



NC Division of Air Quality Grants Program - How to File a Claim Webinar

November 2023

NC Volkswagen Settlement Team, NC Division of Air Quality

Department of Environmental Quality



What to Expect Today

- **An overview of how to file a claim for a DAQ Grant Program**
- **Reporting requirements**
- **Documentation required to submit a claim**
 - **Diesel Vehicle Programs and EV Infrastructure Programs**
- **How to file a claim in DAQ Grant Management System (GMS)**
- **Where to find answers after this workshop**
- **Questions and answers**



Grants Management System

- **All claims must be entered and submitted via the DAQ Grants Management System.**
- **All documents must be included and complete when submitting a claim. You must attach these documents in the GMS.**
- **Please upload and name your files in a manner that we can see what each file is from the file name.**

Electronic Payment Form

- **We encourage all award recipients to complete and submit the vendor electronic payment form to the NC Office of State Controller Support Services Center prior to completion of your project and claim submittal (allow 30 days for processing).**
- **Otherwise, your reimbursement will be in the form of a paper check sent via U.S. mail.**

Reporting Requirements

- **Quarterly Reporting Requirement**
 - Quarterly reports on the status of the project are to be submitted within 14 days from March 31, June 30, September 30, and December 31 until the final project report is submitted.
- **Final Project Report**
 - A final project report with a narrative summary of the project and photographic evidence of installation.
- **Unsubmitted Quarterly reports must be submitted for a claim reimbursement to be reviewed for approval for payment. Final claims must include the final report.**



Reporting Requirements

All quarterly and final reports should be submitted to the Program Manager (contact information at the end of this presentation).

Templates for the required project reports are available on the website:

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



Success Stories – Electrification Map

- DEQ has a [new interactive map](#) showcasing all electric vehicles and electric vehicle chargers funded by the N.C. Volkswagen Settlement that are now operating in the state.
- Highlighted projects include Level 2 and DC Fast electric vehicle charging stations available to the public as well as new all-electric school buses, transit buses and heavy-duty vehicles already on the road thanks to the Volkswagen Settlement. As new chargers and vehicles come online, they will be added to the map.
- Submit your success story [here!](#)



Diesel Vehicle Programs Claim Documentation

To submit a claim, the following documents are required:

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

Diesel Vehicle Programs Claim Documentation

- NC DAQ Form 001 Certificate of Destruction
- NC DAQ Form 003 Certificate of Purchase
- **Specific list of required photos can be found in the Diesel Bus and Vehicle RFP and is included in your Programmatic Conditions in the fully executed contract**
 - Photos of old vehicle(s)
 - Photos of new vehicle (s)
 - Scrappage documentation
- An updated NC W-9 form for your organization
- Final Report
- **Success story**



Diesel Vehicle Replacement Programs Claims Documentation Checklist

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

Diesel Vehicle Programs Claim Documentation Checklist

Diesel Vehicle Programs Claim Documentation – Payment Request

Logo Name YOUR COMPANY SLOGAN HERE

Your Name Here **Recipient Name Here**
Company Name Title, Company
Street Address Street Address
City, ST ZIP Code City, ST ZIP Code

Contract No. XXXXVW 31th March 2021

To whom it may concern,

Please reimburse My Company in the amount of \$74,000.00 for the purchase of the ACME Excavator for the total price as shown in the attached invoice of \$300,000.00.

John Johnson
John Johnson

Company Name
Phone: 555 555 0125
E-mail: E-mail address

The amount that is in the request for reimbursement, should not be higher than the amount granted, if the project was at or over budget. If the project was under budget, and you had a voluntary or mandatory cost-share, the request must reflect the percentages required for the cost-share.

i.e., if you only spent \$100K on your project, and had a 25% cost-share, you may only request \$75K for reimbursement this is even if you had an award amount over \$75K.



Diesel Vehicle Programs Claim Documentation

NCDEQ VW Mitigation Program
Certificate of Engine/Chassis Destruction

Subgrantee Name: _____ Contract No: _____

VW Application No: _____

Vehicle Owner Name: _____

Vehicle Owner Address: _____

Old Vehicle/Chassis Information

Make:	Vehicle ID Number:
Model:	Odometer Reading:
Year:	

Old Engine Information

Make:	Horsepower:
Model:	ID or Serial No:
Year:	

Name of Dismantler: _____

Address of Dismantler: _____

Date Vehicle Accepted by Dismantler: _____

Date Engine/Chassis Disabled: _____

Signature of Dismantler: _____

Statement: I certify that within 180 days of replacement, the old engine and chassis (where applicable) have been permanently disabled. Disabling the engine consists of cutting, drilling, or punching a three inch by three-inch (3" x 3") hole in the engine block. Disabling the chassis consists of cutting completely through the frame/frame-rails on each side of the vehicle/equipment at a point located between the front and rear axles. I certify that I have also obtained a Junk Vehicle Title from the NC Division of Motor Vehicles. If other, pre-approved scrappage methods were used, details and documentation are attached. Photos of the disabled engine/chassis that are required pursuant to the Terms and Conditions of the NCDEQ award agreement are attached to this Certificate of Vehicle/Engine Destruction.

Authorized Name: _____
Print Name

Authorized Signature: _____ Date: _____

Note: Documentation must include JPEG images of the following, with corresponding file names:

- 1) Side profile of vehicle
- 2) Vehicle Identification Number (VIN)
- 3) Engine label
- 4) Chassis rail cut in half
- 5) Engine block, prior to hole
- 6) Engine block, after hole
- 7) Others, as needed



N.C. DEQ VW Mitigation Program
Verification of Purchase

New Vehicle/Equipment photographic requirements:

- Evidence of new vehicle/equipment is required for grant reimbursement claims submitted to NCDAQ for each vehicle/equipment funded and includes this verification of purchase document and digital photos as described below.
- Complete and upload to the DAQ Grants Management System for your application.

Subgrantee Name: _____ DEQ Grant No: _____

Vehicle Owner Name: _____

Vehicle Owner Address: _____

New Vehicle/Chassis Information

Make:	Vehicle ID Number:
Model:	
Year:	

New Engine Information

Make:	Horsepower:
Model:	ID or Serial No:
Year:	

Statement: I certify that the above equipment/vehicle and has met all VW grant contract purchasing requirements. Photos of the equipment/vehicle required pursuant to the terms and conditions of the NC DEQ award agreement are attached to this Verification of Purchase.

