

Site Verification Form Resource Guide

CALeVIP 2.0 – Golden State Priority Project (GSPP)



At the time of application, all applicants are required to include a **Site Verification Form**. The Site Verification Form serves to clearly identify who the Property Owner is and ensure that the Applicant Organization is authorized by the property owner to install EV infrastructure at the Installation Address.

Below are the steps to completing your Site Verification Form successfully:

1. Fill out the Installation Address exactly as you entered (or will enter) on your application. This record must match, or your form may be rejected.
2. Enter the Applicant Organization Name exactly as listed with the Secretary of State or other official record. This must also match on your application, so please double check these records are identical.
3. Indicate whether the Applicant Organization is the same as the Property Owner
4. Provide the Contact name and information for the applicant organization
5. Have an authorized representative of the Applicant Organization sign, print their name, and date the form.
6. If the Applicant Organization is the same as the property owner, you have completed the form and may upload the form on your application. If not, proceed to the next step.
7. Identify the name of the Property Owner and provide the Contact name and information
8. Re-enter the address exactly as entered in step 1
9. Have an authorized representative of the property owner sign, print their name, and date the form.
10. You're ready to upload the form on your application!


Best Practices

All documents submitted to CALeVIP 2.0 should be of good quality. The Quality Submittal Standards are as follows:

1. Complete with date and signature
2. Completion of all relevant text and fields on documentation
3. Copy free of handwritten changes
4. Contains the relevant CALeVIP/permit/utility application number
5. Installation address, organization name and/or property owner name matches that of the address organization/owner verified on the application
6. Submittal of correct and fully complete referenced documents
7. All information included must be verifiable
8. Clear, legible scans/photos of submitted documents
9. Complete pages of document copies, free of cut-offs

Sample Document

CALeVIP Site Verification Form



CALeVIP Applicants must submit proof to the satisfaction of the Center for Sustainable Energy (CSE) that the installation work is authorized by the owner of the real property (Property Owner) and the Applicant. Accordingly, each Property Owner and Applicant must complete, sign and submit this form to CSE. CSE reserves the right to require the submission of additional information from either the Property Owner or Applicant as may be required. CALeVIP promotes easy access to zero-emission vehicle infrastructure by offering rebates for the purchase and installation of eligible EV chargers. More information is available at: calevip.org. All fields are required to be completed.

INSTALLATION ADDRESS

The installation address must match the installation address entered on the online application form. Discrepancies will delay your application during processing.

Installation Street Address: _____
City: _____ State: _____ ZIP Code: _____

APPLICANT ORGANIZATION

The Applicant Organization is the entity or organization that will receive the rebate payment. Please note that the Applicant Organization must incur project costs to be eligible for the rebate.

The Applicant Organization Name below must match the Applicant Organization Name you entered on the online application form.

Applicant Organization Name: _____



The Applicant Organization is also the Property Owner of the Installation Address identified above.

Please provide the following contact information for an individual that represents the Applicant Organization and can answer follow up application questions if needed.

Contact Name (first and last): _____
Phone: _____ Email: _____

Applicant Organization hereby represents and warrants to CSE that: (1) all the information provided above is true and correct; and (2) the individual signing below is duly authorized by Applicant Organization to execute and submit this Site Verification Form to CSE on behalf of Applicant Organization. Applicant Organization acknowledges and agrees that CSE is relying on Applicant Organization's foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Applicant Organization: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____



PROPERTY OWNER

If the Applicant Organization is the same as the Property Owner, please check the appropriate box in the Applicant Organization section and leave this section blank. Otherwise, this section is required for the form to be deemed complete.

Please provide the name of the company, city, trust, or individual that owns the property.

Property Owner Name: _____

Please provide the following contact information for the Property Owner or a representative of the Property Owner who can answer follow up application questions if needed.



Contact Name (first and last): _____
Phone: _____ Email: _____

Please provide the full installation address in the section below, including street address, city, state and ZIP code.

Property Owner hereby represents and warrants to CSE that: (1) the Property Owner is the vested owner of the real property located at Street Address: _____
City: _____ State: _____ ZIP: _____ ("Property")
(2) the Property Owner has consented to Applicant's installation of certain EV charging station equipment at the Property; and (3) the individual signing below is duly authorized to execute and submit this Site Verification Form to CSE on behalf of Property Owner. Property Owner acknowledges and agrees that CSE is relying on the foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Property Owner: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

Notice:
EV chargers installed with CALeVIP incentives are eligible to generate Low Carbon Fuel Standard credits. Under California's Low Carbon Fuel Standard (LCFS) all optional electric vehicle chargers generate credits for dispensing fuel, and DC Fast chargers can also generate infrastructure credits based on the capacity of the DC fast charger minus the quantity of dispensed fuel. These credits can be earned and sold for economic benefit. The EV charger owner typically bills rights to these LCFS credits, but they may be assigned/transacted to another party. To learn more about LCFS, see <https://californiaenergycenter.org/sites/default/files/stock/calevip/Low-Carbon-Fuel-Standard-Overview.pdf>.



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Frequently Asked Questions (FAQs)

Can I ask CSE to review my Site Verification Form before the due date?

Yes, before submitting your application, you can have your application, including the Permit Application or Utility Service Design Package, reviewed by CALeVIP's technical assistance team. Please contact EVExpert@energycenter.org for specific questions about your application.

When is my Site Verification Form due?

All applications must include this form at the time of submission. Documents cannot be attached to an application after it has been uploaded or after the application window has closed.

Can I submit this form after the application window closes?

No, this form must be included with your application to be considered for funding.

Can I edit my document after I have uploaded it?

No, no changes can be made to your document once it has been uploaded. Please ensure all documents are accurate and included before submitting. Prior to the application window closing, you can request assistance with your application package from one of the CALeVIP technical assistance team members.

Who can I contact for assistance?

Please email EVExpert@energycenter.org for assistance.

What is a complete Site Verification Form?

A complete Site Verification Form includes:

1. Site address that matches the address on the rebate application
2. Applicant Organization Name matches the name on the rebate application
3. All required fields filled out
4. Signed and Dated by all required parties