Site Verification Form Resource Guide

CALeVIP 2.0 - Fast Charge California Project (FCCP)



At the time of application, all applicants are required to include a <u>Site Verification Form</u>. The Site Verification Form serves to clearly identify all parties involved in the Proposed Installation and ensure that the Applicant, Incentive Recipient, and Site Owner are authorized by the property owner to install EV infrastructure at the Installation Address. This form can be signed electronically and electronic signature shall be deemed original for all purposes. After the application is submitted, the Applicant is required to upload and submit the Site Verification Form through the user dashboard within 5 days, or the application will be cancelled.

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

- Have each signatory review the FCCP-1 <u>Terms and Conditions</u> and FCCP-1 <u>Implementation Manual</u>.
 By signing the Site Verification Form, each signatory acknowledges and affirms that they have read and understand the FCCP-1 Terms and Conditions and the FCCP-1 Implementation Manual and agrees to be bound by them.
- 2. Enter the Application Number as it is listed on your user dashboard. This number is only available after you begin your application and then "Save and Exit" the application.
- 3. 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.
- 4. Enter the Incentive Recipient name (the organization receiving the incentive) exactly as listed with the Secretary of State or other official record. This must also match the information on your application, so please double check these records are identical.
- 5. Provide the email and phone number for the Incentive Recipient's representative.
- 6. Have an authorized representative of the Incentive Recipient sign, print their name and title, and date the form.
- 7. Enter the name of the Applicant (the organization submitting and managing the application) and provide the email and phone number of the Application Manager.
- 8. Have the Application Manager sign, print their name and title, and date the form.
- 9. Enter the name of the Property Owner (the organization owning the real estate that the charging station will be on) and provide the email and phone number for the organization's representative.
- 10. Have an authorized representative of the Property Owner sign, print their name and title, and date the form.
- 11. Enter the name of the Site Owner (the organization owning and operating the charging station) and provide the email and phone number for the organization's representative.
- 12. Have an authorized representative of the Site Owner sign, print their name and title, and date the form.
- 13. You're ready to upload the form on your application! You must go to the user dashboard to upload and submit the completed Site Verification Form. Please be sure to hit the submit button after

uploading the document on your user dashboard.

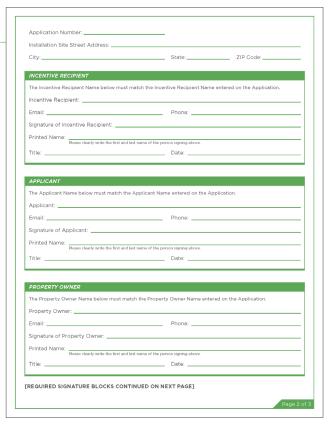
Best Practices

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





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 Issued Permit or Final Utility Service Design, 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.

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. While you may upload a new version of your document, you may not edit or delete a 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.

