



# **DAQ Grants Management System Help Guide – External Users**

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# Welcome to the DAQ Grants Management System

The DAQ Grants Management System is part of the NCDOT Enterprise Business System, this application is used to navigate the DAQ Grants system, allows applicants to submit applications for funding for mobile source emission reduction grants and submit claims for reimbursement. This system also allows the applicant to view the status of their application or claim submittal.

## Supported Browsers

The DAQ Grants Management System is compatible with the current versions of Google Chrome, Microsoft Edge, and Microsoft Internet Explorer 11 browsers. When Google publishes a new release of Google Chrome, the Systems, Applications and Products (SAP) software stops supporting the previous releases at the same time as Google. Internet Explorer 11 support will be phased out as Microsoft has announced end-of-life on January 10, 2023.

If you are unable to access the portal, verify you are using the current version of Google Chrome, Microsoft Edge, or Microsoft Internet Explorer 11 browser.

# Requesting Access to DAQ Grants Management System

1. If you do not already have access to the DAQ Grants Management System from a previous grant application submittal, you will need to request access. To request access to the DAQ Grant Management System, follow the steps below:
  - a. Follow the instructions in [How to Create a NCID](#) document on the DAQ webpage for creating your NCID. A NCID is required for the Enterprise Business Services External Access Request Application. If you are a current user of the NCDOT Grants system (Powell Bill, Governor’s Highway Safety Program (GHSP), Public Transportation Division (PTD), etc.) there is a field to enter your current username. You will need a NCID for access to the system. The best practice when creating a NCID is to use a combination of your first name, middle initial, and last name (if necessary a number), using a company or organization name for a NCID will result in your request being denied. Users are not allowed to share NCIDs and each user must have a unique NCID. An example of an acceptable NCID for John D Doe would be: jddoe, johnddoe, johndoe12.
  - b. You must complete the online [Enterprise Business Services External Access Request Application](#).
  - c. [State of North Carolina W-9 form](#) (IRS Form W-9 will not be accepted in lieu of this form). Please complete all asterisk/required fields on the form and use Adobe Reader™ to ensure information is legible.
2. The [State of North Carolina W-9 form](#) should be emailed to [svc.NCVWApplication@deq.nc.gov](mailto:svc.NCVWApplication@deq.nc.gov) for processing. Each organization is allowed up to 3 authorized users. A separate [Enterprise Business Services External Access Request Application](#) must be submitted for each user.
3. Once the authorization is processed, you will receive a “WELCOME TO THE DAQ ENTERPRISE BUSINESS SYTEM” email from NCDOT IT SAP Support Services. **EBS Support should only be contacted after you have received the “WELCOME TO THE DAQ ENTERPRISE BUSINESS SYTEM” email and have problems logging on, or if you forgot your user ID. Make sure your email spam filter is not blocking this email address: [sapacct@ncdot.gov](mailto:sapacct@ncdot.gov).**

4. NCID passwords expire every 90 days. You will be sent an email reminder regarding your NCID password approximately 10 days prior to the expiration date.

**From:** [ncid\\_notifications@nc.gov](mailto:ncid_notifications@nc.gov)  
**To:** [user\\_email\\_address](#)  
**Subject:** NCID Password Expiration Reminder  
**Date:** Thursday, December 17, 2020 11:03:00 PM

Your NCID password for the account with User ID: **username** will expire in 10 days. Please take a moment to change your password by logging in to NCID in order to prevent possible interruption in accessing your account.

Links to the NCID Self-Service web site can be found on both the Department of Information Technology home page and on the "Online Services" page of NC.gov, or you can conduct an internet search for "NCID".

To change your NCID password:

1. Access the NCID home page by opening your web browser and type in "https://" and then type in "ncid.nc.gov".
2. Login with your current ID and password
3. Click on the Change Password link.
  - a. This option is located in the middle of the screen in the "Change Your Password" section.
4. The Change Password screen is displayed. Enter your new password in "New Password" field.
  - a. Note: The screen indicates whether the password complies with the State's password policy.
5. Type the password again in the "Confirm Password" field.
6. Click on "Change Password".
7. The "NCID Logout" screen is displayed.

You must restart your internet browser to enable the synchronizing of new credentials.

Contact your local NCID administrator if you have any questions. This email is automatically generated, please do not reply.

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

5. If you forget to change your password and your account is locked out, you may reset your password from the NCID portal page. <https://ncid.nc.gov/idmdash/#/default>

NCID Tips

NCID

Username \*

Password \*

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.  
NCC743

## Third party GMS Access Authorization Forms

1. In cases where the applicant has a third-party submitting applications on their behalf, the following procedures must be followed:
  - a. Provide in an email the State of North Carolina W-9 (for your organization) that your organization is authorizing the third-party to submit an application and/or reimbursement information on your behalf.
  - b. The third-party will need to obtain their own NCID and submit an [Enterprise Business Services External Access Request Application](#) with your organization's address information and the third-party's phone number and email address. The third-party should be listed as a contractor on the form.

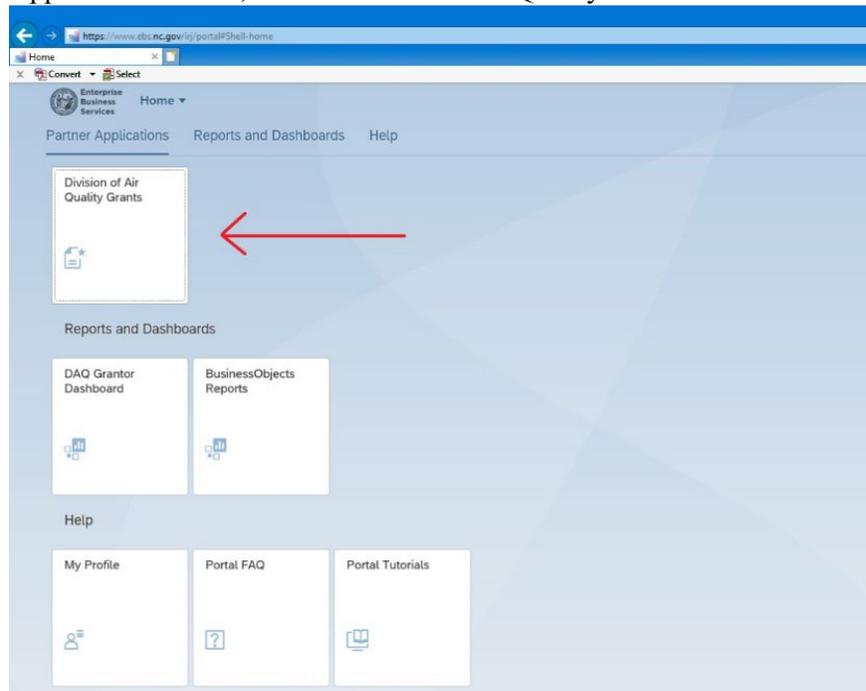
# Basic Navigation

## Login

1. Log in at <https://www.ebs.nc.gov/>. Supported browsers are Internet Explorer 11, Microsoft Edge, and Google Chrome browsers.
2. Enter your username and password and click **Log On**.

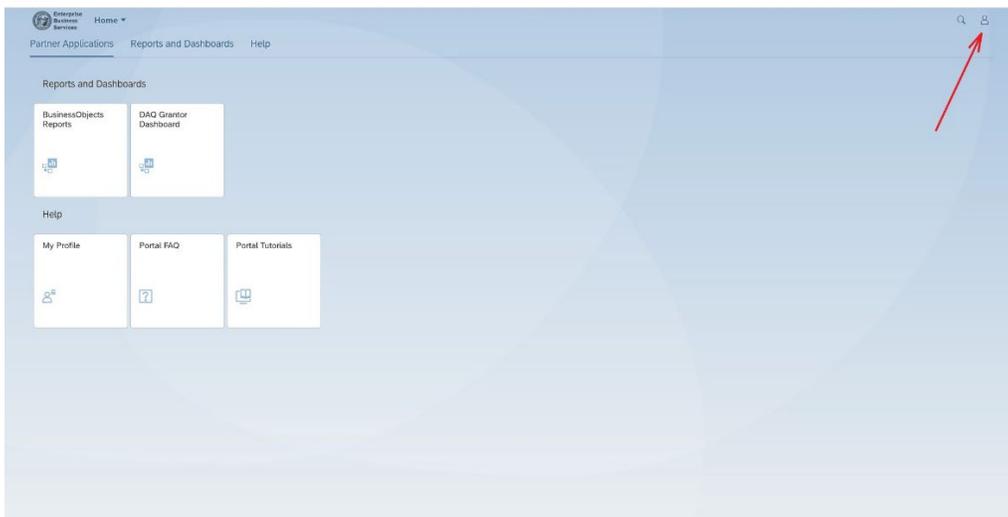


3. At the main applications screen, select Division of Air Quality Grants

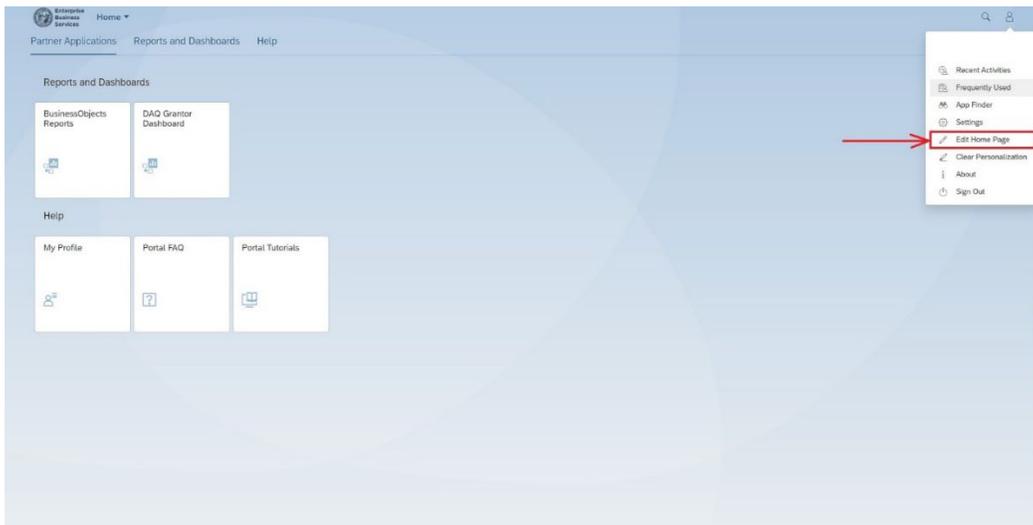


4. The system will timeout after 30 minutes of inactivity. If the system times out while you are editing or reviewing a document, your changes may be lost. If you plan to be away from your computer for an extended period, please make sure you have saved your edits.

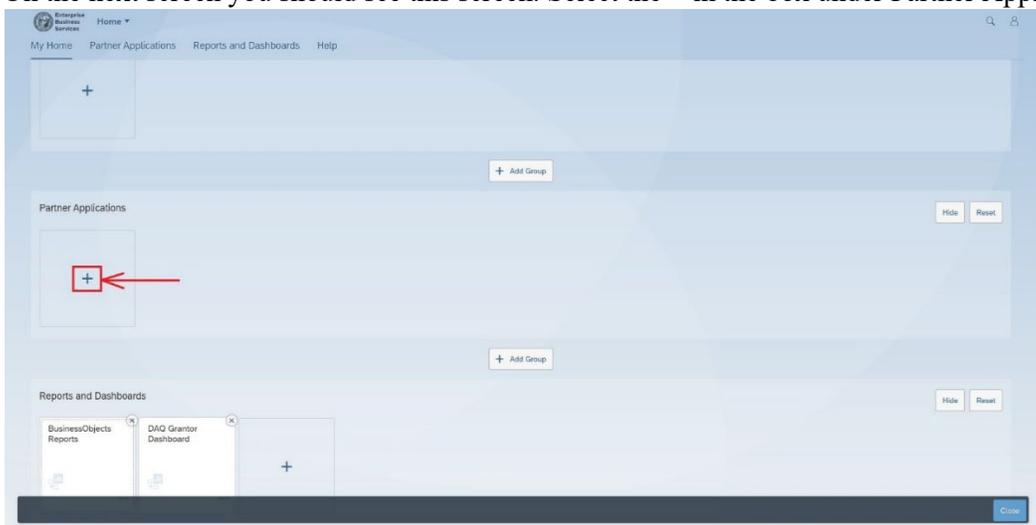
5. If you do not see the Division of Air Quality Grants tile on the main portal screen. You will need to pin the tile to your main portal screen. Click the icon of the person in the top left corner of the screen to open the menu.



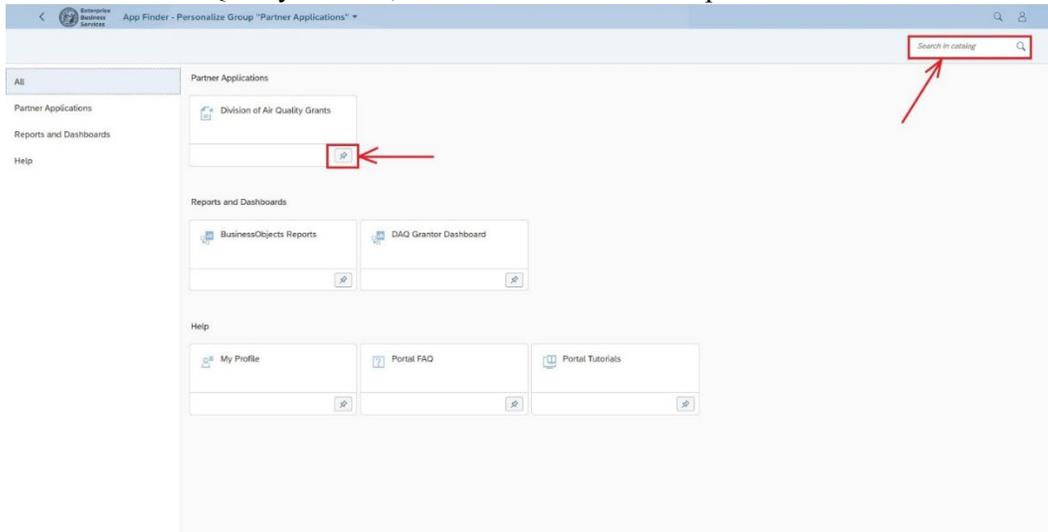
6. Select **Edit Home Page**.



