



## **Volkswagen Settlement Level 2 Rebate Program Webinar #2**

**January 2021**

**Steven Rice, Environmental Specialist, NC Division of Air Quality**

*Department of Environmental Quality*



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



# What to Expect Today

- **Overview of Level 2 Rebate 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**
- **Answers from December 2020 webinar questions**
- **Question and answers**

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



# NCDEQ VW Application Instructions

**The Level 2 Request for Proposal (RFP) was released  
November 17, 2020**

## **Level 2 Rebate Program**

**Applications open: January 25, 2021 12:00 AM ET**

**Eligible applications will be accepted and approved  
on a first-come, first-served basis until funds are  
exhausted.**



## Level 2 Rebate Program

**This is a reimbursement program.**

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

**Rebate vouchers expire 180 days after agreement is signed by awardee and DEQ.  
No extensions will be granted.**



# Level 2 Rebate Program

## Eligible applicants include:

- Government organizations
- Non-government organizations
- Workplaces - Excluding businesses operated from a single-family residence, apartment, or other dwelling where people live on the premises.
- Multi-unit family dwellings

*Specific details can be found in the [ZEV Level 2 RFP](#).*



# Level 2 Rebate Program

## Government organizations

- **Government shall mean a state, local, or federal government agency owning fleets purchased with government funds (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority), and a tribal government or native village.**

# Level 2 Rebate Program

## Non-government organizations

- **Businesses – corporations, partnerships, sole proprietorships, limited liability companies, business trusts or other legal business entities incorporated in or registered with the NC Department of the Secretary of State.**



# Level 2 Rebate Program

## Workplaces

- **Must serve sites with at least five or more year-round and full-time employees. Proof must be provided with application.**
- **Workplaces located at a single-family residence are not eligible for funding. Any business being operated from a home, apartment, or other dwelling where people live on the premises is considered a residential address.**

# Level 2 Rebate Program

## Multi-Unit Dwellings (MUD)

- **Housing where multiple separate housing units with ten or more dwelling units for residential inhabitants are contained within one building or several buildings within one complex.**
- **This includes, but is not limited to, apartment buildings and condominiums, and excludes individually owned townhouses, row houses and mobile homes.**



# Level 2 Rebate Amounts

Project Type	Accessible to General Public	Networked?	Maximum Rebate per Charging Port	Or (whichever is less)	Maximum % of Total Project Costs
Government Owned Property	Yes	Yes	\$5,000	or	100%
Government Owned Property	No	Yes	\$4,000	or	80%
Non-Government Owned Property	Yes	Yes	\$4,000	or	80%
Non-Government Owned Property	No	Yes	\$3,000	or	60%
Workplace or Multi-Unit Dwelling	Yes	Yes	\$4,000	or	80%
Workplace or Multi-Unit Dwelling	No	Yes	\$3,000	or	60%

# Public Accessibility

- **Public access requires a minimum of 12 hours a day of availability (proof must be provided with rebate application) to the general public without restriction.**
- **To be publicly accessible the site must be convenient for users of the charging station.**
- **For workplaces and multi-unit dwellings, where access may be restricted, charging stations may not be dedicated to specific individuals.**

# Level 2 Rebate Program

- **Required Grant Management System (GMS) registration forms:**
  - DAQ GMS Access Authorization Form
  - State of North Carolina Substitute W-9 Form (Federal W-9 forms will not be accepted)
- Download GMS registration forms at <https://deq.nc.gov/volkswagen-settlement/level-2>.
- Grant Management System registration forms should be submitted prior to:

**January 20, 2021 by 5:00 PM ET**

- Please make every effort to submit your forms prior to this date.
- Please Email all registration forms to:  
[svc.NCVWApplication@ncdenr.gov](mailto:svc.NCVWApplication@ncdenr.gov)
- Please Email questions to:  
[daq.NC\\_VWGrants@ncdenr.gov](mailto:daq.NC_VWGrants@ncdenr.gov)



# 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](#)

NCID  
NCID

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NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help? Register!

Privacy and Other Policies Contact Us

 **WARNING:** This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action. 

# IMPORTANT NCID INFORMATION

- If you already have an individual or government NCID there is no need to create a new NCID.
- If you are a current user of the NCDOT Grants system (Powell Bill, Governor Highway Safety Program (GHSP), Public Transportation Division (PTD), etc.) use your username on the Access Authorization Form.
- Once you have completed requesting a NCID, you will receive an email from New NCID User Registration [ncid.notifications@nc.gov](mailto: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 Access Authorization Form.**



# DAQ Access Authorization Form

## Division of Air Quality Grant Management System

### Access Authorization Form

Please complete the USER ID Information section below. Each organization is allowed up to 3 authorized users. A separate form is required for each user. Once completed, scan, attach and email to the DAQ GMS Security Coordinator at [svc.NCVWApplication@ncdenr.gov](mailto:svc.NCVWApplication@ncdenr.gov). Once the authorization is processed, you will receive an email from NCDOT IT SAP Support Services. Please complete form using Adobe Reader™ when possible.

