

DAQ Grants Management System Help Guide – External Users

Division of Air Quality (DAQ) Last Updated November 13, 2023

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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 <u>How to Create a NCID</u> 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 NCODT 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 <u>Enterprise Business Services External Access Request</u> <u>Application</u>.
 - c. <u>State of North Carolina W-9 form</u> (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 <u>State of North Carolina W-9 form</u> should be emailed to <u>svc.NCVWApplication@deq.nc.gov</u> for processing. Each organization is allowed up to 3 authorized users. A separate <u>Enterprise</u> <u>Business Services External Access Request Application</u> 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: sapacet@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: To: Subject: Date:	ncid nosifications@nc.ov user_email.address NCID Possord Expiration Reminder Thursday, December 17, 2020 11:03:00 PM
take a mon	D password for the account with User ID: username will expire in 10 days. Please then to change your password by logging in to NCID in order to prevent possible
interruption	n in accessing your account.
Technology	e NCID Self-Service web site can be found on both the Department of Information y home page and on the "Online Services" page of NC.gov, or you can conduct an arch for "NCID".
To change	your NCID password:
type in "nei 2. Login wi	ith your current ID and password
	the Change Password link. is option is located in the middle of the screen in the "Change Your Password" on.
field.	nge Password screen is displayed. Enter your new password in "New Password" ste: The screen indicates whether the password complies with the State's password
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6. Click on	password again in the "Confirm Password" field. "Change Password".
	XD Logout" screen is displayed. must restart your internet browser to enable the synchronizing of new credentials.
	ur local NCID administrator if you have any questions. This email is automatically please do not reply.
	ndence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third thorized state official.
	idence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third thorized 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. <u>https://ncid.nc.gov/idmdash/#/default</u>



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 <u>Enterprise Business</u> <u>Services External Access Request Application</u> 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 <u>https://www.ebs.nc.gov/</u>. 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

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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.

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6. Select Edit Home Page.

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

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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.

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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.

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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.

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

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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

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- 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.

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

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1 Submit Claim	Navigate to the DAQ Grants system	
	Start	

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.

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

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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.

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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.

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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).

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Transaction Type							

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.

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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.

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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.

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

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

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Application ID					

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.

hive Search							
earch Criteria							
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It now shows up in the "Saved Searches" field.

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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.

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	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.

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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.

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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.

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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: To: Subject: Date:	DAQ Program Manager email address Applicant email address PW: Receipt of Application Number: 1000009714 Friday, February 19, 2021 2:13:59 PM
clarification is and will be ev	ecceived your application. The program manager may contact you if additional information or a needed. Receipt of this email means that your application has been received by the NC VW Team aluated for eligibility and completeness. Work on any project should not start until projects are ing and a fully executed contracts (signed by representatives of both organizations) are in place.
Thank you.	
The NC VW 1	Team
You may log	in at 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.



ROY COOPER

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. Please include your application number on any email correspondence. Addressing these missing Documents will not extend the application date.

Sincerely, suun

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 <u>svc.NCVWApplication@deq.nc.gov</u> 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.

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Create New Application Create New Claim Veex Approximits Veex Approximits Veex Claims Bear Application From Bear Application From		

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.

Search Criteria						Hide Search Fields
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		Maximum Number of Result	: 100			
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					Filter:	
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Program ID	▼ is	×	000			
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		Maximum Number of R	tesults: 9,			
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Application Form DAQ Grant Application	ı - Diesel			Program ID NCDEQDAQ0006	Filter.	
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DAQ Grant Application	n - Fast Charge n - Diesel n - Level 2 Charge			NCDEQDAQ0066 NCDEQDAQ0007 NCDEQDAQ0008	Fiter	U @ 4

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

Search: Application Form

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Program ID	▼ is	•	000			
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DAQ Grant Application DAQ Grant Application DAQ Grant Application DAQ Grant Application	on - Fast Charge on - Diesel			NCDEQDAQ0007 NCDEQDAQ0008		

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

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

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

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7. The new column will be displayed.

