**Section 285.240 Requests for Reimbursement**

Upon completion of charging station installation and initiation of charger operation, grantees may request reimbursement as specified in the NOFO or grant agreement. In no event shall a NOFO or grant agreement provide for reimbursement of more than 80% of eligible costs incurred. Also, while grantees may receive additional funding from other sources, in no event shall a grantee request or receive reimbursement under this Program for costs that are covered or will be covered by such additional funding. A request for reimbursement must include the following, in addition to any other requirements set forth in the NOFO or grant agreement:

a) Grantee’s name, principal address, and name of responsible official.

b) Copies of all detailed invoices of all eligible costs including, but not limited to, the purchase price of the charging equipment, indicating the number of charging units purchased and serial numbers for the units.

c) Copies of proof of payment for all eligible costs.

d) A certification that the charging stations and infrastructure have been installed and are in working order and operating in accordance with federal, State, and local codes, this Part, and the NOFO and grant agreement.

e) A certification of charging station manufacturer warranty and maintenance plan.

f) A certification that all required local, State, and federal permits have been obtained.

g) A certification of the utility service order, if applicable.

h) A copy of a network agreement with a five-year minimum term.

i) Dates when installation began, was completed, and when the charging stations became operational.

j) Electric vehicle charging station model certification for each model, including:

1) Manufacturer name and model number.

2) Type of charging station (Level 2 or Level 3).

3) Nominal voltage, current supported (amps), and power supported (kilowatts).

4) Number of ports.

5) Number of connectors and connector type.

6) Type of payment devices installed.

7) Electric vehicle charging station toll-free number or numbers displayed on the model.

k) For projects involving charging stations installed in an equity investment eligible community and charging stations installed to support equity investment eligible persons, the total number of ports installed and operating in an eligible community or in a location supporting eligible persons.