



Volkswagen Settlement DC Fast Program-How to File a Claim Webinar

March 2021

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Department of Environmental Quality



What to Expect Today

- An overview of how to file a claim for DC Fast program
- Documentation required to submit a claim
- How to file a claim in DAQ Grant Management System (GMS)
- Reporting requirements
- Where to find answers after this workshop
- Questions and answers

This is not a public forum for comments on implementation of the VW Settlement



eProcurement Registration

- **You must be registered in the NC eProcurement system for your claim to be processed for reimbursement.**
- **If your organization is not already registered in the NC eProcurement System, you must register through the following link: [NC eProcurement](#).**
- **If your organization is already a vendor in the NC eProcurement system, please log in and verify that the information associated with your account is correct.**

DC Fast Claim Documentation

In order 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**

DC Fast Claim Documentation

- **Photos of each installed EVSE unit (one photo of each EVSE unit and one photo of EVSE unit's serial number)**
- **Certification that the station infrastructure is fully operational**
- **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 DC Fast RFP](#).



DC Fast Claim Documentation – Payment Request

 Logo Name YOUR COMPANY SLOGAN HERE

Your Name Here Company Name Street Address City, ST ZIP Code	Recipient Name Here Title, Company Street Address City, ST ZIP Code
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To whom it may concern, 20th March 2021

Please reimburse My Company in the amount of \$24,000.000

Total Spent \$45,838.68

John Johnson
John Johnson

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



DC Fast 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
 Youtown, North Carolina Youtown, 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
 Youtown, 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
 Please remit payment to: Example EV
 999 W. One st.
 Anytown, NC 27601
 (999) 111-1111

Subtotal \$ 23,592.00
Sales Tax (7.5%) \$ 1,769.40
Total Due: **\$ 25,361.40**

Thank you for your business.



DC Fast 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

QTY	MATERIAL DESCRIPTION	UNIT COST	TOTAL	LABOR HRS
1,200	1" EMT	\$2.00	\$2,400.00	54
16	1/2" SS STEEL LONN	\$2.25	\$36.00	1.92
20	1" SS STEEL DUP IN	\$15.00	\$300.00	0
5	1" 1/2" W/ GASKET	\$14.40	\$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

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TIS Display - A - ZH617559
File Edit Settings View Communication Actions Help
Find: Type text to find

OCP AP          INVOICES BY PAYMENT REFERENCE NUMBER          IRL
NEXT FUNCTION:  ACTION:  HISTORY:  06/04/2020 15:06:56

=====
BANK ACCT PAY CODE: 08D          PYMT REF NUMBER: 0011972124
PAYMENT DATE   : 06/03/2020          PAYMENT AMOUNT : 281,153.00
VENDOR NUMBER  : 201816029 A          CAROLINA THOMAS LLC
FACTOR NUMBER  :

                                PO BOX 18209
                                GREENSBORO          NC

PAY      INVOICE      INVOICE      PYMT      PRTL      PAYMENT
ENTITY   NUMBER        DATE         NBR      NBR        AMOUNT      ACT
08PT    V006005154    05/15/2020    001      000        96,410.00    ---
08PT    V006005165    05/15/2020    001      000        92,219.00    ---
08PT    V006005177    05/15/2020    001      000        92,524.00    ---

