



## **Volkswagen Settlement Level 2 Rebate Program-How to File a Claim Webinar**

**March 2021**

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



# What to Expect Today

- An overview of how to file a claim for Level 2 Rebate program
- Documentation required to submit a claim
- How to file a claim in DAQ Grant Management System (GMS)
- Reporting requirements
- Where to find answers after this workshop
- Questions and answers

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



## Level 2 Rebate Program

**Rebate vouchers expire 180 days after issuance of executed agreements. No extensions will be granted.**

**All work must be completed and claims submitted in the DAQ Grants Management System within 180 days following the date of the executed agreement.**

# Level 2 Claim Documentation

**In order to submit a claim, the following documents are required:**

- **A signed payment request, on letterhead, for the amount to be reimbursed (a template will be provided on the website, <https://deq.nc.gov/vw-settlement/forms>)**
- **Copies of detailed invoices of all eligible project costs**
- **Proofs of payment of all eligible project costs**

# Level 2 Claim Documentation

- **Photos of each installed EVSE unit (one photo of each EVSE unit and one photo of EVSE unit's serial number)**
- **Certification that the station infrastructure is fully operational**
- **Proof of 5-year charging station equipment warranty and maintenance plan**

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

# Level 2 Claim Documentation – Payment Request

 <b>Logo Name</b>	<b>YOUR COMPANY BLOGAN HERE</b>
<b>Your Name Here</b> Company Name Street Address City, ST ZIP Code	<b>Recipient Name Here</b> Title, Company Street Address City, ST ZIP Code
Rebate voucher number <b>2000043210</b>	<b>20th March 2021</b>
<b>To whom it may concern,</b>	
Please reimburse My Company in the amount of \$24,000.000	
Total Spent \$45,838.68	
<i>John Johnson</i> John Johnson	
<b>Company Name</b> Phone: 555 555 0125 E-mail: E-mail address	



# Level 2 Claim Documentation – Vendor Invoices

Example EV  
 999 W. One st.  
 Anytown, NC 27801  
 (999) 111-1111  
 jane.doe@exampleev.com  
 www.exampleev.com



**ADDRESS**  
 Your Company's Address  
 Yourtown, North Carolina  
 27000

**SHIP TO**  
 Your Company's Address  
 Yourtown, North Carolina  
 27000

**Invoice # 3859**  
 DATE of service 01/14/2021

**SHIP VIA**  
 UPS Ground

**SALES REP**  
 JDoe

ACTIVITY	QTY	RATE	AMOUNT
<b>EX4021-GW1</b> Dual Output, Gateway Option, Bollard Unit - 208/240V @30A with Cord Management	1	5,552.00	5,552.00
<b>EXCLD-COMMERCIAL-5</b> 5yr Prepaid Commercial Cloud Plan	2	1,105.00	2,210.00
<b>EX4001-CCM</b> Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9, F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	1	80.00	80.00
<b>EXSUPPORT-ACTIVE</b> Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	1	0.00	0.00
<b>EX4000-ASSURE5</b> 5yr Prepaid Assure Plan	1	2,167.00	2,167.00
<b>Discount</b> Additional limited time Example EV NC-VW promotion	1	-1,150.00	-1,150.00
<b>EX4000-INSTALLVALID</b> Customer works with their own contractor to perform all construction to the point where the stations can be bolted down and connected. Example EVwill engage one of their O&M Partners to install the station on the prepared site and validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that station installation meets all Example EVpublished requirements and local codes. A successful Site Validation is a	1	1,138.00	1,138.00

Please send ACH/Wires to Example EV

## Invoice

Example EV  
 999 W. One st.  
 Anytown, NC 27601  
 (999) 111-1111  
 jane.doe@exampleev.com  
 www.exampleev.com

Date: January 21 2021  
 Project: Raleigh EV Charging 3

To:

Your Company's Address  
 Yourtown, North Carolina  
 27000

DESCRIPTION	QTY	UNIT COST	TOTAL
Platinum Charging Station Pedestal Mount, Single Port, 208/240v, 32a, SAE-J1772, Networked with RFID reader, Cellular & WiFi Connectivity, 5 year network subscription, Cord Management Retractor, 5 year extended warranty	6	\$3,932.00	\$ 23,592.00

**Special Notes**  
 Please remit payment to: Example EV  
 999 W. One st.  
 Anytown, NC 27601  
 (999) 111-1111

Subtotal \$ 23,592.00  
 Sales Tax (7.5%) \$ 1,769.40  
**Total Due: \$ 25,361.40**

