here, the user can enter the details of the project cost and third-party funding.

**Steps**

- ✓ EV Make-Ready Program - Identify Site Account
- ✓ Required Information
- ✓ Electric Power Requirements
- ✓ Charging Station Site
- ✓ Project Contacts
- ✓ Create Project Contact
- ✓ Charging Station Equipment
- **Estimated Project Costs**

This script has been automatically saved, in order to resume in the future: [Copy](#)

### Estimated Project Costs

#### ABC Chargers

**Project Cost**

\* Customer Make-Ready Infrastructure Cost (Eligible Cost Only)  
\$ 25,000.00

\* Proposed Charging Station and other EVSE Costs  
\$ 30,000.00

Material/Labor Breakdown

**Third-Party Funding**

\* Will you be applying for third-party (non-National Grid) funding? ⓘ

**7.1** Type appropriate amounts in the **Customer Make-Ready Infrastructure Cost** and **Proposed Charging Station and other EVSE Costs** fields.

In this example, **\$25,000.00** and **\$30,000.00**, respectively.

Future-Proofing Costs  
\$ 6,000.00

Total Project Costs  
\$ 61,000.00

# Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - NY

The **Future-Proofing Costs** and **Total Project Cost** fields will get auto-populated. The **Future-Proofing Cost** will be what the user entered in the **Electric Power Requirements** step.

The **Total Project Cost** will be the sum of the **Customer Make-Ready Infrastructure Cost**, **Proposed Charging Station and other EVSE Costs**, and **Future-Proofing Costs**.

## Estimated Project Costs

### ABC Chargers

**Project Cost**

\* Customer Make-Ready Infrastructure Cost (Eligible Cost ...)

\$ 25,000.00

\* Proposed Charging Station and other EVSE Costs

\$ 30,000.00

Material/Labor Breakdown

Future-Proofing Costs

\$ 6,000.00

Total Project Costs

\$ 61,000.00

# Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - NY

<p>* Proposed Charging Station and other EVSE Costs</p> <p>\$ 30,000.00</p>	<p>Future-Proofing Costs</p> <p>\$ 6,000.00</p>
<p>Material/Labor Breakdown</p> <p></p>	<p>Total Project Costs</p> <p>\$ 61,000.00</p>
<p><b>Third-Party Funding</b></p> <p>* Will you be applying for third-party (non-National Grid) funding? ⓘ</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	
<p>* Please explain why not.</p> <p>Not needed</p>	

7.2

Select the appropriate radio option for the “**Will you be applying for third-party (non-National Grid) funding?**” question. In this example, select **No**.

# Step 7: Estimated Project Costs

## HOW TO CREATE A NEW EV APPLICATION - NY

Upon selecting **No**, a new field, “**Please explain why not**” will appear.

<p>* Proposed Charging Station and other EVSE Costs</p> <p>\$ 30,000.00</p> <p>Material/Labor Breakdown</p> <p></p>	<p>Future-Proofing Costs</p> <p>\$ 6,000.00</p> <p>Total Project Costs</p> <p>\$ 61,000.00</p>
<p><b>Third-Party Funding</b></p> <p>* Will you be applying for third-party (non-National Grid) funding? ⓘ</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>* Please explain why not.</p> <p>Not needed</p>	

**7.3** In the “**Please explain why not**” field, add a reason for not applying for the third-party funding.



# Step 7: Estimated Project Costs

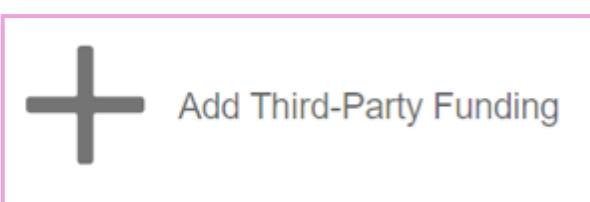
HOW TO CREATE A NEW EV APPLICATION - NY

**Third-Party Funding**

\* Will you be applying for third-party (non-National Grid) funding? ⓘ

Yes

No

 Add Third-Party Funding

**Attachments**

**i** If users select **Yes** for third-party funding, they will need to enter the third-party funding details. They can click the **Add Third-Party Funding** button to add the details.

# Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - NY

## Third-Party Funding

\* Will you be applying for third-party (non-National Grid) funding? ⓘ

- Yes  
 No

\* What is the source of your third-party funding?

Green Communities ▼

\* What is the estimated amount of funding from this so...

\$ 30,000.00

Cancel

Save



After selecting the **Add Third-Party Funding** button, users will need to enter the following details:

- “**What is the source of your third-party funding?**”
- “**What is the estimated amount of funding from this source?**”

Once complete, they will need to **Save** the details.

# Step 7: Estimated Project Costs

## HOW TO CREATE A NEW EV APPLICATION - NY

Users also need to upload a Project Estimate (and Third-party Funding Approval Letter, if applicable). To download the project estimate template, users can click the **View Project Estimate Template** link.

It is mandatory to attach the project estimate document to the application. If the user does not attach any documents before proceeding, they will receive an error message and the application will not move further.

Note that the maximum size per file is 10 MB. The supported files types are .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .gif, .jpg, and .png.

### Attachments

Please Include:

- Project Estimate (required)

[View Project Estimate Template](#)

- Third-party Funding Approval Letter (if available)

### \* Attach Documents



Upload Files

Or drop files

ABC\_Project Estimate.xlsx

Maximum upload size per file: 10 MB (supported files: .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .gif, .jpg, .png)

# Step 7: Estimated Project Costs

HOW TO CREATE A NEW EV APPLICATION - NY

## Attachments

Please Include:

- Project Estimate (required)

[View Project Estimate Template](#)

- Third-party Funding Approval Letter (if available)

\* Attach Documents



Upload Files

Or drop files

ABC\_Project Estimate.xlsx

Maximum upload size per file: 10 MB (supported files: .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .gif, .jpg, .png)

Cancel

Save for later

Previous

Review

7.4

Click the **Upload Files** button or drag and drop the project estimate and the third-party funding approval letter (if available) in the **Or drop files** area.

7.5

Click **Review** to continue.

# Step 8: Review and Submission

## HOW TO CREATE A NEW EV APPLICATION - NY

- A** A summary screen will appear with the completed application. Users can now review and confirm the details in each section. Note that a **Clean Energy Application** number is generated that will appear at the top-left part of the screen.
- B** Underneath, users can view their application highlights such as **Billing Account Number**, **Program Name**, **Application Type**, and **Jurisdiction**.

nationalgrid

CE EV QA Trade Part...  
CE EV QA Partner A...

Home EV Home Page Application

**A** Clean Energy Application CE-0000003211

Submit Application Cancel Application

Billing Account Number	Program Name	Application Type	Jurisdiction	Incentive Amount
5800064461	EV Make-Ready Program - New York	Simple	New York	

> Draft Submitted PM Review PM Revi... Applicati... Applicati... Under C... Construc... Close Ou... < >

# Step 8: Review and Submission

## HOW TO CREATE A NEW EV APPLICATION - NY

- C** Below the highlights, users will find a status path which indicates the progress of the application. At this stage, the application has a **Draft** status.
- D** The **Details** section below the status path will show the details including **Created By**, **Submitted Date** (currently empty as the application has not been submitted yet), **Customer Name**, **Legacy Application Number** (empty as it is a new application), **Billing Account Number**, and **Service Address Zip Code**.

C

▼

Draft

Submitted

PM Review

PM Revi...

Applicati...

Applicati...

Under C...

Construc...

Close Ou...

◀

▶

**Guidance for Success**

Application is saved but not submitted, click on the "Submit" button at the top right of the page to submit the application.

Created By  
CE EV QA Trade Partner Admin

---

Customer Name  
ABC Chargers

---

Billing Account Number  
5800064461

Submitted Date  
\_\_\_\_\_

---

Legacy Application Number  
\_\_\_\_\_

---

Service Address Zip Code  
13601-2750

**Files (2)**

**Project Estimate**  
Nov 23, 2023 • 25KB • xlsx

**ABC\_Site Drawings**  
Nov 23, 2023 • 663KB • jpg

# Step 8: Review and Submission

## HOW TO CREATE A NEW EV APPLICATION - NY

**E** The **Files** section will display all files the user has attached to the application.

**F** If users want to attach additional files, they can click the drop-down arrow in the **Files** section and then select the **Add Files** option.

