Volkswagen Settlement Level 2 Workplace Program Webinar

June 27, 2022

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Department of Environmental Quality

Links in this presentation are only active when used in presentation mode.

What to Expect Today

- Overview of Level 2 Workplace Program and application process
- When/how to submit your application
- What happens to your application once it is submitted
- Where to find answers after this workshop
- Question and answers

This is not a public forum for comments on implementation of the VW Settlement

Level 2 Workplace Program

The Level 2 Workplace Request for Proposal (RFP) was released June 13, 2022

Applications open: July 25, 2022 12:00 AM ET

Applications accepted and approved on a first-come, first-served basis until funds are exhausted.

Level 2 Workplace Program

Level 2 Workplace Program

This is a reimbursement program.

Applicants are limited to $25,000 in approved rebate vouchers at any time.

Rebate vouchers expire one year from the date an agreement is fully executed.

Phase 2 Zero-Emission Vehicle Light-Duty Infrastructure Programs

Program	Charger Type	Request for Proposal	RFP Release Date	Available Funding
ZEV Infrastructure	DC Fast	Priority Corridors	February 12, 2022	$4,997,424
		Existing Sites	April 11, 2022	$1,642,927
	Level 2	State Agencies	February 28, 2022	$1,009,684
		Publicly Accessible	March 21, 2022	$1,070,877
		Multi-Unit Dwellings	May 2, 2022	$489,544
		Workplace	June 13, 2022	$489,544
	Total ZEV Infrastructure Funding Available			$9,700,000

Level 2 Workplace Program

Eligible applicants include:

- Local, county, municipal, federal or tribal government agencies
- Incorporated Nonprofits
- Businesses

Specific details can be found in the Level 2 Workplace RFP.

Level 2 Workplace Program

Eligible locations include:

- Workplaces that have at least five (5) or more year-round and full-time employees on site where EV charging stations are intended for use by employees' personal vehicles or fleet vehicles.

Ineligible locations include:

- Locations on residential property.
- Locations for publicly accessible charging.
- Locations at a state agency.

Level 2 Workplace Rebate Amounts

Project Type	Accessible to General Public	Maximum Rebate per Charging Port	Or (whichever is less)	Maximum % of Total Project Costs
Workplace	**No**	**$3,000**	**or**	**60%**

Level 2 Workplace Program

Project Requirements:

- **Minimum of 2 ports per project.**

- **The installed Level 2 charging station(s) must connect to a network by wired Ethernet, Wi-Fi, or cellular connection.**

- **Chargers must be maintained and operated for a minimum of five years from the date of project completion.**

Additional requirements in the RFP.

Level 2 Workplace Program

Site Requirements:

- **The EV charging station must be located in a parking space not reserved for a particular employee. Proof that all employees are permitted use of the EV charging station must be submitted with application.**

- **If the property/site is not owned by the applicant, the rebate applicant must provide a signed letter from the landowner indicating approval of the project.**

- **For each port installed, one parking space must be designated for plug-in electric vehicle use only and marked clearly through permanent, visible signage.**

Additional requirements in the RFP.

Level 2 Workplace Program

Accessibility:

- **Charging stations must make every effort to be ADA compliant and follow all applicable laws, ordinances, regulations and standards. (www.afdc.energy.gov/uploads/publication/WPCC_complyingwithADArequirements_1114.pdf).**

- **Additional reference material regarding accessibility for public charging stations can be found on the Plug-in NC webpage (https://pluginnc.com/wp-content/uploads/2016/06/12-PEV_Planning_Toolbox_Accessibility.pdf).**

Level 2 Workplace Program

Eligible Expenditures:

- **Level 2 commercial-rated charging station infrastructure**
- **Conduit, cable/wiring, electrical service box disconnect addition**
- **Concrete or asphalt replacement**
- **Paint striping and stenciling of the station parking spaces**
- **Signage**
- **Bollards**
- **Permit costs**
- **Labor for installation (electrical and trenching)**
- **Shipping of equipment**
- **Networking charges (maximum of five years, if paid in advance prior to claim reimbursement)**
- **EVSE maintenance contracts (maximum of five years, if paid in advance prior to claim reimbursement)**

For more details, refer to the RFP.

How to Submit an Application

NCDEQ will only accept applications submitted through the NCDAQ Grant Management System (GMS) website, at https://www.ebs.nc.gov/irj/portal.

Prior to using the GMS, applicants must obtain an NCID and then complete and submit the online Enterprise Business Services External Request Application.

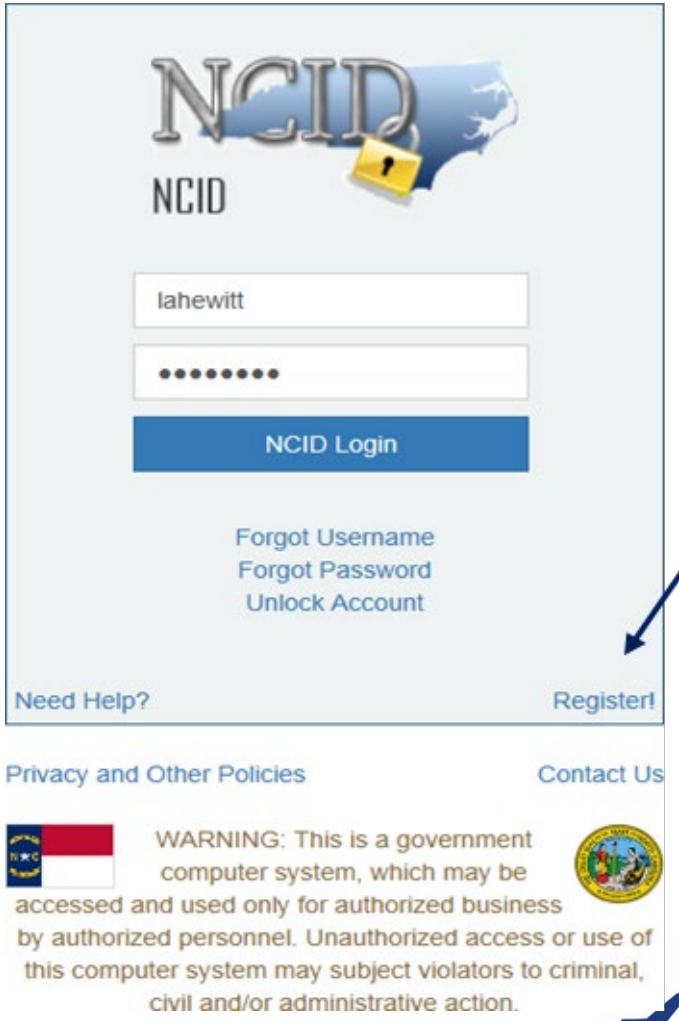
Applicants must also complete and email the State of North Carolina Substitute W-9 Form to daq.NC_VWGrants@ncdenr.gov to get registered in the system.

