



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

JANUARY 19, 2021
COUNCIL WORKSHOP
9:00 A.M.-PITTS CENTER

1. Opening
 - A. Call Meeting to Order
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
2. General Public Comment (Limit: 3 minutes per speaker)
3. Business Items
 - A. Beach Nourishment
 - o 2020 Annual Monitoring Report- Ken Willson
 - o Design & Environmental Permitting Services-2022 Beach Nourishment Project-Ken Willson
 - o MSD Boundaries **TAB 1**
 - B. Grant Consideration- Grant Consideration to NCDEQ for a Zero-Emission Vehicle Charging Station. **TAB 2**
4. Council Comments
5. Adjourn



Agenda Item Summary Sheet

Date: January 19, 2021

Item #: 3- A

Item Title: Beach Nourishment

Item Summary:

Presentation from Coastal Planning and Engineering

Ken Willson with Coastal Planning and Engineering will present the Council the results of the 2020 Beach Monitoring Report as well as a briefing on the status of the permitting and design for the 2022 nourishment project.

Discussion of Municipal Service Districts

At its December 1, 2020 Council meeting staff presented to Town Council the process of establishing one or more Municipal Service Districts to generate revenue to fund the 2022 beach nourishment project.

At this time, with funding from the Dare County Beach Nourishment Occupancy Fund becoming more certain and following the presentation from Coastal Planning and Engineering, the Town Council may wish to start the process of establishing the district(s) or further discuss the options available for implementation.

If the Town Council would prefer to start the process at their February 2 Council meeting, then the timeline for implementation would generally be as follows:

- February 2 – Council directs staff to prepare the report and schedules public hearing. Before the public hearing required by North Carolina General Statute the Town Council shall cause to be prepared a report containing:
 - (1) A map of the proposed district, showing its proposed boundaries.
 - (2) A statement showing that the proposed district meets the standards set out in the NCGS.
 - (3) A plan for providing in the district one or more of the services listed in G.S. 160A-536.

Report shall be available for public inspection in the office of the Town Clerk

- February 2021 - Publish Public Hearing Notice. The notice shall be published at least once not less than one week before the date of the hearing and mailed to all owners within the proposed district(s) at least four weeks before the date of the public hearing.
- *March 16, 2021 or no earlier than 4 weeks after the report has been filed with the Town Clerk, published and mailed the public hearing is held. No ordinance defining a service district shall be finally adopted until it has been passed at two meetings of the Town Council by majority vote of the voting members present, and no service district shall be defined except by ordinance. Council may take its first vote on the ordinance at this meeting. *Staff recognizes that this is typically a 9:00am meeting and that a different day and time might be more desirable in order to accommodate as many property owners affected by the ordinance as possible.
- No later than 5 days after the Public Hearing - An owner of a tract or parcel of land located within the proposed district may, at the public hearing or no later than five days after the date of the public hearing submit a written request to the Town Council for the exclusion of the tract or parcel from the proposed district. The owner shall specify the tract or parcel, state with particularity the reasons why the tract or parcel is not in need of the services, facilities, or functions of the proposed district to a demonstrably greater extent than the remainder of the Town and provide any other additional information the owner deems relevant. If the Town Council finds that the tract or parcel is not in need of the services, facilities, or functions of the proposed district to a demonstrably greater extent than the remainder of the Town, the Town Council may exclude the tract or parcel from the proposed district.
- April 13, 2021 – First vote to establish required ordinance if no vote is taken at the March 16 meeting.
- May 4, 2021 Council takes second vote.
- Tax rate would be established with adoption of FY 2021/22 budget
- Effective Date – July 1, 2021

Staff Recommendation: Staff recommends that Town Council consider options for drawing the boundary lines for each district. Three options for the Council's consideration are provided. The Council may create other options for creating the

MSD(s). In each of the options described below the rate for all properties town wide for beach nourishment would be 1.96 cents or \$98 a year for a property valued at \$500,000. Each option also assumes that the MSD(s) would generate 75% (40% MSD 1 and 35% MSD 2) of the revenue and the town wide portion would make up 25% of the revenue necessary to pay the debt service.

Requested Action: There is no action at this time that Town Council needs to take. However, staff appreciates any feedback and discussion to generate a consensus among Council members to establish the districts.

Option 1 is described as the two municipal service districts in the draft required report as part of the notice of public hearing. Basically described, MSD-1 is all property that abuts the Atlantic Ocean and MSD-2 is a portion of property at the southern end of town and west of NC 12 all property east of NC 12.

Option 1	Total Value	1¢	% of Raised Revenue	# of ¢ Needed	Revenue Needed	BN	GF	TOTAL
MSD-1	\$292,514,359	\$29,251	40%	16.75	\$489,910	25.98	19.58	45.56
MSD-2	\$589,106,114	\$58,911	35%	7.28	\$428,671	9.23	19.58	28.81
Town Wide	\$1,566,207,926	\$156,621	25%	1.96	\$306,194	1.96	19.58	21.54
			100%		\$1,224,775			

The average property value in MSD-1 is approximately \$1,250,000 and would be taxed at a total of 25.98 cents for beach nourishment or \$3,247.50 per year.