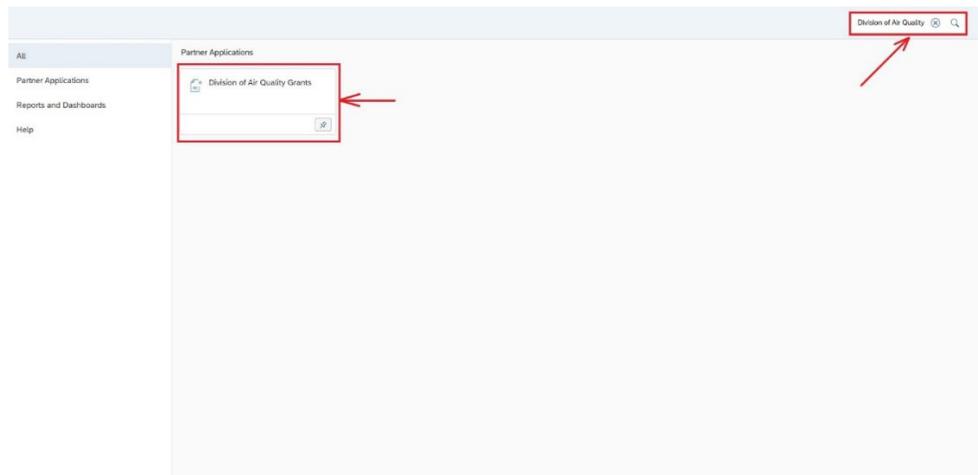
7. On the next screen you should see this screen. Select the + in the box under Partner Applications.



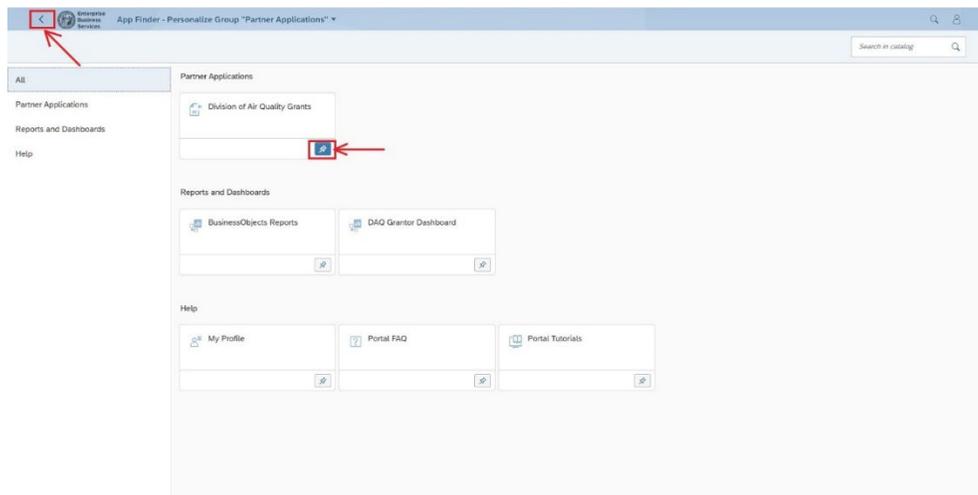
8. You should see “Division of Air Quality Grants” under Partner Applications. If you do not see “Division of Air Quality Grants”, continue with the next steps.



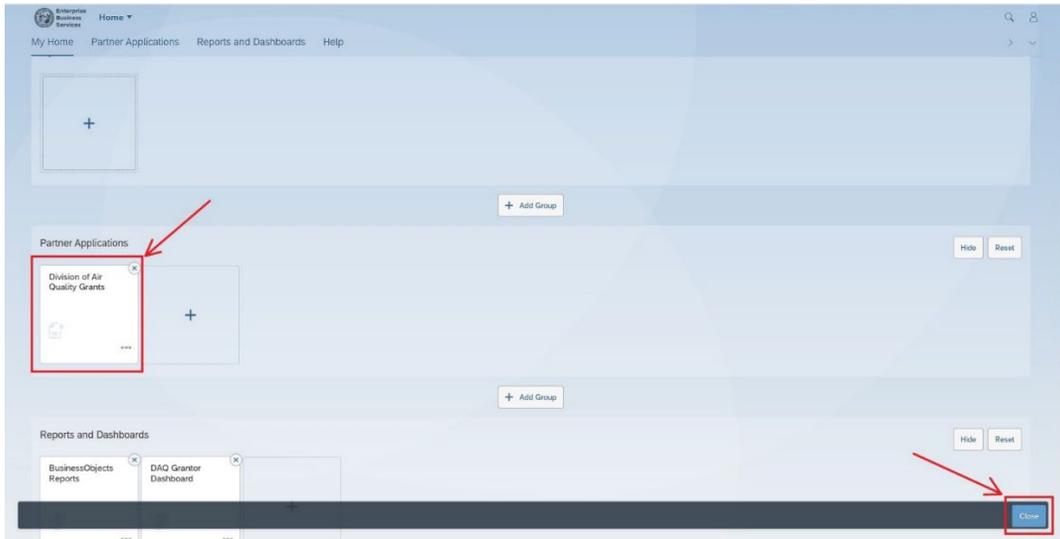
9. If you do not see “Division of Air Quality Grants” under Partner Applications, you will need to use the search function to find it. Search for “Division of Air Quality” in the search box.



10. When you see the “Division of Air Quality Grants” under Partner Applications, select the pin (the color of the box will change to blue). This will pin the application to your home screen. The click < at the top left corner of the screen to return to the main edit screen.



11. Click **Close** at the bottom of the edit screen to return to the main screen.



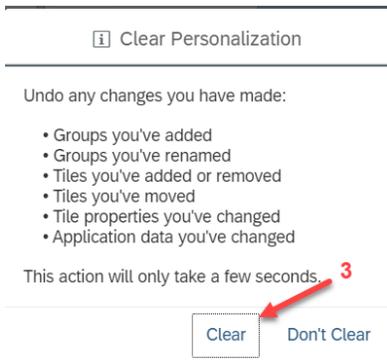
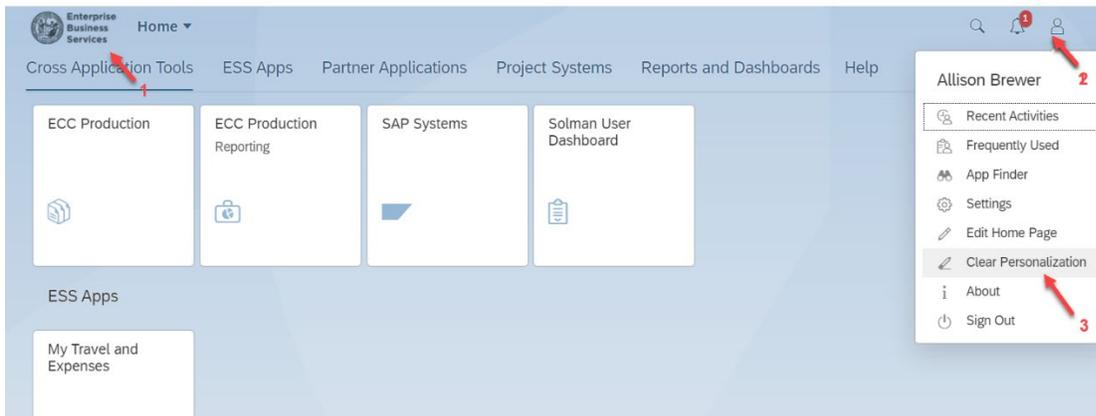
12. The Division of Air Quality Grants tile should be visible now. Click the Division of Air Quality Grants tile to enter. If the Division of Air Quality Grants tile still does not appear, follow the directions in the next section, **Clear Personalization**.

# Clear Personalization

1. If attempts to add the Division of Air Quality Grants tile are unsuccessful in the previous section, please follow the instructions below.
2. Log completely off EBS and shut down all web browsers.
3. Log back onto EBS.
4. On the EBS Portal tile screen, Clear Personalization as shown below.

To *Clear Personalization*, on the screen missing the tiles.

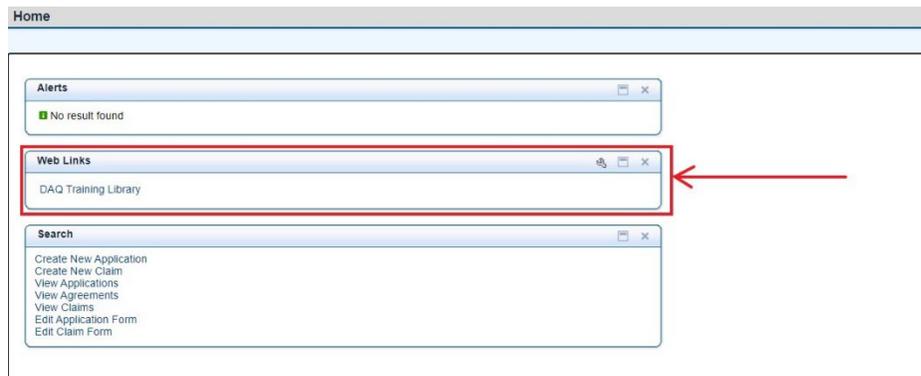
1. Click the Home (Top left-hand corner)
2. Select the Person icon (Top right-hand corner)
3. Select *Clear Personalization*
4. Click Clear button



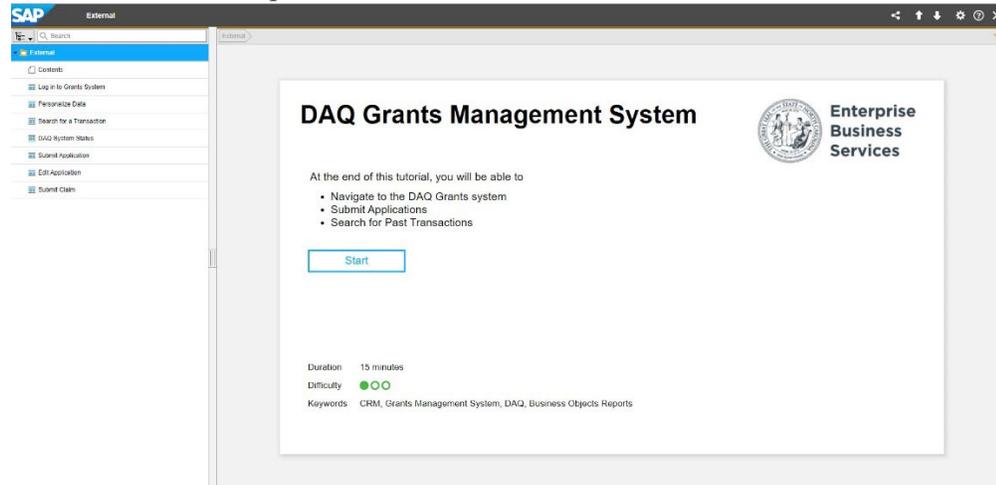
5. Go about your work.
6. If this still does not work, you will need to contact EBS Support for assistance.

# DAQ Training Library

1. The DAQ Grants Management System contains a DAQ Training Library with automated tutorials for users. New users are encouraged go through these tutorials to familiarize themselves with the system.
2. At the end of the tutorials, you will be able to:
  - a. Log in to the Grants System
  - b. Personalize Data
  - c. Search for a Transaction
  - d. Submit Application
  - e. Edit Application
  - f. Submit Claim
3. The tutorials can be accessed from the Home Screen under Web Links. Select **DAQ Training Library**.



4. A new browser window will open with links to each tutorial.



5. Clicking Start will begin with the first tutorial and allow you to continue through all seven tutorials. Or you can select a specific tutorial from the menu on the left.

# Home Page & Navigation

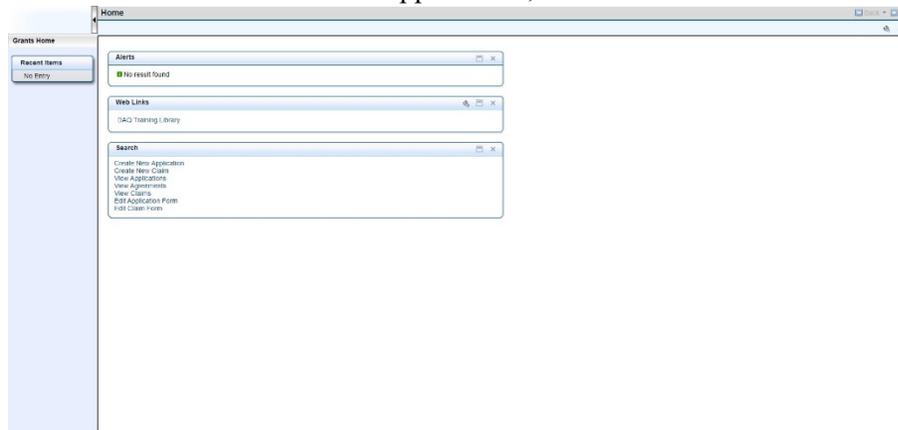
Once you click on “Division of Air Quality Grants,” a new window will appear that looks like the screen below.

