

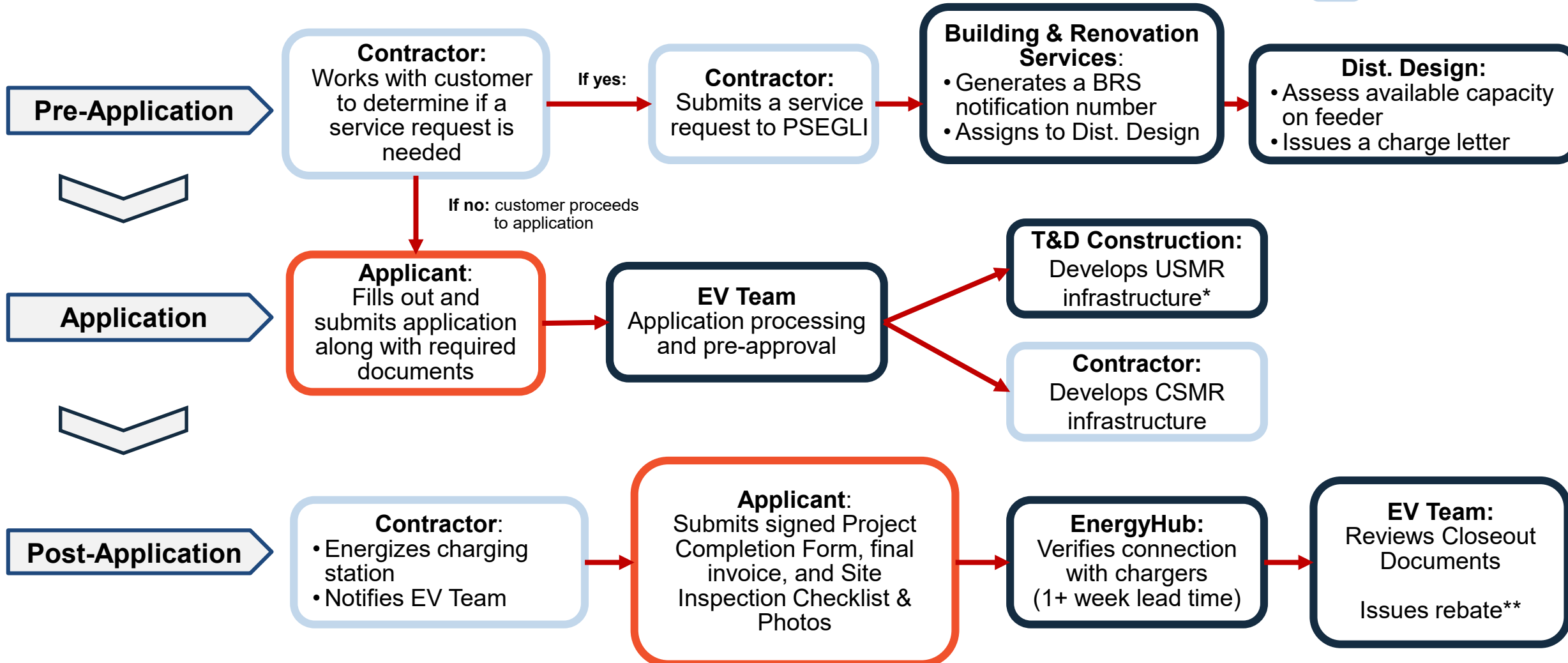
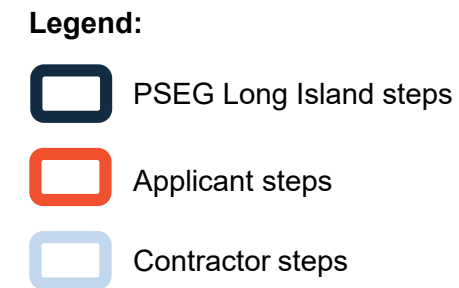


# Site Assessment and Verification Guideline

EV Make Ready Program



# Program Application Process



# Process Flow



## 1. Application Review and Pre-Approval

After an application is submitted, the EV team will review it and issue a conditional pre-approval if all requirements are met, which is valid for a year.

- For the lease model rebate (DCFC projects), a lease agreement will need to be executed as well as part of this step.



## 2. Energize the Station

If a service upgrade or new service is required, Dist. Design and T&D Construction will coordinate with Contractor.

Contractor will then energize the charging station and notify the EV team when the station is online.

All closeout documents must be submitted by Applicant.