Users need an NCID account to access the grant management system (GMS) to submit grant applications and supporting information. If you do not have a NCID account visit the NCID New User Registration form at <https://ncid.nc.gov/idmdash/>. Please note, it may take a few days for your NCID to be registered.

#### User & NCID Account Information

NCID Username: \_\_\_\_\_ *If you are a Current User of the NCDOT GRANTS system (Powell Bill, GHSP, PTD, etc.) enter your username.*

First: \_\_\_\_\_ Last: \_\_\_\_\_

Organization Name : \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Role to be Assigned – Applicant (Z:GM\_DAQ\_SR\_APPLICATION)**





# 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 Form with the applicant's organization address information and the third-party's phone number and email address. The third-party's Title should be listed as Contractor on the form.**



# THIRD PARTY ACCESS AUTHORIZATION Example

## User & NCID Account Information

NCID Username: jpdoe3 *If you are a Current User of the NCDOT GRANTS system (Powell Bill, GHSP, PTD, etc.) enter your username.*

First: John Last: Doe

Organization Name : Main Street Coffee

Organization Address: 1 Main St.


City, State, Zip: Raleigh, NC 27603

Telephone: 919-999-9999

Title: Contractor Email: John.Doe@gmail.com

**Role to be Assigned – Applicant (Z:GM\_DAQ\_SR\_APPLICATION)**

# State of North Carolina Substitute W-9 Form

REV 01/2019		<p>NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) <b>*Denotes a Required Field</b></p>		<p><b>STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number</b></p>				
<b>Taxpayer Identification</b>	<p><b>*1.</b> <input type="checkbox"/> Social Security Number (SSN), OR <input type="checkbox"/> Employer Identification Number (EIN), OR <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN) <b>*2.</b></p> <p style="text-align: center;"><b>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</b></p>			<p>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.</p>				
	<p><b>*4. Legal Name</b> (as shown on your income tax return):</p>			<p><b>3. Dunn &amp; Bradstreet Universal Numbering System (DUNS)</b> (see instructions)</p> <p style="text-align: center;"><b>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</b></p>				
	<p><b>5. Business Name/DBA/Disregarded Entity Name</b>, if different from Legal Name:</p>							
	<b>Contact Information</b>							
	<p><b>*6. Legal Address</b> <b>(DO NOT TYPE OR WRITE IN THIS FIELD)</b></p>			<p><b>7. Remittance Address</b> (Location specifically used for payment that is different from Legal Address, if applicable)</p>				
	<p><b>*Address Line 1:</b></p>			<p><b>Address Line 1:</b></p>				
	<p><b>Address Line 2:</b></p>			<p><b>Address Line 2:</b></p>				
	<p><b>*City</b></p>		<p><b>*State</b></p>	<p><b>*Zip (9 digit)</b></p>		<p><b>City</b></p>	<p><b>State</b></p>	<p><b>Zip (9 digit)</b></p>
	<p><b>*County</b></p>			<p><b>County</b></p>				



# Important GMS Information

- Applicants should send all forms to [svc.NCVWApplication@ncdenr.gov](mailto:svc.NCVWApplication@ncdenr.gov).
- Once your GMS registration is complete, you will receive a “WELCOME TO THE DAQ ENTERPRISE BUSINESS SYSTEM” email from Service Account – SAP Acct.
- Make sure your email spam filter is not blocking this email address: [sapacct@ncdot.gov](mailto:sapacct@ncdot.gov).



# Important GMS Information

- Applicants that have questions about the status of their GMS access request should only contact the Level 2 program manager.
- Waiting until January 20 to submit forms may create a backlog which could delay processing your request by the January 25 application release date. Submit your forms as soon as possible.
- Those who have been granted access to the Grants Management System will not see the Level 2 application until January 25. A sample application is available at <https://deq.nc.gov/volkswagen-settlement/level-2>.
- Step-by-step tutorials are available in the Grants Management System.



