



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

## Diesel Vehicle Replacement Programs Claims Documentation Checklist

Required Documents for Claims Reimbursement	
	Claim Request on Company Letterhead ( <a href="#">download template</a> )
	New updated NC Substitute W9 ( <a href="#">download form</a> ) *non-state agencies only
	Copies of paid invoices
	Copies of proof of payment
	<a href="#">Final Report</a> (clickable link to template)
	Completed <a href="#">NCDAQ Form 001 Certificate of Destruction</a>
	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 <a href="#">NCDAQ Form 003 Verification of Purchase</a>
	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
<b>For Electric Vehicle Projects with Charging Infrastructure</b>	
	Photo – EV Charger(s) screen – powered on
	Photo – EV Charger(s) serial number(s)
	Photo – Overall Charging site
	Completed <a href="#">Duke Energy Make Ready Credit Certification Form</a>
<b>Complete Project Success Story Survey (Complete one)</b>	
	Complete project <a href="#">success story survey</a> . (Non-electrification projects)
	Complete project <a href="#">success story survey</a> . (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

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