## 3. Closeout

Applicant will submit photos of the charging station (See Slide 4 for required photos) and fill out the Site Inspection Checklist.

Applicant will also submit their final invoice showing that it has been paid in full and a signed project completion form by both the contractor and customer.

EnergyHub will verify connection of chargers.



## 4. Issue Rebate

EV Team will review closeout paperwork received by Applicant.

EnergyHub will notify EV Team if a connection was confirmed with the chargers.

The rebate can be issued once a connection has been confirmed, and all paperwork has been verified.

# Required for Site Verification

The following items are required for site verification:

1. Site Inspection Checklist filled out
2. Photos of:
  - Customer-side make-ready (CSMR) infrastructure associated with EV charging station
  - Photo of meter tied to charging station
  - Picture of each individual installed charger(s)
    - Serial numbers (S/N) associated with each charger
    - Available Payment Options (public stations only)





# Verification Requirements

## 1. Complete Site Inspection Checklist

This document can be found on the EV Make Ready webpage under program resources

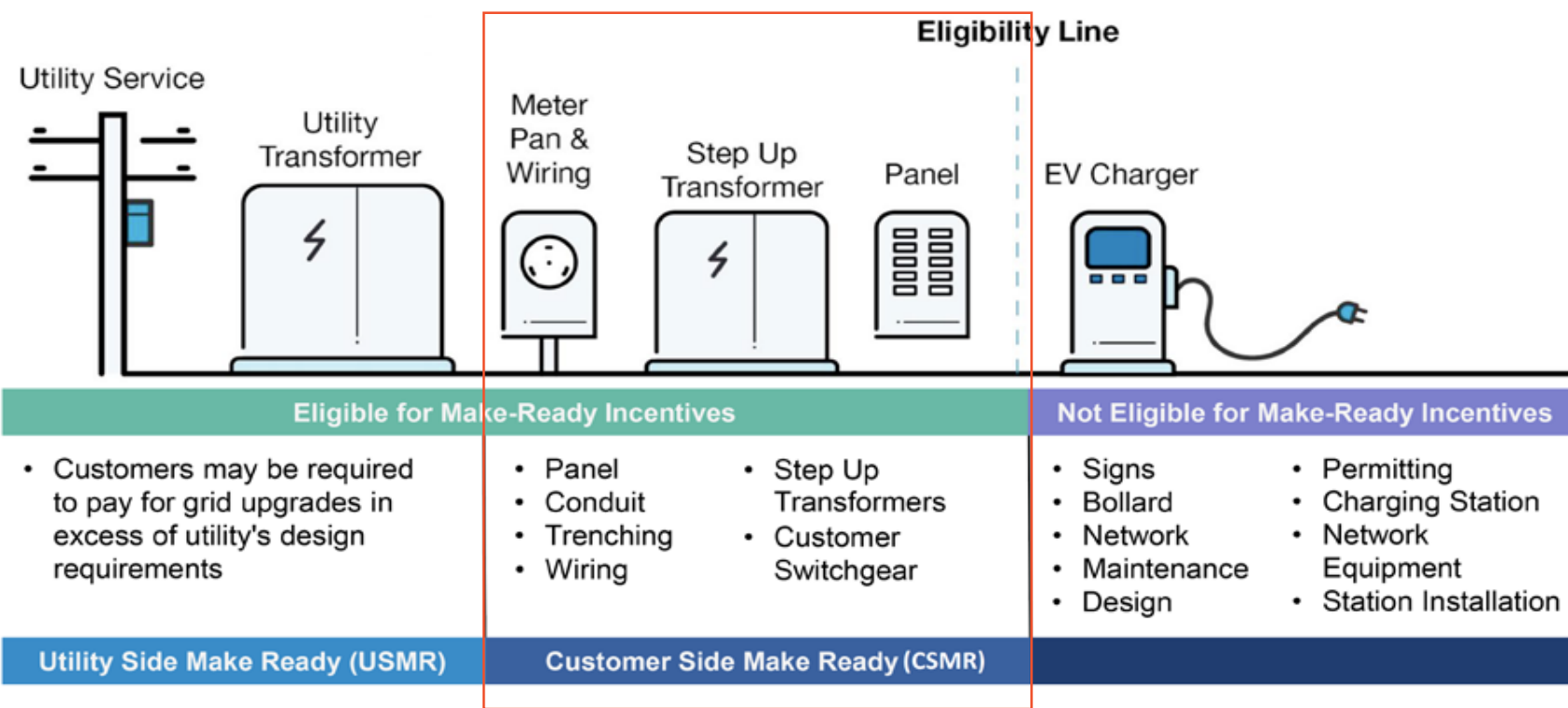


EVMR Application #	Is this a first time inspection or follow up visit? <input checked="" type="checkbox"/> First Time <input type="checkbox"/> Follow-Up Visit
Name of Company representative:	
Date of Site Visit	
Address	
City	ZIP
Customer Account #	Meter ID
Public/Private Access	<input type="checkbox"/> Public <input type="checkbox"/> Private
Photo Checklist	<input type="checkbox"/> EV Charger(s) <input type="checkbox"/> Meter tied to EV Charger(s) <input type="checkbox"/> Transformer (if applicable) <input type="checkbox"/> Electric Panel (if visible) <input type="checkbox"/> Conduit/Conductors (if visible)