Authorized Name: _____
Print Name

Authorized Signature: _____ Date: _____

Note: Documentation must include JPEG images of the following, with corresponding file names:

- 1) Side profile of vehicle
- 2) Vehicle Identification Number (VIN)
- 3) Engine label
- 4) Engine block
- 5) EV charging infrastructure, when applicable
- 6) Others, as needed



Diesel Vehicle Programs Required Photos

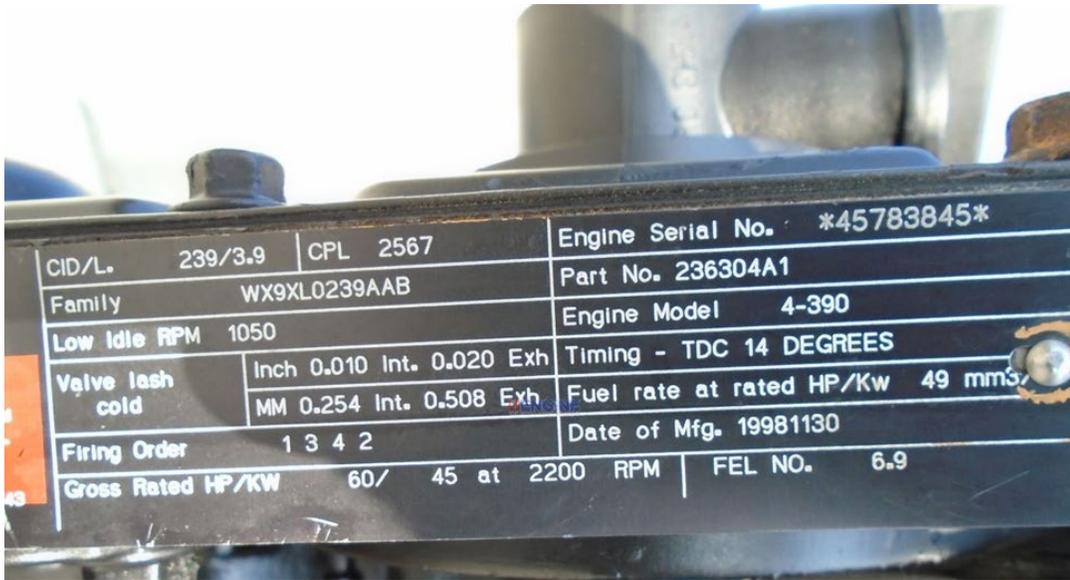
Photos of Replaced Vehicle:

- Engine Tag
- VIN tag
- Front
- Side

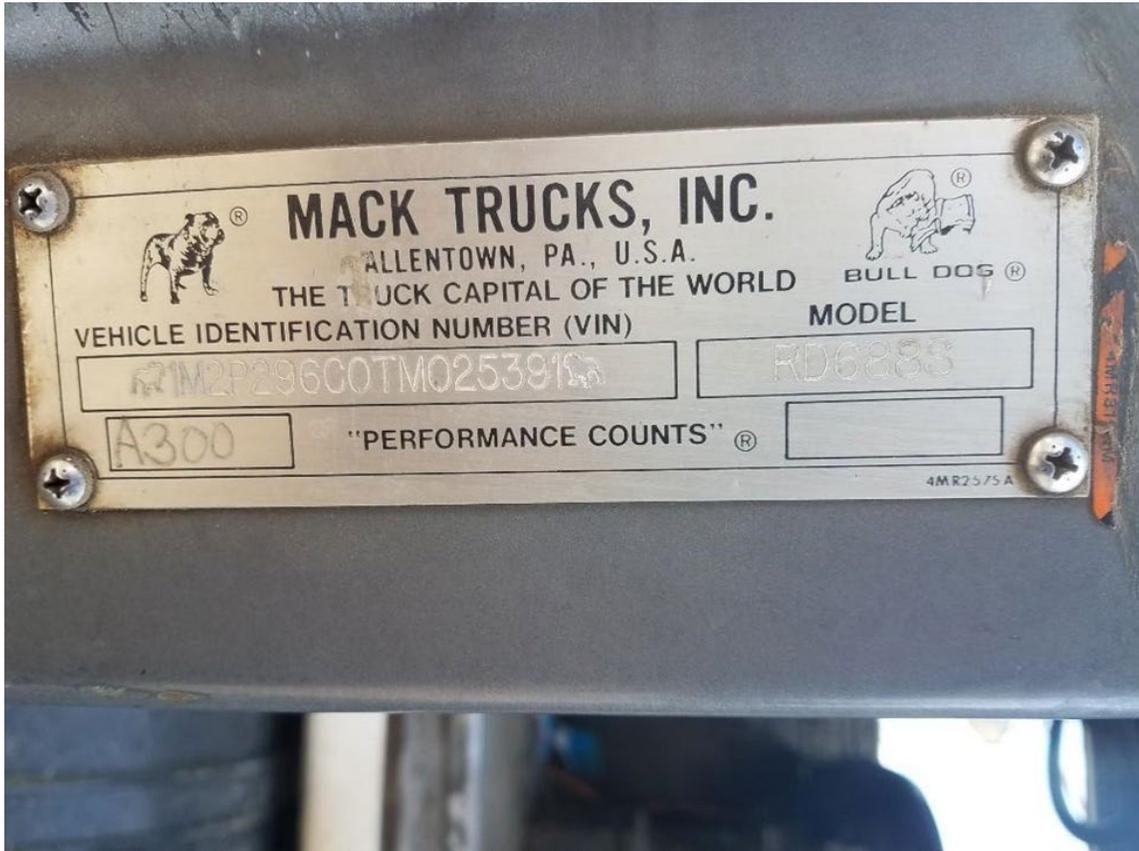
Photos of Replacement Vehicle:

- Engine Tag
- VIN tag
- Front
- Side
- Infrastructure (if applicable)

