



How to Apply


CALeVIP 2.0 – Golden State Priority Project (GSPP)





The Application Process


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1. Review all available Resource Guides and the Implementation Manual located in the **Document Library**.
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2. Gather the information and documents listed in the “Before You Start Your Application” section.
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3. Begin your application as outlined in the “Completing Your Application” section.
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4. Before uploading and saving your documents, take advantage of our Application Assistance to get feedback on your documents! Fill out the **Application Assistance Request Form** to start this process and we will respond to you within two (2) business days.
Note: Once you upload and save a document to your application you will no longer be able to edit it.
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5. Complete your application and submit.
Note: Once an application is submitted it cannot be edited and CALeVIP staff will not reach out to correct any errors, so triple check your application prior to submission and take advantage of the CALeVIP Application Assistance.
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6. You’ll receive notifications as we proceed with our processing and verification. You can expect a final notice of funding reserved or funding not reserved by May 24th.

Before You Start Your Application

Ensure that you are ready to provide the following information:

- Who is the application manager (person responsible for managing the application)?
- Who is the applicant organization (the organization receiving the rebate, i.e., the rebate recipient)?
- Who is the primary contact for the applicant organization?
- Who is the property owner?
- Who is (or will be) the power provider for the site?
- Who will be responsible for the on-site operation and maintenance of the charging stations?
- The site address at which you are planning to install chargers (installation address).
- The model, configuration and quantity of Eligible Equipment you are seeking rebates for.
Note: If funds are reserved for your application, the model, configuration and quantity of chargers can be modified, but the reserved funding amount cannot be increased.
- The Eligible Network Provider you plan to configure with your equipment.
You may select undecided if applicable.
- If selecting ACH payment method, the bank account information for the applicant organization (organization receiving the rebate, i.e., the rebate recipient).

Before you start your application, begin preparing the following required documents:

Site Verification Form

AND

Permit Application/Utility Service Design Package

(Select one of the following tiers, based on the documents you have available)

Tier 1 “Ready to Build”

Issued Permit

AND

Final Utility Design

Tier 2 “Design Approved”

Issued Permit

OR

Final Utility Design

Tier 3 “Design in Progress”

Permit Application Package

OR

Utility Service Design
Application Package

For more information on the tiering system, visit [CALeVIP 2.0 Rebates](#).

Completing Your Application

The following provides an overview of the specific information required to submit your application. Please have all information on hand when you are ready to apply. You will be able to save your application at any point and resume later.

Section 1: Application Manager Info

In this section you will indicate if you are applying on behalf of your own organization or on behalf of another organization. In other words, whether your organization will receive the rebate or if another organization will receive the rebate.

Select:

“Applying on behalf of another organization”

OR

“Applying on behalf of my organization as the rebate recipient”

Next, you will provide information regarding the application manager – the person who will manage the application and be the primary contact. All communication regarding the application will be sent to the application manager and any collaborators that you assign.

Provide:

- First name
- Last name
- Work address
- City
- State
- ZIP code
- Email address
- Phone number

Section 2: Installation Details

The installation site refers to the address where the chargers will be physically installed. Please ensure this is an accurate address that matches permitting information and other official documentation.

Provide:

- Street address
- State
- County
- City
- ZIP code



Tip For Success: When providing an address, please ensure that 1) the address matches the one provided in your Site Verification Form, 2) that the address matches permitting information and other official documentation, 3) that the site is in one of the eligible California counties, and 4) that your site is in one of the four DAC/LIC categories per the California Climate Investment Priority Populations [map](#).

Tip For Success: Keep in mind that each site will only be awarded funding for one application. To ensure odds are fair for all applying sites, any site with multiple applications will have one application selected at random for consideration and all others will be discarded. Please combine all chargers that a site is applying for into one application.

Site characteristics are the next set of information you will provide. Select the site use that best represents your site based on the definitions found on the [Golden State Priority Project webpage](#). Enter the name of the EV charging station operator, which is the organization that will be responsible for the on-site operation and maintenance of the charging stations.

Provide:

- Main use of the installation site (commercial/public facility)
- Name of EV charging station operator
- Total number of stalls dedicated to EV charging
- Specific site use
- Total number of parking stalls



Tip For Success: Keep in mind that each site will only be awarded funding for one application. To ensure odds are fair for all applying sites, any site with multiple applications will have one application selected at random for consideration and all others will be discarded. Please combine all chargers that a site is applying for into one application.

Tip For Success: Keep in mind that all sites, with the exception of City/County/Private-Owned Parking Lots or Garages, are required to be publicly accessible 24/7. City/County/Private-Owned Parking Lots or Garages must be publicly available at least 18 hours a day, seven days a week, excluding holidays.

The property owner information refers to details about the owner of the property where the chargers are installed.

Provide:

- Property owner name
- Contact first name
- Email address
- Property owner organization type
- Contact last name
- Phone number



Tip For Success: When providing the name of the property owner, ensure that this matches the Site Verification Form

Finally, you will need to provide information regarding the power provider, which refers to the organization that will be providing electrical service to the chargers being installed.