Registering for a NCID

- **To request access to the DAQ Grants Management System, you will need an NCID to complete the access request form.**

- **Setting up an NCID: https://ncid.nc.gov**

- **Instructions are found here: How-to-Create-a-NC-ID.pdf**



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Acceptable NCID formats

- NCIDs must use the following format or your request for access will be denied.
  - First name or initial
  - Middle initial (optional)
  - Last name
  - Number (if name is already in use)

  - Example for Wile E. Coyote options for his NCID are:
    - Wileecoyote
    - Wilecoyote
    - Wilecoyote2
    - wcoyote

NCIDs must not be a company or organization name.

IMPORTANT NCID INFORMATION

- **If you already have an individual or government NCID there is no need to create a new NCID.**
- **If you have any other EBS/SAP system account (Powell Bill, Governor Highway Safety Program (GHSP), Public Transportation Division (PTD), DPI, etc.) you will still need a NCID. There is a space on the access application for to put your current EBS/SAP account information.**

- **Once you have completed requesting a NCID, you will receive an email from New NCID User Registration ncid.notifications@nc.gov.**

You MUST click the link in the email and follow the instructions to complete the registration of your NCID before submitting the Enterprise Business Services External Request Application.

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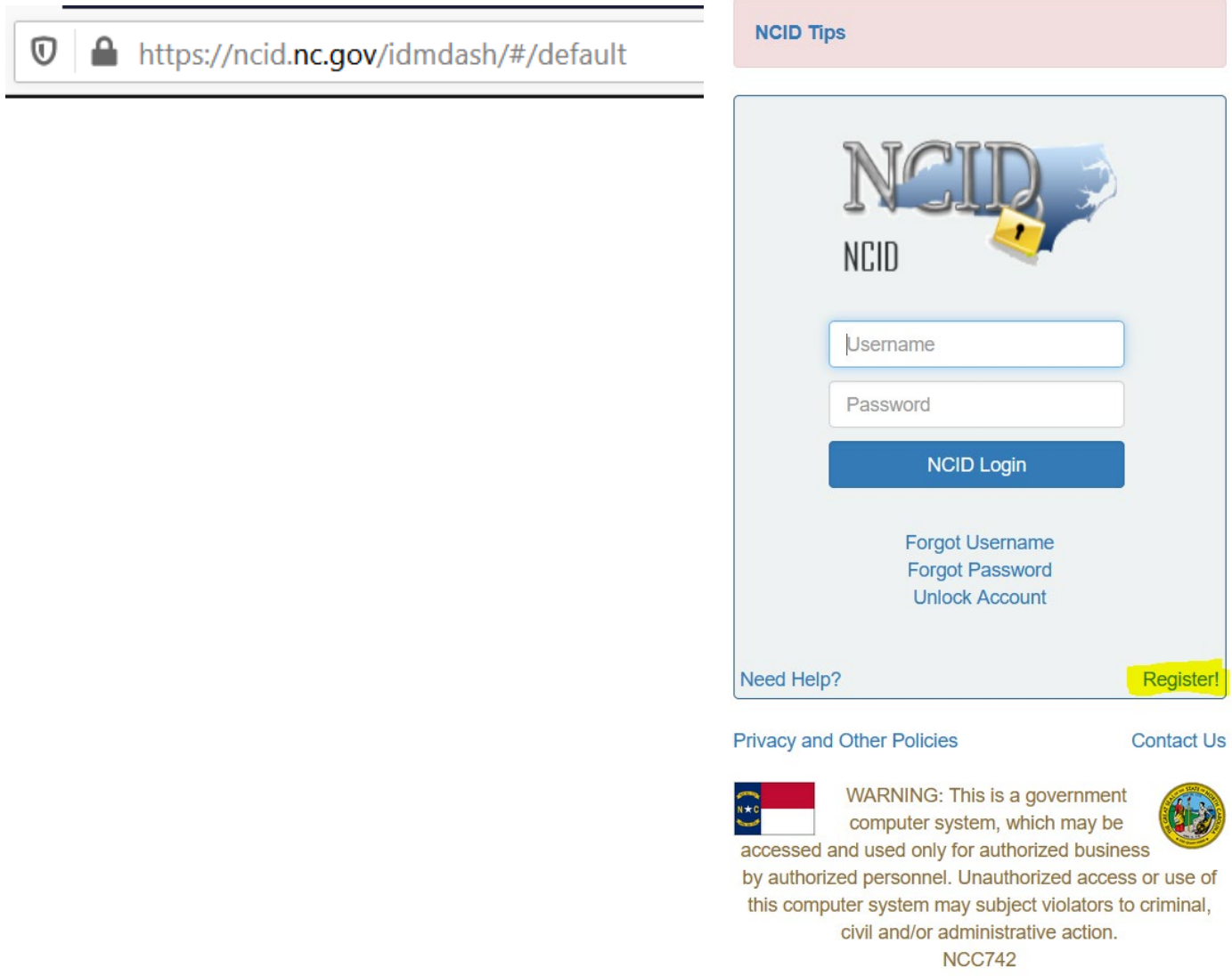
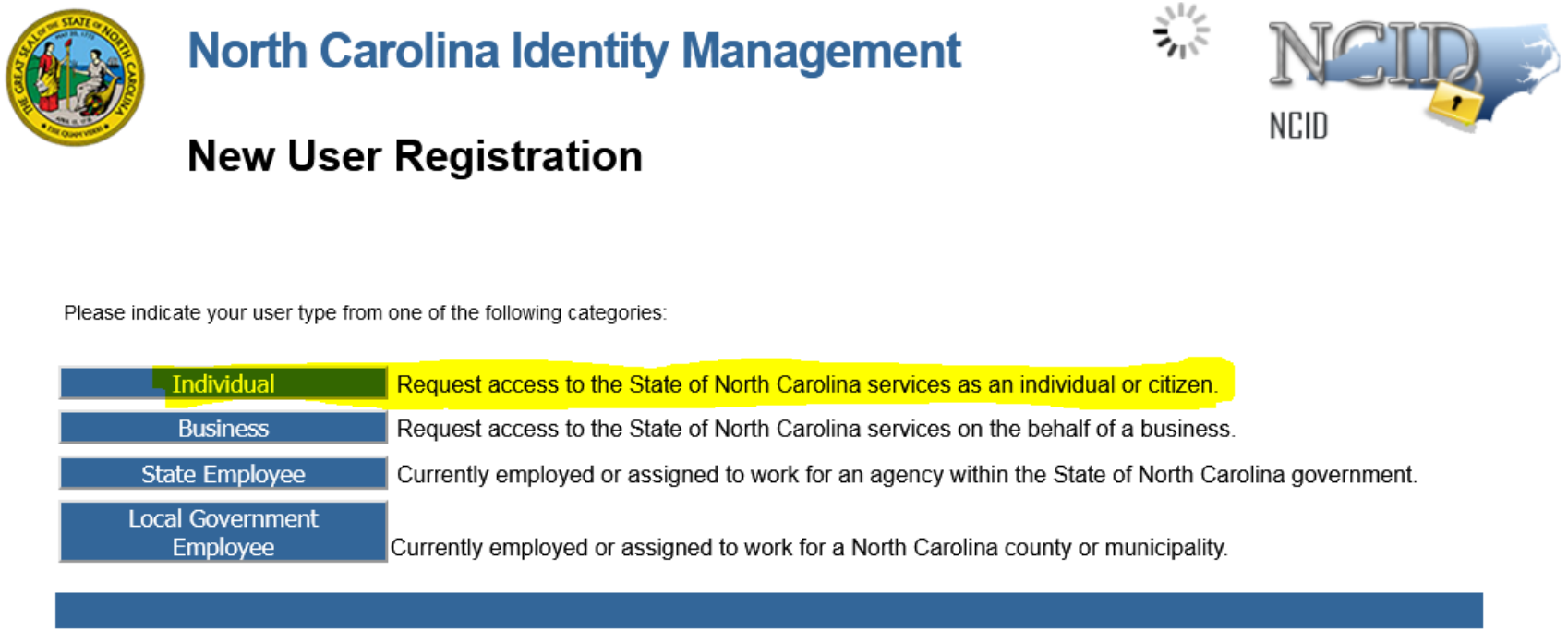
Registering for a NCID