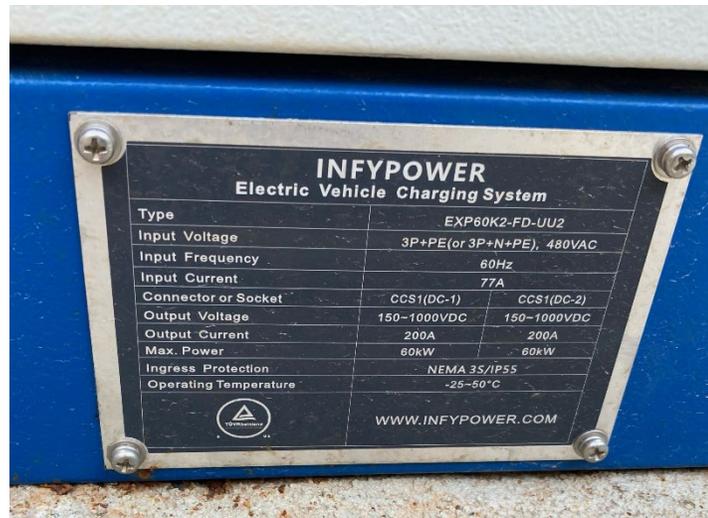
Diesel Vehicle Programs Required Photos –Engine Block Tags (new and old)



Diesel Vehicle Programs Required Photos – VIN Tags (new and old)



Diesel Vehicle Programs Required Photos – New Equipment and Infrastructure if applicable



Diesel Vehicle Programs Required Photos – Scrappage

- VW Funded projects - Vehicles must be scrapped within **6** months of receipt of new vehicle.
- DERA Funded projects - Vehicles must be scrapped within **3** months of receipt of new vehicle.
- The required vehicles that must be scrapped are listed in your award letter.



Vehicle Scrappage

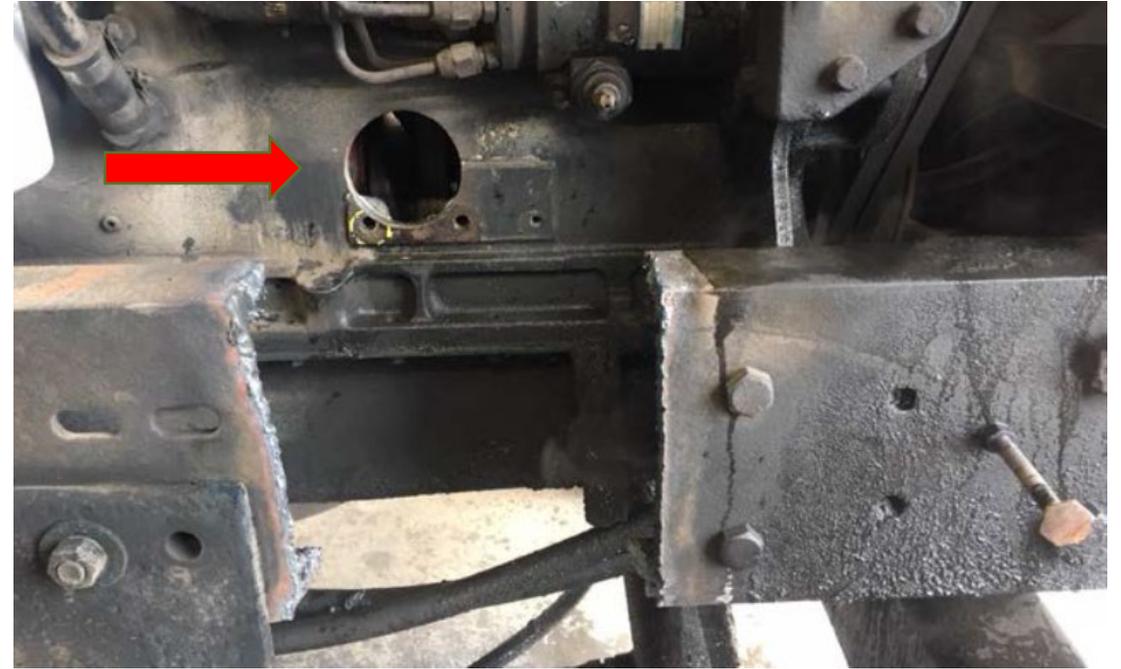
- Scrappage is a defined process for rendering an engine and/or vehicle permanently disabled.
- Includes drilling a 3 inch or larger hole in the engine block
- Cutting the rails of the chassis in half



Diesel Vehicle Programs Required Photos – Engine Block (prior to destruction)



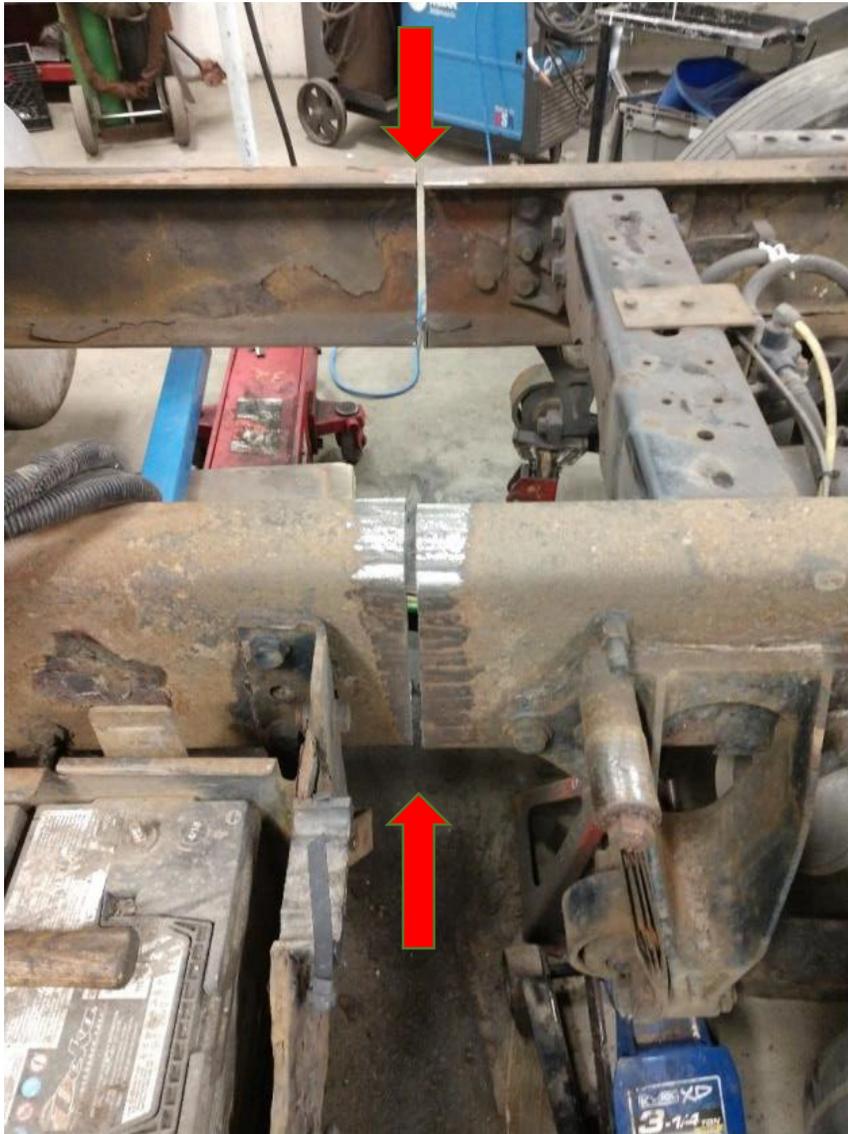
Diesel Vehicle Programs Required Photos – Engine Block (after destruction)



