

How to Apply

CALeVIP 2.0 – Fast Charge California Projects (FCCP-2 & FCCP-3)



The Application Process

1. 

Review all available Resource Guides and the Implementation Manual located in the [Document Library](#).
2. 

Gather the information and documents listed in the “Before You Start Your Application” section.
3. 

Begin your application as outlined in the “Completing Your Application” section.
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.
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.
6. 

You’ll receive notifications as we proceed with our processing and verification.

Before You Start Your Application

Ensure that you are ready to provide the following information:

- ☐ Who is the person responsible for managing the application?
- ☐ Who is the primary contact for the incentive recipient?
- ☐ 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).
- ☐ If the site is on Tribal Land, what is the name of the Tribe?
- ☐ The model, configuration and quantity of Eligible Equipment you are seeking incentive funding 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 but will need to identify one prior to incentive being paid.

___ If selecting ACH payment method, the bank account information for the incentive recipient.

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

☐ Site Verification Form

AND

☐ Issued Permit

AND

☐ Final Utility Service Design

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 I: Applicant Info

In this section you will indicate the individual designated as the person responsible for managing all activities related to an Application.

You will provide information regarding the person who will manage the application and be the primary contact. All communication regarding the application will be sent to the applicant and any collaborators that you assign.

Provide:

- | | | |
|---------------------|----------------|-----------------|
| · Organization Name | · Work address | · Email address |
| · Organization Type | · City | · Phone number |
| · First name | · State | |
| · Last name | · ZIP code | |



Tip For Success: When selecting the Organization Type, you will be asked to select from the following options:

- | | | |
|--|--|--|
| · Government/Local agency | · EVSP - Installer/Electrician/
Project Manager | · EVSE - Transportation Network
Company |
| · Municipality | · EVSP - EVSEOEM | · Trust |
| · Utility | · EVSP - Equipment distributor/
reseller | · Sole proprietorship |
| · Business | · EVSP - Engineering/consulting | · Tribal entity |
| · Non-profit - CBO | · EVSP - Network provider | · University/College |
| · Non-profit - EJO | · EVSE - Auto OEM | · School or School District (K-12) |
| · Non-profit - NGO | | |
| · Non-profit - Faith based
organization | | |

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, and 2) that the address matches permitting information and other official documentation. If there are any discrepancies to the installation address within the submitted documentation, additional information will be requested.

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 in the Implementation Manuals on the [Document Library](#). 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)
- Specific site use



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: The main use is intended to differentiate between a publicly-owned facility (like a local library or a state university) and a commercially-owned facility (like a gas station or a grocery store). More critically, the specific use of the site is used to determine whether the current PRIMARY use of the site is eligible for a funding reservation. Select the specific use of the site that best aligns with its current use. However, if the current site use is not listed, it may not be eligible for the Fast Charge California Project.

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 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? If so, what is the name of the tribe?
- What is the type of installation project? (Pedestal/Wall is the only option)
- What is the organization type of the EV chargers owner?
- What type of chargers will be installed? (DCFC is the only option)
- Will the DCFC charger(s) at this site be publicly accessible?
- What is the name of the organization responsible for daily operations and maintenance of the chargers?



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.

Section 3: Equipment

In this section you will identify the chargers for which you are seeking incentives. Note that you must apply for a minimum of four charging ports for your application to be eligible and that you can only receive incentives for up to 20 charging ports. 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 within the same power output level (at your own risk). For additional questions about equipment eligibility, please refer to the [Equipment Eligibility Resource Guide](#).

Select:

- Make/model
- Charging ports (will auto populate based on selection)
- CCS connectors
- J3400 connectors (if applicable)
- Charger/installation type (new, stub-out)
- 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: Each make/model listed represents a different DCFC dispenser configuration, so you may have to use the "Add Equipment" button to add an additional dispenser configuration if that's applicable.

Section 4: Incentive Recipient

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

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 Incentive 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
- 2023 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. Confirm 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 a Site Verification Form, an issued permit, and a final utility service design are minimum required documents for a funding reservation. Failure to submit all three will result in cancellation of the application. Incomplete documents will not be accepted.

Following is an overview of the required documents:

Required Document	Description
Site Verification Form	A CAlLeVIP-specific form acknowledging involvement and understanding that the Proposed Installation is authorized by all obligated parties.
Issued Permit	The permit(s) provided by the local authority having jurisdiction (AHJ) indicating that the Proposed Installation's design meets the AHJ's requirements and complies with all laws, rules, codes, and regulations. In specific situations where self-permitting occurs, an official letter confirming the nature of the self-permitting status and the approval of the Proposed Installation's design is acceptable.
Final Utility Service Design	Either, the final utility service design that includes the utility-approved design for the infrastructure required to provide new or upgraded electrical service to the site, or an official letter confirming that no new or upgraded service is required for the installation.

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 issued permit and the final utility service design, please review the FCCP Tiering Resource Guide.



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Section 6: Terms & Conditions

In this section you can view and download the applicable Terms and Conditions for the Fast Charge California 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. FCCP applications will be processed on a first-come, first-served basis during the FCCP application windows.



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