Registering for a NCID



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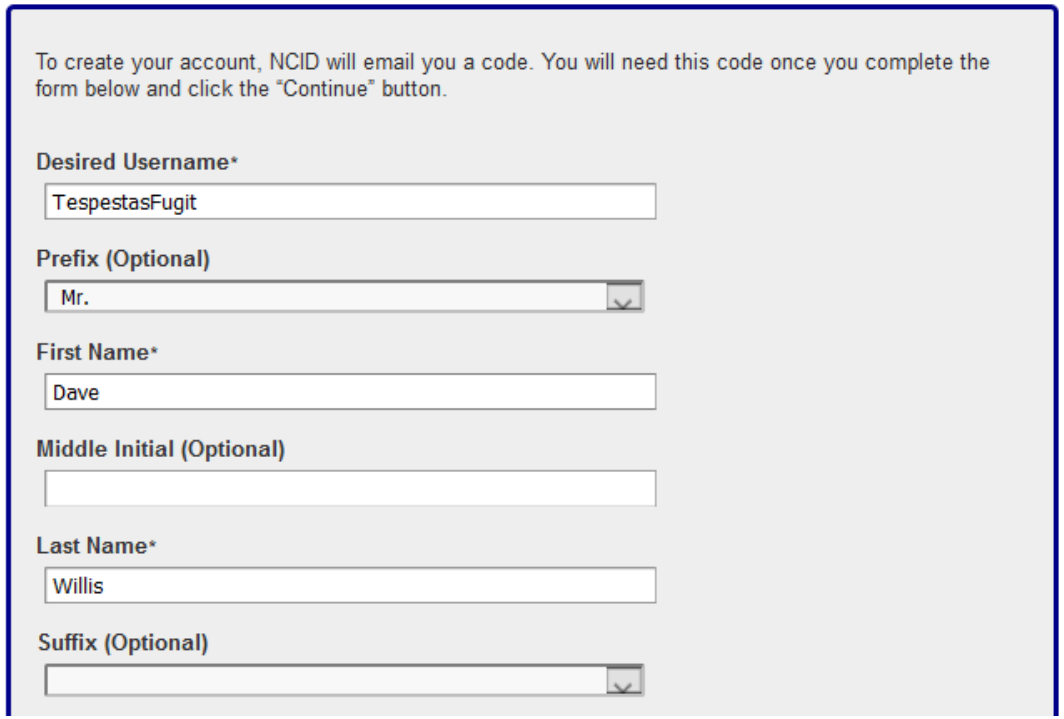
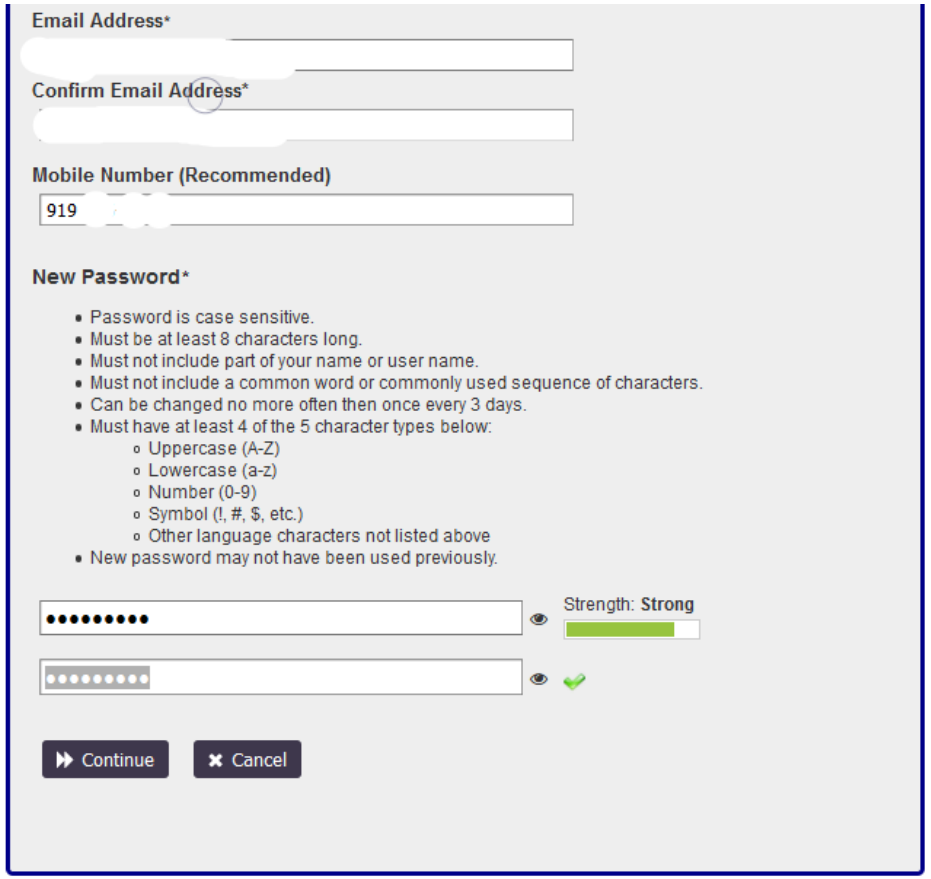
Registering for a NCID