The average property value in MSD-2 is approximately \$725,000 and would be taxed at a total of 9.28 cents for beach nourishment or \$710.50 per year.



Option 2 would reduce the size of MSD 2 in Option 1 to approximately the second and third row of homes not abutting the ocean and those to the west of Ocean Blvd./NC 12 up to where the road becomes Duck Road/NC 12.

Option 2	Total Value	1¢	% of Raised Revenue	# of ¢ Needed	Revenue Needed	BN	GF	TOTAL
MSD - 1	\$292,514,359	\$29,251	40%	16.75	\$489,910	28.77	19.58	48.35
MSD - 2	\$425,915,639	\$42,592	35%	10.06	\$428,671	12.02	19.58	31.60
	\$1,566,207,926	\$156,621	25%	1.96	\$306,194	1.96	19.58	21.54
			100%		\$1,224,775			

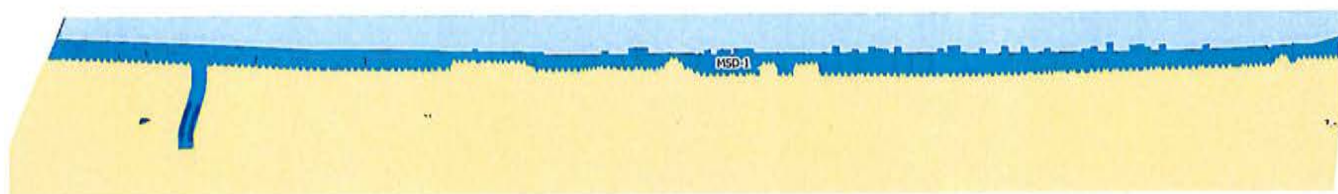
The amount of tax paid would remain the same for MSD 1.

Because there was approximately \$163 million removed from MSD 2 the tax rate would be higher to generate the same amount of revenue. Properties would be taxed at 12.02 cents and would pay on average \$871.45.



Option 3 is described as all property abutting the Atlantic Ocean.

Option 3	Total Value	1¢	% of Raised Revenue	# of ¢ Needed	Revenue Needed	BN	GF	TOTAL
MSD-1	\$292,514,359	\$29,251	75%	31.40	\$918,581	33.36	19.58	52.94
Town Wide	\$1,566,207,926	\$156,621	25%	1.96	\$306,194	1.96	19.58	21.54
			100%		\$1,224,775			



This option would require the oceanfront to generate approximately \$428,000 additional in revenue with the elimination of a second MSD. This would increase the beach nourishment tax rate to approximately 33.36 cents or \$4,170 per year.



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NOTICE OF PUBLIC HEARING ON PROPOSED BEACH NOURISHMENT MUNICIPAL SERVICE DISTRICT(S) AND THE PROPOSED SERVICES TO BE PROVIDED WITHIN THE MUNICIPAL SERVICE DISTRICT

NOTICE is hereby given that on _____, 2021 at 5:30 p.m. in the Town Council Meeting Room at the Kern Pitts Center located at 5377 N. Virginia Dare Trail in Southern Shores, NC, the Southern Shores Town Council will hold a public hearing to consider the establishment of one or more Municipal Service Districts related to the Town of Southern Shores beach erosion control and flood and hurricane protection works project. In preparation for this public hearing a report has been prepared, which includes information on the proposed beach nourishment project and the proposed Municipal Service District.

Specifically, the report contains the following:

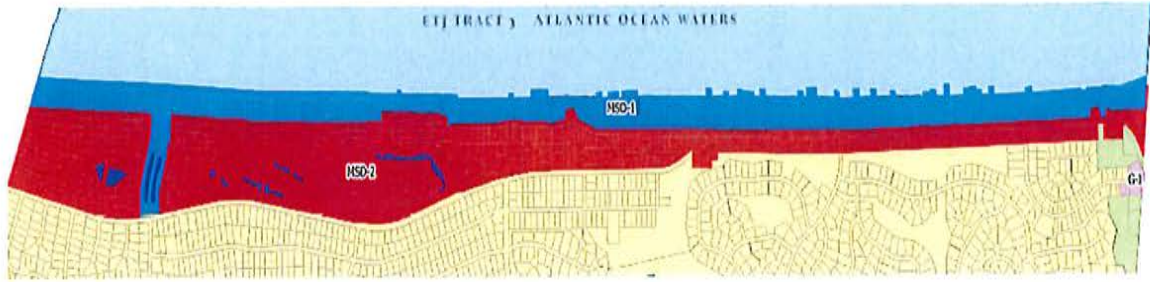
1. Map of the proposed Beach Nourishment Municipal Service District(s);
2. Statement regarding the service proposed to be provided within the Municipal Service District; and,
3. Plan for providing the proposed service.

A copy of the Beach Nourishment Project Report is available for public inspection at the Administration Building, in the Office of the Town Clerk, 5375 N. Virginia Dare Trail Southern Shores, NC 27949, during normal business hours, 8:30 am – 5:00 pm. It may also be viewed on the Town's website, www.southernshores-nc.gov.