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		Program ID NCDEQDAQ0006		
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Application Form DAQ Grant Application - Diesel		NCDEQDAQ0006	Description Phase 2 Transit and Shuttle Bus Program	
Application Form DAQ Grant Application - Diesel DAQ Grant Application - Fast Charge		NCDEQDAQ0006 NCDEQDAQ0007	Description Phase 2 Transit and Shuttle Bus Program Phase 2 DCFast Priority Corridor Program	n a 4
DAQ Grant Application - Diesel DAQ Grant Application - Fast Charge DAQ Grant Application - Diesel		NCDEQDAQ0006 NCDEQDAQ0007 NCDEQDAQ0008	Description Phase 2 DCF ast Mixing Bus Program Phase 2 DCF ast Mixing Contidor Program Phase 2 School Bus 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.

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Create New Application		

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.

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Program ID	▼ is	-	0			
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9. Select the correct application to create.

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		Diesel Bus and Vehicle Program	DAQ Grant Application - Diesel	
		DC Fast Charge Program	DAQ Grant Application - Fast Charge	
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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	
C	2000011835	First United Methodist Cary / Cary NC 27511		
)	2000012868	Cary Healthcare, LLC / Cary NC 27518		
	2000002208	Cary Chamber of Commerce / Cary NC 27513		
	2000008938	Jewish Federation of Raleigh-Cary / Raleigh NC 276		
	2000001217	The Concert Singers of Cary / Cary NC 27511		
)	2000006363	Cary Visual Art / Cary NC 27519-4322		
	2000003234	Bright Beginnings Of Cary, Inc / Cary NC 27519		
C	2000010670	TOWN OF CARY / Cary NC 27513		
	2000005713	Carying Place, The / Cary NC 27512-0622		

11. The application you originally selected will appear.

ganization						
Organization Name Town of C	ary DAQ test		1	Tax Identification Number (TIN)		
Project Title	Project Title					
ject Details						
Program Type	ZEV Infrastructure	e (EMA-9)	~	Eligible Applicant Type	Please Select	~
Equipment Type	DC Fast Charging	a (EMA-9)	~	Project Type	Please Select	~
Renewable Energy Credit Percentage						
ject Location						
Street Address				City		
	County	Please Select	~		Zip Code	
	Latitude (*N): (decimal degrees)				Longitude (-*W): (decimal degrees)	
	Distance from interchange (miles)			Dist	ance to closest DC Fast charging station (miles)	
Distance to amenities (r	etail or service establishments) (miles)					
Accessibility to general public	Please Selec -	Available 24 by 7?	Please Selec +	 If no, please explain 		
Water and Restrooms	Please Selec 🗸	Available 24 by 7?	Please Selec •	/ If no, please explain		
Lighting for safety	Please Selec 🗸	Available 24 by 7?	Please Selec v	If no, please explain		

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.

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Editing Applications

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

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

Partner Name	▼ is	*				
Grantee ID	v is	*				
Application ID	▼ is	*				
Description	▼ is	*				
Program ID	▼ is	*				
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3. Select your application to edit. Once you have completed you edits, go to the Certification tab, and click **Submit**. If you don 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.**

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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.