Diesel Vehicle Programs Required Photos – Engine Block (after destruction)



Diesel Vehicle Programs Required Photos – Disabled Chassis



Diesel Vehicle Programs Required Photos – Disabled Chassis



DAQ Site Visits

- **DAQ staff will perform site visits to verify project completion to approve a claim.**
- **Site visits are conducted during regular business hours and equipment must be readily available for inspection.**
- **Once you have taken delivery of the new equipment, we may try and schedule a site visit concurrently with your claim.**
- **We can also conduct site visits at the manufacturer, before deployment.**

Where to get more information after today?

Diesel Bus & RFP - Frequently Asked Questions

Diesel Bus & Vehicle FAQs

E-mail questions to: daq.NC_VWGrants@deq.nc.gov



EV Infrastructure Programs

	Type	Length
Level 2 Public Access	Rebate	1.5 years
Level 2 MUD	Rebate	1.5 years
Level 2 Workplace	Rebate	1.5 years
Level 2 State Agencies	Contract	2-3 years*
DC Fast Priority Corridors	Contract	2-3 years*
DC Fast Existing Sites Upgrades	Contract	2-3 years*
Diesel Vehicle Replacement	Contract	2-3 years*

All work must be completed and claims submitted in the DAQ Grants Management System (GMS) before a Rebate or Contract expiration date.

***Review your fully executed contract for the exact expiration date.**



EV Charging Infrastructure Programs Claims Documentation Checklist

EV Charging Infrastructure Claims Documentation Checklist	
	Required Documents for Claims Reimbursement
	Claim Request on Company Letterhead (download template)
	New updated NC Substitute W9 (download form)
	Copies of paid invoices
	Copies of proof of payment
	Completed NCDAQ Form 002 EV Infrastructure Certificate of Installation
	Photo – EV Charger(s) screen – powered on
	Photo – EV Charger(s) serial number(s)
	Photo – On-site EV Signage
	Photo – Overall Charging site
	Completed Duke Energy Make Ready Credit Certification Form
	Final Report (clickable link to template)
	Complete project success story survey.
Charging infrastructure must be installed and operational prior to any claim reimbursement request.	



EV Infrastructure Claim Documentation – Payment Request

 **Logo Name**

Your Name Here
Company Name
Street Address
City, State ZIP Code

Program Manager Name
NC Division of Air Quality
1641 Mail Service Center
Raleigh, NC 27699-1641

Enter Date

To whom it may concern,

Please reimburse My Company in the amount of : (\$ amount of claim corresponding to INVOICE submitted with claim)

\$ _____

Total Spent \$ _____

Person requesting reimbursement

Print name: _____

Signature: _____

Date: _____

Company Name
Phone: 555 555 0125
E-mail: E-mail address



EV Infrastructure Claim Documentation – Vendor Invoices

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



ADDRESS **SHIP TO** **Invoice # 3859**
 Your Company's Address Your Company's Address DATE of service 01/14/2021
 Yourtown, North Carolina Yourtown, North Carolina
 27000 27000

SHIP VIA **SALES REP**
 UPS Ground JDoe

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

Please send ACH/Wires to Example EV

Invoice

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

Date: January 21 2021
 Project: Raleigh EV Charging 3

To:

 Your Company's Address
 Yourtown, North Carolina
 27000

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

Special Notes	Subtotal	\$ 23,592.00
Please remit payment to: Example EV 999 W. One st. Anytown, NC 27601 (999) 111-1111	Sales Tax (7.5%)	\$ 1,769.40
	Total Due:	\$ 25,361.40

Thank you for your business.



EV Infrastructure Claim Documentation – Proof of Payment

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

Attn: Joe Doe 01/22/2021
Company: Example Energy
Project: Dual EV Charging Station Installation

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

PAID IN FULL

4/20/2021

QTY	MATERIAL DESCRIPTION	UNIT COST	TOTAL	LABOR HRS
1,200	1" EMT	\$2.00	\$2,400.00	54
16	1" SS STEEL CONN	\$2.25	\$36.00	1.92
20	1" SS STEEL OUP IN	\$15.00	\$300.00	0
6	1" W/ GASKET	\$12.00	\$72.00	2
120	1" CONDUIT STRAP	\$1.00	\$120.00	7.5
3,756	#8 THHN WIRE	\$0.95	\$3,568.20	54.6
366	1/4" THREADED ROD	\$0.33	\$120.78	9.6
120	1/4-20 HEX NUT	\$0.05	\$6.00	2.4
120	1/4" ROD SUPPORT CLIP	\$1.95	\$234.00	8.4
6	40A 2P BREAKER	\$82.50	\$495.00	2
3	PEDESTAL MOUNTING	\$6.00	\$18.00	12
3	PEDESTAL CONCRETE BASE	\$300.00	\$900.00	6
6	WALL CORE	\$25.00	\$150.00	2
1	SITE SURVEY	\$0.00	\$350.00	0
1	PERMITTING	\$300.00	\$300.00	0