On the left-hand side of the screen, there is a list of quick links for Home Page, Worklist, and Recent Items. This display remains viewable throughout the use of the application. Each of the links does the following:

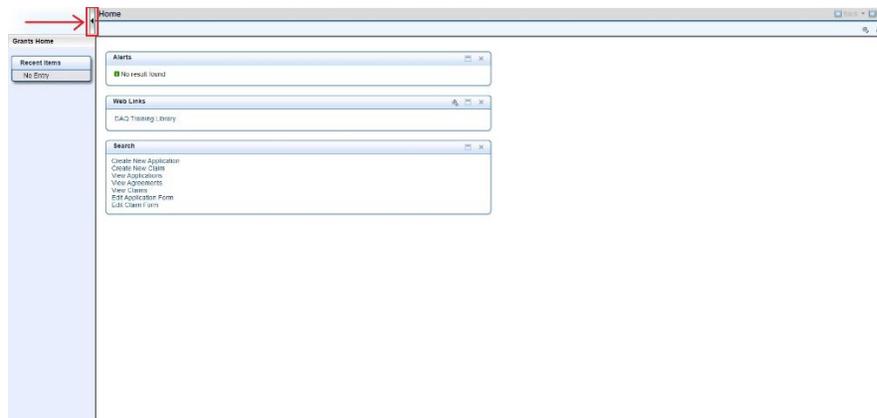
- Home: Click on this will bring you back to the home page.
- Recent Items: Underneath this is a list of the most recent items you viewed or edited.

In the main section of the home screen, you will see different tiles for Alerts, Workflow Tasks, Web Links, Search, and Favorites. Each of the links does the following:

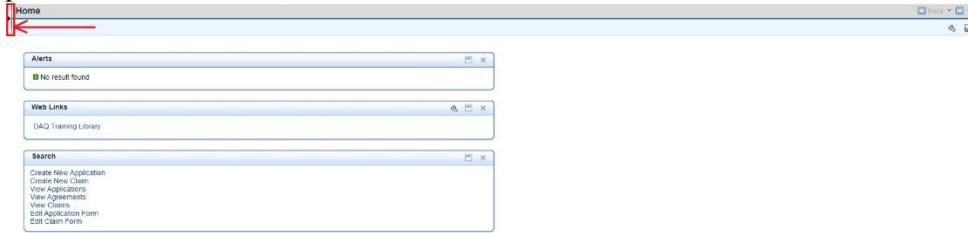
- Alerts: This is currently not an active function.
- Web Links: Click to view several online tutorials on system functions.
- Search: Click to search to view/edit/create applications, or claims.



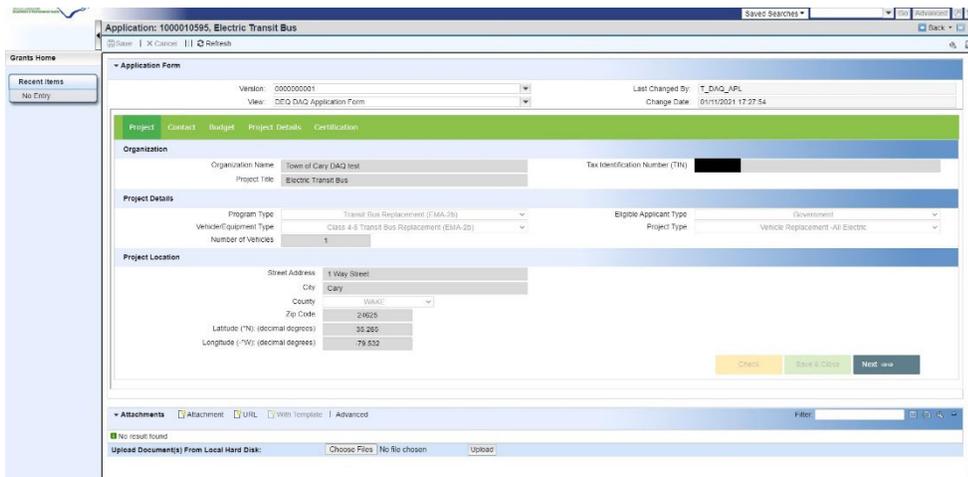
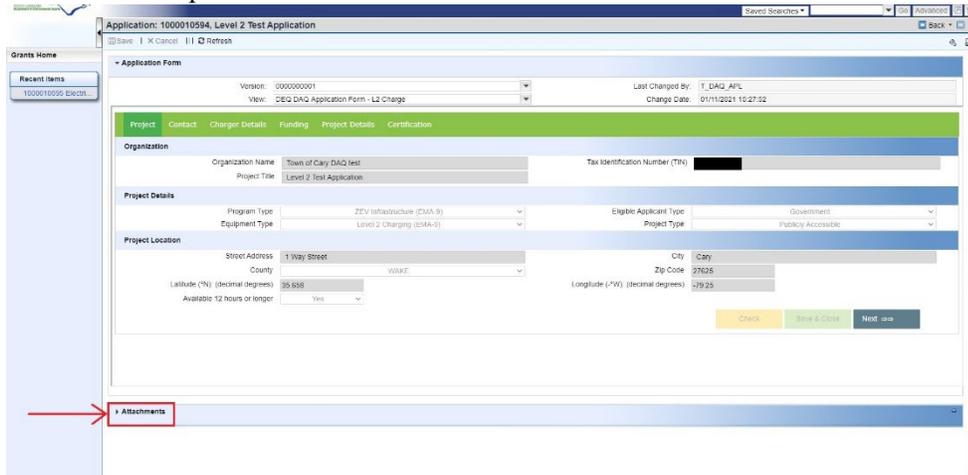
Click on the arrow to minimize the left-hand screen.



To re-open the left-hand screen, click the same arrow.



Click on the arrow to open a section.



Click on expand to expand or collapse a section to see additional/less rows in the list. To see more table rows of the list, click on forward/back or the other page numbers.

Attachments Attachment URL With Template Advanced Filter:

Attachment Type	Description	Name	Created On	Created By
	JYEO_20210120_151349	Return of Application Number 1000010138	01/20/2021 15:13	JYEO
	Overdue Taxes Form.pdf	Overdue Taxes Form.pdf	01/05/2021 09:42	JBVITAS
	Lobbying Form.pdf	Lobbying Form.pdf	01/05/2021 09:42	JBVITAS
	Drug Free Workplace.pdf	Drug Free Workplace.pdf	01/05/2021 09:42	JBVITAS
	Debarment Form.pdf	Debarment Form.pdf	01/05/2021 09:42	JBVITAS

Expand  Back 1 2 3 Forward

Upload Document(s) From Local Hard Disk: Choose Files No file chosen Upload

Attachments Attachment URL With Template Advanced Filter:

Attachment Type	Description	Name	Created On	Created By
	JYEO_20210120_151349	Return of Application Number 1000010138	01/20/2021 15:13	JYEO
	Overdue Taxes Form.pdf	Overdue Taxes Form.pdf	01/05/2021 09:42	JBVITAS
	Lobbying Form.pdf	Lobbying Form.pdf	01/05/2021 09:42	JBVITAS
	Drug Free Workplace.pdf	Drug Free Workplace.pdf	01/05/2021 09:42	JBVITAS
	Debarment Form.pdf	Debarment Form.pdf	01/05/2021 09:42	JBVITAS
	Conflict of Interest.pdf	Conflict of Interest.pdf	01/05/2021 09:42	JBVITAS
	Town of Cary DERAApplication.pdf	Town of Cary DERAApplication.pdf	12/19/2020 11:15	JBVITAS
QUOTE	Charger Quote	LionBR_CO_C_10012020.pdf	11/06/2020 13:52	JBVITAS
DOCUMENTATION	Truck Quote	Lion8 Refuse_Town of Cary_11_03_20.pdf	11/06/2020 13:51	JBVITAS
SPREADSHEET	Vehicle SpreadSheet	NCDAO_Vehide_Equipment_Spreadsheet_Cary	11/06/2020 13:47	JBVITAS
	WF-BATCH_20201106_102428	Return of Application Number 1000010138	11/06/2020 10:24	WF-BATCH
	WF-BATCH_20201103_094848	Return of Application Number 1000010138	11/03/2020 09:48	WF-BATCH

Collapse

Upload Document(s) From Local Hard Disk: Choose Files No file chosen Upload

# Search Function

The search function allows users to search for a program/application/claim by using multiple criteria. For example, when searching for an application you started or submitted, you can search using the Application ID, Program ID, Posting Date, Transaction Type, and/or Description. Other screens will have different search criteria to choose from. Enter your search into the fields in the third column and click on the search button.

The screenshot shows the 'Search Criteria' form. It has two rows of search criteria: 'Application ID' and 'Program ID'. Each row has a dropdown menu for the field name, a dropdown for the operator (both set to 'is'), and a text input field. A red box highlights the search criteria fields, and a red arrow points to the search button. Below the search criteria, there are buttons for 'Search', 'Clear', 'Save Search As:', 'Include View', and 'Save'. The 'Maximum Number of Results' is set to 100. Below the search criteria, there is a 'Result List' section with a table header: 'Application ID', 'Description', and 'Grantee ID'. The table content shows 'No result found'.

You can change the search criteria and filters by clicking on the drop-downs available. For example, when searching for a claim, when you click on the search criterion for Claim ID, you can see that it can be switched to other options (see below).

The screenshot shows the 'Search Criteria' form with a dropdown menu open for the 'Claim ID' field. The dropdown menu lists various search criteria: 'Claim ID', 'Claim ID', 'Agreement ID', 'Claim Description', 'Grantee ID', 'Status', 'Agreement Description', 'Changed By', 'Grantee Contact', 'Created By', 'Start Date', 'End Date', 'Partner Name', 'Posting Date', 'Program ID', and 'Transaction Type'. A red box highlights the dropdown menu, and a red arrow points to the 'Claim ID' option. The rest of the form is the same as in the previous screenshot.

You can also change the filters. When using the search function, make sure to select the appropriate filter based on your search. For example, if you are searching for a claim but only know part of claim description, you may want to select “contains”. If you select, “is”, the search function will look for an exact match.

The screenshot shows the 'Search Criteria' form with a dropdown menu open for the 'Claim Description' field. The dropdown menu lists filter options: 'is', 'starts with', and 'contains'. A red box highlights the dropdown menu, and a red arrow points to the 'contains' option. The rest of the form is the same as in the previous screenshots.

When searching an application using its Application ID, can search using the last digits and the filter “contains”. Do not use “\*” as a wild card in the search criteria.

**Search: Grantor Applications**  
Archive Search

**Search Criteria**

Application ID: contains 10591  
Program ID: is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

**Result List: 1 Application Found**

Application ID	Description	Grantee ID	Program ID	Status	Start Date	End Date
1000010591	Test.EV Refuse Truck	2000010670	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999

The search functions are set to a default based on what most users will find most useful. However, the search criteria can be modified. To add a new search field, click on the plus icon.

**Search: Grantor Applications**  
Archive Search

**Search Criteria**

Application ID: is  
Program ID: is  
Posting Date: is  
Description: is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

**Result List**

Application ID	Description	Grantee ID	Program
No result found			

After clicking on the plus icon, a new row will appear with another search criterion (see below).

**Search: Grantor Applications**  
Archive Search

**Search Criteria**

Application ID: is  
Program ID: is  
Posting Date: is  
Description: is  
Description: is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

**Result List**

Application ID	Description	Grantee ID	Program
No result found			

To delete a search field, click on the negative icon.

Search: Grantor Applications

Archive Search

Search Criteria

Application ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Posting Date is [ ] [ ] [ ]

Description is [ ] [ ] [ ]

Description is [ ] [ ] [ ]

Maximum Number of Results: 100

Search Clear Save Search As: [ ] Include View Save

Result List

Application ID	Description	Grantee ID	Program
No result found			

To save a search, type out how you would like the search saved as in the “Save Search As” field and click on “Save”. It will now show up in your saved searches field at the top of your main navigation page.

Note: Make sure you type out the keyword in the search before hitting save.

Search: Grantor Applications

Archive Search

Search Criteria

Application ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Maximum Number of Results: 100

Search Clear Save Search As: NCDEQDAQ0001 x Include View Save

Result List: 57 Applications Found

Application ID	Description	Grantee ID	Program ID	Status
1000009659	OFP0002 -Vessel Repower	2000011403	NCDEQDAQ0001	Disapproved
1000009675	SBP0002_2019 VWRF Diesel Grant	2000007223	NCDEQDAQ0001	Funded
1000009676	SBP0006_Replacement of Multi Function	2000011424	NCDEQDAQ0001	Funded
1000009677	SBP0007_North Carolina Clean School Bus	2000011425	NCDEQDAQ0001	Funded
1000009678	SBP0008_Native Electric	2000000470	NCDEQDAQ0001	Funded

It now shows up in the “Saved Searches” field.

[SAP] - Internet Explorer

Personalize Log Off

Search: Grantor Applications

Archive Search

Search 'NCDEQDAQ0001' has been saved

Search Criteria

Application ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Program ID is [ ] [ ] [ ]

Maximum Number of Results: 100

Search Clear Save Search As: [ ] Include View Save

# Customized Display Data

The system allows users to display charts, export data, and customize tables based on user preferences.

- To create a chart, click on the chart icon.
- To export a table into excel, click on the spreadsheet icon.
- To modify a table layout, click on the tool icon on the top right of the table.

