



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

Diesel Vehicle Replacement Programs Claims Documentation Checklist

**All claims documentation must be submitted via the DAQ Grants Management System,
[GMS Portal Login](#)**

Required Documents for Claims Reimbursement	
	Claim Request on Company Letterhead (download template)
	New updated NC Substitute W9 (download form) *non-state agencies only
	Copies of paid invoices
	Copies of proof of payment
	Final Report (clickable link to template)
	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
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
Matthew Hoskins: matthew.hoskins@deq.nc.gov

Clean Heavy-Duty Equipment & Vehicle and Transit & Shuttle Bus Programs
Matthew Hoskins: matthew.hoskins@deq.nc.gov

School Bus Program
Sandra Robinson: sandra.robinson@deq.nc.gov