Payment Method Options	<input type="checkbox"/> Credit Card Reader <input type="checkbox"/> Tap-to-Pay <input type="checkbox"/> QR Code <small>(fakes user to payment site. Must not require users to download mobile app)</small> <input type="checkbox"/> Mobile App <input type="checkbox"/> Text-to-Pay <input type="checkbox"/> Call Toll-Free Number <small>(Credit Card info can be provided over phone)</small>
Is a site visit follow up required? If yes, please specify why in Notes section	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	
Is there an anticipated change in incentives based on the site visit?:	



# Verification Requirements

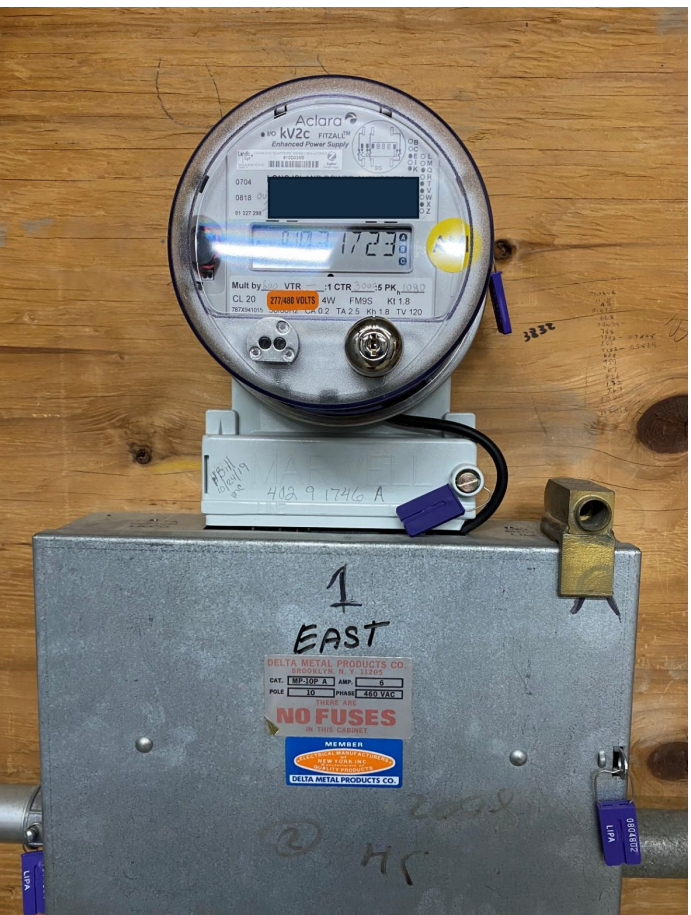
2. Pictures of Customer Side Make Ready (CSMR) infrastructure associated with EV charging station.





# Verification Requirements

## 3. Photo of meter tied to charging station





# Verification Requirements

4. Picture of each individual installed charger(s) from at least 6 ft. away.
- Each charger(s) must appear in at least 1 photo.





# Verification Requirements

5. Serial Number (S/N) associated with each charger.
  - Each charger S/N vary in size, letter, and number combinations. Please ensure you are capturing the correct S/N by referring to the eligible chargers list, found on our website.
  - Individual images submitted with closeout will not be accepted, please insert all photos into a word document or PDF and submit with Site Inspection Checklist.
  - The S/N's must be easily legible.



*The following photos will show acceptable examples.*

# evconnect



STATION ID:



## How to Use This Charger

1. Download and launch the EV Connect app, or if you have a key fob, tap the RFID icon.
2. Scan the QR Code or type in the Station ID.
3. Plug in your vehicle and press "Begin Charge".