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Application ID 1000009657	Description Arby's Mebane Pied	mont EMC	Grantee ID 2000011404	Program ID NCDEQDAQ0002	Status Funded	Start Date 07/01/2020	End Date 12/31/9999	Employee Respon Dave Willis		
				in the sector						North Carolin
1000009657	Arby's Mebane Pied	mont EMC	2000011404	NCDEQDAQ0002	Funded	07/01/2020	12/31/9999	Dave Willis		Grantee Nam North Carolin North Carolin North Carolin
1000009657 1000009658	Arby's Mebane Pied Carrboro Plaza Pied	mont EMC epower	2000011404 2000011404	NCDEQDAQ0002 NCDEQDAQ0002	Funded Funded	07/01/2020 07/01/2020	12/31/9999 12/31/9999	Dave Willis Dave Willis		North Carolin North Carolin
1000009657 1000009658 1000009659	Arby's Mebane Pied Camboro Plaza Pied OFP0002 -Vessel Ri S8P0002_2019 VW	mont EMC epower	2000011404 2000011404 2000011403	NCDEQDAQ0002 NCDEQDAQ0002 NCDEQDAQ0001	Funded Funded Disapproved	07/01/2020 07/01/2020 07/01/2020	12/31/9999 12/31/9999 12/31/9999	Dave Willis Dave Willis Jill Vitas		North Carolin North Carolin North Carolin Polk County
1000009657 1000009658 1000009659 1000009675	Arby's Mebane Pied Camboro Plaza Pied OFP0002 -Vessel Ri SBP0002_2019 VW SBP0005_Replacen	mont EMC epower RF Diesel Grant	2000011404 2000011404 2000011403 200007223	NCDEQDAQ0002 NCDEQDAQ0002 NCDEQDAQ0001 NCDEQDAQ0001	Funded Funded Disapproved Funded	07/01/2020 07/01/2020 07/01/2020 07/01/2020	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	Dave Willis Dave Willis JIII Vitas Shella Blanchard		North Carolin North Carolin North Carolin Polk County McDowell Co
1000009657 1000009658 1000009659 1000009675 1000009676	Arby's Mebane Pied Camboro Plaza Pied OFP0002 -Vessel Ri SBP0002_2019 VW SBP0005_Replacen	mont EMC epower RF Diesel Grant nent of Multi Function rolina Clean School Bus	2000011404 2000011404 2000011403 2000007223 2000011424	NCDEQDAQ0002 NCDEQDAQ0002 NCDEQDAQ0001 NCDEQDAQ0001 NCDEQDAQ0001	Funded Funded Disapproved Funded Funded	07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	Dave Willis Dave Willis Jill Vitas Shella Blanchard Shella Blanchard		North Carolin North Carolin Polk County McDowell Co Department of
1000009657 1000009658 1000009659 1000009675 1000009676 1000009677	Arby's Mebane Pied Carrboro Piaza Pied OFP0002 -Vessel R SBP0002_2019 VW SBP006_Replacen SBP0007_North Car SBP0006_Native Ele	mont EMC epower RF Diesel Grant nent of Multi Function rolina Clean School Bus	2000011404 2000011404 2000011403 2000007223 2000011424 2000011425	NCDEQDAQ0002 NCDEQDAQ0002 NCDEQDAQ0001 NCDEQDAQ0001 NCDEQDAQ0001 NCDEQDAQ0001	Funded Funded Disapproved Funded Funded Funded	07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	Dave Willis Dave Willis Jill Vitas Shella Blanchard Shella Blanchard Shella Blanchard		North Carolin North Carolin North Carolin Polk County McDowell Co Department of Eastern Bank
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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**.

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Project Details	100.27	auto meta					
Program Type		Onroad Vehicle Replacement (EMA 1a, 6 & 8)	4	Eligible Applicant Type	Government	~	
Vehicle/Equipment Type		Class 4-7 Local Freight Trucks (On-Road) (EMA-6)		Project Type	Vehicle Replacement -All Electric	~	
Number of Vehicles		1					
Project Location							
Str	eet Address	1 Way Street					
	City	Cary					
	County Zip Code	ORANGE ~ 27546					
Latitude (°N): (decim		35.658					
Longitude (-*W): (decim		-79.25					
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Application Details /2 Edit						6	

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.

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.