# GMS Access Requests - Common Problems

- **Access Authorization Forms**
  - **NCID**
    - **Not including the NCID on Access Authorization Forms**
    - **Not completing the process to obtain a NCID**
    - **Not signing the form**
- **State of North Carolina Substitute W-9 Form**
  - **Submitting a Federal W-9 form (not acceptable)**
  - **Not completing all required fields. All fields with an \* must be completed**
  - **Not signing the form**
  - **Not signing page 1 of the form**
- **Not submitting both required forms**
- **Sending forms and contacting EBS Support instead of NCDAQ**



# 2020 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 DAQ GMS Access Authorization Form (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
- \_\_\_\_\_ Charitable Solicitation License from NC Dept. of Secretary of State (nonprofits only)\*

## Level 2 ZEV Infrastructure Charging Program

- \_\_\_\_\_ GPS coordinates of Charging Station Location
- \_\_\_\_\_ Charging Equipment Information (# of ports, spaces, model, manuf., etc.)
- \_\_\_\_\_ Itemized Materials/Services/Labor quote\*
- \_\_\_\_\_ Any other additional supporting documentation\*
- \_\_\_\_\_ Homeowner's Association rules, regulation, or by-laws allowing use of EV charging station by all residents in complex (Multi-family dwelling (MUD) applicants only)\*
- \_\_\_\_\_ Completed [NCDAQ-EV-Level-2-Rebate-Funding-Calculation-Form](#) spreadsheet.\*

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



# What is a complete application?

- **A complete application includes the following attachments:**
  - **Charitable Solicitation License (nonprofits only)**
  - **Itemized materials/services/labor quote**
  - **Homeowner's Association rules, regulation, or by-laws (Multi-family dwelling applications only)**
  - **Completed NCDAQ-EV-Level-2-Rebate-Funding-Calculation-Form spreadsheet**

**Attachments must be uploaded to the DAQ Grants Management System with your application.**







# Level 2 Rebate Program – Eligible Expenditures

- Level 2 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 voucher redemption)
- EVSE maintenance contracts (maximum of five years, if paid in advance prior to voucher redemption)

For more details, refer to the [NC Phase 1 ZEV Level 2 RFP](#).



# Charging Station Payment Options

- **Level 2 charging station awardees have the option either to require payment or not require payment from users.**
- **Should payment be required to access and use the charging stations, it must be Payment Card Industry compliant to allow use of a credit or debit card.**
- **Stations may also offer additional user payment methods including subscription methods, smart cards, or smart phone applications.**

# 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 voucher claim.**
- **DAQ staff must be granted access to the charging site. Accepted COVID-19 safety protocols will be followed by DAQ staff.**
- **The final DAQ verification site visits are not required during the 180-day rebate voucher period but are required for claim reimbursement approval.**

# DAQ Site Visits

- **Rebates will be disbursed as reimbursements after the work is completed, verified, and approved.**
- **Certification that the station infrastructure is fully operational is required within the 180-day rebate voucher period.**
- **Partial reimbursements will not be approved, the entire project must be completed for reimbursement.**



# In Closing



# Level 2 Rebate Program

- Level 2 Rebate applications can be submitted via the DAQ GMS starting on:  
**January 25, 2021 by 12:00 AM ET**
- GMS Access Authorization Forms are recommended to be submitted prior to January 20, 2021 to prevent a backlog of forms processing. Please make every effort to submit your forms prior to this date.
- Please Email all GMS Access Authorization Forms to:  
[svc.NCVWApplication@ncdenr.gov](mailto:svc.NCVWApplication@ncdenr.gov)
- We will not accept paper, faxed or scanned applications. All applications must be entered and submitted via the DAQ Grants Management System.



# Level 2 Rebate Program

**This is a reimbursement program.**

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

**Rebate vouchers expire 180 days from the date the agreement is signed by awardee and NCDEQ. No extensions will be granted.**





# Level 2 Rebate Program Timeline

- **Release of RFP** **November 17, 2020**
- **Applicant webinar** **December 11, 2020**
- **RFP Revision** **January 7, 2021**
- **Applicant webinar #2** **January 13, 2021**
- **GMS Applications open** **January 25, 2021**
- **Proposal application evaluations** **Weekly as submitted**
- **Rebate recipients announced** **As awarded**



# Where to get more information after today?

**Level 2 RFP - Frequently Asked Questions**

**<https://deq.nc.gov/VWSettlement>**

**E-mail questions to: [daq.NC\\_VWGrants@ncdenr.gov](mailto:daq.NC_VWGrants@ncdenr.gov)**



# Additional Resources

- **Additional resource contact information is available on our 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**
  - **Plug-in NC**
  - **Sustainable Sandhills**
  - **Triangle J Council of Governments (TJ COG)**
  - **Western NC Regional Air Quality Agency**



# Additional Resources

## Working with Clean Cities

Caitlin Rose

Coordinator, Triangle Clean Cities Coalition



# Additional Resources

## Who We Are



# Additional Resources

## Coalition Strategies



Alternative and Renewable Fuels and Infrastructure



New Mobility Choices and Emerging Transportation Technologies



Idle Reduction Measures and Fuel Economy Improvements



Light-, Medium-, and Heavy-Duty Vehicles

# Additional Resources

## How We Can Help

- Checklist for applicants
  - Includes questions about the application process, evaluating vendors and site hosts, and electrical and installation needs
  - Intended to be higher level – Coalition staff available for more detailed assistance
- Technical assistance
  - Preparing application materials
  - Working with vendors
  - Knowledge of local partners