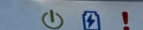
If you are experiencing issues with this charge station, please contact EV Connect Driver Support at:

**(866) 816-PLUG (7584)**

QR-0038



# EVOCHARGE



## evconnect

1. Download and launch the EV Connect App
2. Scan the QR Code or type in the Station ID
3. Plug in your vehicle, then press "Begin Charge"

If you need help connecting this charging station, please contact EV Connect Driver Support at: 866-816-PLUG (7584).



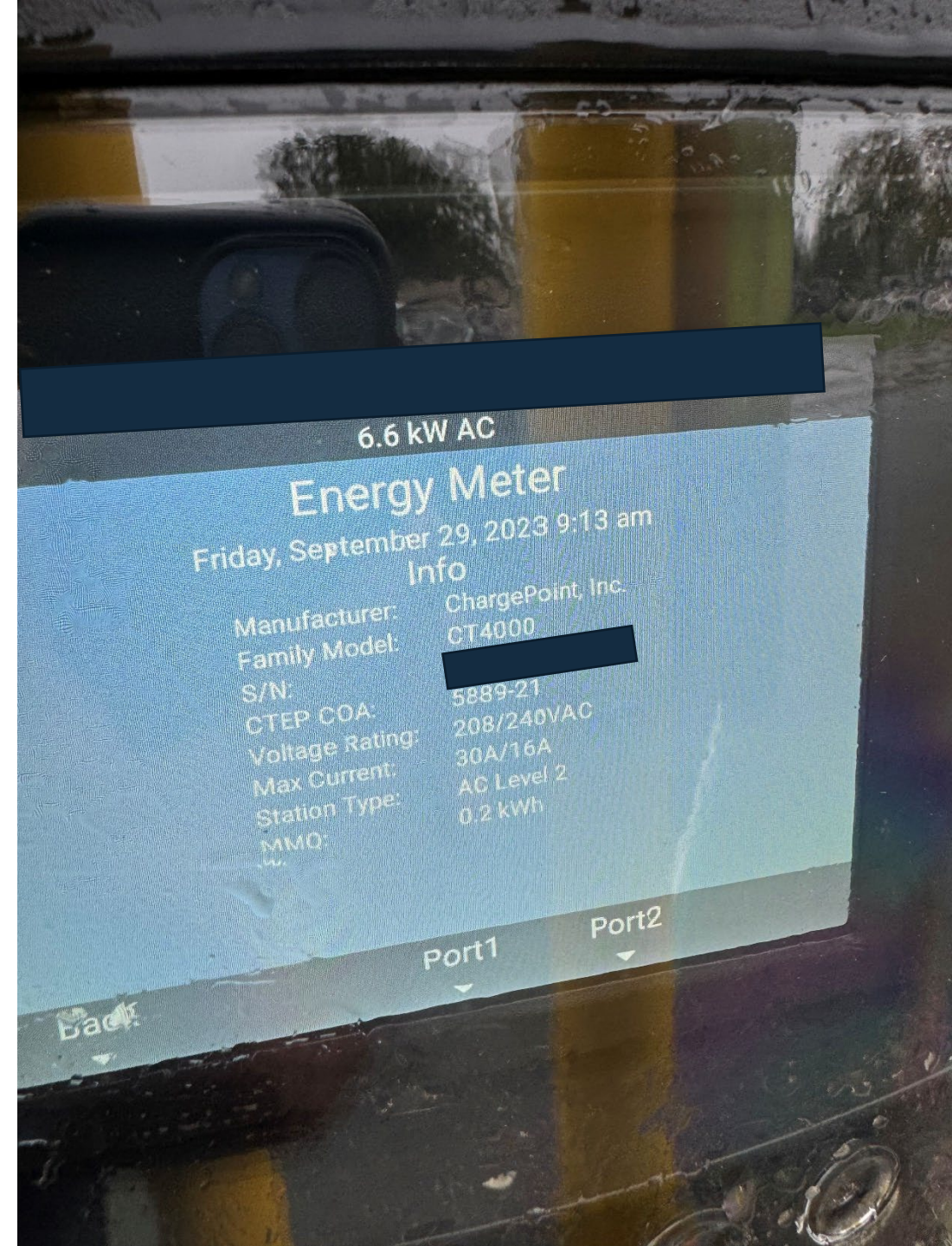
Station Port ID:



# Verification Requirements

Some chargers require you go into the settings, here is a step-by-step guide for a ChargePoint Level 2 charger

1. Navigate to the setting menu on the charger itself using the onscreen controls
2. This is typically found in a section labeled “About Charger” or similar.
3. Select “Energy Meter”
4. You will find the S/N displayed on the screen



# Universal Forms of Payment

A charging station must have **at least one alternative payment method** (aside from a mobile app) available 24/7 to all customers to be considered a **public charging station**. Without it, the station will be considered **Private** and will only qualify for a **50% incentive tier**.