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

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arch Critoria												Hide Search F
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earch Clear	Save Search As:		Include View IES	-								
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											Filter.	
Application ID	Created On	Description	Grantee ID	Program ID	Status	Start Date	End Date	Employee Respo.	Program Descrip	Grantee Name	User status	Posting Date
1000008370	12/10/2019	Marc Application	1000000100	DEQDAQTEST001	Awarded	12/09/2019	12/31/9999	MSTANARD		TOWN OF BOO	Awarded	12/10/2019
1000008374	12/10/2019	Chapel Hill Trans	1000000120	DEQUAQTEST001	Awarded	12/09/2019	12/31/9999	ZNASIF		TOWN OF CHAP	Awarded	12/10/2019
1000008562	03/18/2020	Clean the Bus	2000009461	DEQDAQTEST001	Disapproved	12/09/2019	12/31/9999	T_DAQ_ADM		Department of P	Disapproved	03/18/2020
1000008554	03/18/2020	Sheetz Garner C	1000028264	DEQDAQTEST002	Disapproved	12/09/2019	12/31/9999	Steven Rice		SHEETZ INC / A	Disapproved	03/18/2020
1000008582	03/19/2020	VW Bus Replace	1000090037	DEQDAQTEST001	Funded	12/09/2019	12/31/9999	T_DAQ_ADM		CITY OF ROCKI	Funded	03/19/2020
1000008583	03/19/2020	Knuckleboom Tr	1000090094	DEQDAQTEST001	Disapproved	12/09/2019	12/31/9999	T_DAQ_ADM		TOWN OF WINT	Disapproved	03/19/2020
1000008585	03/19/2020	Capital Area Tra	2000000726	DEQDAQTEST001	Funded	12/09/2019	12/31/9999	T_DAQ_ADM		Test Grantee / R	Funded	03/19/2020
				DEODAOTECTOM	Pending Director	12/09/2019	12/31/9999	T_DAQ_ADM		Test Grantee / R	Panding Director	03/19/2020
1000008586	03/19/2020	Clayton Sanitatio	2000000726									
		Clayton Sanitatio	2000000726	DEQUAQTEST001		12/09/2019	12/31/9999	T_DAQ_ADM		Test Grantee / R	Disapproved	03/19/2020
1000008586		Capital Area Tra			Disapproved	12/09/2019	12/31/9999 12/31/9999	T_DAQ_ADM Jung Yeo		Test Grantee / R North Carolina St		03/19/2020

3. 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.

4	Application: 1000010594, Level 2 Test Ap							Back
	Application Form							
	• Application Form							
	Version:	300000001	•	Last Changed By	T_DAQ_APL			
DCP00	View:	DEQ DAQ Application Form - L2 Charge	•	Change Date	01/11/2021 15:27:52			
DCP0 Diesel	Project Contact Charger Details	Funding Project Details Certification						
Actions DER2	Organization							
Diesel	Organization Name	Town of Cary DAQ test		Tax Identification Number (TIN)				
Level	Project Title	Level 2 Test Application						
MING	Project Details							
SBP00	Program Type	ZEV Infrastructure (EMA-	-9) v	Eligible Applicant Type	2	Government		~
	Equipment Type	Level 2 Charging (EMA-9	9) 🗸	Project Type		Publicly Accessible		~
	Project Location							
	Street Address	1 Way Street		Спу	Cary			
	County	WAKE	v	Zip Code	27625			
	Latitude (*N): (decimal degrees)	35.658		Longitude (-*W): (decimal degrees)	-79.25			
	Available 12 hours or longer	Yes 👻						
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							533276 A336	

4. 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**.

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

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000010138 DER2	View:	DEQ DAQ Application Form - L2 Charge		Change Dat	e: 01/11/2021 15:27:52		
00010595 Electri	Project Contact Charger Details						
	Organization						
	Organization Name	Town of Cary DAQ test		Tax Identification Number (TIN			
	Project Title	Level 2 Test Application			197 1 - 1 99		
	Project Details						
	Program Type	ZEV intrastructure (EMA-S	9) ×	Eligible Applicant Type		Government	~
	Equipment Type	Level 2 Charging (EMA-9) ~	Project Type		Publicly Accessible	~
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	Upload Document(s) From Local Hard Disk:	Choose Files No file chosen	Upload				

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

View Agreements

- 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**.

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

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

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Agreement ID	ts Found	-			Grantee Name	User status	
Agreement ID 2000045100	is Found	Test EV Refuse Truck	2000010670	NCDEQDAQ0001	Grantee Name TOWN OF CARY / Cary NC 27513	User status Approved Approved	
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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 <u>success story survey</u>. (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. <u>Final Report</u> (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.

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

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Result List Claim Form Division of Air Quality Claim Division of Air Quality Claim Division of Air Quality Claim Division of Air Quality Claim	20 20 20 20 20 20 20 20 20 20 20 20 20 2	00045100 00045101 000045102 000045107 000045108 00045109 00045109		Test EV Refuse Truck Dissel Refuse Truck DER2004-Cary S Electric Trash Truck Level 2 Test Application Electric Transit Bus Engine replacement SBP0007_North Carolina Clean School Bus	07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020	12/3 19999 12/3 19999 12/3 19999 12/3 19999 12/3 19999 12/3 19999 12/3 19999 12/3 19999	User status Approved Approved Approved Approved Approved Approved Approved	u @ .

