

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 **Site Verification Form**. 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:

1. Have each signatory review the FCCP-1 **Terms and Conditions** and FCCP-1 **Implementation Manual**. 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

CALeVIP
Site Verification Form



All **bolded and italicized** capitalized terms in this *Site Verification Form (SVF)* are defined terms whose meaning is described in Section 1 (Definitions) of the terms and conditions applicable to this Fast Charge California Project 1. These terms and conditions, known as the **FCCP-1 Terms and Conditions**, can be found [HERE](#) and can also be found on the **CALeVIP Website** at www.calevip.org.

As a requirement of **FCCP-1**, **Applicants** must submit proof to the satisfaction of the **Program Administrator** that the work at the *Proposed Installation* is authorized by the **Property Owner, Site Owner** and the **Incentive Recipient**. This *SVF* form provides the initial proof required under **FCCP-1**, and must be completed and signed by the **Applicant, Property Owner, Site Owner**, and **Incentive Recipient** and submitted with the **Application**. The **Program Administrator** reserves the right to require the submission of additional information from any **Obligated Party** as may be required.

By signing this *SVF*, the **Obligated Parties** hereby each represent and warrant to **Program Administrator** that: (1) all the information provided in this *SVF* and the **Application** is true and correct; and (2) the individuals signing below are duly authorized by the entity or person on behalf of whom this *SVF* is being signed to execute this *SVF*; and (3) the entities or persons on behalf of whom this *SVF* is being signed understand and agree that execution of this *SVF* will bind each such person or entity to all terms of the **FCCP-1 Terms and Conditions**, the **FCCP-1 Implementation Manual** and this *SVF*. The **Obligated Parties** acknowledge that **Program Administrator** will rely on the foregoing certifications in reviewing and approving the **Application**. This form can be signed electronically and electronic signature shall be deemed original for all purposes.

By signing this *SVF* or causing this *SVF* to be signed on their behalf, the **Obligated Parties** hereby acknowledge and affirm that they each have read and understand the **FCCP-1 Terms and Conditions** and the **FCCP-1 Implementation Manual** and hereby agree to be bound thereby. A copy of the **FCCP-1 Terms and Conditions** can be found [HERE](#). A copy of the **FCCP-1 Implementation Manual** can be found [HERE](#). Both documents can also be found on the **CALeVIP Website** at www.calevip.org.

All fields must be completed on this form. Due to the complexity of roles on a project, it is the responsibility of the submitter of this *SVF* to get all relevant parties' signatures and acknowledgements. In the event that one person or entity serves as more than one of the roles (**Incentive Recipient, Applicant, Site Owner or Property Owner**), each section must still be filled out and signed separately.

If at any time during a project the individual(s) and/or entity(ies) listed on this *SVF* are removed or substituted pursuant to the **FCCP-1 Terms and Conditions** and the **FCCP-1 Implementation Manual**, the **Obligated Parties** must ensure this *SVF* is promptly re-submitted with valid signature(s) and acknowledgement(s).



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Application Number: _____
Installation Site Street Address: _____
City: _____ State: _____ ZIP Code: _____

INCENTIVE RECIPIENT
The Incentive Recipient Name below must match the Incentive Recipient Name entered on the Application.
Incentive Recipient: _____
Email: _____ Phone: _____
Signature of Incentive Recipient: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

APPLICANT
The Applicant Name below must match the Applicant Name entered on the Application.
Applicant: _____
Email: _____ Phone: _____
Signature of Applicant: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

PROPERTY OWNER
The Property Owner Name below must match the Property Owner Name entered on the Application.
Property Owner: _____
Email: _____ Phone: _____
Signature of Property Owner: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

[REQUIRED SIGNATURE BLOCKS CONTINUED ON NEXT PAGE]

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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 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.