                                STATUS: END OF LIST

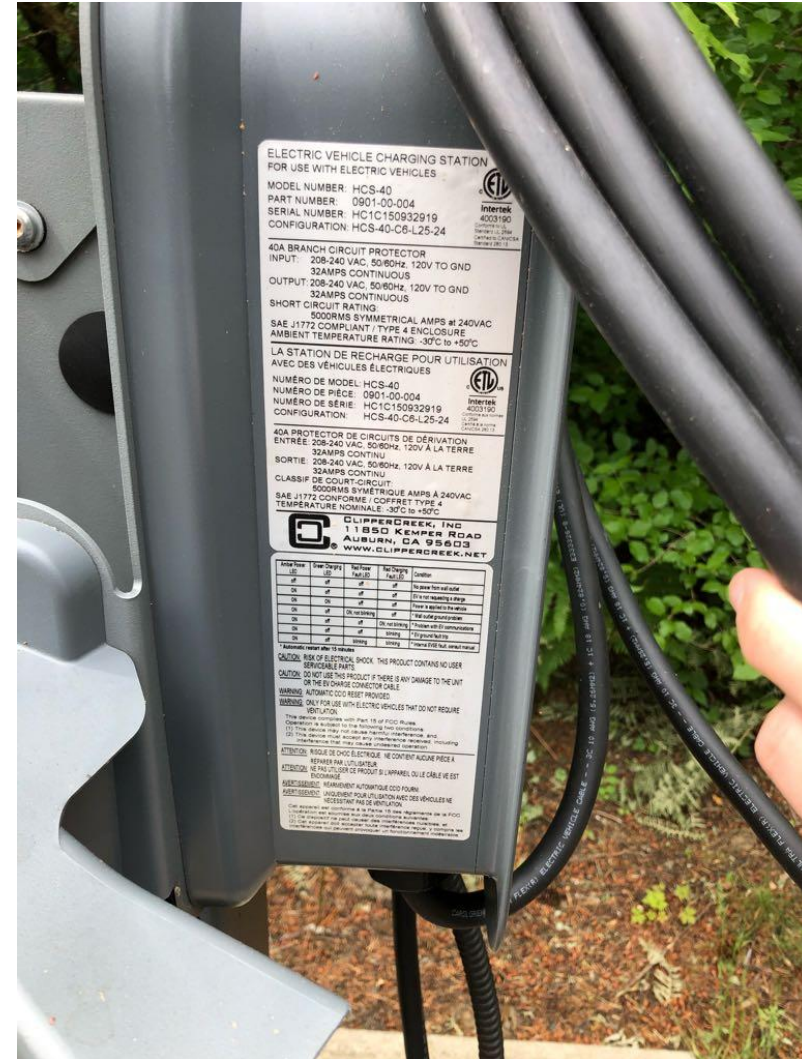
                                06/022

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Alt Insert NextLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPage
    
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DC Fast Claim Documentation – Equipment Photos



DC Fast Claim Documentation – Serial Number Photos



Reporting Requirements

- **Annual Reporting Requirement**

- EVSE usage data is given to NCDEQ for the previous Year data ending June 30 for a five-year period after installation of the charging station(s).

- **Quarterly Charging Station Status Reporting Requirements**

- Quarterly status report is given to NCDEQ for the previous quarterly within 14 days of each quarter ending in 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.



Reporting Requirements

All Annual Utilization Reports, the Final Project Report, and the Quarterly Charging Station Status Reports should be submitted to the DC Fast Program Manager via:

dave.willis@ncdenr.gov

Templates for the required project reports will be made available on the website:

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



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 in the GMS.**



DAQ Site Visits

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

Where to get more information after today?

DC Fast RFP - Frequently Asked Questions

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

E-mail questions to: daq.NC_VWGrants@ncdenr.gov



DEQ Technical Contacts

- **ZEV DC Fast Infrastructure Program**
 - Dave Willis, 919-733-1482
 - Dave.Willis@ncdenr.gov
- **VW Mitigation Plan**
 - Brian Phillips, 919-707-8426
 - Brian.Phillips@ncdenr.gov



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 address bar shows the URL: [https://qcr.ebs.nc.gov/grants\(bD11biZjPTYwMCZkPW1pbg=\)/default.htm](https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm). The page header includes the DEQ logo, the text "Welcome Brian Phillips", and a "Personalize Log Off" link. Below the header, there is a "Home" breadcrumb and a "Saved Searches" dropdown menu. The main content area is divided into three sections: "Alerts", "Web Links", and "Search". The "Alerts" section shows "No result found". The "Web Links" section contains a link labeled "DAQ Training Library", which is highlighted with a red arrow. The "Search" section lists several 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 "Grants Home" sidebar with a "Recent Items" list containing several entries with IDs and names like "3000169642 Engin...", "1000010635 Claim...", "2000045107 Level...", "1000010594 Level...", and "1000010592 Diesel...". The browser status bar at the bottom right shows "100%" zoom.



DAQ GMS External User Manual

- <https://deq.nc.gov/about/divisions/air-quality/motor-vehicles-and-air-quality/volkswagen-settlement/grants-management>
- [Downloadable GMS External User Manual](#)

