



**Mobile Source Emission Reduction  
Grant (DERA)**

## Diesel Vehicle Replacement Programs Claims Documentation Checklist

<b>Required Documents for Claims Reimbursement</b>	
	<b>Claim Request on Company Letterhead (<a href="#">download template</a>)</b>
	<b>New updated NC Substitute W9 (<a href="#">download form</a>)</b>
	<b>Copies of paid invoices</b>
	<b>Copies of proof of payment</b>
	<b>Completed <a href="#">NCDAQ Form 001 Certificate of Destruction</a></b>
	<b>Original Vehicle Photo – Front profile of vehicle</b>
	<b>Original Vehicle Photo – Side profile of vehicle</b>
	<b>Original Vehicle Photo – Vehicle Identification Number (VIN)</b>
	<b>Original Vehicle Photo – Engine label</b>
	<b>Original Vehicle Photo – Chassis rail cut in half</b>
	<b>Original Vehicle Photo – Engine block, prior to hole</b>
	<b>Original Vehicle Photo – Engine block, after hole</b>
	<b>Original Vehicle Photo – Others, as needed</b>
	<b>Completed <a href="#">NCDAQ Form 003 Verification of Purchase</a></b>
	<b>New Vehicle Photo – Front profile of vehicle</b>
	<b>New Vehicle Photo – Side profile of vehicle</b>
	<b>New Vehicle Photo – Vehicle Identification Number (VIN)</b>
	<b>New Vehicle Photo – Engine label</b>
	<b>New Vehicle Photo – Engine block</b>
	<b>New Vehicle Photo – EV charging infrastructure (where applicable)</b>
	<b>New Vehicle Photo – Others, as needed</b>
<b>For Electric Vehicle Projects with Charging Infrastructure</b>	
	<b>Photo – EV Charger(s) screen – powered on</b>
	<b>Photo – EV Charger(s) serial number(s)</b>
	<b>Photo – Overall Charging site</b>
	<b>Completed <a href="#">Duke Energy Make Ready Credit Certification Form</a></b>
	<b><a href="#">Final Report</a> (clickable link to template)</b>
<b>Complete Project Success Story Survey (Complete one)</b>	
	<b>Complete project <a href="#">success story survey</a>. (Non-electrification projects)</b>
	<b>Complete project <a href="#">success story survey</a>. (Electrification projects only)</b>

Please reduce photos to 8.5”x11” in size.

For questions regarding your claim documentation contact your program manager:

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