

Closeout Documents Checklist

All the documents below are required to close out a project. **Please note the first 6 items should have been submitted before receiving approval, however, please check to make sure there are no missing responses or signatures.** All documents should be uploaded directly to the CE 2.0 portal.

- ☐ Estimate
 - ☐ Site Plan
 - ☐ Signed Agreement
 - ☐ Terms and Conditions
 - ☐ Assignment of Incentive
 - ☐ Publicly Accessible and Fleet Environmental Justice Community Certification
 - ☐ As Built Site Plan
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- ☐ Pictures of EVSEs – (If civil work was required, please include pictures of the transformer pad and bollards)
 - ☐ Sessions Report – report must include networking IDs, date of charge, and usage
 - ☐ City or Town Permit
 - ☐ Invoice Template – signed by customer with both tabs completed
 - ☐ Customer Invoice (showing total project costs incurred)
 - ☐ Copy of your distributor invoice (or similar) for the EVSEs/equipment
 - ☐ Third Party Funding Verification Form (reporting whether or not third party funding was also used)
 - ☐ Customer and payee W9s
 - ☐ Final Rebate Document (prepared after the above documents are received)