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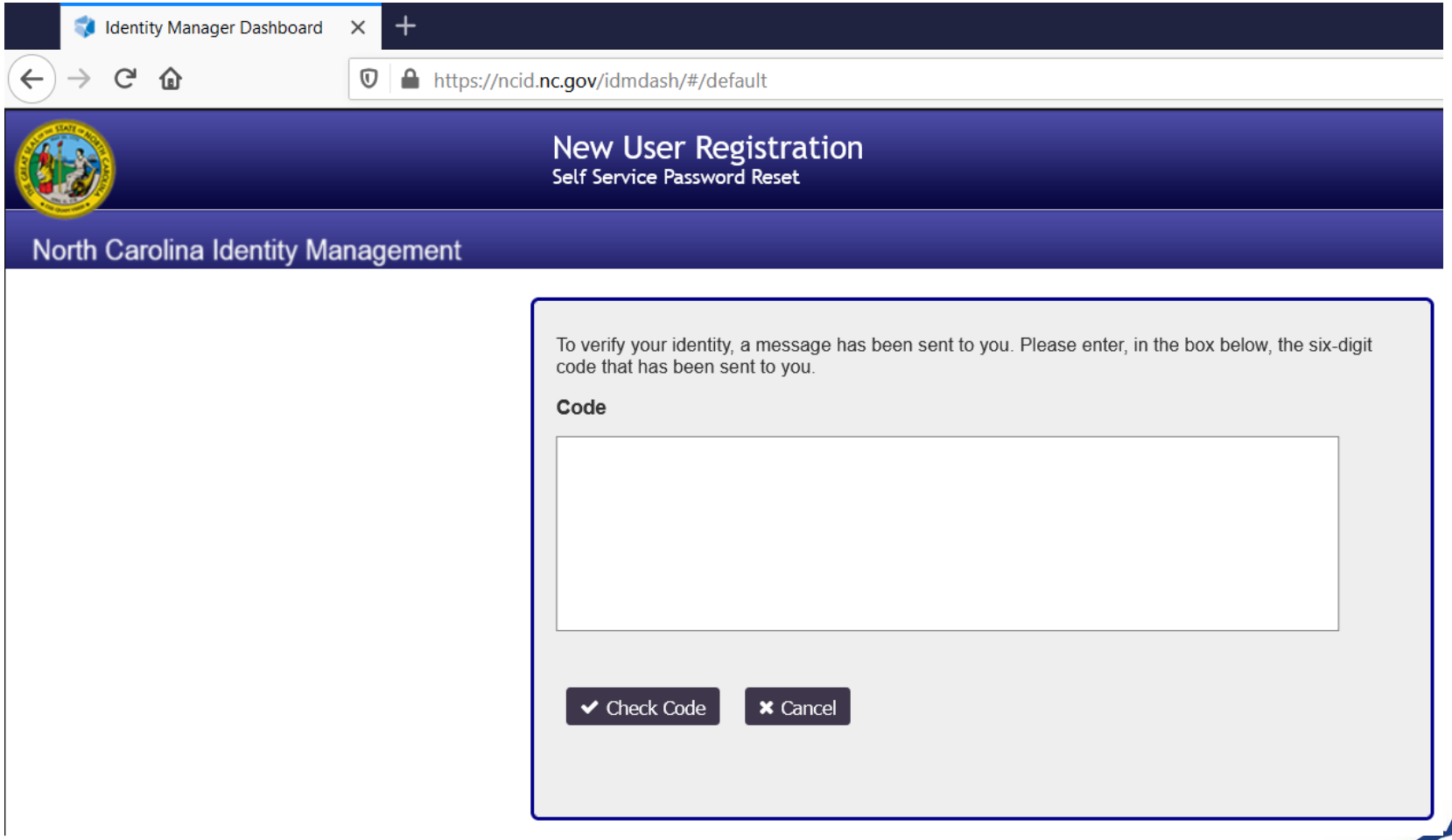
NCID

- **NCIDs must be in the following format, or your request will be denied.**
- **Frist name, middle initial (optional), last name.**
  - **Example: John B Smith's NCID could be johnbsmith**

- **Additionally, a number can be added if the NCID is already used by someone else.**
  - **Example: John B Smith's NCID could be johnbsmith12**

- **Do not use a company or organization name as your NCID. It will be returned.**

