

Volkswagen Settlement Diesel Bus and Vehicle Program-How to File a Claim Webinar March 2021 Jill Vitas, Environmental Engineer, NC Division of Air Quality

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: <u>NC eProcurement</u>.
- 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, <u>https://deq.nc.gov/vw-settlement/forms</u>)

- 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 <u>Diesel</u> <u>Bus and Vehicle RFP</u> and is included in your Programmatic Conditions in the fully executed contract



Diesel Bus & Vehicle Programs Claim Documentation

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

Date:

Authorized Signature:

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

NCDEO VW Form 001 Certification of Destruction version 001

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



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 meet 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:

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

1) Side profile of vehicle Engine label 2) Vehicle Identification Number (VIN) 4) Engine block 6) Others, as needed

5) EV charging infrastructure, when applicable

Date:

NC DAO Form 003 - Verification of Purchase



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.	
John Johnson	
John Johnson	
Company Name	
Phone: 555 555 0125 E-mail: E-mail address	



Diesel Bus & Vehicle Programs Claim Documentation - Vendor Invoices

VOICE NO INVOICE DATE 1 NR-NR-NNCK	VENDOR VENDOR ADDRESS GOTHAM, NC 12121		CUSTOMER NO	PAGE NO	
PAYMENT TERMS FINANCED BY KOMATSU	PHONE NUMBER EQUIPMENT SALES INVOICE		CUSTOME	R PO	BII To: CH36246
INVOICE TO:	SHIP	TO :			
YOUR COMPANY COMPANY ADDRESS GOTHAM, NC 12121	COL	JR COMPANY MPANY ADDI THAM, NC 3	RESS		Stock#: 1.D67903
SMAN: Smith, John IPMENT ORDER: XXXXXXXX	DELIVE	RY TERMS:	DELIVERY 3RD PA	ARTY	-
3: UNIT		QTY	UNIT PRICE	TOTAL	-
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MINUS BLD-8.6-PC138 2NX17G60UR 24.0" (600MM) TRI	PLE GROUSER	1	0.00	0.00	6yr/600k engine 6yr/600k after tre 5yr/ unlimited re
4NA4600A-EBAA 15' 1" (4600MA	I) MONO BOOM	1	0.00	0.00	5yr/ unlimited Al Back up Cam ins
4NB3000A-EBAA 9' 10" (3000MA	I) ARM ASSEMBLY	1	0.00	0.00	
B00021497 PC138 24" 0.50 CY HENSLEY MODEL:BKT-24-PC138 \$		1	0.00	0.00	
C00020742 PC138 SMARTLOC COU JRB MODEL: CPLR-H-PC138-SL S/		1	0.00	0.00	
	TT POD ST AND DI COUDIED	1	0.00	0.00	
P00011151 PC138USLC-11 HYO J JRB MODEL: CPLR-H-PC138-KIT \$					

Invoice eric Vehicle Contract Date: 04/18/2019 Deal #: DE-06845 Customer #: CH362462 Shin To \$200,991.00 New 2020 PETERBILT 567 Price: **Total Price** \$200,991.00 \$200,991.00 Total Less Wormanties -10,862 Total = #190,129 60.000lbs Hoist with Roll off body Warranty Warranty ransmission Warranty at TLG- Charlotte This agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement at feeting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. There read and accept all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative. 2019

Co Purchaser's Signature	Dale	Manager's Signature	Date
	04/18/2019		04/18/2
Purchaser's Signature	Date	Sales Representative	
	04/18/2019		



PLEASE REMIT TO: P.O. BOX 743637, ATLANTA, GA 30374-3637

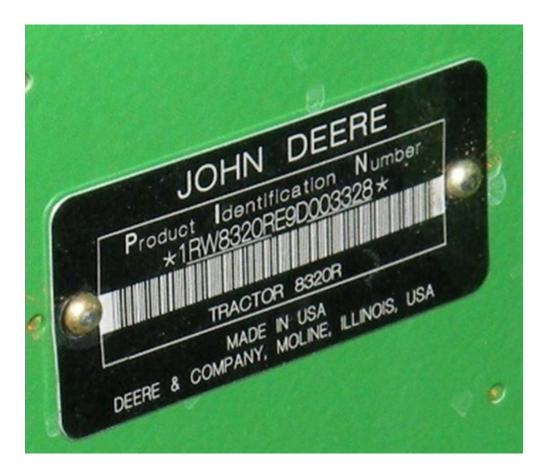
Diesel Bus & Vehicle Programs Claim Documentation – Proof of Payment

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Diesel Bus & Vehicle Programs Claim Documentation – VIN







Diesel Bus & Vehicle Programs Claim Documentation – Engine Block Tag

CID/L. 23973.9 Of L Loc Family WX9XL0239AAB Low Idle RPM 1050 Valve lash Inch 0.010 Int. 0.020 Cold MM 0.254 Int. 0.508	Engine Serial No. *45783845* Part No. 236304A1 Engine Model 4-390 Timing - TDC 14 DEGREES Fuel rate at rated HP/Kw 49 mms Date of Mfg. 19981130
	RPM FEL NO. 6.9





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







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





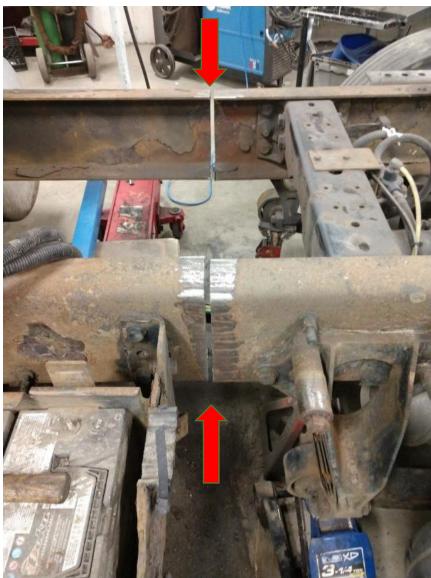


Diesel Bus & Vehicle Programs Claim Documentation – Engine Block (after destruction)





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

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DAQ GMS External User Manual

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







Department of Environmental Quality