- 4. The New Claim Form will appear. Enter data in all the fields with the asterix 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**.

V	DEQ)		Department of Environmental C on of Air Quality Claim Form	Juality			
	Applicant ID / Name	2000010670 - Town of Cary DAQ test		Program ID)/Description	NCDEQDAQ0001		
	Address	Town of Cary DAQ test 420 James Jackson Ave Cary, NC 27513		Projec	t Description	Test EV Refuse Tr	uck	
	Agreement Number	2000045100			Date From*			
R	eimbursement Number *				Date To*			
	Contact Person	Brian Phillips			Comments			
ode		Description	Approved Budget	Reimbursed to Date	Requested	Payments	Total Payments	Balance
001		D001 New equipment/vehicle/engine	\$325,000.00	\$100,000.00			\$100,000.00	\$225,000.0
002		D002 Infrastructure costs	\$25,000.00	\$25,000.00		\$0.00	\$25,000.00	\$0.0
		Total (\$)	\$350,000.00	\$125,000.00		50.00	\$125,000.00	\$225,000.0
		Brian Phillips		Date				
	Name*							

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

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) Choose File No file chosen Attach

Claim Status

- 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 Claim is rejected by Program Manager and a new claim must be created Rejected by awardee. Returned to SR Claim is returned to awardee by Program Manager for corrections. Claim waiting Program Manager approval L1 Approved 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 Claim waiting DAQ Budget Director approval L5 Approved Approved/Released Claim approved and released for submittal for payment
- 1. Users can view their claim status once a claim has been initiated.

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

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Editing Unsubmitted Claims

 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.

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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.

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3000169602	Diesel Refus	e Truck	2000010670	2000045101	NCDEQDAQ0001	01/05/2021 14:46:17	Distributed Released	E0011	11004	
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3. Click the link for your claim and the claim will appear to edit in the Edit Claim screen.

Name*	Brian Phillips		Date*		02/15/2021		
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	Total (\$)	\$350,000.00	\$125,000.00		\$75,000.00	\$200,000.00	\$150,000.0
02	D002 Infrastructure costs	\$25,000.00	\$25,000.00		\$0.00	\$25,000.00	\$0.
ide 01	D001 New equipment/vehicle/engine	Approved Budget \$325.000.00	S100.000.00	Requested	S75.000.00	Total Payments \$175.000.00	\$150.000.
de	Description		Reimbursed to Date				Balance
Contact Person	Brian Phillips		Co	mments			
Reimbursement Number*	1		E	Date To*	02/15/2021		
Agreement Number	2000045100		Date	e From*	02/01/2021		
Address	Town of Cary DAQ test 420 James Jackson Ave Cary, NC 27513		Project Des	scription	Test EV Refuse Tr	uck	
Applicant ID / Name			Program ID/Des		NCDEQDAQ0001		
DEQ	3		Department of Environmental Qualit on of Air Quality Claim Form				

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

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View Claims

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

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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.

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Claim ID		Claim	Agreement ID		Grantee Name	User status
Claim ID 3000169601		Claim Test EV Refuse Truck	Agreement ID 2000045100	2000010670	Grantee Name TOWN OF CARY / Cary NC 27513	User status Approved/Released
Claim ID 3000169601 3000169602		Claim Test EV Refuse Truck Diesel Refuse Truck	Agreement ID 200045100 2000045101 2000045102	2000010670 2000010670	Grantee Name TOWN OF CARY / Cary NC 27513 TOWN OF CARY / Cary NC 27513	User status Approved/Released Approved/Released Approved/Released

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**.

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Applicant ID / Name		2000010670 - Town of Cary	Program I	D/Description	NCDEQDAQ0001			
	Address	Town of Cary			ct Description		tefuse Truck	
	420 James Jackson Ave Cary, NC 27513			*	Project Description			
Ag	greement Number	2000045100			Date From*	12/14/202	10	
Reimbur	rsement Number *	1			Date To*	* 12/28/2020		
	Contact Person	T_DAQ_APL			Comments	Please pa	iy me	
Code		Description D001 New equipment/vehicle/engine	Approved Budget \$325.000.00	Reimbursed to Date \$0.00		d Payments \$100.000.0	Total Payments \$100,000,00	Balance \$225.000.00
1002		D002 Infrastructure costs	\$25,000.00		\$0.00 \$100,000.00 \$100,000.00 \$0.00 \$25,000.00 \$25,000.00		\$0.00	
		Total (\$)	\$350,000.00	\$0.00		\$125,000.0		\$225,000.00
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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**.