*Thank you for your business.*



# Level 2 Claim Documentation – Proof of Payment

Example Energy, NC

999 W. One st.  
Anytown, NC 27601 (999) 111-1111

Attn: Joe Doe

01/22/2021

Company: Example Energy

Project: Dual EV Charging Station Installation

**CHARGING STATION INSTALLATION Invoice: Please Pay \$20,477.28**

# PAID IN FULL

QTY	MATERIAL DESCRIPTION	UNIT COST	TOTAL	LABOR HRS
1,200	1" EMT	\$2.00	\$2,400.00	54
16	1" SS STEEL CONN	\$2.25	\$36.00	1.92
20	1" SS STEEL DUP IN	\$15.00	\$300.00	0
5	1" 1/2" W/ GASKET	\$14.40	\$72.00	2
120	1" CONDUIT STRAP	\$1.00	\$120.00	7.5
3,756	#8 THHN WIRE	\$0.95	\$3,568.20	54.6
366	1/4" THREADED ROD	\$0.33	\$120.78	9.6
120	1/4-20 HEX NUT	\$0.05	\$6.00	2.4
120	1/4" ROD SUPPORT CLIP	\$1.95	\$234.00	8.4
6	40A 2P BREAKER	\$82.50	\$495.00	2
3	PEDESTAL MOUNTING	\$6.00	\$18.00	12
3	PEDESTAL CONCRETE BASE	\$300.00	\$900.00	6
6	WALL CORE	\$25.00	\$150.00	2
1	SITE SURVEY	\$0.00	\$350.00	0
1	PERMITTING	\$300.00	\$300.00	0

MATERIALS TOTAL:	\$9,069.98
MATERIALS TAX @ 7.25%:	\$657.58
LABOR HRS:	162.42
LABOR RATE:	\$65.00
LABOR COST TOTAL:	\$10,557.30
TOTAL JOB COST:	\$20,477.28

Please Pay this amount by 4/20/2021

The screenshot shows a terminal window titled 'TIS Display - A - ZH617559'. The main content is a payment summary for 'OCP AP' with the following details:

- INVOICES BY PAYMENT REFERENCE NUMBER**
- IRL**
- NEXT FUNCTION:** \_\_\_\_\_ **ACTION:** \_\_\_\_\_ **HISTORY:** \_\_\_\_\_ **06/04/2020 15:06:56**
- BANK ACCT PAY CODE:** 08D **PYMT REF NUMBER:** 0011972124
- PAYMENT DATE:** 06/03/2020 **PAYMENT AMOUNT:** 281,153.00
- VENDOR NUMBER:** 201816029 A **CAROLINA THOMAS LLC**
- FACTOR NUMBER:** \_\_\_\_\_
- PO BOX 18209**
- GREENSBORO NC**

A table of payment transactions is shown below:

PAY ENTITY	INVOICE NUMBER	INVOICE DATE	PYMT NBR	PRTL NBR	PAYMENT AMOUNT	ACT
08PT	V006005154	05/15/2020	001	000	96,410.00	---
08PT	V006005165	05/15/2020	001	000	92,219.00	---
08PT	V006005177	05/15/2020	001	000	92,524.00	---

**STATUS: END OF LIST**

The terminal window also shows a date of 06/022 and a keyboard interface at the bottom with function keys (PF1-PF12), Enter, Clear, PA1-PA2, Alt, SysReq, Insert, Delete, and NextLine.





# Level 2 Claim Documentation – Equipment Photos



# Level 2 Claim Documentation – Serial Number Photos



# Reporting Requirements

- **Quarterly Reporting Requirement**
  - Quarterly reports on the status of the project are to be submitted 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.



# Reporting Requirements

**All Quarterly Reports, the Final Project Report, and the Annual Charging Station Utilization Reports should be submitted to the Level 2 Rebate Program Manager via:**

**[svc.NCVWApplication@ncdenr.gov](mailto:svc.NCVWApplication@ncdenr.gov)**

**Templates for the required project reports will be made available on the website:**

**<https://deq.nc.gov/vw-settlement/forms>**



# Tips and Things to Know

- **All claims must be entered and submitted via the DAQ Grants Management System.**
- **All documents must be included and complete when submitting a claim. You must attach these documents in the GMS.**



# 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.**

## Level 2 Rebate Program

**Rebate vouchers expire 180 days after issuance of executed agreements. No extensions will be granted.**

**All work must be completed and claims submitted in the DAQ Grants Management System within 180 days following the date of the executed agreement.**

# 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)**





# DEQ Technical Contacts

- **ZEV Level 2 Infrastructure Program**
  - Steven Rice, 919-715-7220
  - [Steven.Rice@ncdenr.gov](mailto:Steven.Rice@ncdenr.gov)
- **VW Mitigation Plan**
  - Brian Phillips, 919-707-8426
  - [Brian.Phillips@ncdenr.gov](mailto:Brian.Phillips@ncdenr.gov)



# DAQ Training Library: Submit Claim

The screenshot shows a web browser window with the URL [https://qcr.ebs.nc.gov/grants\(bD11biZjPTYwMCZkPW1pbg=\)/default.htm](https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm). The page header includes the DEQ logo, the text "Welcome Brian Phillips", and navigation options like "Personalize" and "Log Off". A search bar is also present. The main content area is titled "Home" and contains three sections: "Alerts" (showing "No result found"), "Web Links" (with a red arrow pointing to "DAQ Training Library"), and "Search" (listing actions like "Create New Application", "Create New Claim", "View Applications", "View Agreements", "View Claims", "Edit Application Form", and "Edit Claim Form"). A sidebar on the left titled "Grants Home" shows a "Recent Items" list with entries like "3000169642 Engin...", "1000010635 Claim...", "2000045107 Level...", "1000010594 Level...", and "1000010592 Diesel...".