As a result of this hearing, substantial changes may be made in the report as advertised to reflect objections, debate and discussion at the hearing. Any persons desiring to be heard on any of the proposals as stated above should appear at the time and place specified above.

Posted this ____th day of _____ 2021.

Sheila Kane Town Clerk



DRAFT

**Beach Nourishment Project Report
Establishment of XX Municipal Service Districts
For Beach Erosion Control and Flood and Hurricane Protection Works
In Accordance with GS 160A-535 – 160A-544**

1) Map of proposed Municipal Service District(s)

District 1- All properties abutting the Atlantic Ocean from the southern town limit beginning at 6 Ocean Blvd. to the northern town limit located at 2 Thirteenth Ave.

District 2- All properties located east of Ocean Blvd/NC 12 and Duck Road/NC12 beginning at 4 Ocean Blvd. extending north to 360 Duck Road/NC 12.

and;

Properties located west of and abutting Ocean Blvd/NC 12. beginning at 1 Ocean Blvd. extending north to 137 Ocean Blvd, and abutting Duck Road/NC 12 beginning at 139 Duck Road extending north to 149 Duck Road,

Establishment of municipal service districts allows for an additional levy of property tax rates with a higher rate for those in Districts receiving beach nourishment protection



2) Statement indicating that services are needed in the districts to a demonstrably greater extent than the rest of the Town.

The Town is committed to beach nourishment to maintain a wide recreation beach strand, to protect structures of historic significance, to maintain a tax and economic base, and to protect infrastructure including facilities for public recreational access. In order to maintain the aesthetic and environmental value of the beach strand, the Town Council for the Town of Southern Shores has determined that the creation of one (1) or two (2) municipal service districts for erosion control and hurricane protection works will be for the benefit of those properties located within the service district boundaries.

The proposed districts are in need of projects and programs meeting the standards of G.S. 160A537(a) to a demonstrably greater extent than the remainder of the town in order to meet the needs and goals set forth above.

3) Plan for providing proposed services in the Municipal Service Districts.

The Project entails the dredging and placement of sand placed on 4 miles of Southern Shores beach. Portions of the project will be planted with beach grass and include the placement of sand fencing.



Agenda Item Summary Sheet

Date: January 19, 2021

Item #: 3-B

Item Title: Grant Consideration to NCDEQ for a Zero-Emission Vehicle Charging Station

Item Summary: The North Carolina Division of Air Quality (NCDAQ) in the North Carolina Department of Environmental Quality (NCDEQ) is soliciting proposals for participation in Phase 1 of the NC Volkswagen Mitigation Settlement Program. The primary goal is to increase use of ZEV's in place of gas-powered cars to mitigate nitrogen oxides, particulate matter, and greenhouse gas emissions in the state. To achieve that goal, the program will emphasize adding new ZEV charging infrastructure in underserved areas, extend the existing light duty ZEV infrastructure across the state, encourage intrastate and interstate ZEV vehicle usage at North Carolina's diverse geographic, historic and tourist attractions and highlight the environmental benefits of ZEVs. This Request for Proposals (RFP) for the Level 2 ZEV Charging Infrastructure Program will assist interested parties in applying for funds using a first-come, first-served rebate process to install light-duty ZEV Level 2 charging infrastructure and will be open until all funds are exhausted.

An application must be submitted to NCDEQ and approved for a rebate voucher prior to purchase and installation of the Level 2 charging equipment to qualify. Rebate voucher recipients must provide their own funding to cover expenses as they are incurred and submit proof that the project invoices have been paid, proof of project work completion, and other additional required documentation to NCDEQ.

Public access requires a minimum of 12 hours a day of availability to the public without restriction. To be publicly accessible the site must be convenient for users of the charging station.

Project Requirements

- Level 2 light-duty Electric Vehicle Supply Equipment
- Minimum of 2 ports per project
- One application per unique charging location (address)
- Projects must be installed by a qualified licensed professional according to all federal, state, and local rules, including applicable permitting and inspection requirements.

- Chargers must be maintained and operated for a minimum of five years from the date of project completion.
- The installed Level 2 charging stations must connect to a network by wired Ethernet, Wi-Fi, or cellular connection. Networking allows for centralized management, administration, communication, diagnostics, and data collection.
- Rebate recipients will be required to submit annual charger utilization data for five years after project completion.
- Level 2 ZEV infrastructure must be operational in North Carolina for a minimum of five years.
- Projects must include at least one designated and clearly marked EV parking space per port.
- Public access sites must be clearly identified with signage that directs users to the site and appropriate parking spaces.

Eligible Expenditures

- Level 2 charging station infrastructure
- Conduit, cable/wiring, electrical service box disconnect addition
- Concrete or asphalt replacement
- Paint stripping 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)

The estimated cost to meet the grant requirements is \$15,000 of which \$10,000 is reimbursable. Staff recommends that a charge for use be established to recover the Town's cost and yearly expense. Applications are accepted starting January 25, 2021

Staff Recommendation: Staff recommends the Council authorize staff to make application for this grant program.

Requested Action: A motion to approve application for the North Carolina Department of Environmental Quality (NCDEQ) for a \$10,000 grant for participation in Phase 1 of the NC Volkswagen Mitigation Settlement Program and authorize an amount not to exceed \$5,000 for costs not covered by the grant amount.