Result List: 57 Applications Found

Application ID	Description	Grantee ID	Program ID	Status	Start Date	End Date	Employee Respo...	Program Descrip...	Grantee Name	User status
1000009659	OFP0002 -Vessel Repower	2000011403	NCDEQDAQ0001	Disapproved	07/01/2020	12/31/9999	Jill Vitas		North Carolina Ferry Di...	Disapproved
1000009675	SBP0002_2019 VWRP Diesel Grant	2000007223	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Shella Blanchard		Polk County Board of E...	Funded
1000009676	SBP0006_Replacement of Multi Function	2000011424	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Shella Blanchard		McDowell County Scho...	Funded
1000009677	SBP0007_North Carolina Clean School Bus	2000011425	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Shella Blanchard		Department of Public I...	Funded
1000009678	SBP0008_Native Electric	2000000470	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Shella Blanchard		Eastern Band of Chero...	Funded
1000009683	SBP0003_Replacement of Activity Bus 8009	2000011422	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Shella Blanchard		Haywood County Tran...	Funded
1000009684	ONP0001-Knuckleboom Truck Replacement	2000010831	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Jill Vitas		TOWN OF WINTERVI...	Funded
1000009685	TRP0001 - Elon University BioBus Replace	2000011429	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Melanie Henderson		Elon University / Elon ...	Funded
1000009687	ONP0015-OWASA WWTP Solids	2000010582	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Jill Vitas		ORANGE WATER AN...	Funded
1000009688	ONP0018-Replacement of Diesel Refuse	2000010639	NCDEQDAQ0001	Funded	07/01/2020	12/31/9999	Jill Vitas		PITT COUNTY / Green...	Funded

You can also change the settings so that additional table rows are displayed.

1. Select one of the following radio buttons:
  - a. Scrolling – allows additional table rows to be displayed by moving a scroll bar on the right side of the section.
  - b. Paging – allows additional table rows to be displayed a page at a time.
2. Enter the number of rows to display in the Number of Visible Rows Before Scrolling or Number of Visible Rows Before Paging field, if desired.

Personalization - Internet Explorer

https://pccr.ebs.nc.gov/sap(===)/bc/bsp/sap/bsp\_wd\_base/popup\_buffered\_frame\_cached.htm?

**Table Navigation**

Table Navigation:  Scrolling  Paging  Both

Number of Visible Rows Before Scrolling:

Number of Rows Before Paging:

**Available Columns**

Name
Status
Posting Date
Grantee Contact
Created On
Created By
Changed On
Changed By
Transaction Type
Partner Name

**Displayed Columns**

Name	Width	Fi...	Fi...
Application ID	147px		
Description	360px		
Grantee ID	122px		
Program ID	122px		
Status	122px		
Start Date	122px		
End Date	122px		
Employee Respo...	122px		
Program Descrip...	122px		

\* Fixed columns need an absolute (pixel) width value to be rendered correctly.

**Sorting Definition**

Name	Direction
	▼
	▼
	▼

Save Reset to Default Cancel

Once you click on the tool icon, a new window will open such as the following. To add categories to the table, select the category you want displayed from the available columns section and click on the right-hand arrow to move it to displayed columns. To remove categories to the table, select the category you want removed from the displayed columns section and click on the left-hand arrow to move it to available columns.

You can also move columns up or down by selecting the category and clicking on Up or Down located at the top of the section.

**Table Navigation**

Table Navigation:  Scrolling  Paging  Both

Number of Visible Rows Before Scrolling:

Number of Rows Before Paging:

Available Columns		Displayed Columns				
<input type="checkbox"/>	Name	<input type="checkbox"/>	Name	Width	Fi...	Fi...
<input type="checkbox"/>	Status	<input type="checkbox"/>	Application ID	147px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Posting Date	<input type="checkbox"/>	Description	360px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Grantee Contact	<input type="checkbox"/>	Grantee ID	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Created On	<input type="checkbox"/>	Program ID	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Created By	<input type="checkbox"/>	Status	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Changed On	<input type="checkbox"/>	Start Date	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Changed By	<input type="checkbox"/>	End Date	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Type	<input type="checkbox"/>	Employee Respo...	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Partner Name	<input type="checkbox"/>	Program Descrip...	122px	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Grantee Name	157px	<input type="checkbox"/>	<input type="checkbox"/>

Fixed columns need an absolute (pixel) width value to be rendered correctly.

**Sorting Definition**

Name	Direction
	▼
	▼
	▼

Save Reset to Default Cancel

You can also change the settings so that your table is sorted by a specific column in either ascending or descending. Click on the Sort By drop-down and select which category by which you would like to sort and select ascending or descending.

Click save once you are finished. To reset it to default, click on Reset to Default.

**Table Navigation**

Table Navigation:  Scrolling  Paging  Both

Number of Visible Rows Before Scrolling:

Number of Rows Before Paging:

**Available Columns**

<input type="checkbox"/>	Name
<input type="checkbox"/>	Status
<input type="checkbox"/>	Posting Date
<input type="checkbox"/>	Grantee Contact
<input type="checkbox"/>	Created On
<input type="checkbox"/>	Created By
<input type="checkbox"/>	Changed On
<input type="checkbox"/>	Changed By
<input type="checkbox"/>	Transaction Type
<input type="checkbox"/>	Partner Name

**Displayed Columns**

Up	Down			
<input type="checkbox"/>	<input type="checkbox"/>	Name	Width	Fi... Fi...
		Application ID	147px	<input type="checkbox"/>
		Description	360px	
		<b>Grantee ID</b>	122px	
		Program ID	122px	
		Status	122px	
		Start Date	122px	
		End Date	122px	
		Employee Resp...	122px	
		Program Descri...	122px	
		Grantee Name	157px	

\* Fixed columns need an absolute (pixel) width value to be rendered correctly.

**Sorting Definition**

Name	Direction
Grantee ID	↑
	▼
	▼

Save Reset to Default Cancel

# System Communications

When applications and claims are submitted, you will receive an email from the program manager to confirm receipt of your application

Example of Application received email.

**From:** [DAQ Program Manager email address](#)  
**To:** [Applicant email address](#)  
**Subject:** FW: Receipt of Application Number: 1000009714  
**Date:** Friday, February 19, 2021 2:13:59 PM

---

NCDEQ has received your application. The program manager may contact you if additional information or clarification is needed. Receipt of this email means that your application has been received by the NC VW Team and will be evaluated for eligibility and completeness. Work on any project should not start until projects are awarded funding and a fully executed contracts (signed by representatives of both organizations) are in place.

Thank you.

The NC VW Team

You may log in at [HTTPS://WWW.EBS.NC.GOV](https://www.ebs.nc.gov) to review the current status of your application.

Example of Application returned email.

**From:** [DAQ Program Manager email address](#)  
**To:** [Applicant email address](#)  
**Subject:** FW: Return of Application Number: 10000010555  
**Date:** Friday, February 19, 2021 2:13:59 PM

---

Your application is being returned for corrections. Please review the comments on the attached PDF before resubmitting the application.

Example of return letter.

ROY COOPER  
Governor



NORTH CAROLINA  
Environmental Quality

November 3, 2020

Wile E. Coyote  
Town of ACME  
123 Toonville Road  
ACME NC 27555  
Application #: 1000010555  
Program: NCDEQDAQ0001  
Project: ACME's Electric Trash Truck  
SUBJECT: RETURN OF APPLICATION

Dear Wile E. Coyote:

Thank you for your recent application for funding under the Diesel Bus and Vehicle Program.

After review, Application Number 1000010555 is being returned for the following reason(s).

Please correct the budget to accurately reflect the eligible costs per RFP requirements.

You may resubmit your application with the corrections before closing date. If you have questions about the documentation that is missing, please email [SVC.NCVWApplication@ncdenr.gov](mailto:SVC.NCVWApplication@ncdenr.gov). Please include your application number on any email correspondence. Addressing these missing Documents will not extend the application date.

Sincerely,

Brian C. Phillips, Supervisor  
Mobile Sources Compliance Branch  
Division of Air Quality, NCDEQ



North Carolina Department of Environmental Quality | Division of Air Quality  
217 West Jones Street | 1601 Mail Service Center | Raleigh, North Carolina 27699-1601  
919.707.8600

If you have questions regarding your returned application, either contact the program manager or email your questions to [svc.NCVWApplication@deq.nc.gov](mailto:svc.NCVWApplication@deq.nc.gov) for the fastest response.

Program	Program Manager	Email address
DC Fast Programs	Dave Willis	dave.willis@deq.nc.gov
Level 2 Programs	Steven Rice	steven.rice@deq.nc.gov
Clean Heavy-Duty Program	Matthew Hoskins	matthew.hoskins@deq.nc.gov
School Bus & DERA Programs	Sheila Blanchard	sheila.blanchard@deq.nc.gov
Transit Bus Program	Brian Phillips	brian.phillips@deq.nc.gov

# Understanding User Status

There are several options listed under User status, this will help you to determine an application, agreement or claim status in the system.

## Application User Status

User Status	Meaning
In Process by Applicant	Applicant started application but not submitted
Submitted	Application submitted by applicant
Returned to Applicant	Application returned to applicant for additional information
Pending Director Approval	Application approved by Program Manager and waiting Supervisor approval
Depending Final Decision	Application approved by Supervisor and award letter generated for Director review and Secretary's signature
Awarded	Application approved
Funded	Application award letter signed and received by program manager
Disapproved	Application not selected for funding or rejected

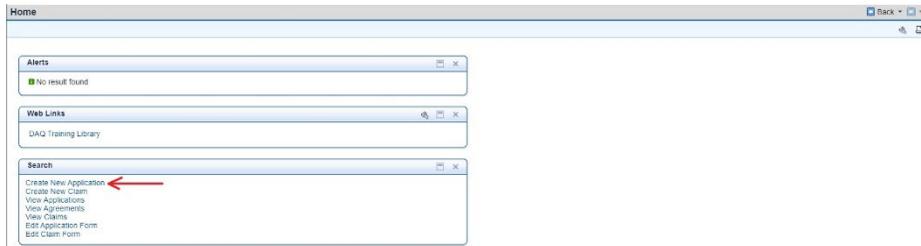
## Claims User Status

User Status	Meaning
In Process by SR	Claim started but not submitted
Submitted	Claim completed and submitted
Returned to SR	Claim request returned for corrections
Rejected	Claim is rejected and a new claim must be created and submitted
L1 Approved	Claim approved by program manager and waiting MSCB Supervisor approval
L2 Approved	Claim approved by MSCB Supervisor and waiting TSS Chief approval
L3 Approved	Claim approved by TSS Chief and waiting DAQ Admin. Specialist approval
L4 Approved	Claim approved by DAQ Admin. Specialist and waiting Bus. Officer approval
L5 Approved	Business Officer final approval
Approved/Released	Agreement approved by Business Officer for payment though NCAS

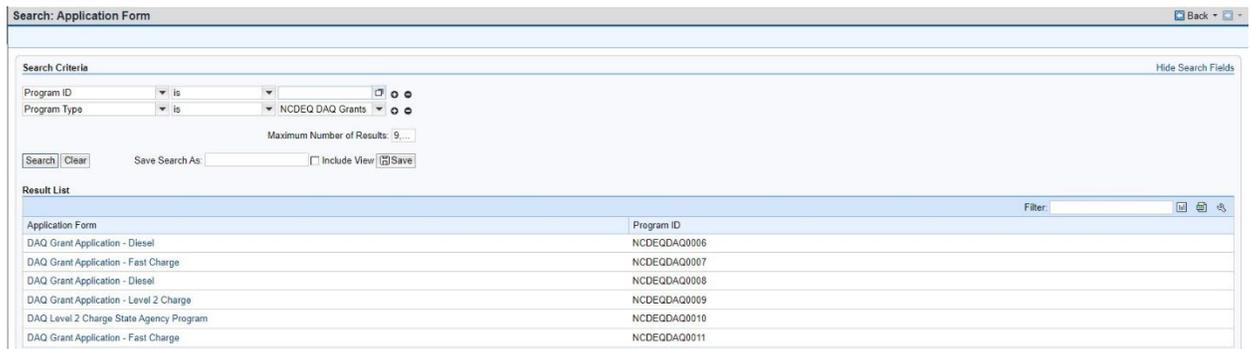
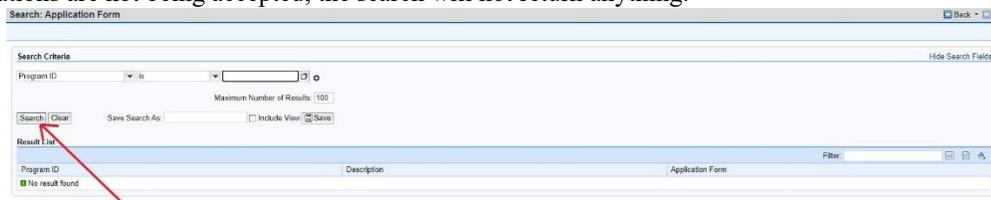
# Personalize the Application Search Screen

Users will find it helpful to add the Description column to identify the different Phase 2 VW program applications and apply under the correct program.