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

Please Pay this amount by 4/20/2021

Cancelled Check Example

Cancelled Check example:

(Can be found through a bank account you can access online, through bank statements received in the mail, or by contacting/visiting your bank)

Account: ASB Free Checking *XXXX | Check Number: 123 | Date Posted: X/XX/XXXX | Amount: \$250.00



Shows that the other bank received the check

EV Infrastructure Claim Documentation – NCDAQ Form 002 EV Infrastructure Certificate of Installation

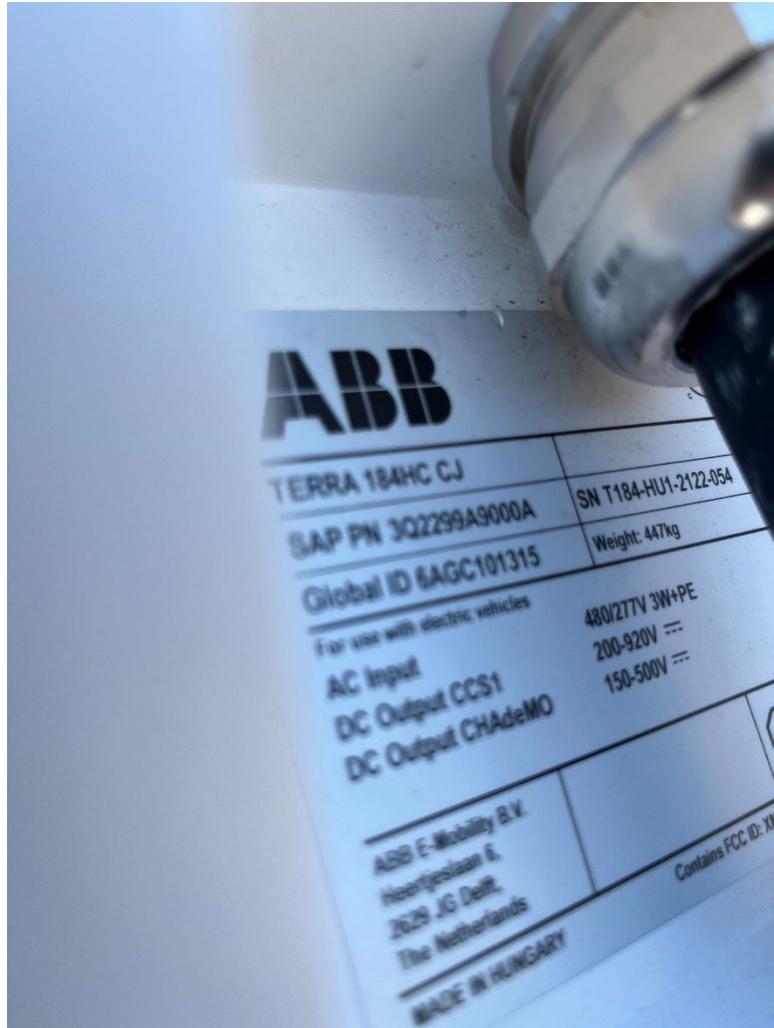
N.C. DEQ VW Mitigation Program Certificate of EV Infrastructure Installation	
Subgrantee Name: _____	DEQ Grant No: _____
Site Contact Name: _____	
Site Contact Address: _____	
Name of Charger Vendor: _____	
Address of Charger Vendor: _____	
<hr/>	
Authorized Representative: Date of Charger(s) Installation Completion: _____	
Statement: I certify that the EV charging infrastructure has been installed and has met all VW grant contract installation requirements. Photos of the EV charging equipment and site that are required pursuant to the terms and conditions of the NC DEQ award agreement are attached to this Certificate of EV Infrastructure Installation.	
Authorized Name: _____ Print Name	
Authorized Signature: _____ Date: _____	
Note: Documentation must include JPEG images of the following, with corresponding file names: 1) EV charger(s) screen 2) EV charger(s) model/serial number 3) On-Site signage 4) Overall EV charging site	
NC DAQ Form 002 - Certification of Infrastructure Installation	2020



EV Infrastructure Claim Documentation – Equipment and Screen Photos



EV Infrastructure Claim Documentation – Serial Number Photos



EV Infrastructure Claim Documentation – On-Site Signage



EV Infrastructure Claim Documentation – Overall EV charging site



EV Charging Infrastructure Programs Remaining Claim Documentation

- [Duke Energy Make Ready Credit Certification Form](#)

For more information on Duke Energy's Credit Program visit:

<https://www.duke-energy.com/business/products/ev-complete/charger-prep-credit>

- [Final Project Report](#)

This page contains all the necessary documentation required to submit your project claim in the GMS:

<https://www.deq.nc.gov/about/divisions/air-quality/motor-vehicles-and-air-quality/mobile-source-emissions-reduction-grants/air-quality-grant-claims>



EV Infrastructure Claim Documentation

Additional documentation:

- **Proof of 5-year charging station equipment warranty and maintenance plan**
- **If Renewable Energy Certificates are used, a signed copy of the purchase agreement for the duration of the warranty of the equipment**

Specific details can be found in the ZEV Level 2 and ZEV DC Fast RFPs

Diesel Vehicle Replacement Programs Claims Documentation Checklist

Diesel Vehicle Replacement Programs Claims Documentation Checklist	
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	Complete Project Success Story Survey (Complete one)
	Complete project success story survey . (Non-electrification projects)
	Complete project success story survey . (Electrification projects only)



Tips and Things to Know

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



DAQ Site Visits

- **DAQ Staff will perform site visits at all stations to verify installation and operation of the EV Infrastructure prior to approval of any claim.**
- **DAQ staff must be granted access to the charging site.**

EV Infrastructure Claims

	Type	Length
Level 2 Public Access	Rebate	1.5 years
Level 2 MUD	Rebate	1.5 years
Level 2 Workplace	Rebate	1.5 years
Level 2 State Agencies	Contract	2-3 years*
DC Fast Priority Corridors	Contract	2-3 years*
DC Fast Existing Sites Upgrades	Contract	2-3 years*
Diesel Vehicle Replacement	Contract	2-3 years*

All work must be completed and claims submitted in the DAQ Grants Management System (GMS) before a Rebate or Contract expiration date.