Attachments:

North Carolina Volkswagen Settlement Program Phase 1 Zero
Emission Vehicle Infrastructure Program Level 2 Charging Stations
Request for Proposals

Illustration of recommend location of charging stations



North Carolina Volkswagen Settlement Program

Phase 1

Zero Emission Vehicle Infrastructure Program

Level 2 Charging Stations

Request for Proposals



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I. Request for Proposals (RFP) Timeline

- | | |
|---|--------------------|
| • Release of RFP: | November 17, 2020 |
| • RFP webinar for applicants | December 11, 2020 |
| • Application open in Grants Management System: | January 25, 2021 |
| • Rebate recipients announced | As awarded in 2021 |

Timeline changes: The NCDEQ reserves the right to adjust the dates listed above. Any changes or additional information regarding the RFP schedule, including responses to questions, will be posted on NC VW Settlement RFP website at: <https://deq.nc.gov/VWsettlement-Level2-RFP>.

II. Overview

Summary

The North Carolina Division of Air Quality (NCDAQ) in the North Carolina Department of Environmental Quality (NCDEQ) is soliciting proposals for participation in Phase 1 of the NC Volkswagen Mitigation Settlement Program. NCDEQ is allocating the full 15% allowed in the VW State Trust Agreement for light-duty zero emission vehicle (ZEV) infrastructure projects outlined in the [NC mitigation plan](#). NCDEQ will allocate 75% (\$3,451,712) of the Phase 1 ZEV infrastructure allocation to DC Fast charging infrastructure projects and 25% (\$1,150,570) to Level 2 charging infrastructure projects. The primary goal is to increase use of ZEV's in place of gas-powered cars to mitigate nitrogen oxides, particulate matter, and greenhouse gas emissions in the state. To achieve that goal, the program will emphasize adding new ZEV charging infrastructure in underserved areas, extend the existing light-duty ZEV infrastructure across the state, encourage intrastate and interstate ZEV vehicle usage at North Carolina's diverse geographic, historic and tourist attractions and highlight the environmental benefits of ZEVs.

This Request for Proposals (RFP) for the Level 2 ZEV Charging Infrastructure Program will assist interested parties in applying for funds using a first-come, first-served rebate process to install light-duty ZEV Level 2 charging infrastructure, as described in the North Carolina VW Mitigation Plan (deq.nc.gov/VWsettlement). This document includes information on who may apply for funding, the funding levels for this program, project eligibility, match requirements, activities eligible for funding, and other information that will help applicants plan their projects and submit complete proposals. Rebate applications will be accepted until the funds are exhausted. The Level 2 ZEV Charging Infrastructure Program rebate application is available on the NC VW Settlement webpage, <https://deq.nc.gov/VWsettlement-Level2-RFP>.



Eligible Applicants

Organizations that own or operate an eligible location may apply for a Level 2 ZEV Charging Rebate. Eligible applicants include:

- a. Incorporated Nonprofit – an organization as described in section 501(c)(3) of the Federal Internal Revenue Code of 1954, as amended. The organization must be incorporated under NC law or registered with the NC Department of the Secretary of State.
- b. Public School Districts.
- c. Municipal Governments and Municipal Authorities.
- d. NC State Government Agencies – government-owned EV charging projects (state agencies, departments, institutions, universities, and community colleges) are subject to using contractors approved on mandatory Statewide Term Contract 691A – Electric Vehicle Charging Station Equipment, Accessories Installation & Infrastructure.¹ Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.
- e. Tribal Government Agencies.
- f. Metropolitan or Rural Planning Organizations, as defined by the U.S. Department of Transportation at 49 U.S.C. § 5303(b), located in North Carolina.
- g. 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.
- h. Air Quality or Transportation Organizations – Local or regional air quality or transportation organization that:
 1. owns or operates a fleet located or operating predominately in North Carolina, or
 2. has partnered with or is acting as a project manager for another eligible entity listed in this section.
- i. Multi-Unit Dwellings (MUD) – must serve site with ten or more dwelling units. A homeowner's association, condominium association or residential real estate management association may apply on behalf of a multi-unit dwelling.
- j. Workplaces – must serve sites with at least five or more year-round and full-time employees; must not be limited to fleet vehicles unless employee and visitor charging is also available on site; must not be reserved for specific employees or users unless all spaces are served by EVSE; may be publicly accessible or restricted access. If publicly accessible, the site must be convenient for users of the charging station and have nearby amenities or some likelihood of use by members of the public.
- k. Federal Government Agencies – Federal agencies that have custody, control, or management of land within or contiguous to the territorial boundaries of North Carolina.

Ineligible Applicants

Organizations that are ineligible for Level 2 ZEV Charging Infrastructure Program Rebates include:

- a. Applicants that are currently debarred by the State of North Carolina² and/or federal government³ are ineligible applicants.
- b. Business not incorporated in or registered with the NC Department of the Secretary of State to do business in North Carolina.