Registering for a NCID



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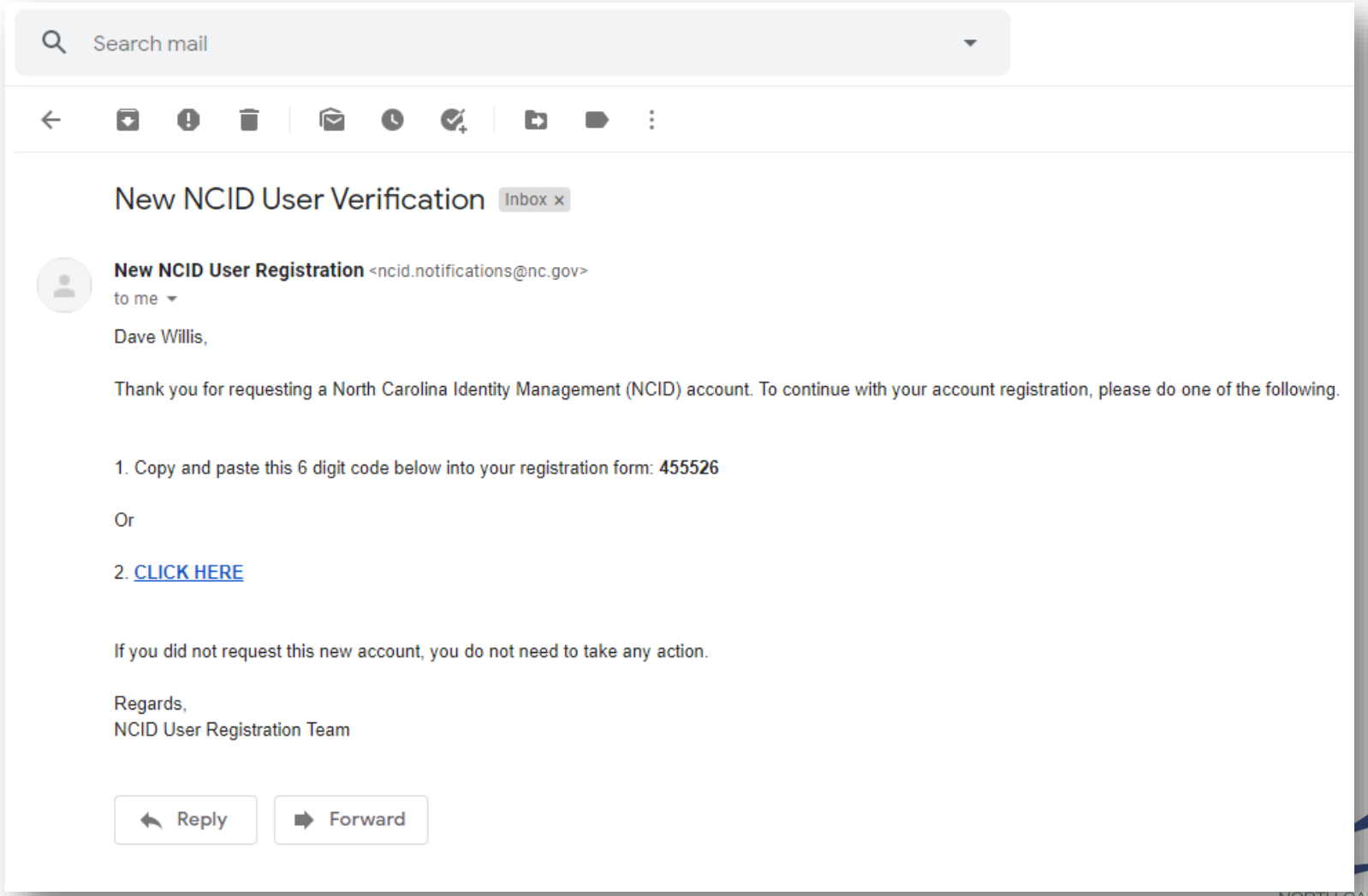

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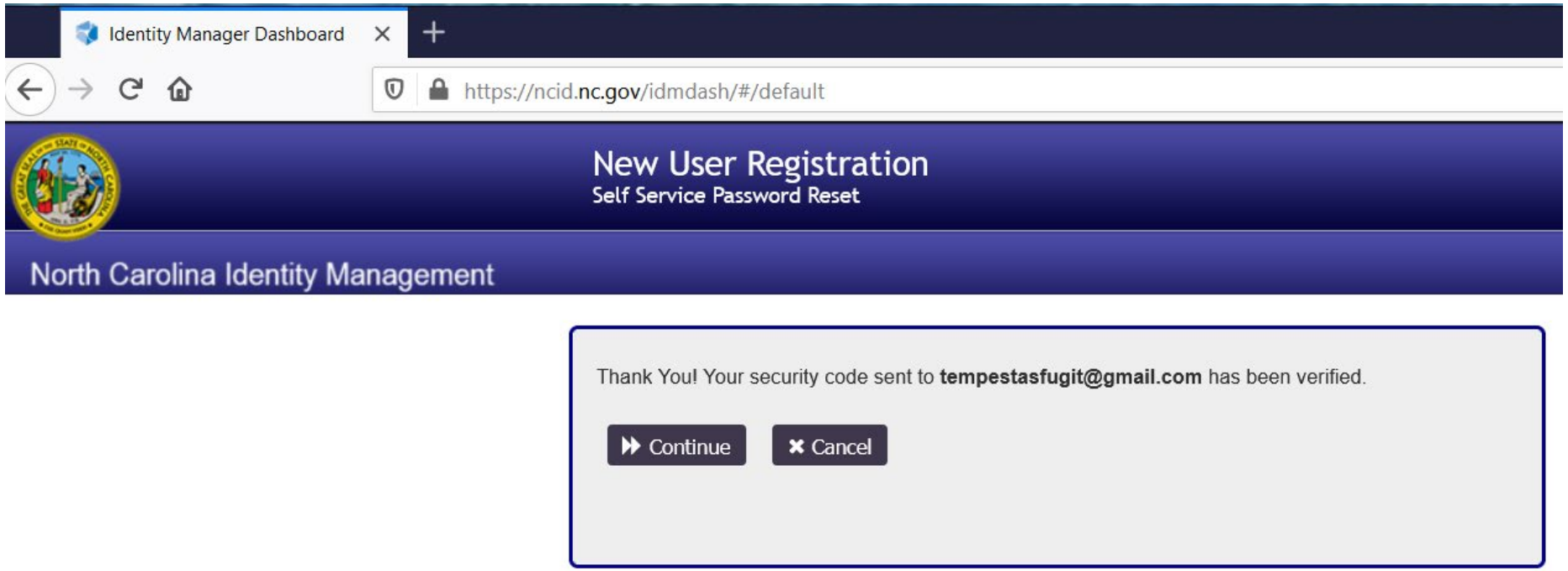
Registering for a NCID



Registering for a NCID

IMPORTANT: DO NOT CLOSE YOUR BROWSER BEFORE COMPLETING REMAINING STEPS

Your new NCID account has been created. Please click on the continue button to complete the security questions and answers to activate your account. You will be redirected to the NCID login page (https://ncidsspr.nc.gov).

