

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, [Community Charging Rebates program webpage](#).

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.

☐ SITE OWNER

Applicant completes **Sections 1, 3-5** to verify ownership of the eligible project site and demonstrate an understanding of Program Requirements.

☐ AUTHORIZED AGENT

Applicant completes **Sections 1, 3 and 5**

Site Owner completes **Section 4**

OR

Applicant uploads the Site Host Agreement, land lease agreement, or comparable applicable agreement between the Authorized Agent and the Real Property Owner

☐ THIRD-PARTY

Applicant completes **Section 1 and 2**
Equipment Owner completes **Sections 3 and 5**

Site Owner completes **Section 4**

- 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.

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. Authorized Agents may upload a Site Host Agreement, land lease agreement, or comparable applicable agreement between the Authorized Agent and the Real Property Owner in lieu of this section if the agreement contains all information listed below (subject to approval by ODOT).

☐ Check this box if the applicant will upload a Site Host Agreement, land lease agreement, or comparable applicable agreement between the Authorized Agent and the Real Property Owner in lieu of this section.

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 and Acknowledgement

I confirm that:

By signing this form, I understand and agree to the terms outlined in the Round 5 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 grant ODOT and/or its authorized contractors read-only access to each CCR-supported port's charging session data directly from the EVSE and/or network provider for a period of no less than five (5) years after the installation date. ODOT's authorized contractor may obtain this data through an application programming interface (API), secure access to the charging network provider's reporting portal, periodic electronic data files, or another method approved by ODOT. If operational charging data cannot be obtained directly from the EVSE and/or network provider using an ODOT-approved method, the awardee will be required to submit charging session data to ODOT and/or its authorized contractors in a tabular .csv format.
- 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 networking operations and have a plan to minimize theft of service or vandalism of charging station(s). All projects are required to have a maintenance or service level agreement (SLA) in place at the time of activation.
- All charging station(s) must connect to a network by wired ethernet, Wi-Fi, or cellular connection.
- ODOT has permission to use the photos submitted in the CCR application as part of its 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:
 - 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.
 - Oregon Department of Transportation's authorized contractors, so they may contact me with an optional survey, help with my application, or collect required session data.
 - 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 deadlines below. 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 300 days (10 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 every six months, upon request from ODOT, for a period of no less than five years.

Participant Support Compliance Information (2 CFR 200.404 Requirements) Acknowledgement:

To meet federal grant compliance and transparency requirements, the following information is provided regarding the use of rebate funds:

Activities Supported by Rebates:

- The rebates will support the purchase and installation of eligible electric vehicle charging stations, as well as associated infrastructure (e.g., signage, networking equipment, electrical upgrades).
- Activities may also include necessary planning, permitting, and contractor services required for successful deployment and operation of the station(s).

Amount of the Rebate or Payment:

- The rebate amount will be determined based on the CCR Program Guidelines and eligibility criteria, up to the program's maximum allowable per-port and per-site funding levels. For Round 5, rebates range up to \$8,000 per Level 2 charging port and up to \$80,000 per DC fast charging port, or 80 - 95% (depending on location) of eligible project costs, whichever is less.
- Final amounts will be confirmed upon application approval and reservation issuance by ODOT.

Ownership of Equipment:

- Title to the equipment purchased with rebate funds will remain with the project applicant or designated site host, as specified in the application.
 - The owner is responsible for maintaining the equipment and ensuring it remains operational for at least five (5) years.

Reporting Requirements:

- Beneficiaries must report biannual usage data for a period of five (5) years after installation.
- Additional reports may be required upon request by ODOT or as a condition of receiving rebate funds.
- Compliance with reporting deadlines (as detailed above) is mandatory.

Source Documentation Requirements:

All expenses reimbursed through the rebate must be supported with appropriate source documentation, including:

- Invoices
- Receipts
- Proof of payment
- Copies of permits
- Signed maintenance/service agreements
- Photos of installed equipment

Purchasing Controls (2 CFR 200.404):

- Costs covered by the rebate must be reasonable and consistent with market pricing. This includes:
 - Obtaining competitive bids or quotes where required
 - Demonstrating that costs are necessary and allocable to the project
 - Retaining documentation to justify pricing decisions
- All procurement activities must comply with applicable federal, state, and local procurement rules.

Federal Funds Compliance and Full Financial Responsibility:

Payment to Program Beneficiary (rebate recipient), via the Oregon Department of Transportation's Round 5 Community Charging Rebates program, will be made from federal funds. Program Beneficiary (rebate recipient) accepts full financial responsibility for any requirements imposed by the Program Beneficiary's failure to comply with program requirements and any applicable federal requirements. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Program Beneficiary (rebate recipient), or in the event the total amount of federal funds is not available, the Program Beneficiary (rebate recipient) will be responsible for any and all costs or expenses incurred under its Round 5 Community Charging Rebates program activities. The Program Beneficiary (rebate recipient) further agrees to pay any and all lawful claims arising out of or incidental to the performance of the activities covered by the Round 5 Community Charging Rebates Program in the event the federal government does not pay the same.

Termination:

1. The Oregon Department of Transportation's Round 5 Community Charging Rebates program rebate application and/or reservation of funds may be terminated by mutual consent of both parties or by the Oregon Department of Transportation upon written notice to the Program Beneficiary (rebate recipient).
2. The Oregon Department of Transportation may terminate the Round 5 Community Charging Rebates program rebate application and/or reservation of funds effective upon written notice to Program Beneficiary (rebate recipient), or at such later date as may be established by the Oregon Department of Transportation in such notice, (i) if the Oregon Department of Transportation fails to receive sufficient funding, appropriations, limitations, allotments or other expenditure authority to allow the Oregon Department of Transportation, in the reasonable exercise of its administrative discretion, to make payments to the Program Beneficiary (rebate recipient) under the Round 5 Community Charging Rebates program rebate application and/or reservation of funds, (ii) if there is a change in federal or state laws, rules, regulations, or guidelines so that the program activities funded by the Oregon Department of Transportation's Round 5 Community Charging Rebates program are no longer eligible for funding, or (iii) if the Program Beneficiary is in default.

By signing this document, I acknowledge that I have read, understand, and agree to the Community Charging Rebates Program Terms and Conditions. I certify under penalty of perjury that, to the best of my knowledge, the information provided in this form is accurate.

Equipment Owner's Signature

Date