

Community Charging Rebates (CCR) – Site Verification and Recipient Acknowledgment Form

CCR program applicants must submit this form online with their program application to verify that installation work is authorized by the owner of the real property (Site Owner) and to demonstrate that the rebate recipient is aware of and agrees to the program requirements outlined in the Program Guidelines. Each Site Owner and Equipment Owner must complete, sign, and submit this form to ODOT. ODOT reserves the right to require the submission of any additional information from the Site or Equipment Owner as needed.

For more information, visit the Community Charging Rebates program webpage:

<https://www.oregon.gov/odot/climate/Pages/communitychargingrebates.aspx>

Form Instructions

Select the Applicant Type below and follow the instructions associated with that Applicant Type.

- Select **"Site Owner"** if you are the applicant and the owner of both the EV charging equipment and real property.
- Select **"Authorized Agent"** if you are the applicant and the EV charging equipment owner, but not the real property owner.
- Select **"Third-Party"** if you are the applicant but neither the real property owner nor the EV charging equipment owner. A Third-Party applicant applies on behalf of a Site Owner or Authorized Agent and is not the rebate recipient.

<p><input type="radio"/> SITE OWNER</p> <p><input type="radio"/> Applicant completes Sections 1, 3-5 to verify ownership of the eligible project site and demonstrate an understanding of Program Requirements.</p>	<p><input type="radio"/> AUTHORIZED AGENT</p> <p><input type="radio"/> Applicant completes Sections 1, 3 and 5</p> <p><input type="radio"/> Site Owner completes Section 4</p> <p>To verify authority from the Site Owner to install EV charging equipment at the eligible project site and demonstrate an understanding of Program Requirements.</p>	<p><input type="radio"/> THIRD-PARTY</p> <p><input type="radio"/> Applicant completes Section 1 and 2</p> <p><input type="radio"/> Equipment Owner completes Sections 3 and 5</p> <p><input type="radio"/> Site Owner completes Section 4</p> <p>To verify authority from the Site Owner to install EV charging equipment at the eligible project site and demonstrate an understanding of Program Requirements from the Equipment Owner.</p>
---	--	---

Section 1: Project Site Address

Please list the project site street address. The address listed below must match that entered on the online application form. Discrepancies will delay the processing of your application.

Project Site Street Address: _____

City: _____ **State:** OR **ZIP Code:** _____

Section 2: Third-Party Organization (Third-Party Applicants Only)

Please list the contact information for the Third-Party Applicant.

First and Last Name: _____

Email: _____

Phone Number: _____

Business/Entity Name: _____ **EIN:** _____

Section 3: Equipment Owner Organization

The Equipment Owner is the entity or organization that owns the EV charging equipment and the rebate recipient. **Please note that the Equipment Owner must incur project costs to be eligible for the rebate.**

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

Contact Name (first and last): _____

Email: _____

Phone: _____

Business/Entity Name: _____ EIN: _____

Note: The Business/Entity Name above must match the Equipment Owner Organization Name entered on the online application form.

- I certify that I am/represent the owner of the equipment and the entity incurring the project costs. (All Applicants)
- I am also the Property Owner of the Project Site Street Address identified above (Site Owner Applicants Only).
- I agree to allow _____ to fill out the CCR application on my behalf. (Third-Party Applicants Only)

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

Signature of Authorized Representation of Equipment Owner: _____

Printed Name: _____

Please clearly write the first and last name of the individual signing above.

Title: _____ Date: _____

Section 4: Site Owner Verification

If the Equipment Owner Organization is the same as the Site Owner, please check the appropriate box in the above section AND fill out this section. This section is required for all applicants for the form to be deemed complete.

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

Site Owner Name: _____

Please provide the following contact information for the Site Owner or a representative of the Site 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.

Site Owner hereby represents and warrants to ODOT that: (1) the Site Owner is the vested owner of the real property located at Street Address: _____ City: _____

State: OR Zip code: _____ ("Property"); (2) the Site Owner has consented to Equipment Owner'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 Form on behalf of Site Owner. Site Owner acknowledges and agrees that ODOT is relying on the foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Site Owner: _____

(Note: Authorized Agents and Third Parties are not Authorized Representatives of Site Owners)

Printed Name: _____

Please clearly write the first and last name of the individual signing above.