***Review your fully executed contract for the exact expiration date.**



Where to get more information after today?

Claims Resources and Frequently Asked Questions

[Level 2 FAQs](#)

[DC Fast FAQs](#)

E-mail questions to: daq.NC_VWGrants@deq.nc.gov





Division of Air
Quality Grants



Reports and Dashboards

DAQ Grantor
Dashboard



BusinessObjects
Reports



Reporting Help



Help

Grants Management System

- EBS (Enterprise Business Services)
- GMS (Grants Management System)

What to Do if you Can't Login

- The NCID is the username and password system for almost all NC applications.
- First login into the NCID Portal, <https://NCID.nc.gov>
 - Once you can login here
 - Close all internet browsers. This will clear all previous GMS sessions
- Attempt to login into the GMS, <https://www.ebs.nc.gov>
 - Yes, Great.
 - No, change your NCID password then attempt to login again
 - If that does not work, send an email to EBS Support (EBSSupport@ncdot.gov) with a phone number where you can be reached. Include your NCID username NOT Password.

Creating an NCID and Requesting Access

- A guide can be found <https://www.deq.nc.gov/documents/files/vw/how-create-nc-id/download>
- Register as an Individual at <http://NCID.nc.gov>
- Your username must be in the format of first name initial + last name + a number (if necessary)
 - Joe Doe = jdoe300
- Complete the online GMS Access Request Application. Select **NCDEQ - DEPT. OF AIR QUALITY** from the dropdown menu.
<https://www.ebs.nc.gov/sap/crmaccess/index.html>





Division of Air
Quality Grants



Reports and Dashboards

DAQ Grantor
Dashboard



BusinessObjects
Reports



Reporting Help



Help

Grants Management System

- EBS (Enterprise Business Services)
- GMS (Grants Management System)

DAQ Training Library: Submit Claim

The screenshot shows a web browser window displaying the SAP interface for the North Carolina Department of Environmental Quality (DEQ). The browser title is "Home - [SAP] - Internet Explorer" and the address bar shows the URL "https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm". The page header includes the DEQ logo, the text "Welcome Brian Phillips", and navigation options like "Personalize" and "Log Off". A search bar with "Saved Searches" is also visible.

The main content area is titled "Home" and contains several sections:

- Alerts:** A section with a "No result found" message.
- Web Links:** A section containing a link labeled "DAQ Training Library", which is highlighted with a red arrow.
- Search:** A section with a list of actions: "Create New Application", "Create New Claim", "View Applications", "View Agreements", "View Claims", "Edit Application Form", and "Edit Claim Form".

On the left side, there is a sidebar titled "Grants Home" with a "Recent Items" list containing several entries with IDs and titles like "3000169642 Engin...", "1000010635 Claim...", "2000045107 Level...", "1000010594 Level...", and "1000010592 Diesel...".



How to Create a Claim?

The screenshot shows a web application interface with a top navigation bar labeled "Home" and a "Back" button. Below the navigation bar are several panels:

- Alerts:** A panel with a close button and the text "No result found".
- Workflow Tasks:** A panel with a close button and the text "No result found".
- Web Links:** A panel with a search icon, a close button, and a link labeled "DAQ Training Library".
- Search:** A panel with a close button containing a list of menu items: "Download Form Data Programs", "Create New Application", "Edit Application Form", "View Application", "View Agreements", "Create New Claim", "Edit Claim Form", "View Claim", and "Create/Edit Recipient Account". A red arrow points to "Create New Claim".
- Favorites:** A panel with a search icon, a close button, a dropdown menu set to "My Favorites", and a "Filter: All Items" dropdown. Below the menu is a link with a star icon labeled "My Favorites".



Finding your Agreement

Search: Claim Form Back

Search Criteria Hide Search Fields

Project ID is

Agreement ID is

Agreement Description is

Program ID is

Claim ID is

Maximum Number of Results:

Save Search As: Include View

Result List Filter:

Claim Form	Agreement ID	Description	Start Date	End Date	User status
Division of Air Quality Claim	2000045100	Test EV Refuse Truck	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045101	Diesel Refuse Truck	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045102	DER2004-Cary's Electric Trash Truck	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045107	Level 2 Test Application	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045108	Electric Transit Bus	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045109	Engine replacement	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045110	SBP0007_North Carolina Clean School Bus	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045111	yada	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045112	Actions Test	07/01/2020	12/31/9999	Approved
Division of Air Quality Claim	2000045114	test for return status action	07/01/2020	12/31/9999	In Process

◀ Back 1 2 Forward ▶



Blank Claim



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 *:
 Contact Person: Brian Phillips

Program ID/Description: NCDEQDAQ0001
 Project Description: Test EV Refuse Truck
 Date From*:
 Date To*:
 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		\$100,000.00	\$225,000.00
D002	D002 Infrastructure costs	\$25,000.00	\$25,000.00		\$25,000.00	\$0.00
Total (\$)		\$350,000.00	\$125,000.00	\$0.00	\$125,000.00	\$225,000.00

Name*

Date*



Entering the Claim Information

New Claim Form

Back



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 *: **Enter 1 for your first Claim per agreement**
 Contact Person: Brian Phillips

Program ID/Description: NCDEQDAQ0001
 Project Description: Test EV Refuse Truck
 Date From*: Today's Date
 Date To*: Today's Date
 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	Claim Amounts	\$100,000.00	\$225,000.00
D002	D002 Infrastructure costs	\$25,000.00	\$25,000.00	Requested	\$25,000.00	\$0.00
Total (\$)		\$350,000.00	\$125,000.00	\$0.00	\$125,000.00	\$225,000.00

Name*: Brian Phillips

Date*

Check Save Submit



Click Submit

Confirmation

Claim has been **Submitted** successfully. - **Claim ID** - 3000169630

Your claim request is not complete until all required documents have been submitted.

