



# *ELECTRIFY RI*

## **REQUEST FOR PAYMENT FORM**

### **Who should use this form?**

Qualified applicants to the Rhode Island Office of Energy Resources' (OER) Electrify RI Electric Vehicle Charging Station Incentive Program that have received approval of their incentive application and constructed their charging stations.

### **What is this form?**

Once approved by OER, this form will authorize payment of allowable charging station incentives to the program applicant.

### **When should I complete/submit this form?**

This form should be submitted after the approved charging station(s) is constructed and made operational, and after a post-installation site inspection is conducted by OER staff (or its representative). Upon notification from OER that the project has been inspected and approved, the Applicant (aka "the Grantee") can submit this *Request for Payment Form*.

The completed Request for Payment form and informational packet should be signed and dated by an authorized agent. Please ensure all documents are legible and in electronic form (PDF). Please do not send original hard copies of any documentation. PDF Scanned copies of all final documentation may be emailed to [DOA.ElectrifyRI@energy.ri.gov](mailto:DOA.ElectrifyRI@energy.ri.gov) or submitted in hard copy form by U.S. Mail to:

Rhode Island Office of Energy Resources  
Attn: VW Program Administrator  
One Capitol Hill – 4th Floor  
Providence, Rhode Island 02908

*Once the vendor is paid in full, the Applicant must provide OER with a **FINAL PROJECT INVOICE** detailing proof of full payment, including amounts and date. The final invoice must show a net zero balance.*

### **Questions?**

For questions regarding the submission of a Request for Payment Form, please contact Sara Canabarro at (401) 574-9119 or [DOA.ElectrifyRI@energy.ri.gov](mailto:DOA.ElectrifyRI@energy.ri.gov).

For more information on the Electrify RI program, please visit:  
[www.energy.ri.gov/electrifyri.php](http://www.energy.ri.gov/electrifyri.php).



## **INSTRUCTIONS**

- 1) Please include the following documentation with this completed form. Please ensure all documents are legible and in electronic form (PDF). Please do not send original hard copies of any documentation.
  - a. Copies of all relevant certificate(s) of inspection from your local city/town.
  - b. Copies of all relevant building and electric permits.
  - c. Copies of all vendor invoices for any of the [Allowable Costs](#) listed below.

### Allowable Costs

- EVSE station equipment purchases (must include manufacturer and model number).
- EVSE installation costs
- Labor associated with site preparation
- Power connection
- Cable management strategy (e.g. coil, retractable, etc.)
- Mounting and associated equipment for pedestal or wall
- Separate payment module
- Permits
- Design
- Upgrading electrical supply (for safe EVSE operation only)
- Striping
- On-site signage
- Warranty (first five-year period)
- Networking/Software (first five-year period)
- Protective devices (e.g. bollards)
- Shipping/Freight



- 2) Please identify any other project incentives/funding you have received or plan to receive from another source. Examples include, but are not limited to, incentives received as part of National Grid’s Charging Station Demonstration Program. Please provide backup documentation demonstrating that you have applied and been approved for each source.<sup>1</sup>

Funding Source #1: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Funding Source #2: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

- 3) Attest to program compliance and certify payment request by completing the following:

**I, (Print Name)** \_\_\_\_\_,

**am requesting a total of \$** \_\_\_\_\_ **in Electrify RI financial incentives on**

**behalf of (Legal Entity)** \_\_\_\_\_.

**By submitting this Request for Payment Form, the Individual signing below certifies that he/she is an authorized representative of the Legal Entity listed above and certifies that the project is in compliance with all applicable program terms and conditions; that all documentation submitted is complete and accurate; and that the total Electrify RI incentives requested, combined with other funding sources, does not exceed one hundred percent (100%) of allowable project costs.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title (printed):** \_\_\_\_\_

FOR STATE AGENCY USE ONLY:  RIFANS ACCOUNT # for transfer: _____  Approved by: _____ Date: _____
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<sup>1</sup> Please note that Electrify RI incentives, combined with other funding sources, cannot exceed 100% of allowable project costs.