Title: _____ Date: _____

Note: EV chargers supported by CCR incentives are eligible to generate Clean Fuels Program credits. Under Oregon's Clean Fuels Program (CFP), all operational electric vehicle chargers generate credits for dispensing fuel. These credits can be claimed and sold for economic benefit. The owner of the EV charger retains the right to CFP credits, but they may be assigned or transacted to another party. To learn more about Oregon's CFP, [CFP Frequently Asked Questions](#) here and link to [CFP webpage](#).

Section 5: Certification Checklist

I confirm that:

By marking yes to the following statements, I understand and agree to the terms outlined in the Round2 CCR Program Guidelines, including but not limited to:

- I am licensed to do business in Oregon, or I am a state, local or Tribal government entity or Tribal business.
- This project is not located at a private residential dwelling (other than a multi-family housing site).
- This application is for a project located at a single physical address.
- The charging station(s) will be located at the rebate awarded project site and kept operational and in service for a minimum of five (5) years. If a station is sold or permanently inoperable prior to five years of operation, I understand that ODOT may require me to pay a pro-rated portion of the rebate back.
- All required permits and approvals will be obtained prior to installation and use of the charging station(s).
- The charging station(s) will have dedicated parking spots for each port and each parking spot will be designated as "EV charging only", with appropriate signage. Note: signage exemptions will be made for select MFH applicants. If you plan to apply for this exemption, check the box below.

○ **MFH Exemption**

I understand that:

- I am required to submit usage data to ODOT in a .csv format (or another format if requested by the Department) on an annual basis for a period of no less than five (5) years after the installation date. Alternatively, I will allow the Department to obtain data directly from the network provider, if requested.
- Installation and use of charging station(s) will comply with all applicable federal, state, and local laws, including SB 582 requiring use of EVITP-certified electricians during installation.
- Prior to reimbursement, I must identify the party responsible for maintenance and repair of the charging station(s) and have a plan to minimize theft of service or vandalism of charging station(s). Public projects are required to have a maintenance or service level agreement (SLA) in place at the time of activation.
- All publicly accessible and workplace charging station(s) must connect to a network by wired ethernet, Wi-Fi, or cellular connection. (Note: charging station(s) installed at multi-family housing sites are exempt from this network requirement.)
- ODOT has permission to use the photos submitted in the CCR application as part of it's image library and in agency publications.
- I agree to provide my personal and project information (defined below) as part of this application, and understand and agree that my Personal Information will be shared with the following parties for the following purposes:
 - Forth, so they may contact me with an optional survey or to help with my application.
 - The Oregon Department of Transportation and the Oregon Treasury to administer the Program, process my rebate, distribute my rebate funds, and enforce program Terms and Conditions.
 - Any other party pursuant to a public records request under which this rebate application is deemed a "responsive record", in which case ODOT may release some or all my Personal Information to a third party as required by Oregon law.
 - The Oregon Department of Transportation may share publicly basic information about reserved and funded projects, including information about project locations, types, and funding amounts. Your personal contact information will not be shared with the public unless required by law through a Public Records Request.

Personal Information may include, but is not limited to, a contact individual's name, address, e-mail address and telephone number.

Deadlines Acknowledgement

- I certify that I have been informed of and agree to the below deadlines. I also understand that if I do not meet one of these deadlines, my application and/or rebate reservation may be canceled (check the checkbox next to each statement):
 - For Pre-Installation Applications: Charging station(s) must be installed within 270 days (9 months) of the Reservation Date (provided upon verification of application). (Note: Extensions may be provided for extenuating circumstances.)
 - For Post-Installation Applications: Application and all required documents must be submitted within 90 days of the installation of charging stations at the project site.
 - Application revisions or additional documentation shall be provided (if needed) within 10 calendar days of receiving notification from CCR program staff.
 - Data reporting is due within one year of the installation date, and annually each year thereafter for five years.
- I certify under penalty of perjury that, to the best of my knowledge, the information provided in this form is accurate.

By signing this document, you acknowledge that you have read, understand, and agree to the Community Charging Rebates Program Terms and Conditions.

X _____
Equipment Owner's Signature **Date**