To download the Required Attachments Checklist, please click link: [Link to Checklist](#)

Click browse to select file (100 MB maximum) No file chosen



View Claim not Edit

Home Back

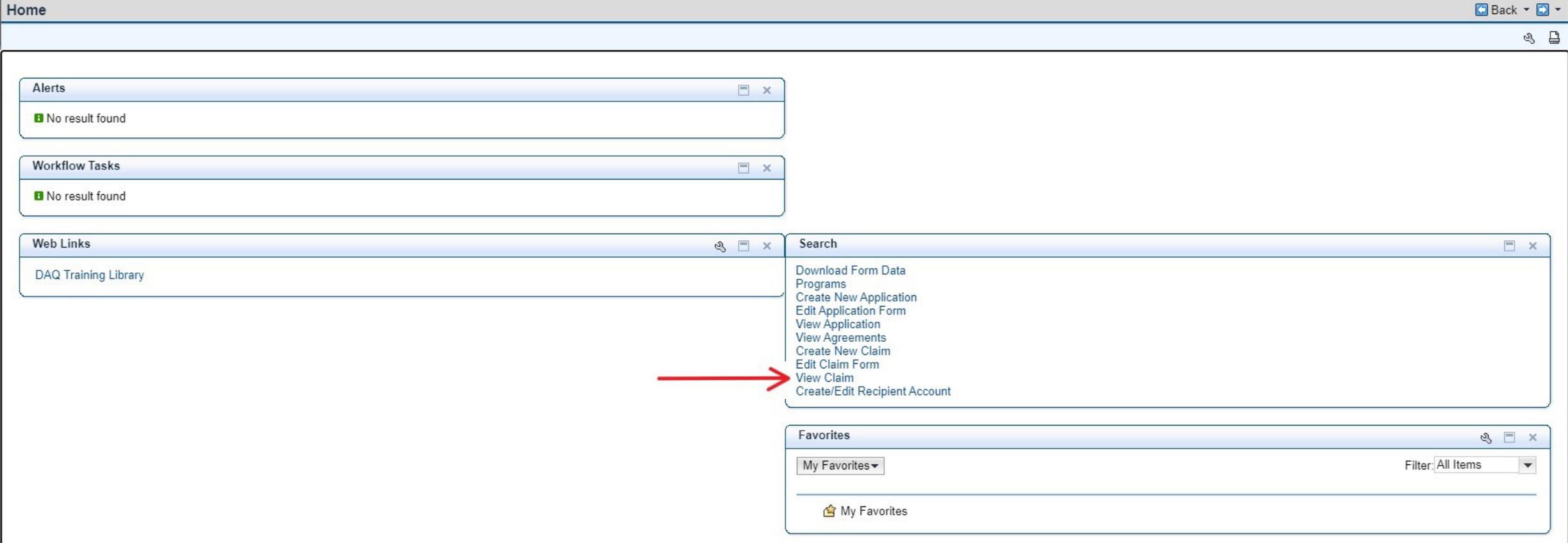
Alerts
No result found

Workflow Tasks
No result found

Web Links
DAQ Training Library

Search
Download Form Data Programs
Create New Application
Edit Application Form
View Application
View Agreements
Create New Claim
Edit Claim Form
View Claim
Create/Edit Recipient Account

Favorites
My Favorites Filter: All Items
My Favorites



Finding your Claim

Search: Grantor Claims

Back

Search Criteria

Hide Search Fields

Claim ID is + -

Agreement ID is + -

Claim Description is + -

Grantee ID is + -

Maximum Number of Results: 100

Save Search As: Include View

Result List

Filter:

Claim ID	Program ID	Claim	Agreement ID	Grantee ID	Grantee Name	Changed On	Us
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 No result found



Your Claim

Claim [REDACTED] Back

Save | Cancel | Refresh 🔍 📄

Claim Form ✎

Version: 0000000005 Last Changed By: [REDACTED]
 View: DEQ DAQ Claim Form Change Date: 11/09/2023 13:31:06



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

Applicant ID / Name [REDACTED]
Address [REDACTED]

Agreement Number 20000 [REDACTED]
Reimbursement Number * 1
Contact Person [REDACTED]

Program ID/Description NCDEQDAQ0011
Project Description [REDACTED]

Date From* 01/18/2023
Date To* 08/24/2023
Comments

Code	Description	Approved Budget	Reimbursed to Date	Requested Payments	Total Payments	Balance	NCAS Desc
DC01	DC01 Charging equipment cost	\$26,400.00	\$0.00	\$26,400.00	\$26,400.00	\$0.00	DCP-24300-1602-536989-23503533
DC03	DC03 Warranty (or maintenance) costs	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	\$0.00	DCP-24300-1602-536989-23503533
DC05	DC05 Capital costs	\$1,600.00	\$0.00	\$1,600.00	\$1,600.00	\$0.00	DCP-24300-1602-536989-23503533
Total (\$)		\$46,000.00	\$0.00	\$46,000.00	\$46,000.00	\$0.00	

Claim Overview ✎

General Data

Description: [REDACTED]
 Grantee ID/Name: [REDACTED]
 Grantee Contact: [REDACTED]
 Agreement/Description: [REDACTED]
 Program ID/Description: NCDEQDAQ0011 / Phase 2 DC Fast Existing Sites Program
 Posting Date: 11/09/2023
 Start Date: 01/18/2023

Payments

Authorized Amount: 46,000.00 USD

NCAS Vendor Group:
 NC Grants Indicator:
 NCFS Site Number:
 NCFS Supplier Number:

Your Claim (scroll down)

Claim: 3000

Save | Cancel | Refresh

Item List | New | Edit List

View: All

Item No	NCAS Account key	Expense Type	Status	Requested Amount	Authorized Amount
10	DCP-24300-1602-536989-23503533	DC01 Charging equipment cost	Open	26,400.00	26,400.00
20	DCP-24300-1602-536989-23503533	DC03 Warranty (or maintenance) costs	Open	18,000.00	18,000.00
30	DCP-24300-1602-536989-23503533	DC05 Capital costs	Open	1,600.00	1,600.00