Provide:

- Power provider name

Some additional questions regarding your installation site will be asked. Select the most accurate answer.

Provide:

- Is the site on tribal land?
- Is there an existing need for EV chargers at the proposed site?
- What type of existing need is there for the EV chargers?
- Who will own the EV chargers?
- What is the applicant organization's relationship to the site?
- Will there be a fee for charging at your DCFC charger(s)?

Section 3: Equipment

In this section you will identify the chargers for which you are seeking rebates. Note that you must apply for a minimum of four active connectors for your application to be eligible and that you can only receive rebates for up to 20 active connectors. Please select your desired make/model from the drop-down menu. To see a full list, please see CALeVIP's [Eligible Equipment Dashboard](#).

If you do not see your desired model, it means it has not been verified yet. Please work with the manufacturer to submit your desired model for review. If the model will not be verified in time for you to submit your application, please select a similar charger (at your own risk). For additional questions about equipment eligibility, please refer to the [Equipment Eligibility Resource Guide](#).

Select:

- Make/model
- Active connectors (will auto populate based on selection)
- CCS connectors
- CHAdeMO connectors (if applicable)
- Charger/installation type (new, make-ready, replacement)
- Charger quantity
- Network provider (may select undecided)

If you are installing more than one charger make/model at your site, select "Add Equipment" and add your additional charger model(s).



Tip For Success: When selecting equipment, please ensure that at least four (4) Active Connectors have been selected, or your application will not be considered for funding.

Section 4: Rebate Recipient

This section is where you will enter information about the applicant organization, which is the organization or entity that will receive the rebate.

Provide:

- Organization type
- Organization tax ID
- Organization business address
- Organization name (as listed with the California Secretary of State or other official record)



Tip For Success: When providing the name of the Applicant Organization (the Rebate Recipient) please ensure that the organization name matches the name listed with the **Secretary of State Business Search** and that the organization is listed as being active and in good standing. If your organization is not required to register with the Secretary of State, please submit one of the following with your Site Verification Form and ensure that the organization name provided here matches the provided documents:

- Business License
- Fictitious Business Name (FBN) or Doing Business As (DBA) Statement
- 2020 State Income Tax Form, or more recent, for the relevant business entity type.

This section also asks who the point of contact is for the applicant organization.

Provide:

- Name
- Email
- Phone number

Finally, you will select your preferred payment option and enter in the appropriate information.

Provide:

For ACH

- Checking or savings account
- Bank routing number (or wire number)
- Bank account number

For check

- Mailing address

Section 5: Required Documents

This is when you submit your required documents. You can upload the desired documents by clicking on the upload document button. Sample documents will be provided on the page as an example of what a completed form looks like. Ensure that your documents match the sample documents and have equivalent fields filled out. Documents cannot be edited once they are uploaded, so please ensure you are uploading the correct documents.

Please note that both a **Site Verification Form** and a Permit Application/Utility Service Design Package are minimum requirements to be eligible for CALeVIP 2.0 rebates. Failure to submit both will result in cancellation of the application. Incomplete documents will not be accepted.

As a reminder, funding priority will be determined based on the documents provided with your application. Following is an overview of the tiering based on these documents:

Tier	Required Documents at Application
1 – Highest “Ready to Build”	Site Verification Form + Issued Permit AND Final Utility Design
2 – Medium “Design Approved”	Site Verification Form + Issued Permit OR Final Utility Design
3 – Lowest “Design in Progress”	Site Verification Form + Permit Application Package OR Utility Service Design Application Package

For more information regarding the Site Verification Form, please review the **Applicant and Site Eligibility Resource Guide** and the **Site Verification Resource Guide**. These and other resources are also in the **Document Library**.

For more information regarding the tiers and the Permit Application/Utility Service Design Package, please review the [Permit Application/Utility Service Design Package Resource Guide](#).



Tip For Success: Before uploading and saving your documents, take advantage of our Application Assistance to get feedback on your documents! Fill out the [Application Assistance Request Form](#) to start this process and we will respond to you within two (2) business days. Once you upload and save a document to your application you will no longer be able to edit it.

Section 6: Terms & Conditions

In this section you can view and download the applicable [Terms and Conditions](#) for the Golden State Priority Project. Ensure you have thoroughly read and understood its contents. Once you complete this step, you must acknowledge that you have read and accepted the Terms and Conditions.

Section 7: Review & Submit

Almost done! Once you have reached this section you will be able to review all details of your application and correct any problems. Note that changes cannot be made to an application once it has been submitted, so please review your application carefully to ensure all the information provided is complete and accurate before submitting. GSPP applications must be submitted by March 10, 2023.



Tip For Success: Once an application is submitted it cannot be edited and CALeVIP staff will not reach out to correct any errors, so triple check your application prior to submission and take advantage of the CALeVIP Application Assistance by filling out the [Application Assistance Request Form](#).