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.
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

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

- Please Email questions to: 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
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.

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.
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.NCWWAApplication@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.
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

**STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM**

**Request for Taxpayer Identification Number**

**Denotes a Required Field**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Social Security Number (SSN),&lt;br&gt;• OR&lt;br&gt;Employer Identification Number (EIN),&lt;br&gt;• OR&lt;br&gt;Individual Taxpayer Identification Number (ITIN)</td>
</tr>
<tr>
<td>2.</td>
<td>[Instructions]</td>
</tr>
<tr>
<td>3.</td>
<td>Dunn &amp; Bradstreet Universal Numbering System (DUNS) [see instructions]</td>
</tr>
<tr>
<td>4.</td>
<td>Legal Name (as shown on your income tax return):</td>
</tr>
<tr>
<td>5.</td>
<td>Business Name/DBA/Disregarded Entity Name, if different from Legal Name:</td>
</tr>
<tr>
<td>6.</td>
<td>Legal Address&lt;br&gt;(DO NOT TYPE OR WRITE IN THIS FIELD)</td>
</tr>
<tr>
<td>7.</td>
<td>Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)</td>
</tr>
</tbody>
</table>

**Contact Information**

<table>
<thead>
<tr>
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<th>Details</th>
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<tr>
<td>Address Line 1:</td>
<td>Address Line 1:</td>
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<tr>
<td>Address Line 2:</td>
<td>Address Line 2:</td>
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<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>County</td>
<td>County</td>
</tr>
</tbody>
</table>
Important GMS Information

• Applicants should send all forms to 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.
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
• Before beginning the application, please make sure you have the following information available.

• The application checklist can be found here: Checklist

2020 Level 2 Charge Program

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.
Update to the Rebate Calculator

<table>
<thead>
<tr>
<th>Calculated Rebate Amount</th>
<th>Enter all Required Fields</th>
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<tbody>
<tr>
<td>Enter this value as the &quot;Requested Rebate Amount&quot; in the space provided on the budget spreadsheet under the Budget tab in the your rebate application. Upon approval by DEQ, this will be the rebate amount specified in your rebate voucher. The final rebate amount will be determined following project completion and cannot exceed the calculated rebate amount.</td>
<td></td>
</tr>
</tbody>
</table>

### Application Site Location(s)

All Sites on a single worksheet **MUST** be of the same Project Category. For example: Non-Government with No public access.

<table>
<thead>
<tr>
<th>Site Project Title</th>
<th>Ports</th>
<th>Street Address</th>
<th>City</th>
<th>ZIP</th>
<th>Location Phone Number</th>
<th>Lat</th>
<th>Long</th>
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</tbody>
</table>
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

• 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
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
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
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
Additional Resources

Get in Touch!

**Triangle Region**
Caitlin Rose
crose@tjcog.org

**Charlotte Region**
Carina Soriano
csoriano@centralina.org

**Asheville Region**
Sara Nichols
sara@landofsky.org

**Statewide**
Jacob Bolin
jbolin@advancedenergy.org
DEQ Technical Contacts

• ZEV Level 2 Infrastructure Program
  • Steven Rice, 919-715-7220
  • Steven.Rice@ncdenr.gov

• ZEV DC Fast Infrastructure Program
  • Dave Willis, 919-733-1482
  • Dave.Willis@ncdenr.gov

• VW Mitigation Plan
  • Brian Phillips, 919-707-8426
  • Brian.Phillips@ncdenr.gov

• VW Outreach
  • Robin Barrows, 919-707-8445
  • 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 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