Notes

Attachments | Attachment | URL | With Template | Download | Advanced

Actions	Attachment Type	Description	Name	Created On	Created By
Properties Delete Link			DEQ Submission Packet - CHEMC Avon Pier	08/24/2023 11:28	
Properties Delete Link			DEQ Submission Packet - CHEMC Avon Pier	08/31/2023 13:01	
Properties Delete Link			DEQ Submission Packet - CHEMC Avon Pier	08/31/2023 13:03	
Properties Delete Link	CHEMC Avon Pier - Payment Support.pdf	CHEMC Avon Pier - Payment Support.pdf	CHEMC Avon Pier - Payment Support.pdf	11/09/2023 13:30	
Properties Delete Link	NC-DAQ-Form-002-EV-Infrastructure-Certif	NC-DAQ-Form-002-EV-Infrastructure-Certif	NC-DAQ-Form-002-EV-Infrastructure-Certif	11/09/2023 13:30	

Expand

Upload Document(s) From Local Hard Disk: No file chosen. Browse Upload

Transaction History

Transaction ID	Description	Document Type	Transaction Type	Created On	Created By	Status	Relationship Type
2000065464	Cape Hatteras EMC Avon Pier Expa...	CRM Grantor agreement	DEQDAQ Agreement	01/05/2023	Dave Willis	Approved	Preceding document
NCDEQDAQ0011	Phase 2 DCFast Existing Sites Prog...	Grantor Management GMP Project	Grantor Management GMP Project	04/11/2022	Brian Phillips	Open	Preceding document

Change History

//GSACTIONS.SCHEDULEDACTIONS

Dates | Edit List

Date Type	Date From	Time From	Duration	Time Unit
Grant Valid From	01/18/2023	12:00 AM		
Grant Valid Until	08/24/2023	12:00 AM		

Key Claims Take Aways

- **Save is not the Same as Submit.**
 - If you Save you must use the Edit Claim to Submit the Claim
- **Submit then use the View Claim to attach the documents.**
- **What Documents. Follow the Checklist**
 - [Diesel Replacements Claims.](#)
 - Diesel Replacement Checklist
- **If you have employees that leave your organization that had access to GMS, please let us know so we can have that user removed from the system.**



Diesel Vehicle Replacement Programs Claims Documentation Checklist

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

Please reduce photos to 8.5"x11" in size.

For questions regarding your claim documentation contact your program manager:

Mobile Source Emission Reductions Grants/DERA & School Bus Programs
Sheila Blanchard: sheila.blanchard@deq.nc.gov

On-Road/Off-Road/Clean Heavy-Duty Equipment & Vehicle Programs
Matthew Hoskins: matthew.hoskins@deq.nc.gov

Transit Bus Program
Brian Phillips: brian.phillips@deq.nc.gov



Key Claims Take Aways

- **Save is not the Same as Submit.**
 - If you Save you must use the Edit Claim to Submit the Claim
- **Submit then use the View Claim to attach the documents.**
- **What Documents. Follow the Checklist**
 - **Diesel Replacements Claims.**
 - Diesel Replacement Checklist
 - **Level 2 Claims.**
 - Level 2 Checklist
 - **DC Fast Claims**
 - DC Fast Checklist



EV Charging Infrastructure Claims Documentation Checklist

	Required Documents for Claims Reimbursement
	Claim Request on Company Letterhead (download template)
	New updated NC Substitute W9 (download form)
	Copies of paid invoices
	Copies of proof of payment
	Completed NCDAO Form 002 EV Infrastructure Certificate of Installation
	Photo – EV Charger(s) screen – powered on
	Photo – EV Charger(s) serial number(s)
	Photo – On-site EV Signage
	Photo – Overall Charging site
	Completed Duke Energy Make Ready Credit Certification Form
	Final Report (clickable link to template)
	Complete project success story survey.

Charging infrastructure must be installed and operational prior to any claim reimbursement request.

Please reduce photos to 8.5"x11" in size.

For questions regarding your claim documentation contact your program manager:

DC Fast Program
 Dave Willis dave.willis@deq.nc.gov

Level 2 Program
 Steven Rice steven.rice@deq.nc.gov



VW Program Contacts

**School Bus Program – Sheila Blanchard,
Environmental Program Consultant**

Phone: 919-707-8423

Email: sheila.blanchard@deq.nc.gov

**Transit Bus Program – Brian Phillips,
Environmental Program Supervisor**

Phone: 919-707-8426

Email: brian.phillips@deq.nc.gov

**Clean Heavy-Duty Diesel Program –
Matthew Hoskins**

Phone: 919-707-8426

Email: matthew.hoskins@deq.nc.gov

**DC Fast Program - Dave Willis,
Environmental Program Consultant**

Phone: 919-733-1482

Email: dave.willis@deq.nc.gov

**Level 2 Program – Steven Rice,
Environmental Specialist II**

Phone: 919-715-7220

Email: steven.rice@deq.nc.gov



Useful Links

About the NC VW Mitigation Program:

[NC DEQ Outreach Website](#)

[NC-DEQ Phase 2 Website](#)

[NC-DEQ Phase 2 Mitigation Plan](#)

NC DAQ Grants Management System:

[GMS Website](#)

[NC DAQ GMS](#)

[NCDAQ Users Guide](#)

Required Forms to apply:

[NCID Registration](#)

[Online GMS access form](#)

[NC W-9 form](#)

Success Story Submission:

[Survey](#)



Useful Claims Reimbursement Links

[Diesel Bus & Vehicle Program Claim Documentation Checklist](#) - DERA Program and Diesel Bus & Vehicles Program

[EV Charging Infrastructure Claim Documentation Checklist](#) - DC Fast and Level 2 Programs

[NCDAQ Form 001 Certificate of Destruction](#) - DERA Program and Diesel Bus & Vehicles Program

[NCDAQ Form 002 EV Infrastructure Certificate of Installation](#) - DC Fast and Level 2 Programs

[Vendor Electronic Payment Form](#)

[NCDAQ Form 003 Verification of Purchase](#) - DERA Program and Diesel Bus & Vehicles Program

[Company Letterhead Claims Request Template](#) - All Programs (copy the content in this document to your own company/organization letterhead before submitting)

[Duke Energy Make Ready Credit Certification Form](#) - All Programs (when EV infrastructure is funded) [Duke Energy Prep Credit](#)

[Quarterly Project Progress Report](#)

[Final Project Report](#)



How to Find Our Website

**Google NC VW Settlement
or use the URL**

<https://deq.nc.gov/VWsettlement>