1. You will need to login with your new NCID account name and password
2. Select 5 different security questions and answers
3. Click on the "Save Answers" button to save your security questions and answers
4. You will be able to review the questions selected. You can change them or select "No Change"
5. At this point your account is active and you are logged out of NCID.

Continue

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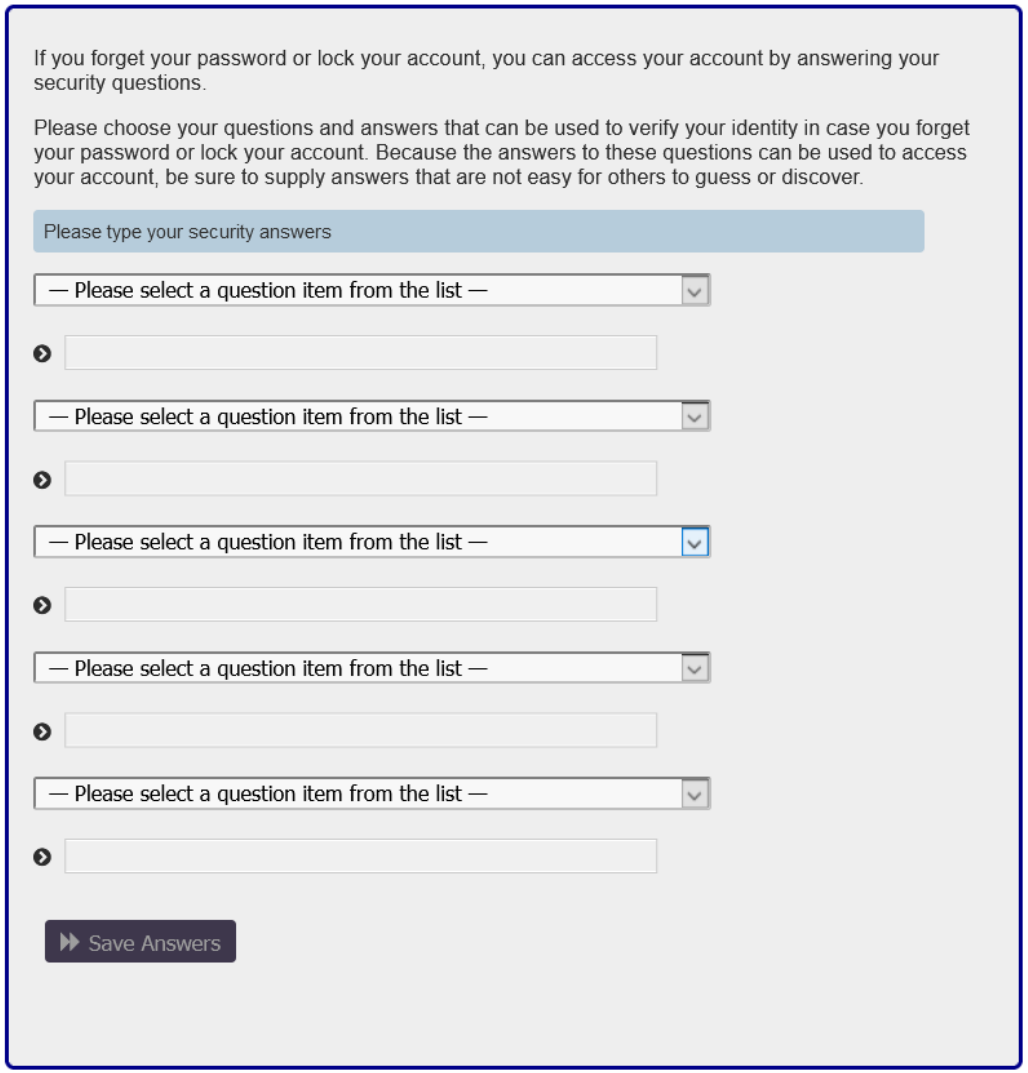
Registering for a NCID



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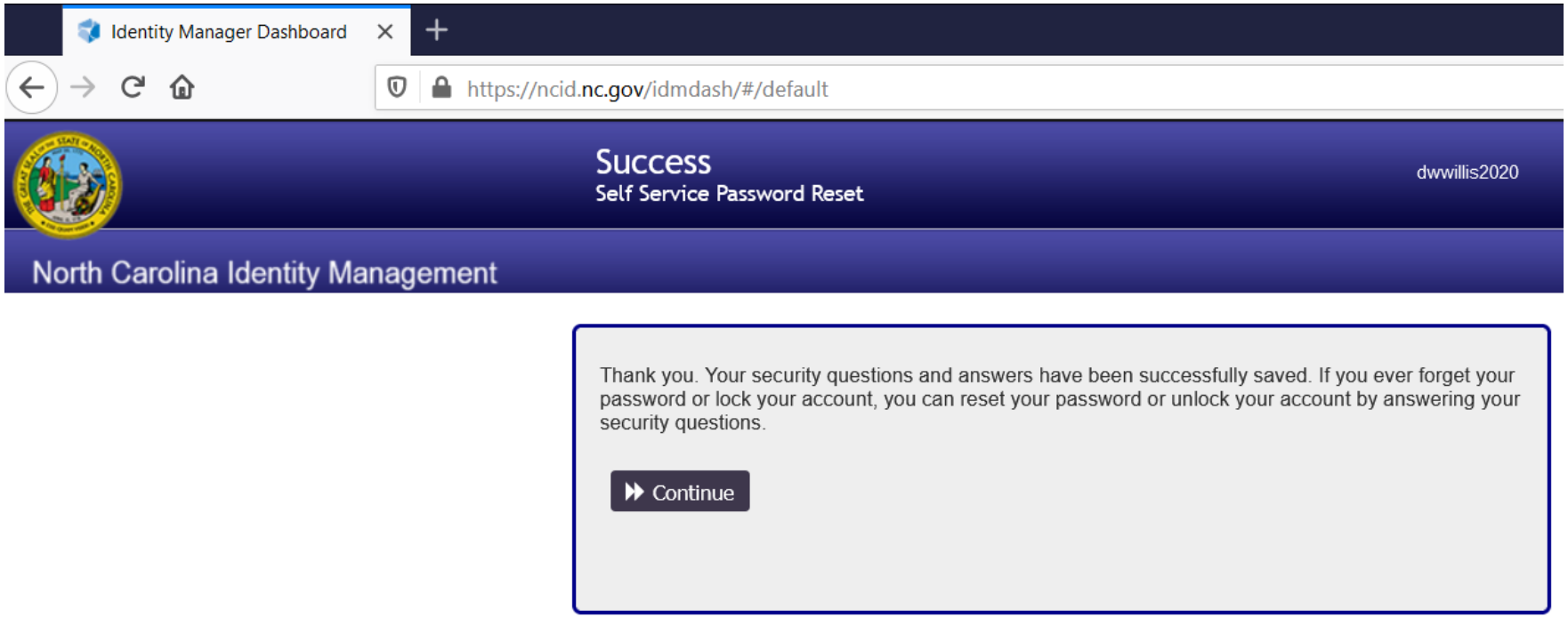


DAQ Grant Management System (GMS)

You must read and follow all the directions on the next slides to request access to the DAQ Grants Management System and then be approved before you can log into the system!