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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.

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ID	Description		Customer	ID	Program ID	Created On	System status	Status	Status	
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3000169602	Diesel Refuse	Truck	2000010670	2000045101	NCDEQDAQ0001	01/05/2021 14 46 17	Distributed Released	E0011	11004	
	00000000	's Electric Tr	2000010670	2000045102	NCDEQDAQ0001	01/06/2021 14:58:18	Distributed Released	E0011	11004	
3000169603	DER2004-Cary							E0001	11003	
3000169603 3000169607	SBP0007_Nort	h Carolina Cl	2000011425	2000045110	NCDEQDAQ0001	01/19/2021 11:45:15	In Process	EUUUI		
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3. Click the link for your claim and the claim will appear to edit in the Edit Claim screen.

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	Applicant ID / Name	2000010670 - Town of Cary DAQ test		Program	ID/Description	NCDEQDAQ0001			
	Address	Town of Cary DAQ test 420 James Jackson Ave Cary, NC 27513		Proj	Project Description		Test EV Refuse Truck		
Agreement Number		2000045100			Date From*		02/01/2021		
Re	eimbursement Number*	1			Date To*				
Contact Person		Brian Phillips			Comments				
ode		Description	Approved Budget	Reimbursed to Date	Requeste	d Payments	Total Payments	Balance	
001		D001 New equipment/vehicle/engine	\$325,000.00	\$100,000.00	Requeste	\$75,000.00	\$175,000.00	\$150,000.0	
		D001 New equipment/vehicle/engine D002 Infrastructure costs	\$325,000.00 \$25,000.00	\$100,000.00 \$25,000.00	Requeste	\$75,000.00 \$0.00	\$175,000.00 \$25,000.00	\$150,000.0 \$0.0	
001		D001 New equipment/vehicle/engine	\$325,000.00	\$100,000.00	Requeste	\$75,000.00	\$175,000.00		
001	Name*	D001 New equipment/vehicle/engine D002 Infrastructure costs	\$325,000.00 \$25,000.00	\$100,000.00 \$25,000.00		\$75,000.00 \$0.00	\$175,000.00 \$25,000.00	\$150,000.0 \$0.0	

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

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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.

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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.

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	Diesel Refuse Truck	2000010670		2000045100	NCDEQDAQ0001	01/05/2021 14:02:03		E0011	11004	
	DER2004-Cary's Electri			2000045102	NCDEQDAQ0001	01/06/2021 14:58:18		E0011	11004	
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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.

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	Address	Town of Cary 420 James Jack Cary, NC 27513				Project Description Test EV Refuse Truck						
	Agreement Number	2000045100				Date From*	12/14/2020					
Reimbursement Number * Contact Person		1			Date To*	12/28/2020						
		T_DAQ_APL			Comments	Please pay me						
Code	Description	4	Ipproved Budget	Reimbursed to Date Reg	wested Payments	Total Payments		Balance	NCAS	lesc		
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DEGDAGOO	I01 Diesel B	us and Vehicle Program	Grantor Management GMP	Project Granter Management GMP I	Project 07/01/2020	Fi	reFighter All Func	fio		Preceding docume	nt	

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**.

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

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Code	Description	Approved Budget R	eimbursed to Date Requeste	d 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		
	Total (\$)	\$350,000.00	\$0.00	\$125,000.00	\$125,000.00	\$225,000.00		
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insaction ID	Description	Document Type	Transaction Type	Created On	Created By	Status	Re	lationship Type
00045100	Test EV Refuse Truck	CRM Grantor agreement	DEQDAQ Agreement	01/05/2021	Jill Vitas	Approved	Pre	eceding document
DEQDAQ0001	Diesel Bus and Vehicle Pro	gram Grantor Management GMP P	roject Grantor Management GMP Project	t 07/01/2020	FireFighter All Fi	unctio	Pri	eceding document