¹ <https://files.nc.gov/ncdoa/pandc/Documents/StateTermContracts/STC691A/691A.pdf>

² North Carolina Electric Vendor Portal, <https://vendor.ncgov.com/vendor/public-vendor-search?execution=e1s5>

³ United States Department of Labor, <https://www.dol.gov/ofccp/regs/compliance/preaward/debarlist.htm>



- c. Individuals applying as individuals, not on behalf of an eligible applicant.
- d. NCDEQ may also deem an applicant ineligible because of, but not limited to environmental compliance issues, labor standards issues, tax status or other such issues.

Eligible Locations

Locations eligible for Level 2 ZEV Charging Infrastructure Program Rebates include:

- a. Government-owned property
- b. Non-government owned property
- c. Workplace property, must be accessible to all employees with EVs
- d. Multi-unit dwelling, where MUD refers to ten or more individual residential housing units within a single building or complex. This includes, but is not limited to, apartment buildings and condominiums, and excludes individually-owned townhouses, row houses and mobile homes. EV charging sites at MUDs must be accessible to all residents with EVs.

III. Funding

This RFP is for Phase 1 (2020 – 2021) only, with available funding of approximately \$1.1 million for the ZEV Level 2 Charging Infrastructure Program.

NCDEQ may fund projects for Phase 1 up to maximum allowable amounts per port in Table 1 for the cost to purchase and install zero emission vehicle infrastructure for government or non-government owned projects. **Applications may be partially funded based on available fund balances when rebate applications are approved.** Additionally, NCDEQ reserves the right to approve additional rebates under this announcement if approved rebate vouchers expire. Government is defined in Appendix D-2 of the VW State Trust Agreement and Appendix C of this document.

Funding Type

NCDEQ anticipates awarding a total of approximately \$1.1 million towards light-duty Level 2 charging infrastructure projects in Phase 1. Rebate applications will be prioritized by the urban-suburban/rural split described in the NC VW Mitigation Plan using the NC Rural Center⁴ classification for counties, allocating a maximum of 68% (~\$782,388) of the funds for urban and suburban counties and a minimum of 32% (~\$368,182) for rural counties in Phase 1.

This is a first-come first-served rebate program and will be open until all funds are exhausted. An application must be submitted to NCDEQ and approved for a rebate voucher prior to purchase and installation of the Level 2 charging equipment to qualify. Rebate voucher recipients must provide their own funding to cover expenses as they are incurred and submit proof that the project invoices have been paid, proof of project work completion, and other additional required documentation to NCDEQ. Rebate redemption requests for unpaid invoices will not be approved. Projects selected for rebates will then be reimbursed up to the rebate voucher amount authorized for that project after the awardee submits acceptable documentation to show that eligible expenses have already been paid by the awardee.

Cost Share Requirements

⁴ <https://www.nccommerce.com/blog/2015/07/09/rural-center-expands-its-classification-north-carolina-counties>



The NC Level 2 ZEV Charging Infrastructure Program rebates will be available either as a maximum dollar amount or as a percentage of the total project costs, whichever is less. Table 1 outlines the percentage and maximum dollars available by project type. Rebates can be applied to project costs directly associated to equipment acquisition, installation, operation, and maintenance (see **Section IV. How to Apply**, for a list of eligible and ineligible project expenditures). The final rebate amount will be determined by the maximum rebate amount multiplied by the number of charging ports, or percent of total actual project costs, whichever is less.

Table 1. Rebate Amounts

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

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 workplace and multi-unit dwellings, where access may be restricted, charging stations may not be dedicated to specific individuals.

NCDEQ will not issue more than \$25,000 in Level 2 ZEV Charging Infrastructure Program Rebate vouchers in total to any one applicant and/or location at any time. An applicant may submit additional rebate applications after a voucher has been approved. New rebate applications for an applicant and/or location that has already met the \$25,000 voucher maximum will not be accepted until the open voucher claim has been approved for reimbursement by NCDEQ.

This program may be combined with other rebates or subsidies to receive multiple benefits for the same project. However, other rebates or subsidies received or expected to be received for the project must be subtracted from the project cost prior to determining the final rebate amount available under this program. This does not extend to the use of federal tax credits the applicant may receive for the project.

Project Period

ZEV Level 2 Charging Rebate applications must be approved by NCDEQ prior to project equipment purchase and installation. Following NCDEQ approval, the rebate applicant will be issued a rebate voucher that secures the approved rebate amount for 180 days. The voucher recipient must complete the project and provide all required documentation prior to expiration date for the rebate payment to be processed.

Projects initiated prior to a rebate application approval are not eligible for funding. Project initiation activities that may disqualify a rebate application include ordering equipment, hiring a contractor or vendor to complete the project. Submittal of a rebate application is not a guarantee of approval.