### CHECKLIST FOR VW REBATE APPLICANTS

#### Application Process

- Download & become familiar with the Rebate RFP [here](#) and the revision notes [here](#).
  - Research possible vendor partners that could help provide equipment quotes and technical support for the application.
  - Begin the registration process for an NCD by following the instructions [here](#).
  - Complete the **DAD Access Authorization Form** to access NCDAD's Grant Management System.
  - Complete the **State of North Carolina Substitute W-9 Form**.
  - Email the DAD Access Authorization and State of North Carolina Substitute W-9 Forms to [svc.NCVMApplication@ncd.adnc.gov](mailto:svc.NCVMApplication@ncd.adnc.gov) with "Level 2 Program" in the subject line.
  - Submit completed rebate applications and supporting documentation via NCDAD Grant Management System website. Ensure your application is complete before submitting as incomplete applications will not be considered.
  - Ensure your project can be completed within the 180-day timeframe. Review eligible and ineligible expenses.
- Complete the following application materials:
    - Organization name, address, Organization Tax ID number, contact information
    - Project location: Address, County, GPS Coordinates
    - Project Type: Government or Non-Government?
    - Project Access Type: Publicly accessible, Not-publicly accessible, Workspace, or Multi-unit dwelling?
    - Number of ports and spaces
    - Itemized project quotes
    - Charging unit information: Manufacturer, Model, Charging capacity in kW, Warranty period
    - Identification of any additional rebates, grants, or other financial incentives applied for or received for the project
    - For MUD applications: proof of Association rules, regulations, or by-laws allowing use of the EV charging station by all residents
    - Completed NCDAD EV Level 2 Rebate Funding Calculation Form spreadsheet

#### Evaluating a Vendor & Infrastructure Needs

- Do the vendor's options include maintenance and a warranty? How long are both available for?
- Does my business or municipality need to contract with a vendor separately from my grant award?
- Will the charging station be maintained and operational for a minimum of 5 years?
- Is the charging station networked?
- Does the charging infrastructure have a maintenance agreement?
- Does the Level 2 charger being installed have 2 charging ports?

# Additional Resources

## Get in Touch!



### *Triangle Region*

Caitlin Rose  
[crose@tcog.org](mailto:crose@tcog.org)



### *Charlotte Region*

Carina Soriano  
[csoriano@centralina.org](mailto:csoriano@centralina.org)



### *Asheville Region*

Sara Nichols  
[sara@landofsky.org](mailto:sara@landofsky.org)



### *Statewide*

Jacob Bolin  
[jbolin@advancedenergy.org](mailto:jbolin@advancedenergy.org)





# DEQ Technical Contacts

- **ZEV Level 2 Infrastructure Program**
  - Steven Rice, 919-715-7220
  - [Steven.Rice@ncdenr.gov](mailto:Steven.Rice@ncdenr.gov)
- **ZEV DC Fast Infrastructure Program**
  - Dave Willis, 919-733-1482
  - [Dave.Willis@ncdenr.gov](mailto:Dave.Willis@ncdenr.gov)
- **VW Mitigation Plan**
  - Brian Phillips, 919-707-8426
  - [Brian.Phillips@ncdenr.gov](mailto:Brian.Phillips@ncdenr.gov)
- **VW Outreach**
  - Robin Barrows, 919-707-8445
  - [Robin.Barrows@ncdenr.gov](mailto:Robin.Barrows@ncdenr.gov)



## Phase 2

- **The Phase 2 planning and stakeholder process will begin once Phase 1 contracts for the Diesel Bus & Vehicle and DC Fast Programs are in place.**
- **When the Phase 2 stakeholder process starts notifications will be posted to our webpage and sent to subscribers of the NC VW email distribution list.**
- **To sign up for the NC VW email distribution list, send an email to [daq.NC\\_VWGrants@ncdenr.gov](mailto:daq.NC_VWGrants@ncdenr.gov) with “Subscribe” in the subject line.**



# Webinar Documents

- A recording of the December 11, 2020, webinar is available on the Level 2 Program webpage. A recording of today's webinar will also be made available.
- Questions and answers from both webinars will be available on the Level 2 Program webpage.
- A completed sample application and spreadsheet is available to download on the Level 2 Program webpage.
- Requests for this webinar attendee list, must be sent to [daq.NC\\_VWGrants@ncdenr.gov](mailto:daq.NC_VWGrants@ncdenr.gov)