**E**

Created By CE EV QA Trade Partner Admin	Submitted Date
Customer Name ABC Chargers	Legacy Application Number
Billing Account Number 5800064461	Service Address Zip Code 13601-2750

**Files (2)**

- Project Estimate**  
Nov 23, 2023 • 25KB • xlsx
- ABC\_Site Drawings**  
Nov 23, 2023 • 663KB • jpg

**Add Files**

**F**

**View All**


**Electric Power**

▾ Requirements

# Step 8: Review and Submission

## HOW TO CREATE A NEW EV APPLICATION - NY

- G** Individual sections below the **Details** section will show all the fields with the information the user added during each step in the application. Users can click the **Edit** button in each section to make any changes to the section, if needed.

▼ Requirements **G**  


Is there a Work Request Number?  
Yes

Work Request Number 30123456	Power Source Type 208V Three Phase
Power Source Location Pole# 434	Electric Panel Type Existing
Electric Panel Location Electric Panel outside in front of the building	Other Requirements 23KV service 3 phase
Fleet Advisory Services? Yes	Future-Proofing? Yes



# Step 8: Review and Submission

## HOW TO CREATE A NEW EV APPLICATION - NY

The screenshot shows the National Grid web interface for EV applications. At the top left is the 'nationalgrid' logo. Below it is a navigation bar with 'Home' and 'EV Home Page'. The main content area displays a dropdown menu for 'Clean Energy Application CE-0000003211'. Below this is a table with application details. At the bottom, there is a progress bar with stages: Draft, Submitted, PM Review, PM Revi..., Applicati..., Applicati..., Under C..., Construc..., and Close Ou... The 'Draft' stage is currently active. Two callout boxes are present: a red one pointing to the 'Submit Application' button and a pink one pointing to the 'Cancel Application' button. A 'Guidance for Success' section at the bottom provides instructions on how to submit the application.

**8.1** To submit the application, click the **Submit Application** button.

Users can still cancel the application at this stage by clicking the **Cancel Application** button.

Billing Account Number	Program Name	Application Type	Jurisdiction	Incentive Amount
5800064461	EV Make-Ready Program - New York	Simple	New York	

**Guidance for Success**

Application is saved but not submitted, click on the "Submit" button at the top right of the page to submit the application.

# Step 8: Review and Submission

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The screenshot shows the National Grid Clean Energy Portal interface. At the top left is the 'nationalgrid' logo. At the top right is a user profile icon with the text 'CE EV QA Trade Part...' and 'CE EV QA Partner A...'. Below the logo is a dark blue navigation bar with 'Home' and 'Applications' links. The main content area is white and contains a pink-bordered message box with the text 'Application has been successfully submitted for review!'. To the right of this message is a blue 'Finish' button with a red border. A red line connects the 'Finish' button to a callout box at the bottom right. A pink line connects the message box to a callout box at the bottom left.

**i** A message will appear that the application has been successfully submitted for review.

**8.2** Click the **Finish** button to return to the Clean Energy Portal Home Page.

# Clean Energy Portal Home Page

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Users are taken back to the Clean Energy Portal homepage. They can view their application under the **In Progress** section in the **Application** tab. Note that the status of the application is now **Submitted**.

Next, the application will be reviewed by the National Grid EV Analyst and Program Manager.

The screenshot shows the National Grid Clean Energy Portal interface. The 'Application' tab is selected in the navigation bar. A search bar is present above a table of applications. The first row of the table is highlighted with a red border, indicating the application being discussed in the text.

Application Number	Legacy Application Number	Customer Name	Billing Account Number	City, State	Charger Type	Incentive Amount	Status
CE-0000003211		ABC Chargers	5800064461	WATERTOWN, NY	Level 2		Submitted
CE-0000002842		ACQUISITIONS LLC	2039961112	GLOVERSVILLE, NY	DCFC		Application Approved
CE-0000001391		NY Chargers	Harshitha NY	VB, NY	Level 2		Submitted
CE-0000001382		NY Chargers	Harshitha NY	VB, NY	Level 2		Submitted
CE-0000001360		NY Chargers	Harshitha NY	VB, NY	DCFC		Close Out Documentation Rece
CE-0000001346		NY Chargers	Harshitha NY	VB, NY	DCFC		PM Review Completed

End of Procedure