IV. Program Requirements

Project Requirements

- Level 2 light-duty Electric Vehicle Supply Equipment
- Minimum of 2 ports per project
- One application per unique charging location (address)
- Projects must be installed by a qualified licensed professional according to all federal, state, and local rules, including applicable permitting and inspection requirements.
- Chargers must be maintained and operated for a minimum of five years from the date of project completion.
- Project installation costs incurred prior to the date of the application are not eligible (with exclusions for applicants that re-apply for projects previously approved).
- The installed Level 2 charging stations must connect to a network by wired Ethernet, Wi-Fi, or cellular connection. Networking allows for centralized management, administration, communication, diagnostics, and data collection.
- Rebate recipients will be required to submit annual charger utilization data for five years after project completion. See Reporting Requirements for more detail on reporting requirements.
- Level 2 ZEV infrastructure must be operational in North Carolina for a minimum of five years.
- Rebate recipients for public access projects will be required to register the location with the Alternative Fuels Data Center at:
https://afdc.energy.gov/fuels/electricity_locations.html#/station/new.

Site Requirements

- Charging sites must be located within the state of North Carolina to be eligible for a rebate.
- 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.
- Projects must include at least one designated and clearly marked EV parking space per port.
- Public access sites must be clearly identified with signage that directs users to the site and appropriate parking spaces.
- Signage: Complies with all applicable local, state and /or federal laws, ordinances, regulations, and standards.
 - On-site signage for publicly accessible projects identifies to the approaching driver from any ingress, that the Host site has EV charging station(s), and the location(s) of the EV charging station(s). “Electric vehicle parking only” signs are required on each side of each charging station along with “electric vehicle parking only” stenciled graphics on each striped parking pad.
 - All projects must have on-site signage with the following language, “This project made possible with a partnership with the State of North Carolina”.
- Public access sites must be easily accessible and adequately lit.
- Public access sites must be available for use by the public for at least 12 hours per day without access restrictions.
- American with Disabilities Act (ADA) Compliance: 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.



Eligible ZEV Project Types

Light-duty Electric Vehicle Supply Equipment (EVSE): Level 2 charging equipment (or analogous successor technologies) located in a public place, workplace, or multi-unit residential dwelling (i.e., not located at a private residential dwelling that is not a multi-unit dwelling) and is commercial grade electric vehicle supply equipment.

Eligible Expenditures

- Level 2 charging station infrastructure
- Conduit, cable/wiring, electrical service box disconnect addition
- Concrete or asphalt replacement
- Paint stripping 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)

Ineligible Expenditures

- Purchase, lease or renting of real-estate for project
- Used, refurbished, remanufactured, or leased equipment
- Capital costs such as construction of buildings, parking facilities, etc.
- Any expenses incurred before the rebate is approved including applicant's expense for preparing the eligibility and cost proposals
- Any expenses incurred during post-award workplan development
- Bad debts, late payments, finance charges or contingency funds, interest, and investment
- Attorney fees
- Administrative costs
- Lobbying, lobbyists, and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible equipment and expenses
- Activities addressing enforcement actions that involve a financial penalty
- DC Fast and Level 1 charging station infrastructure and equipment
- Hydrogen fuel cell vehicle supply infrastructure and equipment
- Maintenance costs not covered under EVSE warranty or service contract
- Electric service costs



Equipment Requirements

Level 2 charging stations must offer either one Society of Automotive Engineer (SAE) J-1772 connectors to charge one EV at a time or two SAE J-1772 connectors to charge two EVs at once. Powered by 240-volt alternating current, the stations must provide a minimum charge of 6.6 kW of power to provide up to 100 miles of travel in 3 to 4 hours. **The stations must be networked via communications protocol with smart charging controls.**

All charging station equipment must come with a minimum of a five-year warranty and meet the following minimum requirements for safety testing by a Nationally Recognized Testing Laboratory (NRTL) recognized by the Occupational Safety and Health Administration (OSHA). The equipment must be listed and labeled as required by North Carolina General Statutes Chapter 66, Article 4 – Electrical Materials, Devices, Appliances and Equipment, the National Electrical Code (NEC) Section 625.5 and be Federal Communication Commission (FCC) complaint.

Level 2 (240-volt alternating current) charging stations must be equipped with SAE J-1772 standard connector(s) that provide a minimum of 6.6 kW of charging power and shall be certified to one of the following options:

- a. Underwriters Laboratories (UL) UL 2594 (Standard for EV Supply Equipment),
- b. IEC (International Electrotechnical Commission) 61851-23, IEC 62196, and IEC 61000 Electric Motor Cars (EMC) standards. These charging stations must be certified (listed and labeled) with Electrical Testing Laboratories (ETL), or
- c. an equivalent NRTL certification. Supporting documentation must be provided.

The EVSE enclosure must be constructed:

- a. for use outdoors in accordance with UL 50E Standard for Safety for Enclosures for Electrical Equipment, Environmental Considerations, Type 3R exterior enclosure or equivalent,
- b. be capable of operating without any decrease in performance over an ambient temperature range of minus 22 to 122 degrees Fahrenheit with a relative humidity of up to 95%, and
- c. must incorporate a cord management system or method to eliminate potential for cable entanglement, user injury, or connector damage.

V. How to Apply

NCDEQ will only accept rebate 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 complete and return the [NCDEQ-AQ-GMS-ACCESS-AUTHORIZATION-FORM](#) and the [State of North Carolina Substitute W-9 Form](#) to get registered in the system. **Applicants not currently registered in the GMS should request access well before the January 25, 2021, application acceptance date.** The GMS contains tutorials on how to use the system, submitting applications and submitting claims.