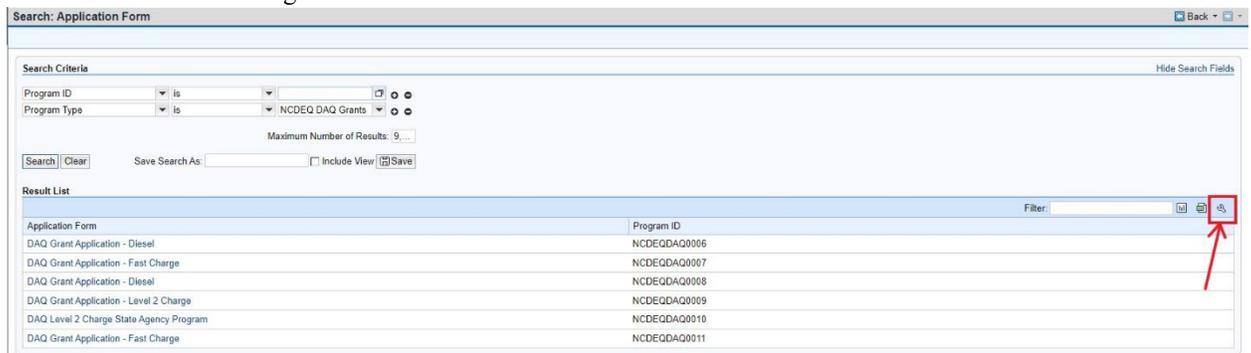
1. Click **Create New Application** from the Grants Management System home screen.



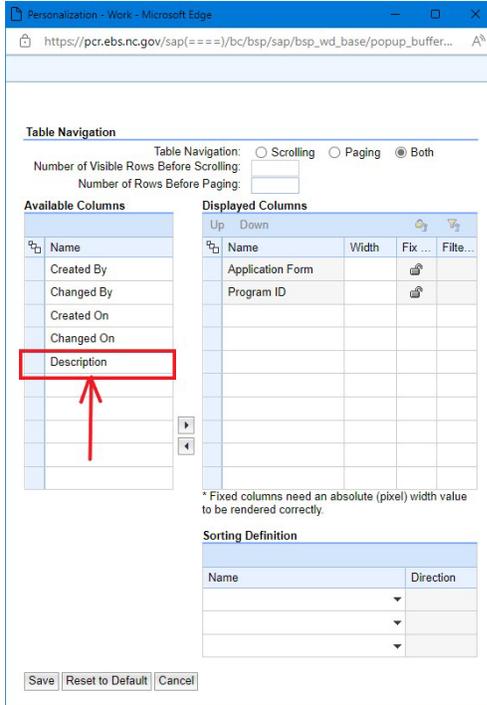
2. The Search: Application Form screen appear. Click **Search** and the open applications will appear. If applications are not being accepted, the search will not return anything.



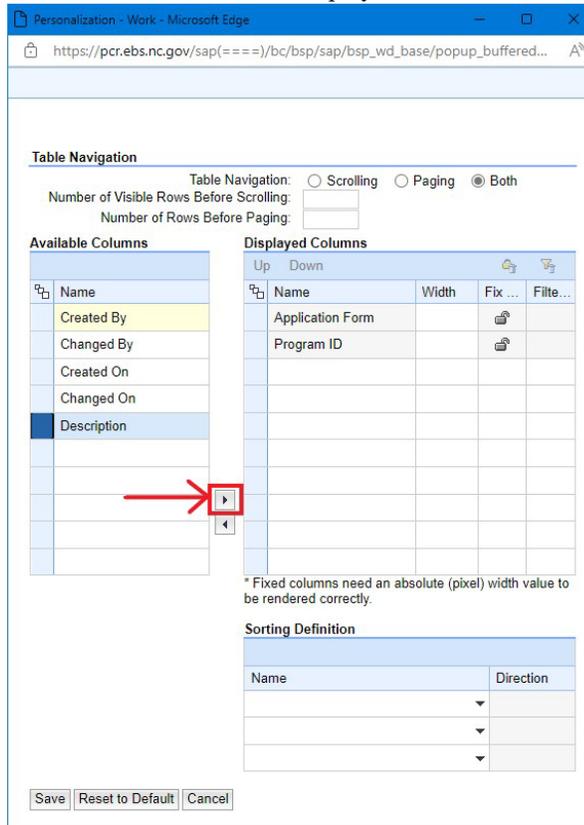
3. Click the wrench on the right corner of the Results List Column.



4. The Personalization – Work Screen will appear. Select **Description** on the Available Columns. The box on the right will turn blue.



5. Then click the right arrow to move the column to the displayed columns list.



- Once the Description has moved to Displayed Columns, select **Save** to return to the search screen.

Personalization - Work - Microsoft Edge  
 https://pcr.ebs.nc.gov/sap(===)/bc/bsp/sap/bsp\_wd\_base/popup\_buffered\_fr...

**Table Navigation**  
 Table Navigation:  Scrolling  Paging  Both  
 Number of Visible Rows Before Scrolling:   
 Number of Rows Before Paging:

**Available Columns**

Name
Created By
Changed By
Created On
Changed On

**Displayed Columns**

Name	Width	Fix ...	Filter...
Application Form		<input type="checkbox"/>	<input type="checkbox"/>
Program ID		<input type="checkbox"/>	<input type="checkbox"/>
Description		<input type="checkbox"/>	<input type="checkbox"/>

\* Fixed columns need an absolute (pixel) width value to be rendered correctly.

**Sorting Definition**

Name	Direction
	▼
	▼
	▼

**Save** **Reset to Default** **Cancel**

- The new column will be displayed.

Search: Application Form

Search Criteria Hide Search Fields

Program ID is NCDEQDAQ0006  
 Program Type is NCDEQ DAQ Grants

Maximum Number of Results: 9...

Search Clear Save Search As:  Include View Save

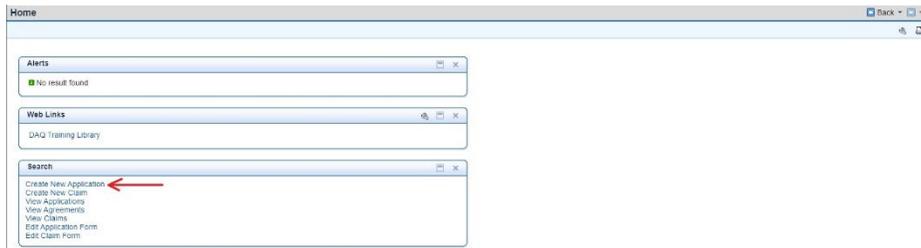
**Result List**

Application Form	Program ID	Description
DAQ Grant Application - Diesel	NCDEQDAQ0006	Phase 2 Transit and Shuttle Bus Program
DAQ Grant Application - Fast Charge	NCDEQDAQ0007	Phase 2 DCFast Priority Corridor Program
DAQ Grant Application - Diesel	NCDEQDAQ0008	Phase 2 School Bus Program
DAQ Grant Application - Level 2 Charge	NCDEQDAQ0009	Phase 2 Level 2 Public Access Program
DAQ Level 2 Charge State Agency Program	NCDEQDAQ0010	Phase 2 Level 2 State Agency Program
DAQ Grant Application - Fast Charge	NCDEQDAQ0011	Phase 2 DCFast Existing Sites Program

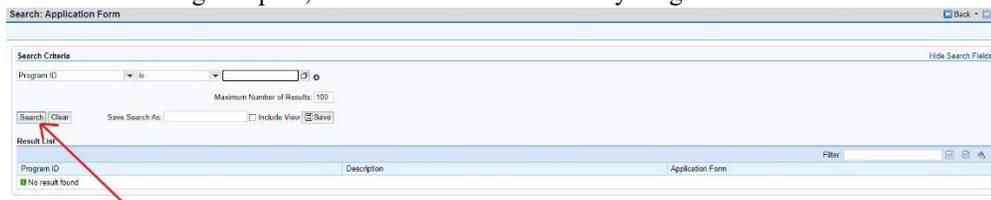
# Create New Application

Follow the instructions below to create and submit a new application in the DAQ Grants Management System. Note the system will time out after 30 minutes of inactivity. If you started and application and the system times out, **DO NOT START A NEW APPLICATION.** You can find your application by using the Edit Application link. See [Editing Applications](#).

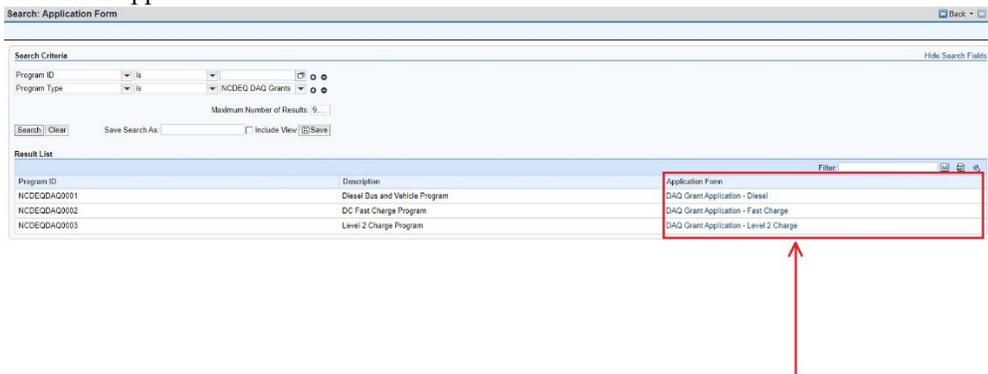
7. Click **Create New Application** from the Grants Management System home screen.



8. The Search: Application Form screen appear. Click **Search** and the open applications will appear. If applications are not being accepted, the search will not return anything.



9. Select the correct application to create.



10. If a list of Partners appears, select the correct one for your Organization. Note only select a Partner that begins with a “2”.

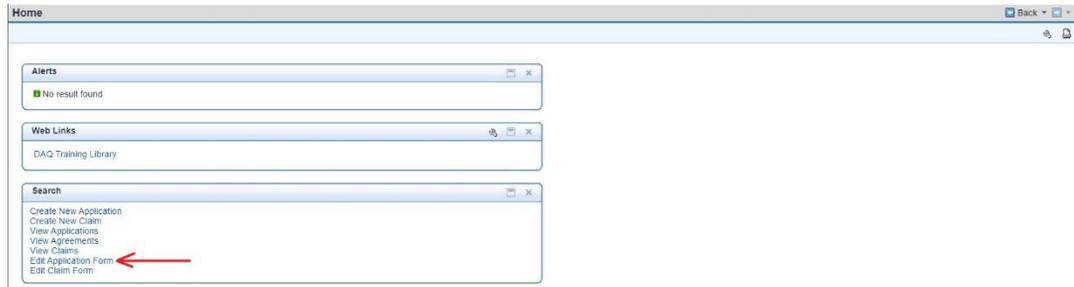
Select	Partner	Description	EIN
<input type="radio"/>	2000011835	First United Methodist Cary / Cary NC 27511	[REDACTED]
<input type="radio"/>	2000012868	Cary Healthcare, LLC / Cary NC 27518	[REDACTED]
<input type="radio"/>	2000022208	Cary Chamber of Commerce / Cary NC 27513	[REDACTED]
<input type="radio"/>	2000089938	Jewish Federation of Raleigh-Cary / Raleigh NC 276	[REDACTED]
<input type="radio"/>	200001217	The Concert Singers of Cary / Cary NC 27511	[REDACTED]
<input type="radio"/>	200006363	Cary Visual Art / Cary NC 27519-4322	[REDACTED]
<input type="radio"/>	200003234	Bright Beginnings Of Cary, Inc / Cary NC 27519	[REDACTED]
<input type="radio"/>	2000010670	TOWN OF CARY / Cary NC 27513	[REDACTED]
<input type="radio"/>	200005713	Carying Place, The / Cary NC 27512-0622	[REDACTED]

11. The application you originally selected will appear.

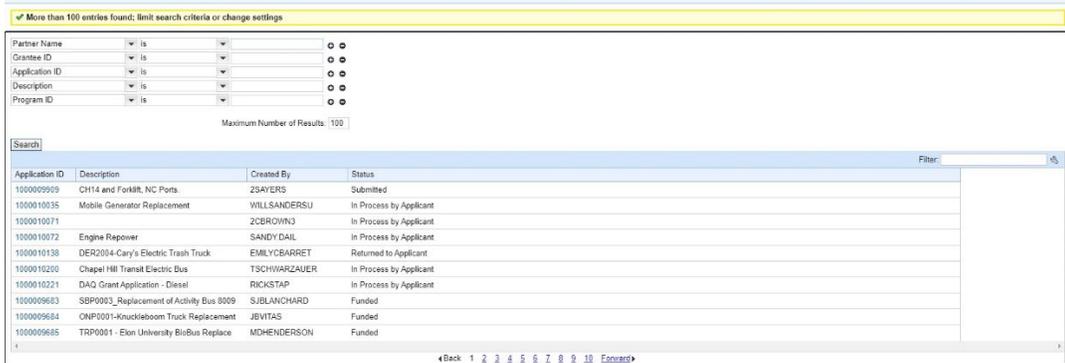
12. Complete all the fields in the application. Note: Round up values in the Budget tab to the next whole dollar. Once you have entered all the required fields. Certify the application by checking the box on the Certification tab and then entering your Name and Title. Then select **Submit**. The system will add the current date to your application. After submitting your application, you will be able to add attachments.

# Editing Applications

1. To edit an existing application, select **Edit Application Form** on the Home screen.



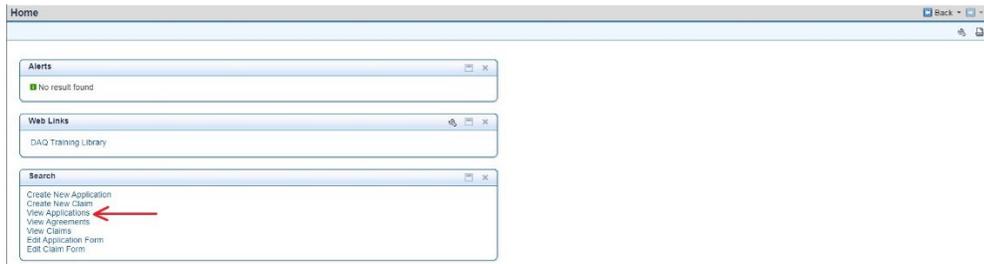
2. The Search: Grantor Applications screen will appear, click **Search** to view your applications, or enter criteria for a specific application at the top.



