



Volkswagen Settlement Diesel Bus and Vehicle Program-How to File a Claim Webinar

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Department of Environmental Quality



What to Expect Today

- An overview of how to file a claim for Diesel Bus & Vehicle 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.

Diesel Bus & Vehicle Programs 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**

Diesel Bus & Vehicle Programs Claim Documentation

- **NC DAQ Form 001 Certificate of Destruction**
 - Photos of 3-inch hole in the engine block for all engines and, if a vehicle is being replaced,
 - Photos of disabled chassis (by cutting the vehicle's frame rails completely in half)
- **NC DAQ Form 003 Certificate of Purchase**
 - Photos of new vehicle
- **Specific list of required photos can be found in the [Diesel Bus and Vehicle RFP](#) and is included in your Programmatic Conditions in the fully executed contract**



Diesel Bus & Vehicle Programs Claim Documentation

NCDEQ VW Mitigation Program
Certificate of Engine/Chassis Destruction

Subgrantee Name: _____ Contract No: _____

VW Application No: _____

Vehicle Owner Name: _____

Vehicle Owner Address: _____

Old Vehicle/Chassis Information

Make:	Vehicle ID Number:
Model:	Odometer Reading:
Year:	

Old Engine Information

Make:	Horsepower:
Model:	ID or Serial No:
Year:	

Name of Dismantler: _____

Address of Dismantler: _____

Date Vehicle Accepted by Dismantler: _____

Date Engine/Chassis Disabled: _____

Signature of Dismantler: _____

Statement: I certify that within 180 days of replacement, the old engine and chassis (where applicable) have been permanently disabled. Disabling the engine consists of cutting, drilling, or punching a three inch by three-inch (3" x 3") hole in the engine block. Disabling the chassis consists of cutting completely through the frame/frame-rails on each side of the vehicle/equipment at a point located between the front and rear axles. I certify that I have also obtained a Junk Vehicle Title from the NC Division of Motor Vehicles. If other, pre-approved scrappage methods were used, details and documentation are attached. Photos of the disabled engine/chassis that are required pursuant to the Terms and Conditions of the NCDEQ award agreement are attached to this Certificate of Vehicle/Engine Destruction.

Authorized Name: _____
Print Name

Authorized Signature: _____ Date: _____

Note: Documentation must include JPEG images of the following, with corresponding file names:

- 1) Side profile of vehicle
- 2) Vehicle Identification Number (VIN)
- 3) Engine label
- 4) Chassis rail cut in half
- 5) Engine block, prior to hole
- 6) Engine block, after hole
- 7) Others, as needed



N.C. DEQ VW Mitigation Program
Verification of Purchase

New Vehicle/Equipment photographic requirements:

- Evidence of new vehicle/equipment is required for grant reimbursement claims submitted to NCDAQ for each vehicle/equipment funded and includes this verification of purchase document and digital photos as described below.
- Complete and upload to the DAQ Grants Management System for your application.

Subgrantee Name: _____ DEQ Grant No: _____

Vehicle Owner Name: _____

Vehicle Owner Address: _____

New Vehicle/Chassis Information

Make:	Vehicle ID Number:
Model:	
Year:	

New Engine Information

Make:	Horsepower:
Model:	ID or Serial No:
Year:	

Statement: I certify that the above equipment/vehicle and has met all VW grant contract purchasing requirements. Photos of the equipment/vehicle required pursuant to the terms and conditions of the NC DEQ award agreement are attached to this Verification of Purchase.

Authorized Name: _____
Print Name

Authorized Signature: _____ Date: _____

Note: Documentation must include JPEG images of the following, with corresponding file names:


- 1) Side profile of vehicle
- 2) Vehicle Identification Number (VIN)
- 3) Engine label
- 4) Engine block
- 5) EV charging infrastructure, when applicable
- 6) Others, as needed



