



# 2025 Electric Vehicle Make-Ready Application Guide

June 2025





# Section 1: Customer Information Tab

# Customer Information

**Customer Information:** Information on the site where the project is installed. The customer is the entity of record for the utility account serving the load. This may be different than the site owner on the project.

- All fields in grey must be filled out

## Customer Information

Type of Service Required?:	Service Upgrade	Rate Code:	280		
PSEG Long Island Account No:	12345567	Proposed Energized Date:	1/1/2025		
Meter No.:	124475	City:	Massapequa	Zip:	11758
Account Holder Name:	John Smith	City:		Zip:	
Installation Address:	123 Test St	Business Phone:	(631) 777-7777		
Mailing Address: (If different than above)		Cell Phone:	(123) 333-3333		
Alternate Contact:	Jane Smith	Preferred Contact Method:	Email		
E-Mail Address:	<a href="mailto:Example@gmail.com">Example@gmail.com</a>				
Rebate Payment Recipient*:	Customer				

\*Letter of Authorization required if rebate is assigned

## Type of Service Required?:

- New Service: If the site requires a new electrical service to be installed to meet the new electric demand of the EV chargers
- Service Upgrade: If the site requires an electric service upgrade to meet the electrical demand of the EV chargers installed
- Existing Service: No new service or upgrade is needed to meet the electrical demand of the EV chargers installed

**Proposed Energized Date:** The day the proposed chargers are expected to become operational.

# Site Owner Information

Site Owner Information

Customer Info same as Site Owner Info?	Yes		
Entity Name:	Business Inc		
Installation Address:	123 Test St		
Mailing Address: (If different than above)			
Latitude (Optional)	11-11-111-11		
Longitude (Optional)	22-22-222		
City:	Massapequa	Zip:	11758
City:		Zip:	
Contact Name:	John Smith	Business Phone:	(631) 777-7777
E-Mail Address:	<a href="mailto:Example@gmail.com">Example@gmail.com</a>	Cell Phone:	(123) 333-3333
Preferred Contact Method:	Business Phone		

**Site Owner Information:** The owner of the site on which the Electric Vehicle Supply Equipment is installed. This may be different than the customer on the project.

- All fields in grey must be filled out

**Customer info same as Site Owner info?:** If the customer and site owner are the same, the drop-down can be selected to auto-populate the site owner information section.

# Developer Information

## Developer Information

Entity Name:	Joe Smith		
Mailing Address:	432 Test Ave	City: Bellmore	Zip: 111111
Contact Name:	Jill Smith	Business Phone:	(516) 666-6666
E-Mail Address:	<a href="mailto:Example2@gmail.com">Example2@gmail.com</a>	Cell Phone:	(123) 456-7890
		Preferred Contact Method:	Email

**Developer Information:** The company that will be doing the physical installation of the project.

- All fields in grey must be filled out

# Incentive

## Incentive

Eligibility %:	50%
USMR Cost Covered by PSEG Long Island: \$	50,000
Total Estimated Customer Incentive Amount: \$	12,000

\*Disclaimer: Terms and conditions are subject to change without notice, including early termination of this promotion. No additional fees apply. PSEG Long Island administers the incentive program on behalf of the Long Island Power Authority, the incentive program sponsor. If the BRS number is not available yet the final cost incentive will be based on total CSMR & USMR Costs. Please visit <https://www.psegliny.com/en/saveenergyandmoney/GreenEnergy/EV/MakeReady> for more details.

Entity Name  
(Print)

Account Holder Name:  
(Print)

Customer Signature\*:  
Duly authorized representative

Date:

\*A printed version of this worksheet with a wet signature or a time stamped web signature is needed

**Eligibility & Total Estimate Customer Incentive Amount:**  
Upon completion of the entire application, the incentive eligibility percentage and the total estimated customer incentive amount will populate as well as the USMR cost covered by PSEG Long Island, if applicable

- Note that PSEG Long Island will confirm the final Eligibility % and Total Estimated Customer Incentive Amount based upon all available information provided.



# Section 2: Site Information Tab

# Site Information

**Site Information:** Description of the site where the chargers are being installed.

## Location Accessibility:

- Public: Location allows access 24/7 without restriction.
- Private: Location only allows access to certain users, has time-specific or physical access restrictions, etc.

## Incentive Method: Selection based on Charger Type.

- For DC Fast Chargers, the Lease Model is set as the default, but the USMR Coverage Only is another available option.
- Rebate should be selected for Level 2 Chargers.
- For a combination of DC Fast Chargers and Level 2 Chargers, Incentive Method is based on Lease Model (Default) or USMR Coverage Only as an available option

## Site Information

Location Accessibility:

Public

Disadvantaged Community (DAC) Site?

Yes

<https://www.nyscrda.ny.gov/ny/disadvantaged-communities>

Facility Type:

Offices

Charger Type Installed:

DCFC & Level 2

New/Update Service Request Submitted?:

Yes

Incentive Method:

USMR & CSMR Coverage (Lease Model)

Will the Site be Future-Proofed?:

Yes

**Facility Type:** Choose the facility type from the drop down that best describes the site where the chargers will be installed.

# Site Information

**Disadvantaged Community (DAC) Site:** If the site is in a DAC select “yes” from the dropdown.

- If you are unsure, the link below the data field provides a map of DAC locations.

**Site Information**

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Location Accessibility:

Disadvantaged Community (DAC) Site?   
<https://www.nyscrda.ny.gov/ny/disadvantaged-communities>

Facility Type:

Charger Type Installed:

New/Update Service Request Submitted?:

Incentive Method:

Will the Site be Future-Proofed?:

**Will the Site be Future-Proofed:** If the site will have infrastructure installed to accommodate higher powered chargers or additional chargers in the future, then select Yes.

