

Site Verification Form (SVF) Resource Guide

CALeVIP 2.0 – Fast Charge California Project (FCCP-2)



All capitalized terms in this Site Verification Form Resource Guide shall have the meanings defined in the FCCP-2 Terms and Conditions and FCCP-2 Implementation Manual, which can be found on the CALeVIP Website at www.calevip.org.

At the time of application, all applicants are required to include a [Site Verification Form](#). The Site Verification Form serves to clearly identify all Obligated Parties involved in the Proposed Installation and ensure that the work at the proposed installation site is authorized by the Same Single Legal Entity or Controlled Affiliate Group, Site Owner and/or Property Owner as applicable. This form can be signed electronically and electronic signature shall be deemed original for all purposes. The Site Verification Form is due at the time of application submission. Below are the steps to completing your Site Verification Form successfully:

1. Have each signatory review the FCCP-2 [Terms and Conditions](#) and FCCP-2 [Implementation Manual](#). By signing this SVF, each Obligated Party hereby represents and warrants to the Program Administrator that: (1) all the information provided in this SVF and the Application is true and correct; and (2) each individual signing below is duly authorized to execute this SVF; and (3) the person or entity on behalf of whom this SVF is executed understands and agrees that execution of this SVF binds such person or entity to the FCCP-2 Terms and Conditions, the FCCP-2 Implementation Manual, and this SVF.
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. **If you are applying under the Same Single Legal Entity, fill out and sign Section A only.**
 - Enter the Same Single Legal Entity 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 that these records are identical.
 - Enter the email and phone number for the Same Single Legal Entities authorized representative.
 - Have an authorized representative of the Same Single Legal Entity sign, print their name and title, and date the form.
 - Then fill out and sign either the Site Owner or Property Owner Section, whichever is applicable.
 - If you are filling out and signing the Site Owner section:
 - Enter the name of the Site Owner and provide the email and phone number for the Site Owner.
 - Have the Site Owner sign, print their name and title, and date the form.
 - If you are filling out and signing the Property Owner section:
 - Enter the name of the Property Owner and provide the email and phone number for the Property Owner.
 - Have the Property Owner sign, print their name and title, and date the form.
5. **If you are applying under the Controlled Affiliate Group Exception, fill out and sign Section B only.**
 - Enter the name of the Applicant Organization and provide the email and phone number of the Application Manager.
 - Have the Application Manager sign, print their name and title, and date the form.

- Enter the Incentive Recipient name 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.
- Provide the email and phone number for the Incentive Recipient's representative.
- Have an authorized representative of the Incentive Recipient sign, print their name and title, and date the form.
- Enter the name of the Charger Owner and provide the email and phone number for the organization's representative.
- Have an authorized representative of the Charger Owner sign, print their name and title, and date the form.
- Enter the name of the Site Owner and provide the email and phone number for the Site Owner.
- Have the Site Owner sign, print their name and title, and date the form.
- Enter the name of the Property Owner and provide the email and phone number for the Property Owner.
- Have the Property Owner sign, print their name and title, and date the form.

6. You are now ready to upload! You must go to the user dashboard to upload the completed Site Verification Form and finish submitting 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 application number
5. Installation address and Obligated Parties Names match the information listed on the application
6. All information included must be verifiable
7. Clear, legible scans/photos of submitted documents
8. Complete pages of document copies, free of cut-offs

Sample Document

CALeVIP
Site Verification Form



All capitalized terms in this *Site Verification Form (SVF)* shall have the meanings as set forth in Section 1 (Definitions) of the *FCCP-2 Terms and Conditions*, which can be found on the *CALeVIP Website* at www.calevip.org.

Applicant is required to demonstrate, to the satisfaction of the **Program Administrator**, that the work at the **Proposed Installation Site** is authorized by the **Same Single Legal Entity** or **Controlled Affiliate Group**, **Site Owner**, and if applicable, **Property Owner** (collectively, the **"Obligated Parties"** individually an **"Obligated Party"**). This *SVF* provides the initial evidence of such authorization and must be completed, signed, and submitted with the *Application* by all required parties. The **Program Administrator** may request additional information from any **Obligated Party**, as needed.

By signing this *SVF*, each **Obligated Party** hereby represents and warrants to the **Program Administrator** that: (1) all the information provided in this *SVF* and the *Application* is true and correct; and (2) each individual signing below is duly authorized to execute this *SVF*; and (3) the person or entity on behalf of whom this *SVF* is executed understands and agrees that execution of this *SVF* binds such person or entity to the *FCCP-2 Terms and Conditions*, the *FCCP-2 Implementation Manual*, and this *SVF*.

Each **Obligated Party** acknowledges that the **Program Administrator** will rely on these representations and warranties in reviewing and approving the *Application*. This *SVF* may be executed electronically, and electronic signatures shall be deemed original signatures for all purposes.

All applicable fields must be completed on this *SVF*. The *SVF* submitter is responsible for securing all necessary signatures and acknowledgements. In the event that a person or entity serves in one or more roles (*Incentive Recipient, Applicant, Site Owner or Property Owner*), each section must 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-2 Terms and Conditions* and the *FCCP-2 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:

SECTION A: Same Single Legal Entity Required Signatures
All Applicants must complete the following section with all applicable signatures complete. For applicants applying under the Controlled Affiliate Group Exception, please complete Section B.

SAME SINGLE LEGAL ENTITY
The same single legal entity must match the Applicant name entered on the application.
Same Single Legal Entity:
Email: Phone:
Signature:
Printed Name:
Please clearly write the first and last name of the person signing above.
Title: Date:

SITE OWNER (Lessee with authorization from Property Owner for the installation)
The Site Owner Name below must match the Site Owner Name entered on the Application. If Site Owner is not authorized under the terms of its lease to carry out the Proposed Installation, Site Owner must obtain Property Owner's signature hereinbelow.
Site Owner:
Email: Phone:
Signature:
Printed Name:
Please clearly write the first and last name of the person signing above.
Title: Date:

IF APPLICABLE: Property Owner (Landlord of Installation Site)
Property Owner:
Email: Phone:
Signature:
Printed Name:
Please clearly write the first and last name of the person signing above.
Title: Date:

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SECTION B (IF APPLICABLE):
Signatures Required Under the Controlled Affiliate Group Exception

This section must only be completed for applicants that are applying under the Controlled Affiliate Group Exception.

APPLICANT

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

INCENTIVE RECIPIENT

Incentive Recipient: _____
Email: _____ Phone: _____
Signature: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

CHARGER OWNER

Charger Owner: _____
Email: _____ Phone: _____
Signature: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

(SECTION B SIGNATURE BLOCKS CONTINUED ON NEXT PAGE)

SITE OWNER (Lessee with authorization from Property Owner for the installation)

If Site Owner is not authorized under the terms of its lease to carry out the Proposed installation, Site Owner must obtain Property Owner's signature hereinbelow.

Site Owner: _____
Email: _____ Phone: _____
Signature: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

PROPERTY OWNER (Landlord of Installation Site)

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



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 team. Please contact calevip@energycenter.org for specific questions about your application.

When is my Site Verification Form due?

All applications must include the Site Verification Form at the time of submission.

Can I submit the Site Verification Form after the application window closes?

No, the Site Verification Form must be included with your application to be considered for funding. Any application submitted without the SVF will be cancelled.

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 team members.

Who can I contact for assistance?

Please email calevip@energycenter.org for assistance.