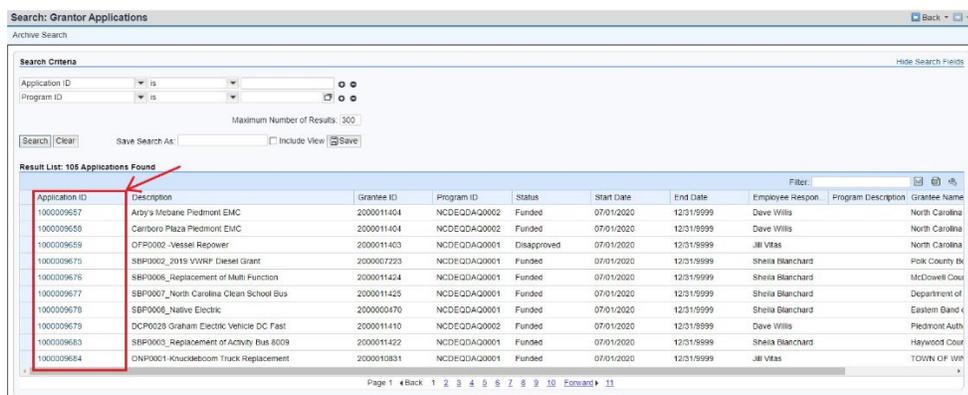
3. Select your application to edit. Once you have completed you edits, go to the Certification tab, and click **Submit**. If you do not submit the application, we are unable to process your edited application.

# View Applications

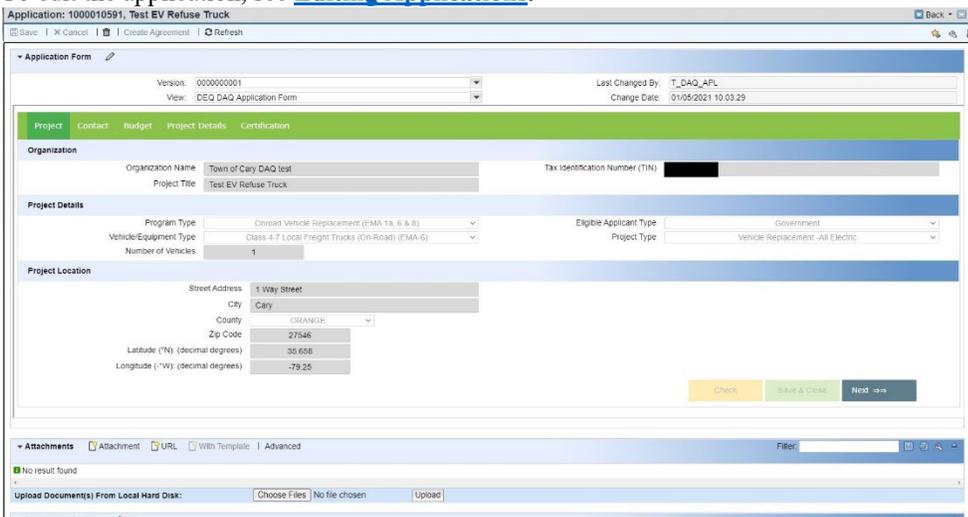
1. To View a saved or submitted application, you must use the View Application link on the Home screen. Select **View Application**.



2. The Search: Grantor Applications screen will appear. Click **Search** to return the applications associated with your account. Select the application you wish to view.



3. You will only be able to view the application using this link. You will not be able to edit the application details. To edit the application, see [Editing Applications](#).

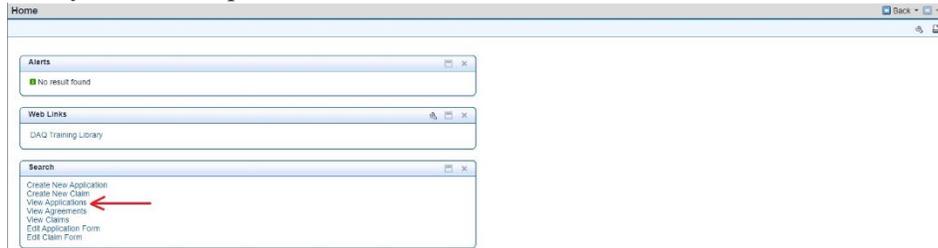


4. Once you have completed viewing the application information, click **Back** to return to the search screen or select Home Page to return to the Home Page.

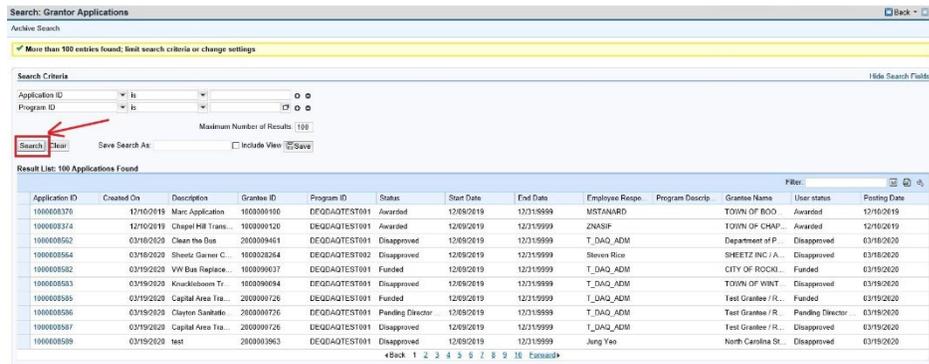
# Uploading Attachments

Attachments may be uploaded for applications and claims. There are several attachments required for applications and claims. To upload attachments, the following instructions will apply for applications or claims. Attachments have a 100MB size limit per file.

1. From the Home Page use the “View Application” or “View Claim” option on the home screen to view the item you wish to open or select the item from the Recent Items list on the left.



2. When using the “View Application” or “View Claim” link, a new screen will appear. Select your application or claim.



- Once you have selected an application or claim, scroll down to the Attachments section to upload an attachment for the application. Click **Attachment** to upload an attachment. A new window will open.

Application: 1000010094, Level 2 Test Application

Version: 000000001  
View: DEQ DAQ Application Form - L2 Charge  
Last Changed By: T\_DAO\_APL  
Change Date: 01/11/2021 15:27:52

**Organization**  
Organization Name: Town of Cary DAQ test  
Project Title: Level 2 Test Application  
Tax Identification Number (TIN): [REDACTED]

**Project Details**  
Program Type: ZEV Infrastructure (EMA-9)  
Equipment Type: Level 2 Charging (EMA-9)  
Eligible Applicant Type: Government  
Project Type: Publicly Accessible

**Project Location**  
Street Address: 1 Way Street  
County: WAKE  
City: Cary  
Latitude ("N) (decimal degrees): 35.658  
Longitude ("W) (decimal degrees): -79.25  
Available 12 hours or longer: Yes

**Attachments** | Attachment | URL | With Templates | Advanced  
No result found  
Upload Document(s) From Local Hard Disk: Choose Files No file chosen Upload

- Enter the Description for the attachment and select the Attachment Type from the drop down menu. The click **Choose Files** to select the file you want to upload then select **Attach**.

Attachment - Work - Microsoft Edge

https://qcr.ebs.nc.gov/sap(===)/bc/bsp/sap/bsp\_wd\_base/popup\_buffered\_frame\_cached.htm?sap-cli...

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

Description: Vehicle Spreadsheet

Attachment Type: SPREADSHEET

Upload Document(s) From Local ... Choose Files NCDQA\_V...adsheet.xlsx

Attach Cancel

5. The attachment will now be added to the application.

Application: 1000010594, Level 2 Test Application

Save | X Cancel | Refresh

Grants Home

Recent Items

- 1000010592 Diesel
- 1000010130 DER2
- 1000010594 Level 2
- 1000010595 Electr...

Application Form

Version: 000000001 | List Changed By: T\_DAG\_API | Change Date: 01/11/2021 15:27:52

View: DEQ DAQ Application Form - L2 Charge

Organization

Organization Name: Town of Cary DAQ test | Tax Identification Number (TIN): [REDACTED]

Project Title: Level 2 Test Application

Project Details

Program Type: ZEV Infrastructure (EMA.9) | Eligible Applicant Type: Government

Equipment Type: Level 2 Charging (EMA.9) | Project Type: Publicly Accessible

Project Location

Street Address: 1 Way Street | City: Cary

County: WAKE | Zip Code: 27625

Latitude (°N) (decimal degrees): 35.658 | Longitude (°W) (decimal degrees): -79.25

Available 12 hours or longer: Yes

Check | Save & Close | Next ->

Attachments

Attachment | URL | With Template | Advanced | Filter

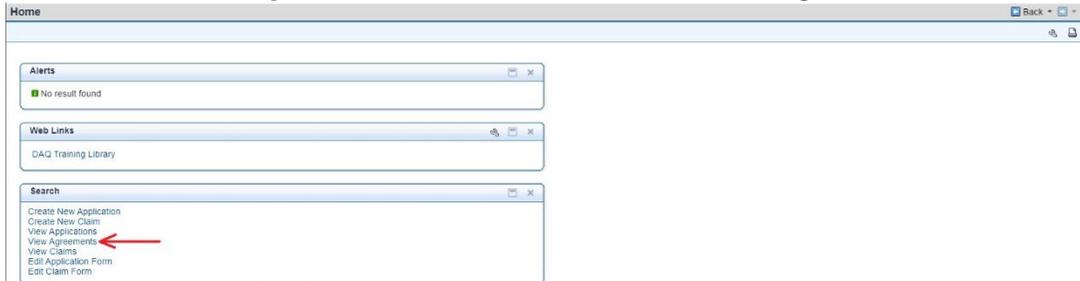
Attachment Type	Description	Name	Created On	Created By
SPREADSHEET	Vehicle Spreadsheet	NCDAQ_Vehicle_Equipment_Spreadsheet.xlsx	03/02/2021 10:56	BCPHILLIPS

Upload Documents | From Local Hard Disk: | Choose Files | No file chosen | Upload

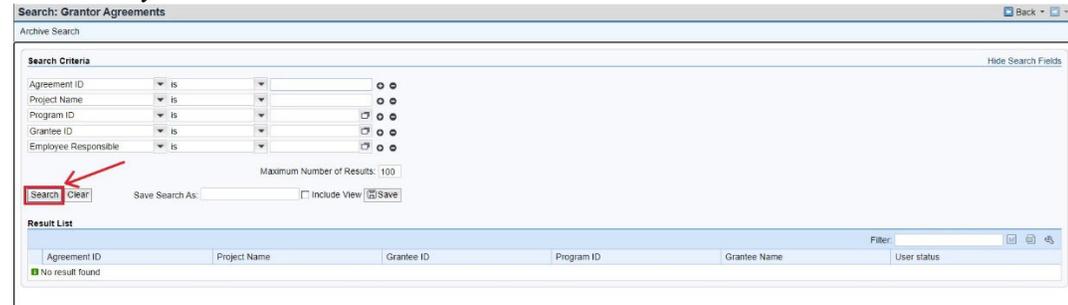
6. Click **Save** to save the changes.

# View Agreements

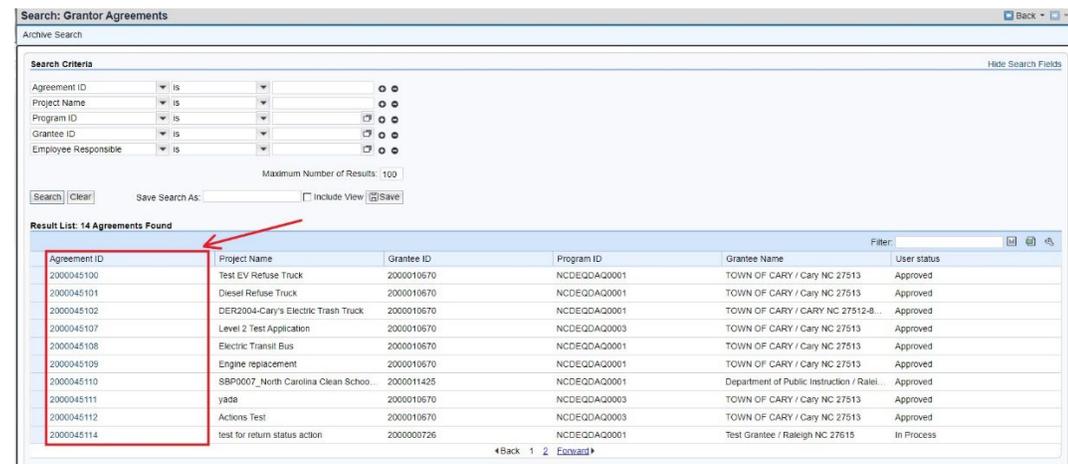
1. If your application is awarded funding, an agreement will be created in the Grants Management System. The agreement has all the necessary documentation required for contract processing by NCDEQ Financial Services staff. Once your contract is fully executed (signed by your organization representative and NC DEQ's Purchasing Director) a copy of the contract will be uploaded by NCDEQ as an attachment to the agreement.
2. To view your application agreement and associated attachments in the Grants Management System, you will need to use the View Agreement link on the Home Screen. Click **View Agreements**.



3. The Search: Grantor Agreements screen will appear. Click **Search** to view the approved Agreements associated with your account.