All applications will require the following information, at minimum, to be submitted via GMS.

1. Organization name, address, Organization Tax ID number, contact information
2. Project location
 - a. Address
 - b. County
 - c. GPS coordinates (decimal format)



3. Project Type
 - a. Government
 - b. Non-Government
4. Project Access Type
 - a. Public accessible
 - b. Not-public accessible
 - c. Workspace
 - d. Multi-unit dwelling
5. Number of ports and spaces
6. Itemized project quotes
7. Charging unit information
 - a. Manufacturer
 - b. Model
 - c. Charging capacity in kW
 - d. Warranty period
8. Identification of any additional rebates, grants, or other financial incentives applied for or received for project.
9. For MUD applications, proof of Association rules, regulations, or by-laws allowing use of the EV charging station by all residents.
10. Completed [NCDEQ-EV-Level-2-Rebate-Funding-Calculation-Form](#) spreadsheet.

Rebate applications, any required attachments and supporting documentation must be submitted electronically using our online NCDAQ Grant Management System (GMS) website, at: <https://www.ebs.nc.gov/irj/portal> to be considered for funding. **Incomplete rebate applications will not be considered.** This rebate application and any supplemental information provided will serve as the primary means by which all rebate applications are evaluated and approved for rebate vouchers.

Applicants will be awarded rebate vouchers on a first-come first-served basis until funds are exhausted by county classification. Rebate applications will be reviewed to ensure eligibility requirements are met prior to rebate voucher approval.

If you have any questions about this rebate application, please contact NCDEQ at daq.NC_VWGrants@ncdenr.gov with subject title: ZEV Level 2 RFP prior to submitting your rebate application.

Public data

All rebate applications and associated documentation are public record per North Carolina General Statutes §132-1, except for “confidential” or “trade secret” data as defined and classified in North Carolina General Statutes §66-152(3) and must be indicated as such by the applicant at the time of the initial rebate application submittal.

VI. Reimbursement Process

Rebates will be disbursed as **reimbursements after the work** is completed, verified, and approved. Verification will occur via site visits by NCDEQ staff to document the completed installation. Evidence of a minimum five-year warranty for the station equipment and service contract will be required prior to payment disbursements. Requests for reimbursement can occur after each individual station is installed or



after all stations are installed for multi-station projects. After NCDEQ approval of the final documentation, NCDEQ will process the rebate application for payment. Required documentation:

- 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 associated with the project.
- Photos of each installed EVSE unit (one photo of each EVSE unit and one photo of each EVSE unit's serial number).
- Certification that the station infrastructure is fully operational
- Proof of charging station equipment warranty and a maintenance plan and
- Payee contact information for payment (form provided).

Rebate applications must be approved by NCDEQ prior to installation of EVSE equipment. Following NCDEQ approval, the applicant will be issued a rebate voucher that secures the approved rebate amount for 180 days. Reimbursement requests must be submitted prior to the voucher expiration date. **Voucher extensions will not be granted.** Expired unused vouchers will be made available to unfunded eligible rebate applications in the order the applications are received.

NCDEQ may contact you or your organization for clarification and/or supplemental information to process a rebate reimbursement request. Please ensure the contact information you provide is accurate. Applicants will have 10 business days to respond to any such requests.

VII. Reporting Requirements

Final Report Requirements

Voucher recipients are required to submit a final project report to NCDEQ with their claim reimbursement request. A template for the final project report will be made available on the website, <https://deq.nc.gov/vw-settlement/forms>.

Annual Charging Station Utilization Reporting Requirements

All rebate voucher recipients are required to submit EVSE usage data 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). Annual reports will be submitted to NCDEQ by January 30th each year for five years. Failure to submit annual reports will result in suspension of rebate reimbursements of open vouchers. Additionally, acceptance of new applications from the recipient will be suspended if reporting requirements are not met. Once the rebate voucher recipient corrects the failure to submit reports the suspensions will be lifted.

The usage data submitted to NCDEQ will identify the previous 12 months of EVSE utilization data. The annual reports must include but is not limited to the following information for each EVSE:

- Location information: site name, EVSE ID number, address, city, zip, county,
- Number of charging events,
- Energy Consumed (average per session and annual total),
- Percent time with EV connected and
- Percent downtime (time when station is unavailable due to routine maintenance or repair).



The EV Utilization Annual Report template is available on the NC VW Settlement webpage, <https://deq.nc.gov/VWsettlement-Level2-RFP>. The report submittal shall be in either CSV or XLS format. These reports must be uploaded as an attachment in the DAQ Grants Management System for your application. NCDEQ will notify voucher recipients of changes to the annual report template submittal process 90 days prior to the required submittal.

VIII. Program Contact Information

Inquiries related to the project requirements, rebate application, rebate application requirements, and other aspects of this RFP should be directed to: Daq.NC_VWGrants@ncdenr.gov.



