

## Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program: Reimbursement Checklist

Prior to reimbursement, awarded applicants must demonstrate they have met all requirements of the award. These requirements include full operation of the EV charging stations and other requirements specified below. The Department of Energy and Environmental Protection reserves the right to inspect the facility prior to reimbursement.

This completed checklist with signature, a signed payment request, and all required documents should be submitted to the attention of Lakeisha Christopher at the Connecticut Department of Energy and Environmental Protection via e-mail at [Lakiesha.Christopher@ct.gov](mailto:Lakiesha.Christopher@ct.gov), or U.S. post to 79 Elm Street, Hartford, CT 06106-5127.

Reimbursement Checklist		Provided	
Grant Recipients will provide the following by June 30, 2016:		Yes	N/A
A signed payment request, on letterhead, for the allowable costs to be reimbursed. A transfer invoice may also be required for state agencies.		<input type="checkbox"/>	
Documentation of purchase and delivery of new, highway-capable EV(s) after April 6, 2016. Documentation includes:			
• a sales contract and proof of payment documentation for the EV(s);		<input type="checkbox"/>	<input type="checkbox"/>
• vehicle identification number(s) (VIN); and		<input type="checkbox"/>	<input type="checkbox"/>
• the date EV(s) was/were placed in service.		<input type="checkbox"/>	<input type="checkbox"/>
Documentation of purchase and installation of new EV charging station(s) as specified in the proposal. Documentation includes:			
• invoices from the EV charger vendor and/or contractor to the town or agency;		<input type="checkbox"/>	
• cancelled checks documenting ownership of and payment by the town or agency for the EV, EV charging equipment and installation;		<input type="checkbox"/>	
• certification that the EV charging station(s) is/are fully operational and that the awardee has committed to maintain and operate the unit(s) for three years; and		<input type="checkbox"/>	
• photographs of the operational charging station(s) with posted signs.		<input type="checkbox"/>	

Summary Budget:				
Please provide a list of the expenses for the EV, EV charging station and charger installation.				
<u>Line Item:</u>				<u>Cost</u>
Number of EVs		Vehicle Make(s), Model(s), Year(s), VIN(s)		
Number of EV Charging Stations		Brand(s) & Model(s)		
Site Preparation for Charging Stations (labor & materials)				
Installation of Charging Stations (labor & materials)				
Other: (Please specify)				
<b>Total Project Cost:</b>				

This signature certifies that the tasks listed above have been completed and that the EV(s) is/are in service and the charging station(s) is/are operational.

Signature: \_\_\_\_\_

Date:

Typed Name:

## Public Fleet EV and Public Workplace EV Charging Station Incentive Program: Signage and Posting Guidance

(The Department of Energy and Environmental Protection will provide the Guide Posting and Program Information signs.)

Signage Type	Description	Example	Posting Guidelines
<b>Guide Posting Sign</b>	This guide posting sign informs drivers that EV charging is available at the site. Specifications are available.		Post at the entrance to the property at each location. If these are posted on town or state rights-of-way, permission is required and certain standards apply. Contact your <a href="#">Local Traffic Authority</a> for guidance.*
<b>Program Information Sign</b>	This sign, which is available in 24 and 36-inch lengths, identifies the publicly-accessible EV charging station and charging service as part of the EVConnecticut Program. Specifications are available.		Post with the EV charging station at each location.
<b>Reserved Parking Sign</b>	This sign (in two parts) may be used if you wish to reserve parking spaces for users of the EV charging station. <a href="#">Specifications</a> are available.		This sign may be posted at parking places reserved for EV charging. Reserved parking message may be painted on the pavement, with or without signs.

- \*When posting this sign, submit the following to [EVConnecticut@ct.gov](mailto:EVConnecticut@ct.gov) to meet tracking requirements:
- EV Charging sign location (route/street name, direction serving, business/organization name); and
  - Contact information (name, address, phone number and e-mail) for the owner of the property on which the sign is located or a designated representative.