Approved means you received a "Welcome to the DAQ Enterprise Business System Portal" email.

DAQ cannot guarantee GMS access to the Workplace application if a request is made after July 11, 2022.

GMS Access

- **Required to request Grant Management System (GMS):**
  - **Completed online Enterprise Business Services External Request Application**
  - **State of North Carolina Substitute W-9 Form**

- **Please Email State of North Carolina Substitute W-9 form to: svc.NCVWApplication@ncdenr.gov**

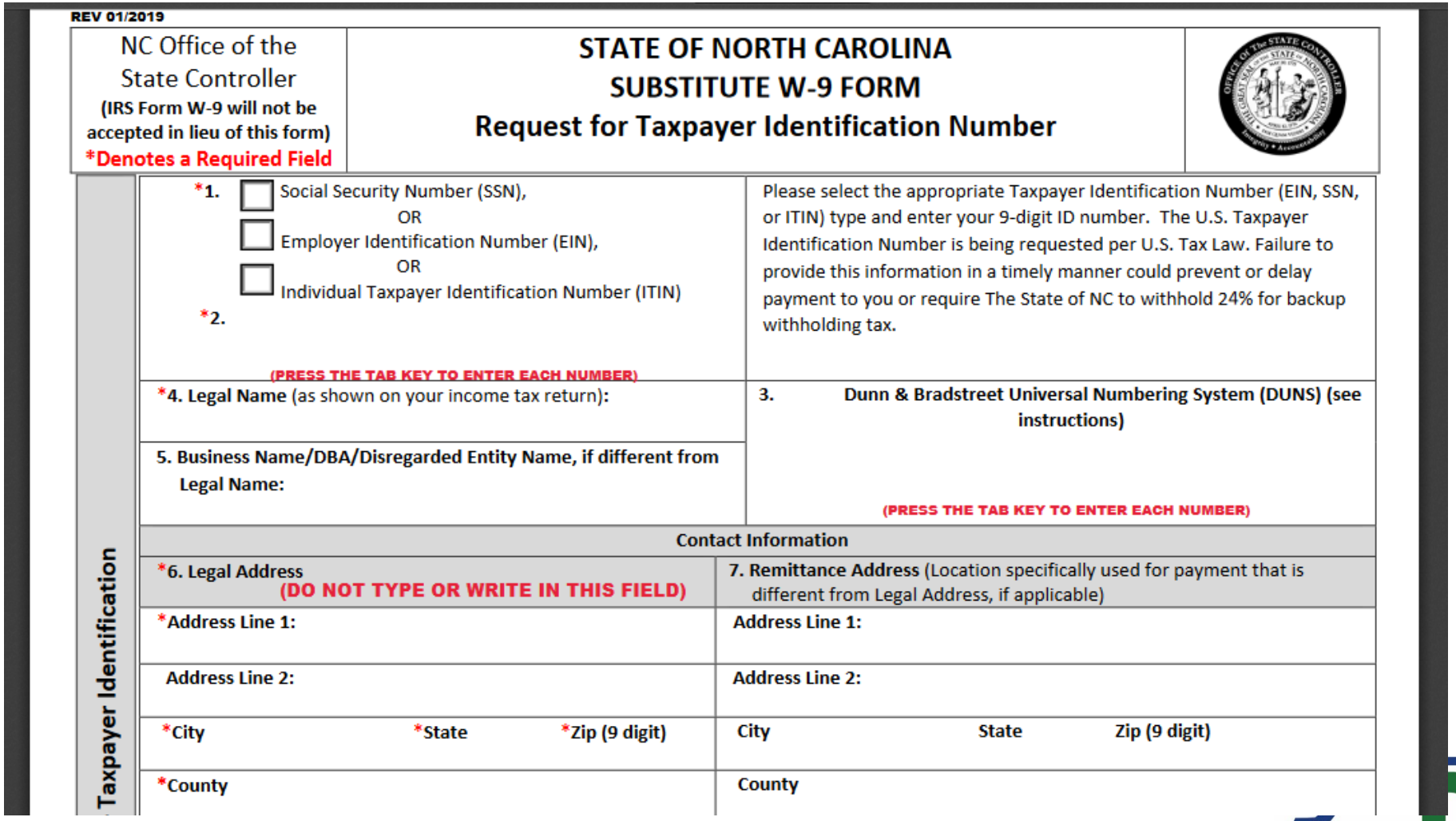
- **Please Email questions to: daq.NC_VWGrants@ncdenr.gov**

Requesting DAQ Grants Management System Access

Once all required forms are received to process GMS access requests, it could take a week or longer to complete!

Please do not wait until the week before the application opens to request access. At that point there will be no guarantee you will have access when the application opens.

State of North Carolina Substitute W-9 Form



REV 01/2019

NC Office of the State Controller
(IRS Form W-9 will not be accepted in lieu of this form)
*Denotes a Required Field

STATE OF NORTH CAROLINA
SUBSTITUTE W-9 FORM
Request for Taxpayer Identification Number

Taxpayer Identification

*1. ☐ Social Security Number (SSN),
OR
☐ Employer Identification Number (EIN),
OR
☐ Individual Taxpayer Identification Number (ITIN)

*2.

(PRESS THE TAB KEY TO ENTER EACH NUMBER)

Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.