Reimbursement

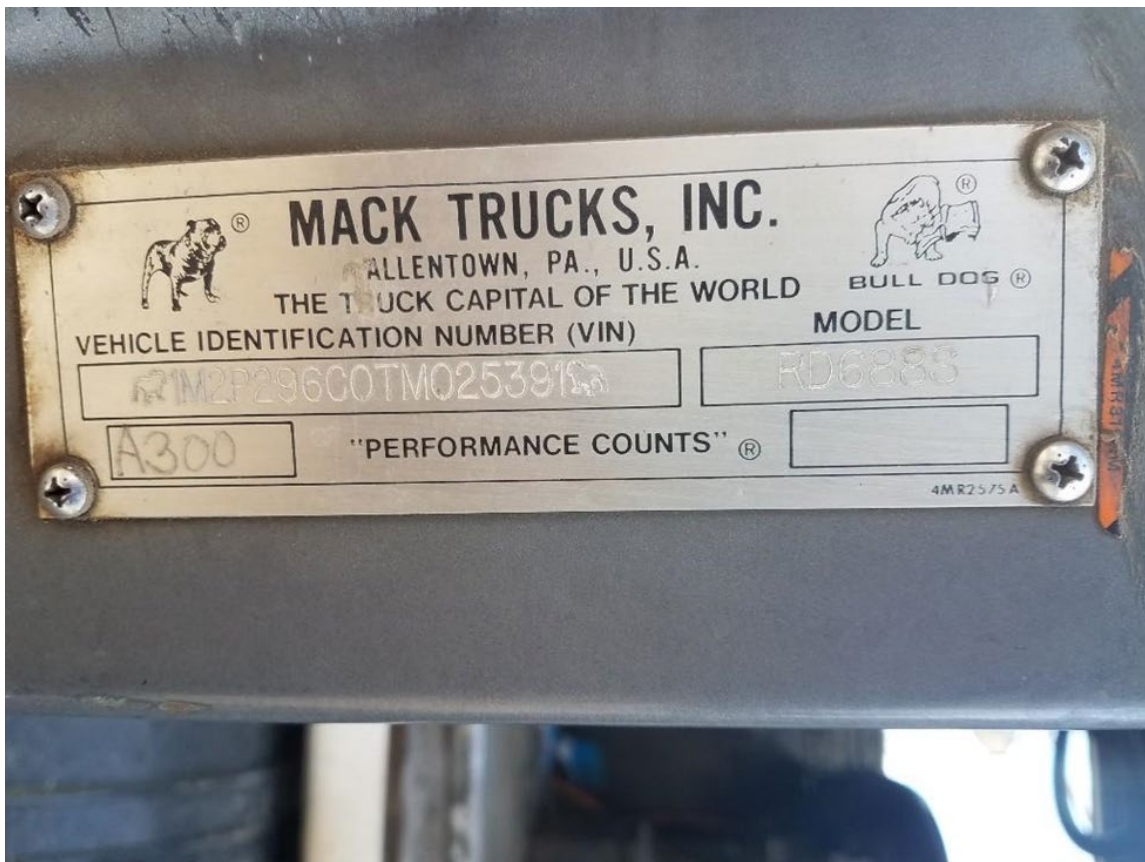
- **90% will be reimbursed when all documentation is received and deemed complete.**
- **Final 10% will be reimbursed when site visit is completed by DAQ staff**

Diesel Bus & Vehicle Programs 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
Contract No. XXXXXVW	31th March 2021
To whom it may concern,	
Please reimburse My Company in the amount of \$74,000.00 for the purchase of the ACME Excavator for the total price as shown in the attached invoice of \$300,000.00.	
<i>John Johnson</i>	
John Johnson	
Company Name Phone: 555 555 0125 E-mail: E-mail address	



Diesel Bus & Vehicle Programs Claim Documentation – VIN



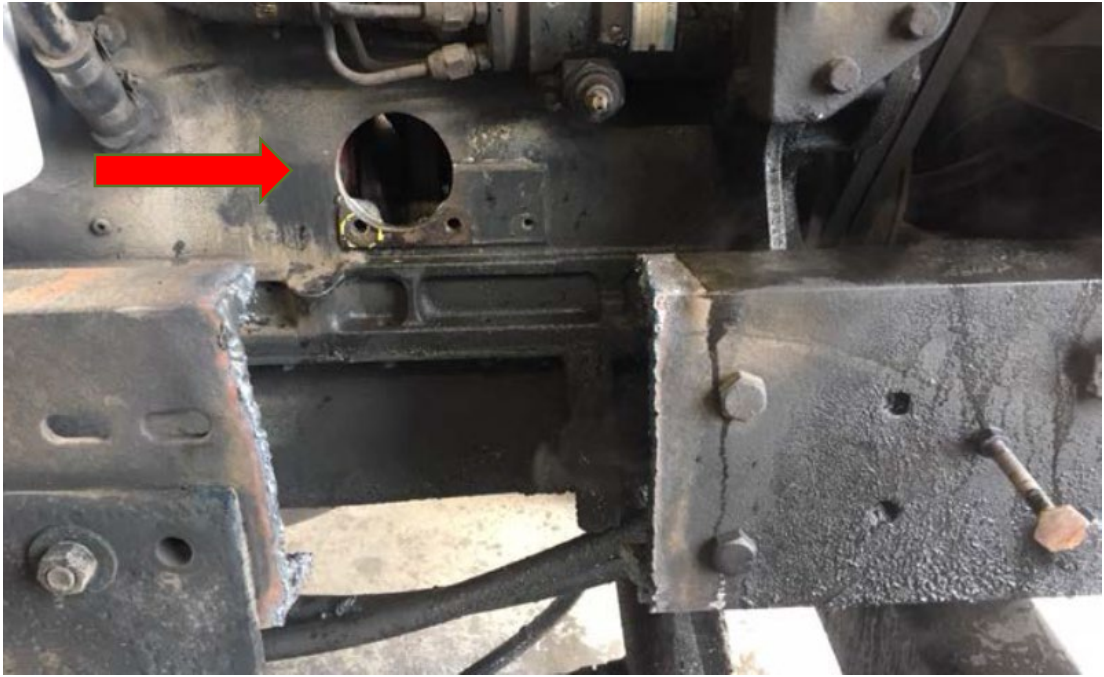
Diesel Bus & Vehicle Programs Claim Documentation – Engine Block Tag



