



## EV Charging Infrastructure Claims Documentation Checklist

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

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

**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:

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