# Site Information

## Will the EV Charging Stations be Free?:

Will users have to pay to use the EV chargers, or is usage free of charge?

- Must offer at least one universal payment option to comply with public accessibility requirement
- If the proposed charging station requires the customer to download a mobile app for payment, that *is not* considered universal payment.

Will the EV Charging Stations be Free?:

Customers will pay for usage

Universal Payment?:

- Option 1: Credit Card Reader
- Option 2: Tap to Pay
- Option 3: QR Code - Payment Site

Demand Management Software or Hardware Needed\*?

Yes

EV Supply Equipment Bi-Directional\*:

No

Co-Located Distributed Generation or Energy Storage at Site\*:

Yes

What Type of Distributed Energy Resource:

Solar



# Section 3: EV Supply Equipment Worksheet Tab

# EV Equipment Information

**Charger Type:** Indicate whether the charger(s) being installed are DCFC or Level 2

Equipment Information								
Charger #	Charger Type	# of Chargers	# of Ports per Charger				Total # of Ports	Do the Ports Discharge Simultaneously?
			CCS	CHAdeMO	J1772	NACS		
1	DCFC	1	2	1		3	No	
2	DCFC	2	1	1		6	Yes	
3	Level 2	3			2	1	9	No
4	Level 2	4			1	2	12	Yes

**# of Ports per Charger:** Identify the type of plug the charger will use and the number of ports per charger

- Any cell lined out should not be filled in

**Charger # and # of Chargers:** If you are installing multiple of the same charger (identical model, kW, port count, etc.) please enter them in one row and indicate how many you are installing in the # of Chargers column

# EV Equipment Information

kW per Port				kW per Charger	Total kW Output	Charger Brand	Charger Model	Charger Network	Charger Serial Number
CCS	CHAdeMO	J1772	NACS						
23	12		10	78	78	Brand 1	Model 1	Network 1	12345
42	21		25	88	176	Brand 2	Model 2	Network 2	56793
		34	23	91	273	Brand 3	Model 3	Network 3	78894
		24	21	66	264	Brand 4	Model 4	Network 4	1984

**kW per Port:** Input the kW output per port per charger.

- E.g. If a 150 kW charger has two ports that output 75 kW each, 75 should be the input used
- Any cell lined out should not be filled in

**Charger Serial Number:** If you have not installed the equipment yet and do not know the serial number for each charger, this can be left blank

# Future Proofed: EV Equipment Information

## Future Proofing Information

Charger #	Charger Type	# of Chargers	# of Ports per Charger				Total # of Ports	Will the Ports Discharge Simultaneously?	kW per Port				kW per Charger	Total kW Output
			CCS	CHAdEMO	J1772	NACS			CCS	CHAdEMO	J1772	NACS		
1	DCFC	1	3	2		2	7	No	1	2		3	13	13
2	Level 2	2			1	3	8	Yes			3	2	9	18

- For future proofing equipment, the same process should be followed as the Equipment Information table
- Only fill out this section if the site plans to install additional infrastructure for future proofing
- Only the anticipated charger and kW output are need for this section, you do not need to enter the model and network



# Section 4: Make-Ready Costs Tab

# Customer Side Make-Ready Costs

Site Eligible Costs	
Cost Type	Total Cost
Conduit:	\$ 10,000.00
Conductors:	\$ 23,000.00
Trenching/Boring:	\$ 4,300.00
Foundation:	\$ 25,000.00
Electric Panel:	\$ 4,666.00
Pad-Mounted Transformer:	\$ 1,233.00
Landscaping/Restoration:	\$ 12,344.00
<b>Total:</b>	<b>\$ 80,543.00</b>

**CSMR Costs:** The eligible project costs covered by the program

- Input the total material and labor cost for each item if applicable.
- The costs entered here must match the costs shown on the invoice you submit with your application.

# Future Proofing Make-Ready Costs

Site Future Proofing Costs	
Cost Type	Total Cost
Conduit:	\$ 2,333.00
Conductors:	\$ 4,533.00
Trenching/Boring:	\$ 30.00
Foundation:	\$ 4,544.00
Electric Panel:	\$ 5,655.00
Pad-Mounted Transformer:	\$ 2,455.00
Landscaping/Restoration:	\$ 5,633.00
<b>Total:</b>	<b>\$ 25,183.00</b>

\*Only 10% of CSMR Costs are covered as future proofing costs

**Future Proofing Costs:** The eligible Future proofing costs covered by the program

- Input the total material and labor cost for each item if applicable.
- Only 10% of the CSMR Cost or the total future proofing cost (whichever is lower) is covered
  - The total CSMR cost is \$50,000 and the total Future proofing cost is \$15,000. The amount that would be covered as part of the future proofing costs is an additional \$5,000.

# Utility Side Make-Ready Costs

Has a request for new service or service upgrade been submitted to PSEG Long Island's Building and Renovation Services (BRS)\*?

Yes

USMR Costs	
BRS Number:	123456
Cost:	\$ 123,333.00

*\*If the BRS number is not available yet the final cost incentive will be based on total CSMR & USMR Cost*

- If Utility Side infrastructure is needed for the project, a request needs to be made to PSEG Long Island's Building and renovation services to get an approximate cost.
- A Charge Letter will be produced by PSEG Long Island's Distribution Design which identifies the USMR costs
  - Note: If you will be participating in this program, please make the planner aware and hold off on paying for the Charge Letter as it may be covered if project incentive covers it
- **USMR costs are prioritized over the CSMR costs for the incentives**
  - If the USMR costs are \$30,000 and the project receives a \$35,000 incentive, \$30,000 goes towards the utility costs and \$5,000 towards the customer costs.