Diesel Bus & Vehicle Programs Claim Documentation – Engine Block (prior to destruction)



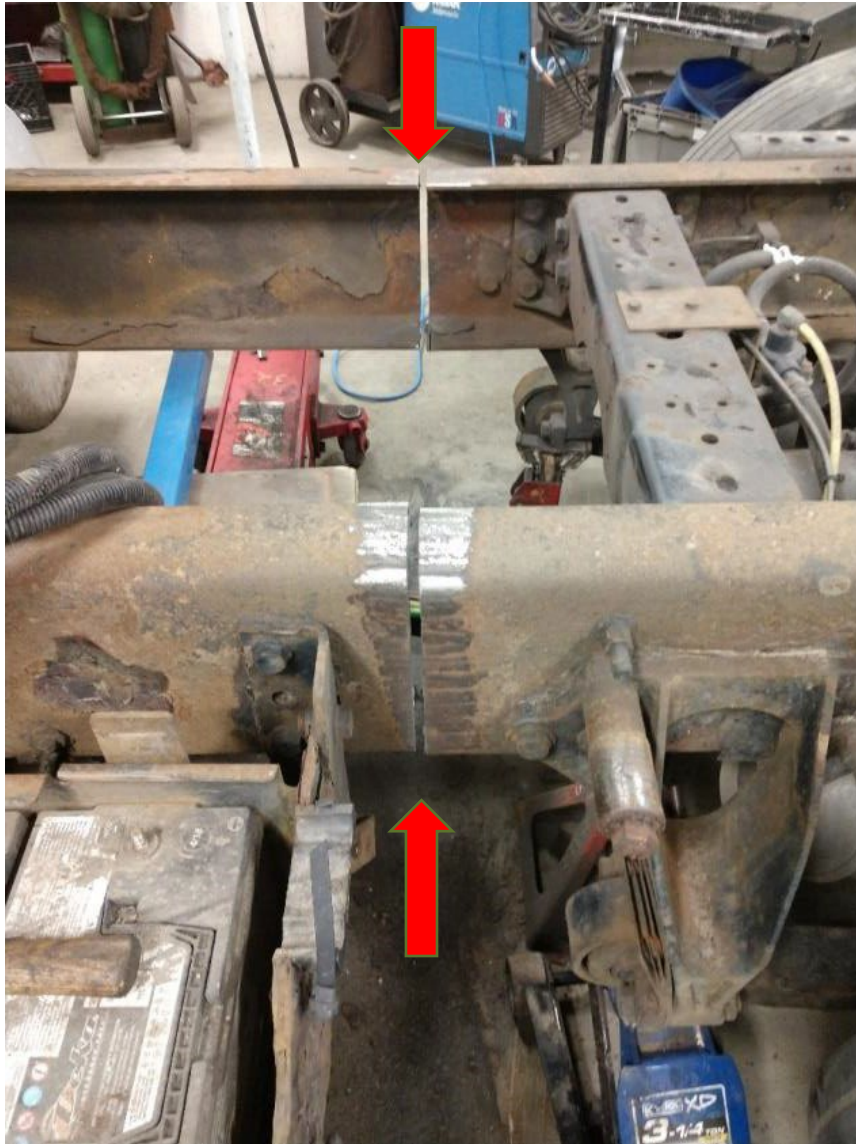
Diesel Bus & Vehicle Programs Claim Documentation – Engine Block (after destruction)



Diesel Bus & Vehicle Programs Claim Documentation – Engine Block (after destruction)



Diesel Bus & Vehicle Programs Claim Documentation – Disabled Chassis



Diesel Bus & Vehicle Programs Claim Documentation – Disabled Chassis



Reporting Requirements

- **Quarterly Reporting Requirement**
 - Quarterly reports on the status of the project are to be submitted within 14 days from 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 quarterly and final reports should be submitted to the Diesel Bus & Vehicle Program Manager (contact information at the end of this presentation).

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 to verify project completion and payment of the final 10% of the project costs.**

Where to get more information after today?

Diesel Bus & RFP - Frequently Asked Questions Diesel Bus & Vehicle FAQs

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



DAQ Technical Contacts

- **On-Road/Off-Road Programs**

- Jill Vitas, 919-707-8424
- Jill.Vitas@ncdenr.gov

- **School Bus Program**

- Sheila Blanchard, 919-707-8423
- Sheila.Blanchard@ncdenr.gov

- **Transit Bus Program**

- Melanie Henderson, 919-707-8419
- Melanie.Henderson@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 title is "Home - [SAP] - Internet Explorer" and the 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 navigation options like "Personalize" and "Log Off". A search bar with "Saved Searches" is also visible.

The main content area is titled "Home" and contains several sections:

- Alerts:** A section with a "No result found" message.
- Web Links:** A section containing a link labeled "DAQ Training Library", which is highlighted with a red arrow.
- Search:** A section with a list of search options: "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:

- 3000169642 Engin...
- 1000010635 Claim...
- 2000045107 Level...
- 1000010594 Level...
- 1000010592 Diesel...

The browser status bar at the bottom right shows a zoom level of 100%.



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](#)