Appendix A: Acronyms and Abbreviations

ADA	Americans with Disabilities Act
GIS	Geographic Information System
EVSE	Electric Vehicle Supply Equipment
FCC	Federal Communications Commission
EMC	Electric Motor Cars
ETL	Electrical Testing Laboratories
EV	Electric Vehicle
IEC	International Electrotechnical Commission
kW	Kilowatt
MUD	Multi-Unit Dwelling
NCDAQ	North Carolina Division of Air Quality
NCDEQ	North Carolina Department of Environmental Quality
NEC	National Electrical Code
NRTL	Nationally Recognized Testing Laboratory
NO _x	Oxides of Nitrogen
OSHA	Occupational Safety and Health Administration
RFP	Request for Proposals
SAE	Society of Automotive Engineer
UL	Underwriters Laboratories
USEPA	United States Environmental Protection Agency
VW	Volkswagen
ZEV	Zero-Emissions Vehicle



Appendix B: Definitions

DC Fast Charging

Direct current charging for electric vehicles allows for higher charging speeds, as DC current can be supplied directly to the electric vehicle's battery at power levels normally higher than AC charging. The higher the DC power supplied, the faster the electric vehicle can be charged, provided the vehicle is designed to handle such power.

CCS (Combined Charging System)

CCS is a DC fast charging protocol that is SAE certified and featured on vehicles produced by GM, BMW, Volkswagen Group, Ford, and several other automakers headquartered in Europe and the United States. The "combined" term designates the CCS capability to incorporate the Level 2 (J1772 standard) plug and DC fast charging connector into the same larger plug.

Government

Government shall mean a state or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village. The term 'State' means the several States, the District of Columbia, and the Commonwealth of Puerto Rico.

Government may include any of the following entities:

1. Public school districts,
2. Municipal governments and municipal authorities,
3. Other NC state agencies,
4. Tribal government agencies,
5. Local, regional, or multi-state air quality or transportation organizations,
6. Metropolitan or rural planning organizations, as defined by the U.S. Department of Transportation at 49 U.S.C. §5303(b), located in North Carolina, and

Level 2 Charging

Level 2 charging is a form of AC charging that provides 240V like (an electric dryer or oven uses). It goes through a box and a cord that improves safety by waiting to send power to the plug until it is plugged into an EV. Level 2 allows for a wide range of charging speeds, up to 19.2 kW or about 70 miles of range per hour of charging.

MUD

Multi-Unit Dwelling (MUD) is a classification of housing where multiple separate housing 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.

Port

The connector at the terminal end of a station's charging cord.



Rebate

Funds awarded based on proof of purchase of a specific product or service.

Zero Emission Vehicle (ZEV)

Under Appendix C of the Volkswagen Settlement Consent Decree, the following three vehicle types are considered Zero Emission Vehicles:

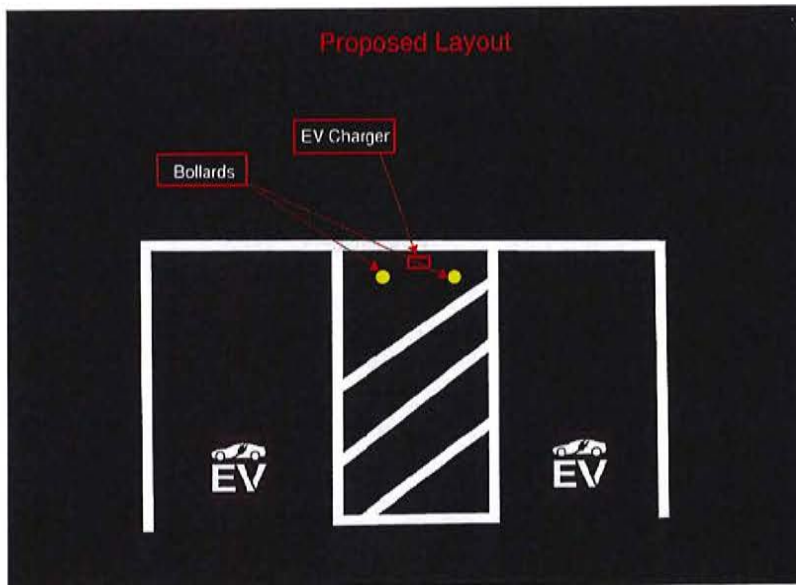
1. An on-road passenger car or light-duty vehicle, light-duty truck, medium-duty vehicle, or heavy-duty vehicle that produces zero exhaust emissions of all of the following pollutants: non-methane organic gases, carbon monoxide, particulate matter, carbon dioxide, methane, formaldehyde, oxides of nitrogen, or nitrous oxide, including, but not limited to, battery electric vehicles (“BEV”) and fuel cell vehicles (“FCEV”);
1. An on-road plug-in hybrid electric vehicle (“PHEV”) that is similar to a hybrid but is equipped with a larger, more advanced battery that allows the vehicle to be plugged in and recharged in addition to refueling with gasoline. This larger battery allows the car to be driven on a combination of electric and gasoline fuels or
2. An on-road heavy-duty vehicle with an electric powered takeoff.

ZEVs do not include: zero emission off-road equipment and vehicles; zero emission light rail; additions to transit bus fleets utilizing existing catenary electric power; or any vehicle not capable of being licensed for use on public roads.

Recommended location of charging stations



Proposed Layout



Similar Install