*4. **Legal Name** (as shown on your income tax return):

5. **Business Name/DBA/Disregarded Entity Name, if different from Legal Name:**

3. **Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)**

(PRESS THE TAB KEY TO ENTER EACH NUMBER)

Contact Information

*6. Legal Address (DO NOT TYPE OR WRITE IN THIS FIELD)	7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)
*Address Line 1:	Address Line 1:
Address Line 2:	Address Line 2:
*City *State *Zip (9 digit)	City State Zip (9 digit)
*County	County

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THIRD PARTY ACCESS AUTHORIZATION FORMS

In cases where an applicant has a third-party submitting applications on their behalf, the following procedures must be followed:

- **The applicant must provide in writing (email is sufficient) that they are authorizing the third-party to submit applications and other information on their behalf.**

- **The third-party will need to obtain their own NCID and submit an Access Authorization Request Application with the applicant's organization address information and the third-party's phone number and email address. Enter Third Party Contractor in the Comments field.**

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2022 Level 2 Charge Program

- Before beginning the application, please make sure you have the following information available.
- The application checklist can be found here: Checklist

General Application Requirements

_____ NCID
_____ Completed and submitted Enterprise Business Services External Request Application (new GMS users only)
_____ Completed and submitted State of NC Substitute W9 Form (new GMS users only)
_____ Applicant/All Project Affiliates/Organization Contact Information
_____ Project Information
_____ Organization Federal Tax ID

Level 2 ZEV Infrastructure Charging Workplace Program

_____ GPS coordinates of Charging Station Location
_____ Charging Equipment Information (# of ports, spaces, model, manufacturer, etc.)
_____ Itemized Materials/Services/Labor quote*
_____ Any other additional supporting documentation for application*
_____ Nonprofits only: Copy of Charitable Solicitation License from the North Carolina Department of the Secretary of State*
_____ Completed EV Level 2 Phase 2 Rebate Calculator Form*
_____ Completed Workplace Verification Form*

*Items must be uploaded to DAQ Grants Management System as an attachment with application.

DAQ Grant Management System (GMS)

- **DAQ Grant Management System (GMS) can be accessed at:**

  https://www.ebs.nc.gov/irj/portal

- **GMS Instructions can be found at: https://deq.nc.gov/about/divisions/air-quality/motor-vehicles-and-air-quality/volkswagen-settlement/grants-management**

- **Downloadable GMS Manual**

- **A sample application can be found on our Level 2 Workplace webpage.**

DAQ Grants Management System Demo

ROY COOPER
Governor
MICHAEL S. REGAN
Secretary

NORTH CAROLINA
Environmental Quality

February 1, 2021

[redacted]

Application #: 1000010764
Program: NCDEQDAQ0003
Project: [redacted]
SUBJECT: RETURN OF APPLICATION

Dear [redacted]

Thank you for your recent application for funding under the Phase 1 Level 2 Charge Program.

After review, Application Number 1000010764 is being returned for the following reason(s).

Documentation that the Level 2 charger model entered in the Charger Details tab of the application meets all Equipment Requirements (RFP page 8) was not provided. Additionally, you have submitted this application under Project Type "Publicly Accessible." Please submit proof or a statement under the Project Details tab in your application which verifies access to the charger(s) for a minimum of 12 hours a day of to the general public without restriction (RFP page 5). If the charger(s) will not be accessible for 12 hours a day or more, please resubmit application and rebate spreadsheet as "Not Publicly Accessible." You must correct these items by 5:00pm on February 3, 2021 or your application will be rejected. Please note that your application will not be evaluated until the required documentation is uploaded and your application is resubmitted in the DAQ Grants Management System if funding is still available.

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Download the GMS User Manual

Download the GMS User Manual on our webpage.

https://deq.nc.gov/air-quality/mobile/volkswagen/daq-grants-management-system-help-guide-external-users/download?attachment

Tips and Things to Know

- **DO NOT WAIT UNTIL THE WEEK OF JULY 18, 2022, TO REQUEST GMS ACCESS. WE WILL BE UNABLE TO GUARANTEE YOU WILL HAVE ACCESS ON JULY 25, 2022.**
- **Budget information should be as accurate as possible**
- **DEQ reserves the right to partially fund awarded projects**
- **We will not accept paper, scanned, emailed, or faxed applications.**
- **Do not sign any agreements with vendors or start work until your agreement is fully executed with NC DEQ**
- **AN APPLICATION AWARD IS NOT A FULLY EXECUTED AGREEMENT**

Reporting Requirements

- **Quarterly Reporting Requirement**
  - Quarterly reports on the status of the project are to be uploaded to the Grants Management System until the final project report is submitted.
- **Annual Charging Station Utilization Reporting Requirements**
  - Annual EVSE usage data is given to NCDEQ for the previous 12 months on January 30th of each consecutive year for a five-year period after installation of the charging station(s).
- **Final Project Report**
  - A final project report with a narrative summary of the project and photographic evidence of installation.

DAQ Site Visits

- **DAQ Staff will perform site visits at all stations to verify installation and operation of the charging station prior to approval of any reimbursement claim.**

- **DAQ staff must be granted access to the charging site.**

In Closing

Level 2 Workplace Program

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Level 2 Workplace Program

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Rebate vouchers expire one year from the date an agreement is fully executed.

Level 2 Workplace Program Timeline

• Release of RFP	June 13, 2022
• GMS webinar	June 20, 2022
• Applicant webinar	June 27, 2022
• GMS Applications open	July 25, 2022
• Proposal application evaluations	Weekly as submitted
• Rebate recipients announced	As awarded

Where to get more information after today?

Level 2 Workplace Program website:

https://deq.nc.gov/about/divisions/air-quality/motor-vehicles-and-air-quality/volkswagen-settlement/phase-2-volkswagen-settlement/level-2-infrastructure-program/level-2-workplace

E-mail questions to: daq.NC_VWGrants@ncdenr.gov

Subscribe to our VW Email List!

If you are not currently on our mailing list and would like to receive email updates about the Volkswagen Settlement Program, please send an email with the word "Subscribe" in the subject line to daq.NC_VWGrants@ncdenr.gov.

Additional Resources

Additional resource contact information is available on the program webpage for:

- **Centralina Clean Cities Coalition**
- **Forsyth County Office of Environmental Assistance & Protection**
- **Land of Sky Regional Council**
- **Mecklenburg County Air Quality Agency**
- **NCSU Clean Energy Technology Center**
- **Piedmont Triad Regional Council**
- **PlugIn NC**
- **Sustainable Sandhills**
- **Triangle J Council of Governments (TJ COG)**
- **Western NC Regional Air Quality Agency**

Level 2 Workplace Program Contacts

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Robin Barrows, Allied Programs Supervisor – VW Outreach

Phone: 919-707-8445

Email: robin.barrows@ncdenr.gov

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