4. The agreements associated with your account will appear. Select the agreement you want to open.



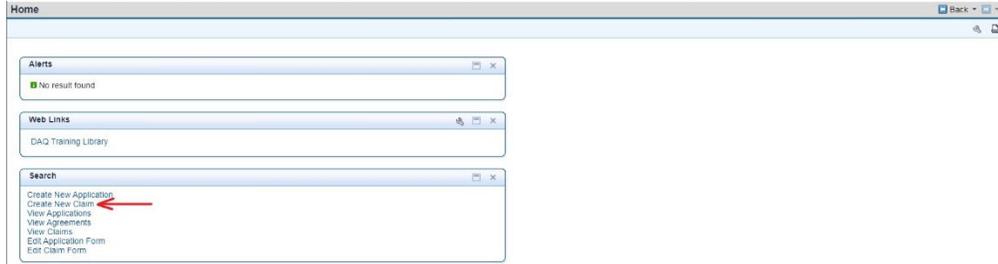
## Submitting Claims

Follow the instructions below to create and submit a new claim in the DAQ Grants Management System. Note the system will time out after 30 minutes of inactivity. If you start a claim and the system times out, follow the procedures for **Edit Claim**.

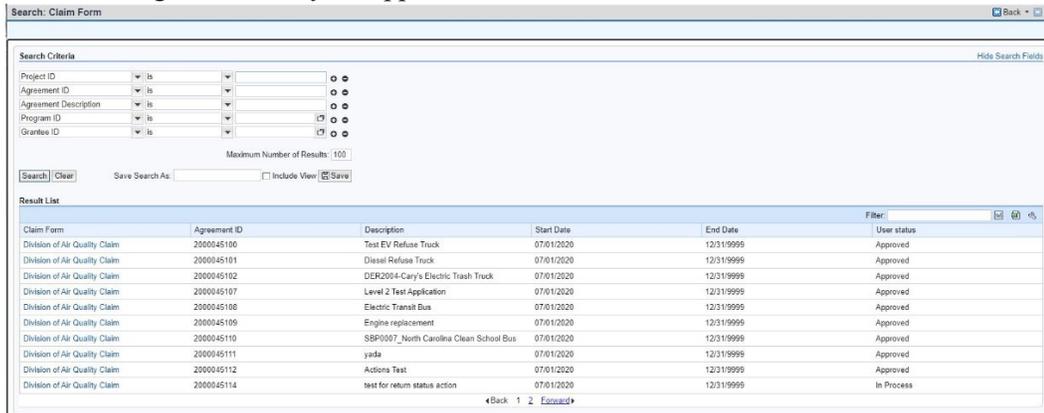
1. For a claim to be processed for reimbursement approval, a claim request must be submitted in the GMS system, submit the following required documentation, forms, and photographs as attachments:
  - a. Diesel Bus & Vehicle Programs & DERA Program
    - i. Claim Request on Company Letterhead ([download template](#))
    - ii. New updated NC Substitute W9 ([download form](#))
    - iii. Copies of paid invoices
    - iv. Copies of proof of payment
    - v. [NCDAQ Form 001 Certificate of Destruction](#)
      1. Original Vehicle Photo – Front profile of vehicle
      2. Original Vehicle Photo – Side profile of vehicle
      3. Original Vehicle Photo – Vehicle Identification Number (VIN)
      4. Original Vehicle Photo – Engine label
      5. Original Vehicle Photo – Chassis rail cut in half
      6. Original Vehicle Photo – Engine block, prior to hole
      7. Original Vehicle Photo – Engine block, after hole
      8. Original Vehicle Photo – Others, as needed
    - vi. [NCDAQ Form 003 Verification of Purchase](#)
      1. New Vehicle Photo – Front profile of vehicle
      2. New Vehicle Photo – Side profile of vehicle
      3. New Vehicle Photo – Vehicle Identification Number (VIN)
      4. New Vehicle Photo – Engine label
      5. New Vehicle Photo – Engine block
      6. New Vehicle Photo – EV charging infrastructure (when applicable)
      7. New Vehicle Photo – Others, as needed
    - vii. For Electric Vehicle Projects with Charging Infrastructure
      1. Photo – EV Charger(s) screen – Powered on
      2. Photo – EV Charger(s) serial number(s)
      3. Photo – Overall Charging site
      4. Completed [Duke Energy Make Ready Credit Certification Form](#)
      5. [Final Report](#) (clickable link to template)
    - viii. Complete Project Success Story Survey (Complete one)
      1. Complete project [success story survey](#). (Non-electrification projects)
      2. Complete project [success story survey](#). (Electrification projects only)
  - b. DC Fast and Level 2 Programs
    - i. Claim Request on Company Letterhead ([download template](#))
    - ii. New updated NC Substitute W9 ([download form](#))
    - iii. Copies of paid invoices
    - iv. Copies of proof of payment
    - v. [NCDAQ Form 002 EV Infrastructure Certificate of Installation](#)
      1. Photo – EV Charger(s) screen -powered on
      2. Photo – EV Charger(s) serial number(s)
      3. Photo – On-Site Signage EV
      4. Photo – Overall Charging Site

- vi. Completed [Duke Energy Make Ready Credit Certification Form](#)
  - 1. [Final Report](#) (clickable link to template)
  - 2. Complete project [success story survey](#).
- vii. Complete Project Success Story Survey
  - 1. Complete project [success story survey](#).

- 2. To submit a claim, select **Create New Claim** from the Home Screen. Claims should only be submitted once your project is complete, and you have all the required documentation.



- 3. The Search: Claim Form will appear, click **Search** to find the Agreement for your application. Then click the Agreement for your application.



- 4. The New Claim Form will appear. Enter data in all the fields with the asterisk and enter the requested payment amount:
  - Reimbursement Number – sequential number of claim request. The first claim request will be 1.
  - Date From – Date of contract execution
  - Date To – Date of claim submittal
  - Date – Current date

Enter the requested claim reimbursement amount. The first reimbursement request can be for no more than 90% of the awarded project amount. The second claim requests for the final 10% will be approved once a site visit by DEQ staff is completed and final site visit report is uploaded to GMS.

- 5. The system will not allow you to enter more than the Approved Budget amount or Balance Amount. Once completed enter date and click **Submit**.

Code	Description	Approved Budget	Reimbursed to Date	Requested Payments	Total Payments	Balance
D001	D001 New equipment/vehicle/engine	\$325,000.00	\$100,000.00		\$100,000.00	\$225,000.00
D002	D002 Infrastructure costs	\$25,000.00	\$25,000.00		\$25,000.00	\$0.00
<b>Total (\$)</b>		<b>\$350,000.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$225,000.00</b>

- The Confirmation screen will appear with your Claim ID number. From here you will be able to upload your required attachments.

## Claim Status

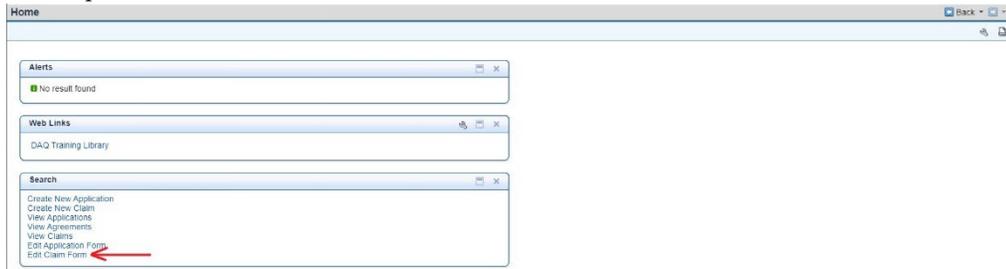
- Users can view their claim status once a claim has been initiated.

User Status	Meaning
In Process by SR	Awardee started claim but not submitted for review and approval to Program Manager
Submitted	Awardee submitted claim for review and approval to Program Manager
Rejected	Claim is rejected by Program Manager and a new claim must be created by awardee.
Returned to SR	Claim is returned to awardee by Program Manager for corrections.
L1 Approved	Claim waiting Program Manager approval
L2 Approved	Claim waiting DAQ MSCB Supervisor approval
L3 Approved	Claim waiting DAQ Technical Services Section Chief approval
L4 Approved	Claim waiting DAQ Budget Office Admin. Specialist/Accounting Clerk approval
L5 Approved	Claim waiting DAQ Budget Director approval
Approved/Released	Claim approved and released for submittal for payment

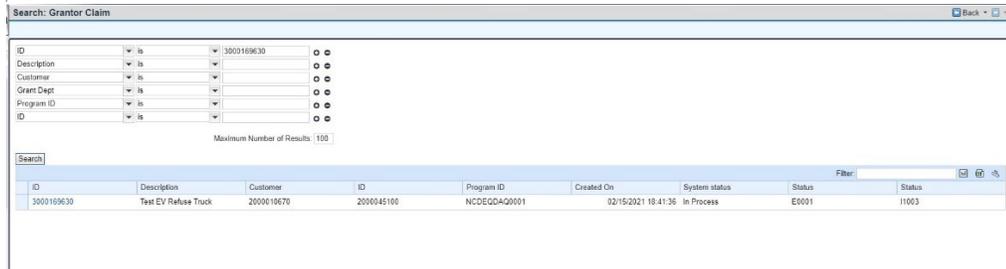
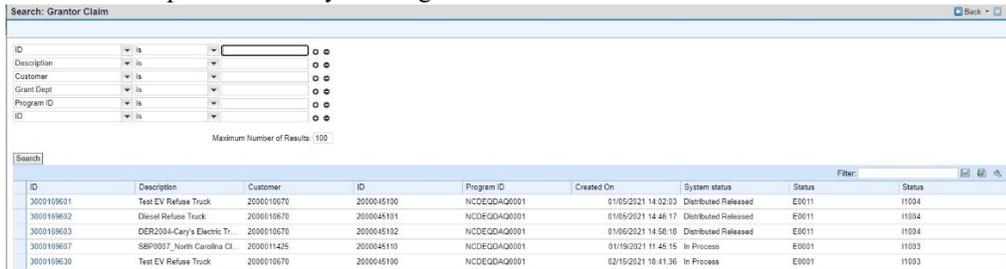
- Claims with the status “ In Process by SR” have not been submitted by the awardee and cannot be processed until submitted.
- To submit a claims with this status the awardee must select “Edit Claim Form” from the Home screen and select “Submit”.

# Editing Unsubmitted Claims

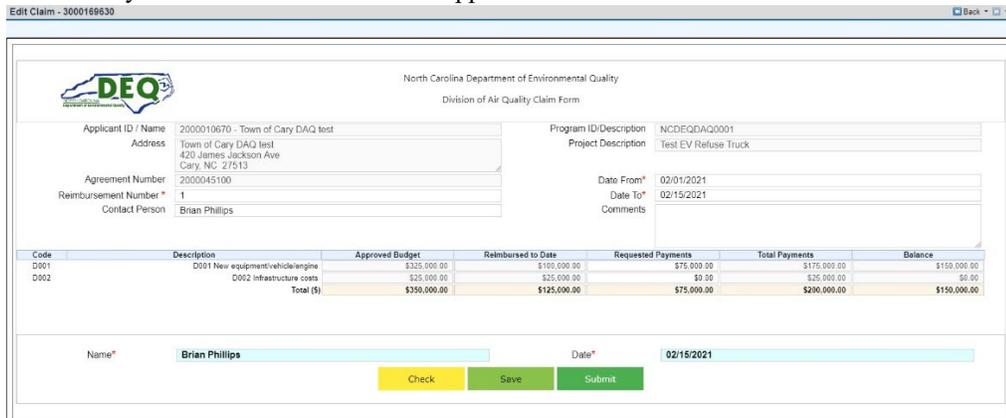
1. If you need to make changes to your claim request that has not been submitted, you must use the Edit Claim Form option. From the Home Screen click **Edit Claim Form**.



2. The Search: Grantor Claim screen will appear. Click **Search** to show all the claims you have created, or you can search for a specific claim by entering the claim ID in the ID field.



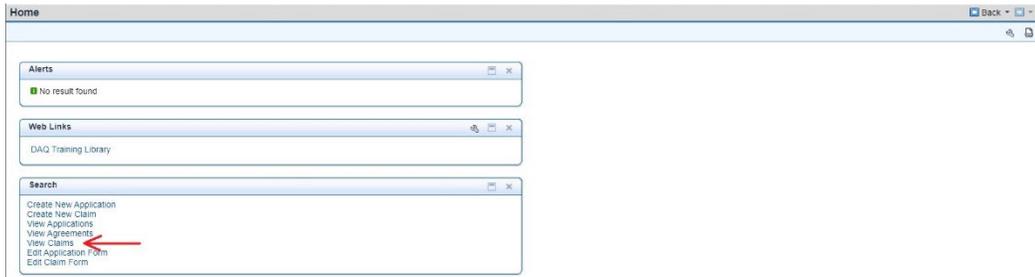
3. Click the link for your claim and the claim will appear to edit in the Edit Claim screen.



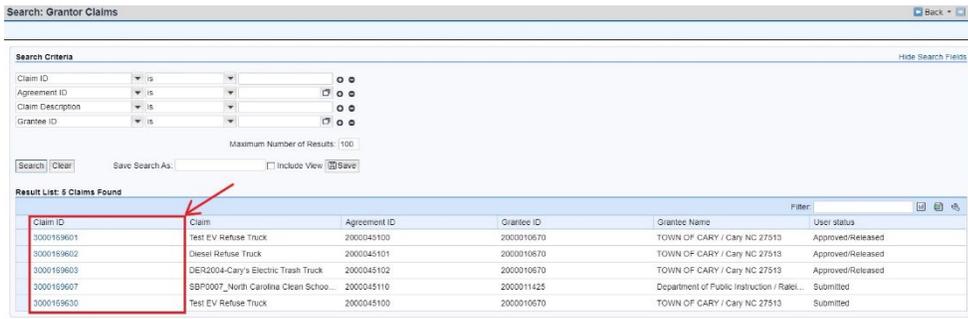
4. Make your edits and click Submit to resubmit your claim.