Public charging pay options include at least one of the following:

- ✓ Credit Card Readers
- ✓ Tap-to-Pay
- ✓ Toll Free Phone Number
- ✓ Text-to-Pay
- ✓ QR Code / Link that connects directly to a payment site (not an app)



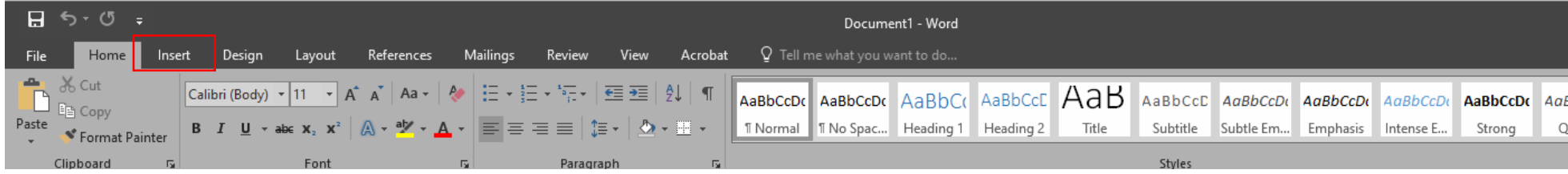


# Photo Insert Directions

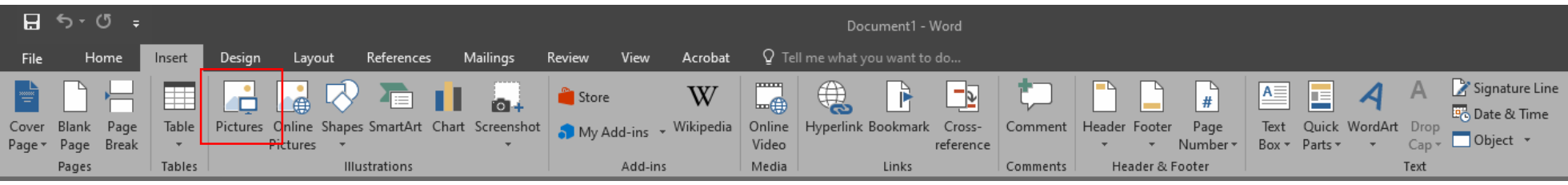
PSEG Long Island will not accept individual photos submitted as part of the site verification. To capture all photos taken for your charging station, please insert them into a Word or PDF document.

The following steps outline how to do this

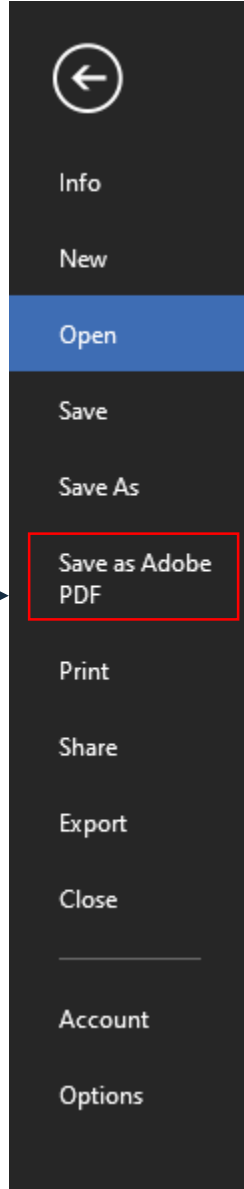
Step 1 - In Microsoft Word, navigate to the Insert tab at the top of the ribbon



Step 2 – Select the pictures icon to select the photos you wish to insert. You can also copy/paste your images into the document



\*Optional\* Step 3 – Select 'File' and then 'Save as an Adobe PDF'



# Photo Insert Directions

**Please insert the photos in the following order**

1. Photos of any CSMR infrastructure associated with the EV charging station
2. Photo of the meter associated with charging station
3. Photos of each individual installed charger(s).
4. Photos of each individual charger serial number (S/N).
5. Photos of the available payment options (public stations only)







 Thank  
*you*

Contact Information

Email: [PSEG-LI-EVMakeReady@pseg.com](mailto:PSEG-LI-EVMakeReady@pseg.com)

EV Make Ready Webpage:

