



Central Hudson EV Make-Ready

Participant Manual

CENTRAL HUDSON EV MAKE-READY PARTICIPANT MANUAL



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I. Overview: Electric Vehicle Make-Ready Program

Electrifying transportation offers numerous benefits for customers and communities, including increased efficiency, improved sustainability, energy security and the opportunity to relieve rate pressure in an environment of stagnant sales growth. According to the Department of Environmental Conservation, the transportation sector accounts for 40% of New York's greenhouse gas emissions. Therefore, in order to meet the state's clean energy goals, the transportation sector must be part of the solution. To this end, the NYS Public Service Commission ("PSC" or "Commission") commenced a proceeding, Case 18-E-0138, to consider the role of electric utilities in providing electric transportation infrastructure and rate design. The result of this case was the Order Establishing Electric Vehicle Infrastructure Make-Ready Program and Other Programs.

On July 16, 2020, the PSC issued its Order Establishing Electric Vehicle Infrastructure Make-Ready Program and Other Programs ("Make-Ready Order")¹ that aims to address electric vehicle ("EV") charging infrastructure investment through carefully structured collaboration and incentives across each of the Joint Utilities of New York². As part of the Make-Ready Order, the Commission directed Department of Public Service ("DPS") Staff to commence a formal Midpoint Review of the make-ready program. On November 16, 2023, the Commission issued its Order Approving Midpoint Review Whitepaper's Recommendations with Modifications ("Midpoint Order")³.

This document details Central Hudson Gas & Electric Corporation's ("Central Hudson" or the "Company") Participant Manual for the Company's EV light-duty make-ready program ("EV Make-Ready Program" or "Program"), including program modifications as a result of the Midpoint Order.

The goal of the EV Make-Ready Program is to support the development of electric infrastructure and equipment necessary to accommodate an increased deployment of EVs within New York by reducing the upfront costs of building charging stations for light-duty EVs. Through this program, entities seeking to install or participate in the installation of Level 2 ("L2") and/or Direct Current Fast Charging ("DCFC") chargers can earn incentives that will offset a large portion of, or in some cases, all infrastructure costs associated with preparing a site for EV charger installation.

The Central Hudson EV Make-Ready Program is designed to provide incentives for the development of infrastructure from the electric distribution system up to but excluding the EV charger. For the purposes of the Program, infrastructure development also includes additional equipment used to enable expansion of EV charging infrastructure in the future. Figure 1 depicts typical power delivery from the distribution lines to

¹ Case 18-E-0138, Proceeding on the Motion of the Commission Regarding Electric Vehicle Supply Equipment and Infrastructure, Order Establishing Electric Vehicle Infrastructure Make-Ready Program and Other Programs (issued July 16, 2020).

² The Joint Utilities are Central Hudson Gas & Electric Corporation (Central Hudson), Consolidated Edison Company of New York, Inc. (Con Edison), Niagara Mohawk Power Corporation d/b/a National Grid (National Grid), New York State Electric & Gas Corporation (NYSEG), Orange and Rockland Utilities, Inc. (O&R), and Rochester Gas & Electric Corporation (RG&E).

³ Case 18-E-0138, Proceeding on the Motion of the Commission Regarding Electric Vehicle Supply Equipment and Infrastructure, Order Approving Midpoint Review Whitepaper's Recommendations with Modifications (issued November 16, 2023).

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the stepdown transformer, meter, panel, and EV charger at the site host location. Configuration may vary based on site specifics.

The Program offers incentives for make-ready costs of 2,037 Level 2 chargers and 416 DCFC across Central Hudson’s territory. The Program is offering \$44,897,460 in incentive funding and will accept applications until program port goals are met, or until the available incentive funding has been allocated, whichever comes first. Additional information about the Program can be found on Central Hudson’s website: <https://www.cenhud.com/electricvehicles/>.

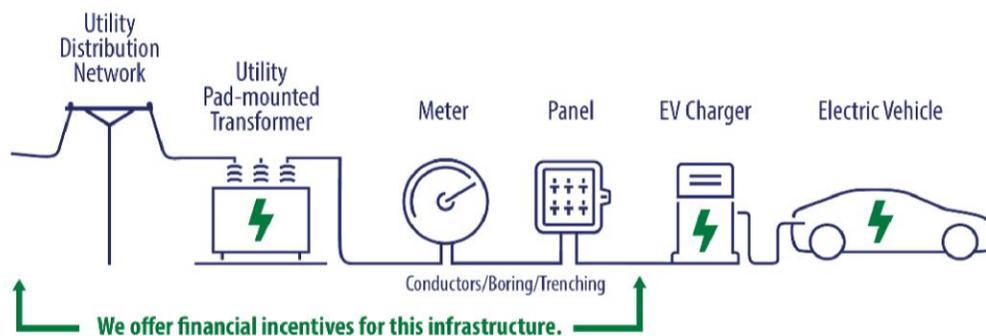


Figure 1. Potential Make-Ready Program incentive coverage on a Light-Duty EV charger project.

	New Business Utility Components	Make-Ready Costs		Components outside of MRP, some stackable incentives may be applied	
	New Business	Utility-side Infrastructure	Customer-Side Infrastructure	EVSE Hardware	Customer-Side Infrastructure
Component Example	<ul style="list-style-type: none"> Substation New Point of Entry Could be same components as in utility-side infrastructure 	<ul style="list-style-type: none"> Distribution Network Transformers Meter Conductor 	<ul style="list-style-type: none"> Panel Conductor Boring Trenching Conduit Storage & Load Management 	<ul style="list-style-type: none"> Charging Station Network Equipment 	<ul style="list-style-type: none"> Signs Bollards Network Maintenance Associated Fees Energy
Paying Entity	Central Hudson, with tariff allowances	Central Hudson Make-Ready Program	Potential Customer Contribution	Customer & NYSERDA Rebates (if eligible)	Customer
Owning Entity	Central Hudson	Central Hudson	Customer		
Note: Graphic is for illustrative purposes only, may not be exhaustive and subject to change. Final determination of eligibility and costs will be determined by Central Hudson					

Figure 2. Details on Components of EV Make-Ready Projects

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II. Program Contacts

Central Hudson has partnered with ICF to implement the EV Make Ready program. ICF was selected through a rigorous Request for Proposal process and will be a valued partner through the life of the program.

All questions related to the EV Light-Duty Make-Ready Program and fleet assessment service should be directed to the Central Hudson EV Make-Ready Program team at EVMakeready@cenhud.com or EVMakeReadyCH@ICF.com.

In addition, Central Hudson has a program director to address program or policy issues related to the implementation of the Program. Their contact information is below:

Michael Valentino
Mavalentino@cenhud.com
(845) 486-5452

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III. Definitions

- **Affordable Multi-Unit Dwelling:** Buildings that have regulatory agreements with a housing agency or in which at least 25% of the units are, or are expected to be, occupied by households earning not more than 80% of Area Median Income or State Median Income, whichever is greater.
- **Approved contractor:** A contractor who has met the utility's approval criteria to install EV charging infrastructure incentivized through the EV Make-Ready Program.
- **Central Hudson Light-Duty Make-Ready Program:** The Program that provides incentives for the purchase and installation of equipment associated with preparing a site to install EV chargers within Central Hudson's service territory.
- **Disadvantaged community:** Communities that bear burdens of negative public-health effects, environmental pollution, impacts of climate change, and possess certain socioeconomic criteria, or comprise high concentrations of low- and moderate-income households. ECL § 75-0101(5).
- **Electric Vehicle (EV):** A four-wheel light-duty vehicle capable of highway speeds that is powered fully or in part by an electric motor and is rechargeable from an external connection to an off-board electrical source.
- **Equipment owner:** The entity that purchases the make-ready equipment and is subsequently responsible for its maintenance. The equipment owner is also the recipient of the incentive payment and can be either the utility or the customer.
- **Fleet:** Any set of commercially or institutionally owned or leased vehicles used for commercial, industrial or institutional purposes.
- **Fee Structure:** A set of costs implemented by the administrator of a charger to recover funds from those using the charger. The administrator of a charger can be the owner of the charger or an assigned responsible person in charge of updating the configuration of a charger. Fee structures can include fees for idling, a fixed cost per initiated charge, dollar per kilowatt-hour rates, or time rates to name a few. Different groups can be created to implement different fee structures for different users.
- **Future proofing:** The installation of additional or scalable capacity equipment and infrastructure to support the future expansion of an EV charging station and installation of additional charging ports.
- **Heavy-Duty vehicles:** Large vehicles including passenger and cargo vehicles, trucks and equipment in Class 7 and above (those with a GVWR of over 26,000 lbs.)
- **Installer:** The entity that installs the equipment. The Installer may or may not be the same as the equipment owner.
- **ISO 15118:** An international standard vehicle-to-grid-charging interface that was updated in 2019 and began to see implementation in 2021. Features of ISO 15118 include the bidirectional charging standard and Plug & Charge features. Plug & Charge feature uses asymmetric cryptography to automatically establish a secure connection to receive energy and data from compatible charging stations.
- **Light-Duty vehicles:** Any small commercial vehicles including passenger cars, vans, and other Class 1 and 2 vehicles (those with a GVWR of 0 lbs. to 10,000 lbs.)

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- **Low-to-moderate income community (LMI):** A community or area defined by the average household wealth being less than or equal to 80% of the state or regional median income (whichever is higher).
- **Make-ready equipment:** Any utility-owned infrastructure and equipment involved in providing electric services, extensions, or upgrades needed to support the installation of EV infrastructure in excess of standard new business allowances and any customer-owned equipment from the point of interconnection up to (but not including) the charging equipment.
- **Medium-Duty vehicles:** Mid-sized vehicles including passenger and cargo vehicles, trucks and equipment in Class 3 through 6 (those with a GVWR of 10,001 lbs. to 26,000 lbs.)
- **Multi-unit dwellings (MUDs):** Any dwelling which is either rented, leased, let or hired out, to be occupied, or is occupied as the residence or home of 5 or more independent units.
- **Ocpp:** The Open Charge Point Protocol (Ocpp) is an application protocol for communication between EV charging stations and a charging station network.
- **Participant:** An entity that applies for and receives the incentives available through the EV Make Ready Program. This could be any entity including:
 - **Developer:** An entity responsible for designing, constructing, and commissioning an EV charger site. This entity may also be responsible for owning, managing, and operating the chargers.
 - **Equipment Owner:** The entity that purchases the make-ready equipment and is subsequently responsible for its maintenance. The equipment owner is also the recipient of the incentive payment and can be either the utility or the customer.
 - **Site Host:** The owner of the site on which the EV charging equipment is installed. The Site Host may or may not be the Equipment Owner.
 - **Customer:** An entity taking service from the utility.
 - **Approved Contractor:** As defined above.
- **Program effective date:** The date after which construction for projects under the Program can begin construction. For the Program, the effective date is July 16, 2020.
- **Publicly accessible:** For the Program, this means allowing access without site-specific physical access restrictions, including public, fee-free parking areas and municipality-operated fee-for parking areas. It does not include private or restricted business parking or multi-unit dwelling parking.
- **Proprietary plug:** An EV charging plug that is exclusive to certain light-duty EV makes and models. For Level 2 chargers, this is the SAE J3400 plug and for DCFCs, this is the CHAdeMO.
- **Non-proprietary plug:** Any EV charging plug that is accepted as able to support any light-duty EV and is not proprietary or exclusive. For Level 2 chargers, this is the Society of Automotive Engineers Electric Vehicle Conductive Charger Coupler J1772 (SAE J plug). For DCFCs, this is any non-proprietary plug such as the SAE Combined Charging System (CCS). Also known as a universal plug.

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IV. Eligibility Criteria

1. Eligible Participants

The Participant may be (1) a Central Hudson electric account holder or customer (“Customer”) eligible to participate in the Company’s Electric Vehicle (EV) Make-Ready Program (the “Program”), or, alternatively (2) an entity responsible for designing, constructing, and commissioning an EV charger site at a Customer location (each, a “Site”), which may also include responsibility for owning, managing, and operating EV charging equipment at a Site (“Developer”), or, alternatively (3) an entity that purchases and owns or controls EV charging equipment once installed at a Site (“Equipment Owner”), or, alternatively (4) the owner or operator of a Site (“Site Host”), which may or may not be the Equipment Owner, or, alternatively (5) a contractor meeting the Company’s approval criteria to install EV charging infrastructure incentivized through the Program (“Approved Contractor”). For clarity, the Participant may be a Customer, or a Developer, or an Equipment Owner, or a Site Host, or an Approved Contractor.

The parties acknowledge and agree that ownership of EV charging stations may change or that stations may be upgraded during the term of this Agreement; provided, however, that the number of plugs and the capacity of any charging station does not decrease, and that the Participant continues to meet all current and ongoing performance and reporting obligations of the Program.

The parties understand and agree that additional projects proposed to Central Hudson by the Participant shall not propose the same or materially the same eligible services and/or equipment as approved for the Project such as would lead to more than one incentive award for the same or materially the same projects.

The Participant asserts that the Site is located within Central Hudson’s electrical service territory and receives or intends to receive electrical service from Central Hudson.

2. Eligible Infrastructure

Public and private (both for-profit and not-for-profit) entities may participate in the Program. Central Hudson provides customer incentive payments upon completion of the installation of make-ready equipment. Developers, site-owners, and charging station managers (collectively, the “customers”) may apply for project incentive funds through Central Hudson’s website. The following categories of equipment or infrastructure are eligible for incentives:

- 1. Utility-Side Make-Ready Infrastructure:** Utility electric infrastructure needed to connect and serve a new EV charger. This may include traditional distribution infrastructure such as step-down transformers, overhead service lines and utility meters that will continue to be owned and operated by Central Hudson.
- 2. Customer-Side Make-Ready Infrastructure:** EV equipment or infrastructure necessary to make a site ready to accept an EV charger that is owned by the charging station Developer, Equipment, Owner, or Site Host. This electric infrastructure may include conductors, trenching, panels, and advanced technologies including energy storage and Automated Load Management Systems

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needed for the EV charging station. Load management systems such as energy storage are eligible to receive incentives but must be paired exclusively with EVSE and be solely used for EV charging and not for any other purposes, such as providing backup power to the site host. Note: the eligible equipment excludes the charging station and ports themselves.

3. Future Proofing: Up to 10% of the project's make-ready cost can be used to cover future proofing costs to the site, which can cover up-sizing wires, panels and conduit for future added capacity on both the utility and customer side of infrastructure costs.

All EV supply equipment must be installed by utility-approved contractors in order to be eligible for the incentives available through this EV Make-Ready Program. A list of approved contractors can be found on the Joint Utilities' website. Equipment associated with the EV charger itself, such as the actual EV chargers, modules, mounting hardware, and co-located distributed generation, are ineligible for incentives under the EV Make-Ready Program.

3. Project Requirements

Central Hudson evaluates individual make-ready projects on five key criteria: accessibility, station maturity, plug type, future proofing costs, and location capacity. There may be other factors external to a project such as total available funds. To receive incentives through the EV Make-Ready Program, a project must satisfy the following criteria:

Approved Application: Participants must apply to be accepted into the EV Make-Ready Program. Central Hudson will review, evaluate and, if appropriate, approve applications. Participants interested in applying to the program can do so through [the online application portal](#).

Station Maturity: Construction of the EV charging station must have commenced no sooner than July 16, 2020.

Plug Requirements: Each site must have a minimum of 2 plugs.

Location Capacity: EV charging stations must conform to capacity guidelines.

DCFC Location capacity guidelines:

- 1) DCFC Sites with more than ten plugs and/or demand in excess of 3 MW will be allowed to participate in the EV Make-Ready Program under the condition that developing the site does not cause the utility to incur new business costs greater than those that would have been incurred to develop a site with a maximum demand of 3 MW.
- 2) There is a 50kW minimum for DCFC's to be eligible for the incentive.
- 3) Each plug that can simultaneously discharge at 50kw or greater will be counted towards your plug count.

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- 4) Proprietary plugs receive a lower incentive level unless they are collocated with an equal or greater number of non-proprietary plugs.
- 5) The number of plugs at locations in excess of 10 plugs shall not exceed 50% of the target number of plugs established in the EV Make-Ready Order for each utility.

Level 2 location capacity guidelines:

- 1) The number of plugs at locations in excess of 10 plugs shall not exceed 50% of the target number of plugs established in the EV Make-Ready Order for each utility.

Accessibility: Each proposed station must be accessible and accept universal forms of payment. To qualify for the maximum incentive, the proposed charging stations must be in a public parking area rather than in a private workplace or multi-unit dwelling parking area. The parking lot may be a free parking lot or a paid municipal parking lot but must be accessible to all public customers without restriction. A proposed station situated in a private parking lot, including those in multi-unit dwellings, workplace parking and private pay-to-park lots, may qualify for the reduced up to 50% incentive.

The exception to this rule is for multi-unit dwellings that are located within a Disadvantaged Community (DAC) or that meet the definition of an affordable multi-unit dwelling, as they are eligible for the maximum incentive. These plugs are allowed to be private but must be available to all residents of the multi-unit dwelling and not designated for use by a single unit or individual.

To ensure maximum accessibility of charging stations to the public, stations eligible for an incentive under the Program must also be usable without requiring a paid membership in a charging station network. This holds for both proprietary and nonproprietary plugs. Networked stations that offer single per-use charging fees payable through a commonly accepted payment method such as cash, credit, or debit will satisfy this criterion. Though payment through a smartphone application is permitted, to qualify as publicly accessible for purposes of the Program, smartphone application may not be the only form of payment a station accepts.

Plug Type and Capacity: Each station should offer more universal plugs and capacity than proprietary plugs and capacity. To qualify for the maximum incentive, a proposed charging station must include an equal or greater number of universal charging plugs compared to the number of proprietary plugs. The station must also include an equal or greater amount of simultaneous capacity through these universal charging plugs compared to the capacity available through proprietary plugs. DCFC plugs must be capable of simultaneously dispensing 50 kW or more to qualify for the incentive. If a station has more proprietary plugs than universal ones or offers more simultaneous capacity through these proprietary plugs, it may still qualify for the reduced up to 50% incentive. All charging stations must be hard wired, and not powered on by plugging the station into a high voltage outlet (ex: NEMA 14-50).

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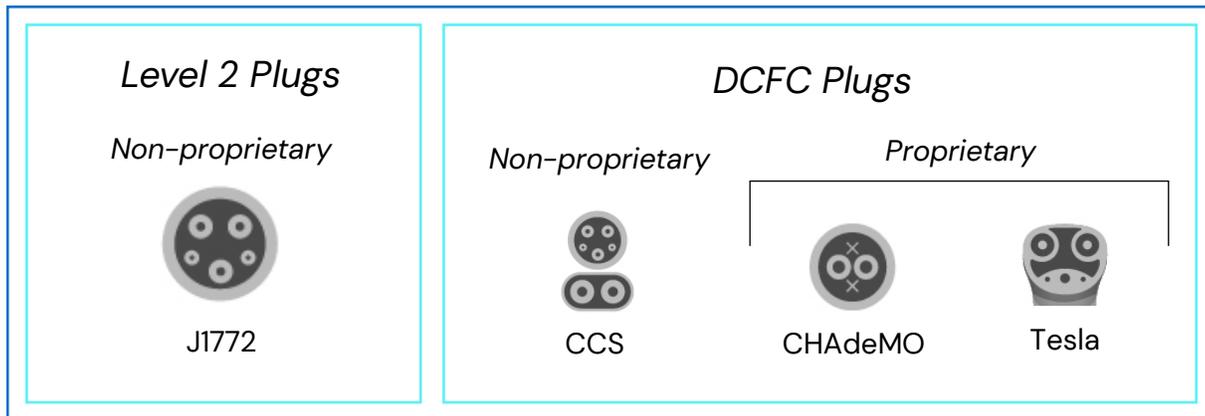


Figure 3. Proprietary and non-proprietary EV charging plugs.

Future-Proofing Costs: The cost of installing additional capacity and infrastructure to support future station expansion can also be covered by an incentive under certain conditions. To receive an incentive, the future-proofing activities must be requested by the developer and verified with Central Hudson. These costs may include the incremental costs of installing additional or oversized conduit (including trenching and conduit to additional parking spaces), panels, transformers, transformer pads, or increasing distribution service. Future-proofing costs up to 10% of the project’s make-ready cost may be covered by an incentive. Central Hudson reserves the right to provide future proofing costs of up to 10% of the make ready costs at our discretion based on the specific characteristics of a project. Future-proofing costs not covered by the incentive costs must be covered by the developer.

Location Capacity: There is a limit on the number of small (two-plug) and large (10-plug and/or 3 megawatt [MW] or greater demand) stations that can be approved for incentives under the Program. Among the approved projects for the Program, no more than 25% of incentivized stations may include only two plugs. Additionally, no more than 50% of all plugs supported by the Program can be installed in stations with more than 10 plugs. Finally, for stations with 10 or more plugs and/or with a demand greater than 3 MW to qualify for incentives, the station must not cause Central Hudson to incur new business costs greater than those associated with a maximum site demand of 3 MW.

Equipment Eligibility

- **Hardware Requirements:** Any new incentive commitment effective December 16, 2023, must be hardware capable for ISO 15118 Parts 2 and 20. Effective November 16, 2024, any new stations receiving Program incentives must also obtain hardware conformance with OCPP version 2.0.1 or later.
- **Software Requirements:** Effective November 16, 2024, stations receiving Program incentives must

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achieve software conformance with ISO 15118.⁴

Signage Requirements: Make-Ready Program-funded sites must display easily identifiable, up-to-date contact information for the electric vehicle service provider on each charger.

Data Sharing Requirements: As part of the requirements of participation in the program, data from the eligible charger must be shared with Central Hudson and the program team in alignment with the specifications in *Section X. Reporting Requirements* detailed later in this manual.

811 Call Before You Dig: To ensure that the proposed site is safe to dig, you must contact New York's 811 center a few days before breaking ground. If you've hired a professional to do work on your property that includes digging, make sure that they have called 811 or made their request online before beginning work.

Affordable Multi-Unit Dwelling Requirements: Affordable multifamily housing properties are eligible for enhanced funds through this program. This program aligns with the statewide [Affordable Multifamily Energy Efficiency Program \(AMEEP\)](#) program procedures to qualify affordable multi-unit dwellings. The Program requires applicants to either submit a regulatory agreement qualifying the building as affordable housing, or to demonstrate via rent roll that 25 percent of units have a calculated household income no more than 80 percent of the Area or State Median Income, whichever is greater. There are two ways to qualify enhanced affordable housing incentives, defined in *Section VII. Application Requirements*.

V. Light-Duty Program Incentive Eligibility Levels

Participants in the Light-Duty EV Make-Ready Program (LDMRP) are eligible to receive incentives covering up to the given cost of make-ready infrastructure based upon the following criteria in Table 1. Eligibility can be further broken down based on plug output. If a proposed project meets the requirements for all criteria, the project will be eligible for an incentive covering up to 90% of eligible make-ready costs. If the proposed project does not meet the criteria for accessibility or plug type, the project may be eligible for an incentive covering up to 50% of the make-ready costs. No single participant may receive incentives for greater than 50% of any utility-specific make-ready program incentive budget.

Central Hudson has earmarked 20% of its total budget for the Program for deploying make-ready projects in the EJC and LMI community zones. For projects meeting these criteria, the participant will receive up to 100% of eligible make-ready costs for:

- DCFC Stations: Publicly accessible non-proprietary DCFC sites within disadvantaged communities in the Central Hudson service territory.

⁴ The ISO 15118 and OCPP requirements were adopted following the Midpoint Order released on November 16, 2023. The mandates in this Order are prospective and therefore do not require units installed before the effective date that are hardware compatible with OCPP version 1.6 or prior to upgrade to version 2.0.1.

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- L2 Stations:
 1. Publicly accessible non-proprietary curbside L2 charging in or directly adjacent to Disadvantaged Communities.⁵ Applicants must demonstrate that each curbside charger is associated with a designated EV charging parking space, and that a framework is in place to prevent noncharging vehicles from blocking access to chargers.
 2. Multi-Unit Dwelling L2 charging meeting one of the two below criteria. Multi-Unit Dwelling plugs are allowed to be private but must be available to residents of the multi-unit dwelling and not designated for use by a single unit or individual.
 - i. L2 charging at a multi-unit dwelling properties within a DAC.
 - ii. L2 charging at affordable multi-unit dwelling properties, regardless of proximity to DAC.

Table 1: LDMRP Incentive Criteria

Incentive Level	Eligible Project Criteria
Up to 100%	<ul style="list-style-type: none"> • Publicly available DCFC projects with standardized plug types located within Disadvantaged Communities (DAC) or Disadvantaged Community Zones, as applicable. • Publicly available DCFC projects with proprietary plug types that also include an equal number of standardized plugs of an equal or greater charging capacity to the proprietary plugs located within DACs, as applicable. • L2 projects located at eligible multi-unit dwellings (MUD). • L2 curbside projects within or adjacent to a DAC.
Up to 90%	<ul style="list-style-type: none"> • Publicly available L2 and DCFC projects with standardized plug types. • Publicly available L2 and DCFC projects with proprietary plugs that also have an equal or greater number of standardized plugs of an equal or greater charging capacity to the proprietary plugs. • Includes municipal pay-to-park locations and free parking offered while charging.
Up to 50%	<ul style="list-style-type: none"> • Non-public L2 and DCFC projects, such as workplaces or MUDs with restricted access and privately owned pay-to-park lots that require payment for parking while charging. • Public and non-public L2 and DCFC projects with proprietary plugs that do not include an equal or greater number of standardized plugs of an equal or greater charging capacity to the proprietary plugs.
<p><i>Table is provided for illustrative purposes. Individual utilities reserve the right to make determinations regarding incentive-level eligibility based on their best interpretation of the proposed project and available information at the time of review. Customers are responsible for charger costs, annual maintenance cost, and ongoing electricity costs.</i></p>	

⁵ An area is adjacent to a Disadvantaged Community where the Disadvantaged Community border stops short of the street (i.e., if one side of the street is in a designated in a Disadvantaged Community, the opposite side of the street would be adjacent).

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Table 2: LDMRP Incentive Amounts

	Up to 50% of installation costs	Up to 90% of installation costs	Up to 100% of installation costs
L2	Capped at \$3,500/plug	Capped at \$6,300/plug	Capped at \$7,000/plug
DCFC	Capped at \$350/kW	Capped at \$630/kW	Capped at \$700/kW

Projects developed by the New York Power Authority (“NYPA”) are eligible for two types of incentives: (i) incentives of up to \$15 million supporting the initiative to build ten fast charging locations in every Regional Economic Council (“REDC”) region by 2022; and (ii) incentives of up to \$15 million supporting DCFC locations under NYPA’s EVolve NY program.

VI. Medium-Duty/Heavy-Duty Program Incentive Eligibility Levels

Participants in the Medium-Duty/Heavy-Duty (MD/HD) EV Make-Ready Pilot Program are eligible to receive one-time incentives up to 90% of the utility-side make-ready infrastructure costs and 50% of the customer side make-ready infrastructure costs associated with EVSE installations. In this program, eligible customers can choose to install Level 2 or Direct Current Fast Charging (DCFC). Customers may be eligible for the Medium-Duty Make-Ready Program if they meet the following criteria:

- Are a medium- or heavy-duty vehicle operator
- Are located in a disadvantaged community (DAC)
- Site requires capacity upgrade or new service for EVSE
- Fleets are eligible if they participate in one of the following voucher programs: EPA transportation electrification programs, NYTVIP, NYC Clean Trucks Program, NYSERDA School Bus Incentive Program.
- Voucher program participation is not required for publicly accessible sites.

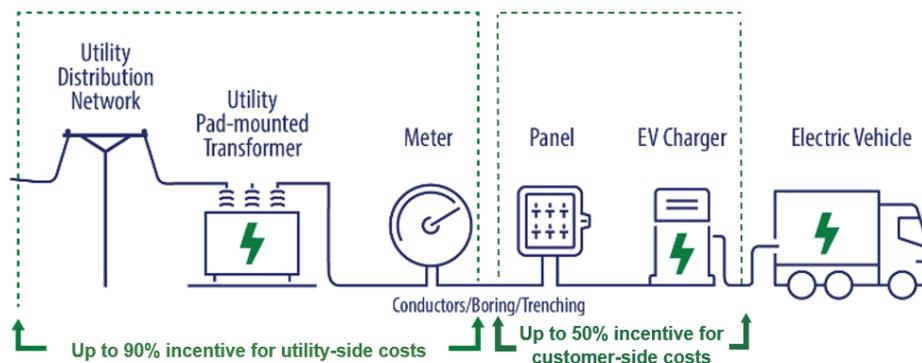


Figure 4: Potential Make-Ready Program incentive coverage on a MD/HD EV charger project.

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VII. Application Requirements

Participants interested in applying for the EV Make-Ready Program can do so at the application portal [Central Hudson Gas & Electric \(programprocessing.com\)](https://www.chgasandelectric.com/programprocessing) or they can use the programs [printable application](#) and email their completed form to EVMakeReadyCH@ICF.com.

Project applications can be completed by the site owners or the approved contractor. Applicants are expected to read and sign the program Participant Agreement included in the online application. This form outlines the program guidelines and expectations. Before filling out an application, be prepared to provide and upload the following information:

- Initial Documents
 - Project Description
 - Quotes or Invoices
 - Site Plan
 - Site Satellite Image
 - Charger Specifications
 - Signed Terms & Conditions
 - For affordable multi-unit dwelling properties only: Rent Roll Calculator or eligible support document (see Table 3)
- Final Documents
 - Signed Preliminary Incentive Disclosure
 - Final Paid Invoices
 - As-Built Site Plan (if different than initial submission)
 - Documentation of Futureproofing costs
 - Confirmation of payee

Document Definitions:

- **Project Description:** This document will describe the work that is to be carried out. The contractor will detail what materials will be installed and the description of the installation. This will help clarify what is shown on the site plan. This written document will also include a description of the use of the chargers to determine program eligibility between private and public. It will detail who will have access to the chargers (ie. open to the public, employees only, etc.) and describe any restrictions on access.
- **Quotes and Invoices:** Copies of all estimated and final costs and billing associated with the project. These must be on official company letterhead and include site address, customer name, charger models, conduit and wire lengths, and total project cost.

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- Project Cost Template: Breaks out cost details needed to calculate the incentive and categorize costs. This template should serve as a reference when developing the quote and can be filled in but cannot replace the official quote.
- Site Plan: Site drawing including the planned location of all chargers, relevant equipment, electrical run locations, service panel location, utility connection location, ... This site plan can be combined with the site satellite image as long as all relevant information is present.
- Site Satellite Image: Satellite image of the site including the planned location of all chargers and relevant equipment should include the site address as well as show any adjacent main roads to help locate the chargers. This satellite image can be combined with the site plan as long as all relevant information is present.
- Charger Specifications: Specifications include estimated details on location of the charger on the site, wattage, and measurements of charger components and associated equipment. This information is provided by the manufacturer of the charger.
- Signed Participant Agreement: Signed copy of agreement to terms & conditions of project participation. Included in the application process.
- Load Letter: If requesting new or upgraded service from the Central Hudson New Business team, a load letter will be provided. By including this letter in the project, the Make-Ready team will be able to better coordinate this install.
- Affordable multi-unit dwelling property verification of eligibility: There are two ways to qualify:
 - Proxy: The Program allows certain proxies to represent compliance with the definition previously mentioned. Table 3 lists eligible proxies and supporting documentation.
 - Rent Roll: This type of qualification may be used by projects that do not meet the proxy requirements. Twenty-five percent of the units must have a calculated household income no more than 80% of the State or area median income, whichever is higher, based on the assumption that 30% of household income is applied to multi-unit dwelling costs (i.e., rent). Applicants must submit the annual rent, size, and occupancy for each apartment in the property. A Rent Roll Calculator is available on the [program website](#) for determining Rent Roll income eligibility. This document should be completed and submitted with the application if the participant seeks to verify their eligibility via rent role.

Final Document Definitions:

- Signed Preliminary Incentive Disclosure: This form includes a Customer Authorization and Optional Rebate Reassignment to be completed by the manager/owner of the property. The owner can check the box if they want the contractor to act on their behalf with all matters pertaining to the program. If the incentive is being sent to the contractor, the owner must check the second box which states they are acknowledging the contractor will receive the incentive and that they received a discount on their final invoice that matches the incentive amount.
- Final Paid Invoices: Copies of all final costs and billing associated with the project with proof of payment. These must be on official company letterhead and include site address, customer name, charger models, conduit and wire lengths, and total project costs.

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- **As-Built Site Plan:** If there were any changes or additions to the original site plan, a new site plan should be submitted indicating these changes including final location of all chargers, relevant equipment, electrical run locations, service panel location, and utility connection location.
- **Documentation of Futureproofing costs:** Description of the work to be performed including specific call-outs of the upgrades required for futureproofing. An example of this would be a description of upgrading a panel from a 200A panel to a 400A panel and summarizing the cost increase for the larger panel. A total cost for the futureproofing materials and labor must be included at the end of this document.
- **Confirmation of payee:** Customer must confirm via email the name and address of the recipient of the incentive check.

Table 3: Acceptable Documentation for Affordable Multi-Unit Dwelling Eligibility

Eligibility Proxy	Details	Documentation Required
US HUD, USDA-RD, and other Federally Regulated Affordable Housing	Properties receiving one of the following subsidies from HUD or USDA-RD: (1) Section 8 Contract (2) Sections 202, 236, 811 (3) Public Housing Authorities	Copy of the HUD contract or contract award notice
DHCR-Regulated Affordable Housing	Buildings with subsidized mortgages or contracts that place them under the regulatory control of NYSDHCR	Copy of NYSDHCR contract or contract award notice
Low Income Housing Tax Credits	Properties that receive tax credits for at least 50% of its units	Copy of tax credit award notice from NYSDHCR or NYCHPD
NYCHPD-Regulated Affordable Housing (or other local housing agency)	Properties with loans, mortgages, or deeds of purchase (HDFC incorporation) from NYCHPD or other local housing agencies	Documentation of current mortgage, loan closing, HDFC incorporation or deeds
SONYMA mortgage insurance	Properties subsidized for low- to moderate-income multifamily residents with SONYMA subsidized financing through the HFA	Copy of loan closing/mortgage insurance award documents
Weatherization Assistance Program	Properties that have fulfilled the eligibility requirements for the Weatherization Assistance Program	Copy of the letter from the Weatherization Agency confirming the project's income eligibility
HFA 80/20 Program	Properties that have been accepted into the Housing Finance Agency's 80/20 Program	Copy of the award letter or HFA contract documents
NYCHDC 80/20 or Mixed Income Programs	Properties that have been accepted into the NYC Housing Development Corporation's 80/20 Program or Mixed Income Program	Copy of the award letter or HDC contract documents
Mitchell-Lama Buildings	Properties that are currently NYS supervised Mitchell-Lama building	Copy of NYSHCR or NYCHPD contract or recent annual report confirming active Mitchell-Lama status

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Application Process:

The application process for the make ready program is dynamic and requires communication between the site host and the application processing team. Documentation is expected prior to application approval and should be updated post-installation. Please read Table 4 below outlining the application process map. This process map previews the steps that participants should expect while applying for make-ready rebates.

Table 4: Make-Ready Application Process

Status	Responsibility	Details
Application Received	Customer	The customer fills out the application, adds equipment, and includes supporting documentation.
Initial Quality Check	Program Team	ICF checks that all the documents and information are properly inputted into the application. If anything is missing change the status to "Application Flawed." <i>Approx. 1-2 Business days</i>
EV Technical Review	Program Team	ICF reviews the application for eligibility and moves the application to "Pending Central Hudson Approval" if all the information is provided. <i>Approx. 7-10 Business days</i>
Pending Central Hudson Approval	Program Team	ICF creates the Incentive Disclosure and sends it to CH for approval. Once the Incentive Disclosure is approved, ICF moves the application to "Notice to Proceed." <i>Approx. 7-10 Business days</i>
Notice to Proceed	Program Team	ICF notifies the customer of approval by sending the Preliminary Incentive Disclosure and requires a signature from the owner of the Central Hudson account number of the site. The application will stay in this status until ICF is informed that the customer has completed construction. Once our team is advised that construction is complete, advance the status to "Awaiting Final Documentation." <i>Approx 1-2 Business Days</i>
Awaiting Final Documentation	Customer	The customer submits final documents, invoices, equipment specifications, futureproofing upgrades, and paid invoices. The customer communicates the project completion status to the ICF account manager. <i>Approx 14 Business days</i>
Awaiting Charger Communication	Program Team	If the project is using a charger that's new to the program, ICF will need to verify it with the third-party vendor before it can be approved. Once approved, the status moves to "Pending Final Approval." <i>Approx 30-45 days</i>
Pending Final Approval	Program Team	ICF confirms site visit documentation and the incentive level. Once everything is approved, the status is moved to "Ready for Rebate." <i>Approx 2-4 Business days</i>
Ready for Rebate	Automated	Every Thursday, a rebate is automatically created. The status is advanced to "Payment Pending."
Payment Pending	Program Team	CH reviews projects and sends questions and/or approval.
	Program Team	ICF reviews and approves the invoice for the client. Verifies check mailing address and check recipient.
Application Completed	Program Team	An automated email is sent with survey link

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Application Submission: Interested participants can apply for the make-ready program through the online application portal on the Central Hudson website. The application includes the applicant's name and contact information and a brief project description describing the proposed number of plugs, charging output, plug type, site location, demand management software and hardware, and potential bi-directional charging and discharge of the proposed station. The application also includes information on future proofing needs and expansion plans. Applicants should indicate on this online form page whether they intend to pursue the DC Fast Charger Per-Plug Incentive program. Once the initial application has been submitted, applicants are expected to upload additional required documentation as noted above in section VI Application Requirements.

Initial Quality Check: Once an application has been submitted, it will be reviewed by the application processing team for approval. Customers can review the status of their application and the progress of the project through the application portal on the Central Hudson website. The portal tracks the progress of each project and provides transparency to the customer and consistent updates to the utility. The portal provides information on the status of a project, including approval, milestones, deadline dates, responsible parties, and incentive payments. If deemed necessary, this step can include a site visit to determine project suitability. Applicants are encouraged to check their portal for messages or outstanding tasks pertaining to their application.

If an application is deemed incomplete or needing verification, the application will be transitioned into an Application Flawed status and the applicant will be notified by email of the required changes to correct the flawed application.

Notice to Proceed: If the site is deemed suitable, Central Hudson drafts a Preliminary Incentive Disclosure detailing the customer-side work and utility-side work, associated incentives, and timeline for the project. The Preliminary Incentive Disclosure will only be delivered to the customer if all other required documentation and information has been provided for a project. Once the Preliminary Incentive Disclosure is received by the customer, work on the project can begin.

Equipment Installation: Central Hudson is responsible for completing the utility-side work for the site. This involves the installation of all necessary equipment up to and including the installation of appropriate meters for data collection (if applicable). In parallel, the customer works with an approved contractor to complete all necessary work on the customer side of the meter, such as installing panels, conduits, or trenching. While the installation of EV charging units may occur during this time, the cost of the EV charging units and installation of those units is not covered under the Program.

Post-Installation Application Review: Upon completion of all relevant make-ready site work, the applicant is expected to upload to their online application all finalized project documentation.

Upon the submission of the final documents, a Central Hudson representative completes a final site assessment to verify that the project is deemed completed.

Incentive payment. Within 60 days of verifying that a project is complete, Central Hudson distributes the incentive payments as a lump sum as agreed upon in the Project Agreement.

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VIII. Approved Contractors

Participants are required to use utility-approved contractors as a condition of program participation. Approved Contractors will be available on the EV Make-Ready Program web page located at each utility's website.

Becoming an Approved Contractor: To become an Approved Contractor for the EV Make-Ready Program, interested entities must complete and submit a Participating Contractor Application to each utility in whose territory the contractor is interested in working. The Participating Contractor Application will be available at jointutilitiesofny.org/ and at each utility's website. Each electric utility will review all applications, agreements and supporting documentation and determine if the contractor is accepted into the EV Make-Ready Program as an Approved Contractor within thirty days of receiving a completed application. The utility will notify the applicant of their application status via email. Upon acceptance, the utility will place the Approved Contractor on the list of approved contractors for potential Participants in the Program. Entities may apply to become an Approved Contractor at any time. If applicable, the Joint Utilities will provide the basis for rejecting an entity as an Approved Contractor and permit that entity to correct deficiencies in their application and re-apply. Each utility retains the right to place Participating Contractors on probation or remove them from the EV Make-Ready Program for nonperformance.

IX. Operational Requirements

The EV Make-Ready Program requires that all sites meet a specific minimum set of performance standards, which will be tracked and reported by the Participant as part of the overall reporting requirements outlined in Section X below. These operational standards are as follows:

- DCFC plugs must be operational 95 percent of the time (annually).
- DCFC charging stations must be operational 99 percent of the time (annually), with a minimum of 50 percent of the plugs considered to be "up" at all times.
- All charging stations in the EV Make-Ready Program must operate for a minimum of five years.
- Ownership of EV charging stations may change, or stations may be upgraded during the five-year term, as long as the number of plugs and the capacity of the station does not decrease, and the site continues to meet all performance and reporting obligations of the Program.

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X. Reporting Requirements

Participants agree to provide the utility with the necessary data regarding the installation and use of the EV charging equipment to facilitate necessary tracking of the Program’s overall operation and effectiveness on a quarterly basis. This data includes:

- Daily number of charging sessions
- Start and stop times of each charging session
- Charge time for each vehicle during each charging session
- Peak kW per charging session
- Total kWh discharged per charging session
- Aggregated percent utilization per site
- Aggregated hours charging
- Plug outage information (when outages occur)

The data sharing process will be greatly improved with a charger that is networked using one of the supported intercommunication protocols supported by Atlas Public Policy. Please speak with Atlas Public Policy for a full list of accepted protocols for the program.

Any new incentive commitment effective December 16, 2023, must be hardware capable for ISO 15118 Parts 2 and 20. Effective November 16, 2024, any new stations receiving Program incentives must also obtain hardware conformance with OCPP version 2.0.1 or later. Effective November 16, 2024, stations receiving Program incentives must achieve software conformance with ISO 15118.

Below is a list of networks that are currently participating in the program and have shared data in the proper format on past projects:

ABB	Emporia	Livingston EV Network	ZEFNet
Ampcontrol	Energy5	Loop EV Charging	Zevtron LLC
AmpUp	EV Connect Network	MyWallbox	PowerCharge Pro-Link Network
Applegreen Electric	EverCharge Network	Noodoe Network	PowerFlex Systems
Atom Power	EvGateway Network	OpConnect	Rivian Adventure Network
Autel Energy	EVgo	ORCA Net	Saascharge
Blink Network	Evoke	SKY Network	SemaConnect Network
BlueOval	EVPassport Cloud	SKYCHARGER	Shell Recharge
ChargeLab	Platform	Surge	
ChargePoint	FLO Network	SWTCH Network	
Convoy EV	Greenspot	Tesla	
eCar Operation Center	InControl	Volta Charging	
eDRV	JuiceNet Enterprise	Wevo	
Electrify America	Liberty HYDRA	Xeal	

For non-networked chargers, the data sharing process will be manual. Please reach out to the Atlas Public Policy team at EVMaKeReadyCH@icf.com for a template that contains the data fields necessary for

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reporting. The customer should contact their charger manufacturer for instructions on how to extract data from their charger. **All public chargers must post their charger to PlugShare.**

All data subject to the reporting requirements identified in this section will be provided on a monthly basis to the Joint Utilities after a third-party consultant designated by the Joint Utilities anonymizes and aggregates the data. The Participant must confirm that data can be transmitted to the third-party consultant before a station is considered operational and an incentive can be paid. Consistent with the Make-Ready Program Order, program participants that fail to provide the required data will not be eligible for new Make-Ready Program incentives and will either be subject to claw back of the make-ready payments received or revocation of service so that the station can be operated by an alternate market participant.

In addition to the data and information to be reported by or on behalf of the Participant to satisfy the requirements of the Program, the Participant shall also report promptly to Central Hudson and to the PSC any customer complaints in connection with the Program. Complaints can be submitted through the program email addresses provided below.

XI. Fleet Assessment Service

The fleet assessment service is a valuable offering for Central Hudson's customers that are considering electrifying their fleet of Light-duty, Medium-duty, or Heavy-duty vehicles. Participants can expect a customized, comprehensive report, one-on-one support, and help finding financial assistance to offset the cost of switching from internal combustion engine vehicles to electric vehicles. In addition, Central Hudson has specific solutions for school bus fleets and an Infrastructure Report that provides the customer with an estimate of how expensive their electrification project will cost.

Eligibility: Fleet operators in Central Hudson's service territory are eligible for a free fleet assessment for their light-, medium-, and heavy-duty fleet vehicles. A team of experts will determine if fleet electrification is right for each business based on existing fleet data provided by the participant.

Application: Fleet operators interested in applying for the Fleet Assessment may access the necessary material at the following website: [Green Your Fleet \(cenhud.com\)](https://cenhud.com/green-your-fleet).

Fleet Preparation: The scoping call will provide the customer with a formal introduction to the program, review expectations, and discuss next steps. After the scoping call, the customer will be provided with an Excel template to collect necessary fleet data and schedule a data intake call to review initial data, clarify any questions, and discuss potential assumptions or proxy values for missing data fields. The baseline data collection template will prioritize data fields for customers to help emphasize fields that are most critical for the analysis. The intake meeting will cover qualitative fleet questions, missing data fields, and assumptions or proxy values.

Fleet Electrification Analyses: Once the assessor and fleet customer align on the baseline fleet and assumptions, the data are analyzed using a fleet electrification model. The model includes the most up-to-

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date and robust vehicle model and incentive data, as well as GHG and TCO calculations. The model is used to generate a fleet assessment report with an objective of informing fleet operators and driving action toward electrification. The analysis and report will include baseline fleet data (a summary of existing fleet vehicle types and fuel usage) and key assumptions (any notable assumptions used in the analysis).

Fleet Support During Procurement: The assessor will provide ongoing technical assistance to fleets engaged in the program. Account Manager will field any technical questions from fleets, from kickoff through the fleet electrification analysis and fleet support phases of the program and route the questions to technical and fleet experts where appropriate.

- Technical assistance may take the form of the following nonexclusive list:
 - An email response from an Account Manager with answers to specific questions and links to resources for additional information.
 - A conference call with technical experts, the fleet, and relevant stakeholders to address a more in-depth question.
 - Technical expert(s) meeting with the fleet organization's decision makers.
 - A referral to an industry stakeholder, trade ally, or peer fleet that can assist the customer.

Fleet Assessment Report: The outcome of the fleet assessment is the delivery of a detailed report that recommends EV replacements for anything that has a lower total cost of ownership than internal combustion vehicles. The final report provides a holistic set of analyses that a customer may use as a roadmap toward electrification.

XII. Program Support

For questions about the eligibility/application process, or the ongoing requirements for Program participation, please submit inquiries to the following email address: EVMakeReady@cenhud.com or EVMakeReadyCH@ICF.com.