# View Claims

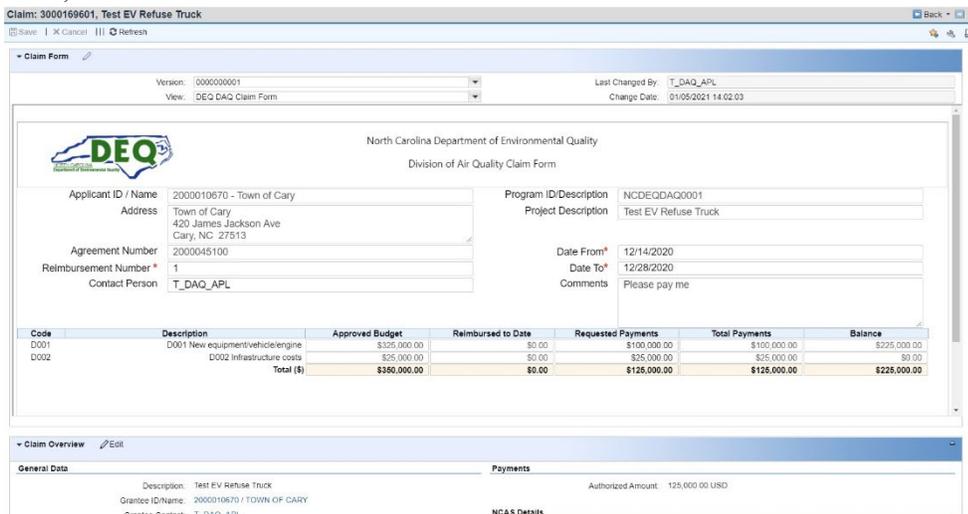
1. To View a saved or submitted claim, you must use the View Claim link on the Home screen. Select **View Claim**.



2. The Search: Grantor Claims screen will appear. Click **Search** to return the claims associated with your account. Select the claim you wish to view.



3. You will only be able to view the claim using this link. You will not be able to edit the claim details. To edit the claim, see **Edit Claim**.



4. Once you have completed viewing the claim information, click **Back** to return to the search screen or select **Home Page** to return to the Home Page.

# Resubmitting Returned Claims

1. If you need to make changes to your claim request that was returned by the program manager, you must use the Edit Claim Form option. From the Home Screen click **Edit Claim Form**.

2. The Search: Grantor Claim screen will appear. Click **Search** to show all the claims you have created, or you can search for a specific claim by entering the claim ID in the ID field.

ID	Description	Customer	ID	Program ID	Created On	System status	Status	Status
300016901	Test EV Refuse Truck	2000010670	2000045100	NCDEGDAQ0001	01/05/2021 14:02:03	Distributed Released	E0011	I1004
300016902	Diesel Refuse Truck	2000010670	2000045101	NCDEGDAQ0001	01/05/2021 14:46:17	Distributed Released	E0011	I1004
300016903	DER2004-Cary's Electric Tr...	2000010670	2000045102	NCDEGDAQ0001	01/06/2021 14:56:16	Distributed Released	E0011	I1004
300016907	SBP007_North Carolina Cl...	2000011425	2000045110	NCDEGDAQ0001	01/19/2021 11:45:15	In Process	E0001	I1003
300016930	Test EV Refuse Truck	2000010670	2000045100	NCDEGDAQ0001	02/15/2021 10:41:36	In Process	E0001	I1003

ID	Description	Customer	ID	Program ID	Created On	System status	Status	Status
300016930	Test EV Refuse Truck	2000010670	2000045100	NCDEGDAQ0001	02/15/2021 10:41:36	In Process	E0001	I1003

3. Click the link for your claim and the claim will appear to edit in the Edit Claim screen.

North Carolina Department of Environmental Quality  
Division of Air Quality Claim Form

Applicant ID / Name: 2000010670 - Town of Cary DAQ test  
Address: Town of Cary DAQ test, 420 James Jackson Ave, Cary, NC 27513  
Agreement Number: 2000045100  
Reimbursement Number: 1  
Contact Person: Brian Phillips

Program ID/Description: NCDEGDAQ0001  
Project Description: Test EV Refuse Truck  
Date From: 02/01/2021  
Date To: 02/15/2021  
Comments:

Code	Description	Approved Budget	Reimbursed to Date	Requested Payments	Total Payments	Balance
D001	D001 New equipment/vehicle/engine	\$325,000.00	\$100,000.00	\$75,000.00	\$175,000.00	\$150,000.00
D002	D002 Infrastructure costs	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00
<b>Total (\$)</b>		<b>\$350,000.00</b>	<b>\$125,000.00</b>	<b>\$75,000.00</b>	<b>\$200,000.00</b>	<b>\$150,000.00</b>

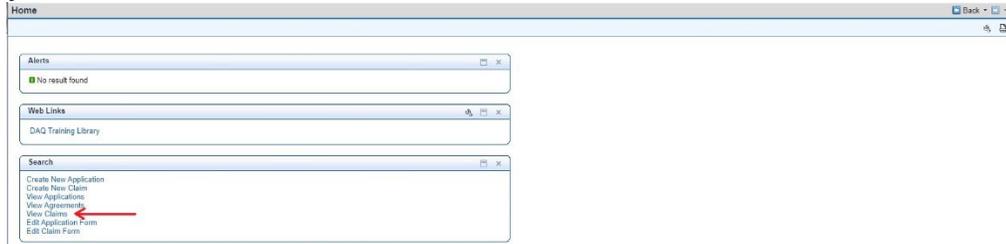
Name: Brian Phillips Date: 02/15/2021

Buttons: Check, Save, Submit

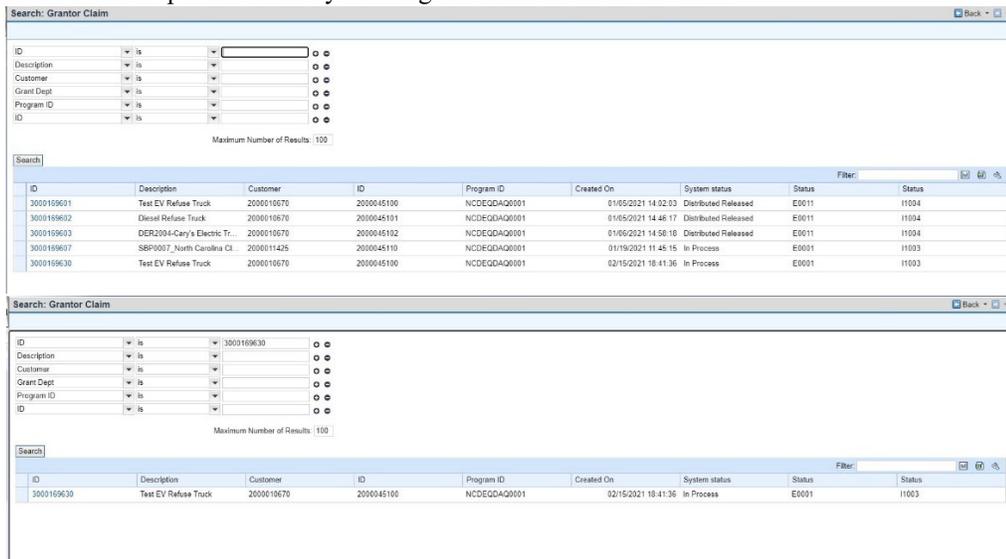
4. Make your edits and click Submit to resubmit your claim for approval.

# Submitting Close Out Reports

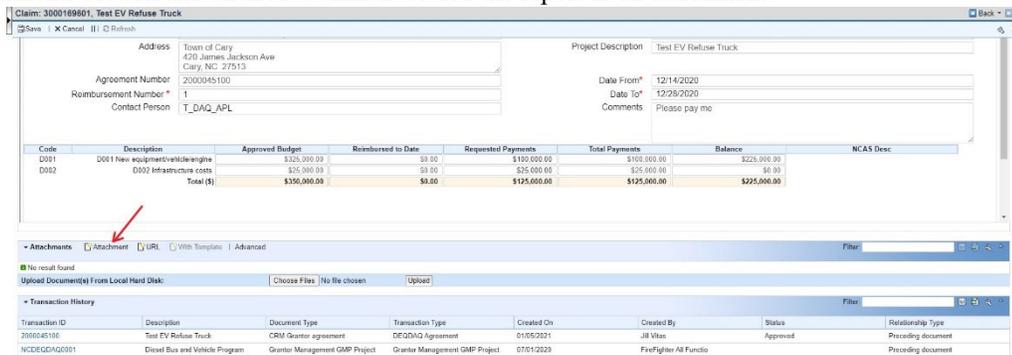
1. To submit your project close out report for a completed project, you will add the document as an attachment to the claim for the project. From the Home Screen click **View Claims**. If the claim for the project has not been submitted, add the document as an attachment when you submit the claim request for the project.



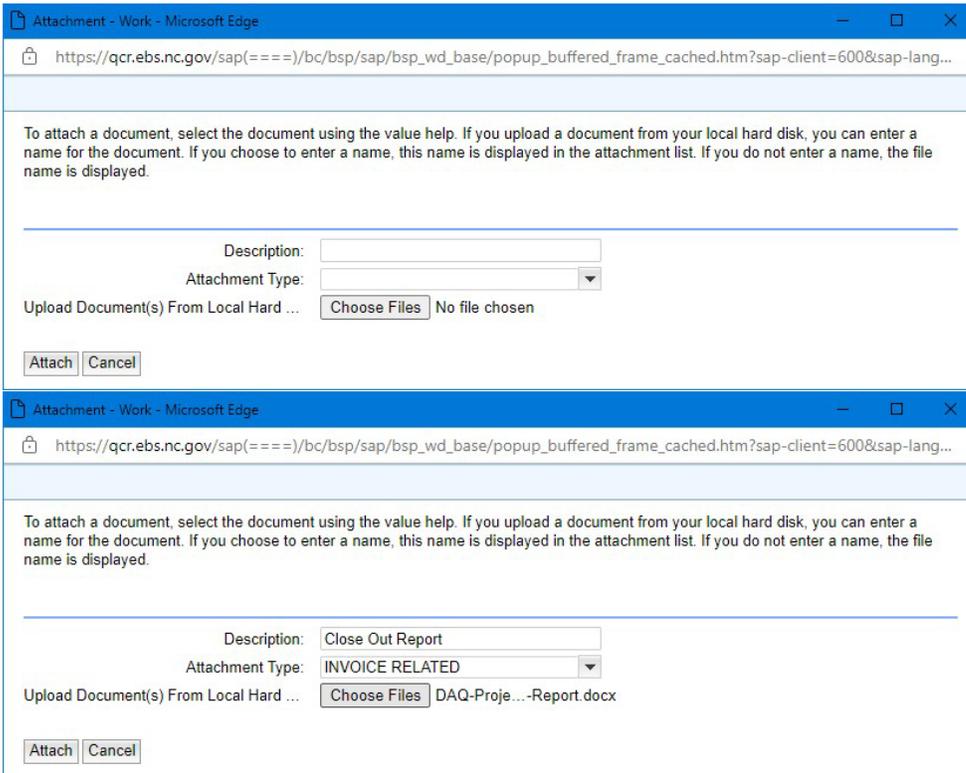
2. The Search: Grantor Claim screen will appear. Click **Search** to show all the claims you have created, or you can search for a specific claim by entering the claim ID in the ID field.



3. Click the link for your claim and the claim will appear to edit in the Claim screen. Scroll down to the Attachments section and click **Attachment** to add the report as an attachment.



4. The Attachment screen will appear. Enter "Close out Report" in the **Description** field. Select **Invoice Related** as the Attachment Type and then click **Choose Files** to find your close out report to upload, then Select **Attach**.



- The file will be uploaded, and you will return to the Claim. The report should be displayed in the attachments section.

The screenshot shows the SAP claim management interface for claim 3000169601, "Test EV Refuse Truck". At the top, there is a summary table:

Code	Description	Approved Budget	Reimbursed to Date	Requested Payments	Total Payments	Balance	NCAS Desc
D001	D001 New equipment/vehicle/engine	\$325,000.00	\$0.00	\$100,000.00	\$100,000.00	\$225,000.00	
D002	D002 Infrastructure costs	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	
<b>Total (\$)</b>		<b>\$350,000.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>	<b>\$225,000.00</b>	

Below the table is a form with "Name\*" set to "T\_DAQ\_APL" and "Date\*" set to "01/05/2021". There are "Check", "Save", and "Submit" buttons.

The "Attachments" section is expanded, showing a table of attachments:

Attachment Type	Description	Name	Created On	Created By
INVOICE RELATED	Close-out Report	DAQ-Project-Final-Report	10/13/2021 12:29	BCPHILLIPS

A red arrow points to the "Name" column of the attachment table.

Below the attachments is the "Transaction History" section:

Transaction ID	Description	Document Type	Transaction Type	Created On	Created By	Status	Relationship Type
2000045100	Test EV Refuse Truck	CRM Grantor agreement	DEQDAQ Agreement	01/05/2021	Jill Vitas	Approved	Preceding document
NCDEQDAQ0001	Diesel Bus and Vehicle Program	Grantor Management GMP Project	Grantor Management GMP Project	07/01/2020	FireFighter All Functio		Preceding document