## Request for Reimbursement (RFR) for Freight, Bus, and Refuse Texas Volkswagen Environmental Mitigation Program (TxVEMP)

Official form for the Texas Commission on Environmental Quality (TCEQ), Texas Volkswagen Environmental Mitigation Program (TxVEMP), Request for Reimbursement (RFR) for Replacement projects.

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### **General Information for Requesting Reimbursement**

This form is to be used only for the Texas Volkswagen Environmental Mitigation Program (TxVEMP). If you have a Texas Emissions Reduction Plan (TERP) contract, use the <u>appropriate TERP form</u> or call TERP at 1-800-919-TERP (8377) for more information. If you are unsure whether your grant is TxVEMP or TERP, look on the top of the signature page of your contract.

Before you submit an RFR, you must have fully paid for or financed and taken possession of the new equipment. Please refer to the Request for Reimbursement and Release of Claims sections of your contract for complete information about submission requirements for your RFR.

Reimbursement will not be made until the Disposition Report for the corresponding "old" equipment has been received and approved by TCEQ.

All signatures may be original, scanned, or digital.

### **Photo Requirements**

For each Replacement Activity on this RFR, submit a clear, full color, side view of the new equipment showing the entire piece of equipment. For each Repower Activity, submit two photos, from different angles, clearly showing the new engine installed in the old equipment. For all Activities (Replacement and Repower), submit a legible engine plate photo showing the new Engine Model and Engine Family Code. Label each photo with the correct Activity Number.

### **Other Required Documents**

For each Activity on this RFR, you must submit the invoice (or equivalent), and proof of payment to include all pages of any loan, lease, or other financing arrangement for the new TxVEMP equipment. For all on-road equipment, GVWR documentation, such as registration, is required. Label each document with the correct Activity Number. Additional documentation may be requested by TERP.

## Where to Submit and Contact Information

Phone: 512-239-4950

Email: <u>TERP-Fiscal@tceq.texas.gov</u>

### Standard Mail (USPS) Address

Texas Commission on Environmental Quality Air Grants Division MC-204, ATTN: Fiscal P.O. Box 13087 Austin, TX 78711-3087

### **Express Mail Delivery Address**

Texas Commission on Environmental Quality Air Grants Division MC-204, ATTN: Fiscal 12100 Park 35 Circle, Bldg F Austin, TX 78753

## Instructions for Completing the RFR

## All grantees using this RFR will complete pages 1, 2, and 3.

TCEQ contract number and Performing Party Name are located on the signature page of your contract.

Activity number(s) must correspond with the old equipment Activity numbers indicated in your contract. Many contracts have only one Activity.

Total amount requested with this RFR will be the sum of the awarded grant amounts for all Activities included on this RFR, less amendments (if any) you signed, which reduced the grant amount.

The top portion of page 2 is where you specify the reimbursement payee and mailing address. If the Performing Party has paid eligible expenses that are equal to, or greater than, the reimbursement amount with cash-on hand (non-borrowed funds), the reimbursement may be paid directly to the Performing Party. Do not put both the Performing Party Name and the Assignee Entity Name on the first line of the address. It can only be one or the other. If the purchase of the Grant Equipment is through financing or leasing, the reimbursement may be assigned to the company that provided the financing or leasing. In this case you must also complete the Assignment Request and Acceptance Section of this form. Supporting documentation must be submitted to show you have possession of the vehicle(s)/equipment and that the financing or leasing company has funded the purchase. If assigning the grant payment, we suggest that it be sent to a person's attention.

For further details on when a check can be sent to the Performing Party, please see the Request for Reimbursement section of your contract, or contact TxVEMP.

### Instructions for Page 3 – Activity Detail Table

Complete the Activity Detail Table to document the new grant equipment or vehicle information. This information will be on your proof of purchase (invoice, purchase order, etc.) and the engine plate photos. Please complete all cells for each Activity. The Activity grant amount is located in the Scope of Work in your contract, less amendments (if any) you signed that reduced the grant amount.

#### Where to Find Additional Activity Detail Tables

Please see the additional electronic tables located online.

## **Request for Reimbursement Form**

TCEQ contract number: 582-\_\_\_\_ Performing Party Name: \_\_\_\_\_ Activity number(s) on this RFR (001, 002, etc.): \_\_\_\_\_ Total amount requested for above Activities: \$

Has the Performing Party received, or do they anticipate receiving, any non-TxVEMP grant funds or financial incentives associated with this grant? Yes:  $\Box$  No:  $\Box$ 

## Performing Party's Certification

I certify to the best of my knowledge and belief, that all the information contained in this Request for Reimbursement, including all supporting documentation, is correct, accurate and complete, and that all outlays and unliquidated obligations are for the purposes set forth in the award contract document.

Printed Name of Performing Party's Authorized Representative	Phone Number

Signature of Performing Party's Authorized Representative Date

## **Release of Claims**

Complete this section only if this is the final request for this contract.

Subject to receiving all reimbursement due and payable to date, the Performing Party hereby releases all claims against the TCEQ and its officers, agents, and employees, from any and all claims arising under, or by virtue of, the contract with the Performing Party listed above.

Printed Name of Performing Party's Authorized Representative	Phone Number

Signature of Performing Party's Authorized Representative Date

### **Reimbursement Mailing Address**

If the Performing Party has paid eligible expenses that are equal to, or greater than, the reimbursement amount with cash-on hand (non-borrowed funds), the reimbursement may be paid directly to the Performing Party. If this is the case, enter the Performing Party's address on the next page. The State may offset payments to the Performing Party or its principals by any amount(s) owed to the State.

**Continued from page 1** - Otherwise, if the acquisition of the Grant Equipment is financed, the reimbursement may be assigned to the company that provided the financing. In this case, enter the Assignee's payment address below and complete the Assignment Request and Acceptance Section.

Performing Party Name (not financed) <b>OR</b> Assignee Entity Name (financed)						
In care of (optional)	Attention (optional)					
Street or P.O. Box						
City	State	 Zip+4				

## **Assignment Request and Acceptance Section**

I, the Performing Party's Authorized Representative, by this document hereby provide Notice of Assignment to the Texas Commission on Environmental Quality (TCEQ) of the assignment to Assignee Entity Name of the payment, not to exceed the Total amount requested with this RFR, for the reimbursement of the associated eligible costs of acquiring the activity/activities identified in the grant contract executed between Performing Party Name and the TCEQ for award of a TERP Grant. Upon review and approval of the submitted required reimbursement forms and required supporting documentation, please forward the payment to Assignee Entity Name.

By signing below, the Assignee's Authorized Representative hereby accepts the payment assignment on behalf of Assignee Entity Name and agrees that upon receipt of the grant funds, all funds will be applied both: a) as a lump sum at the time of receipt, and b) strictly to the principal of the related loan or to the principal basis of the related lease agreement, as applicable, and not to any finance or interest charges or fees.

If a Performing Party owes any amount(s) to the State of Texas, assigned payments will be held by the TCEQ until the debt is satisfied.

Printed Name of Performing Party's Authorized Representative	Phone Number		
Signature of Performing Party's Authorized Representative	Date		
Printed Name of Assignee (same as Assignee Entity Name)			
Printed Name of Assignee's Authorized Representative	Phone Number		
Signature of Assignee's Authorized Representative	 Date		

### Activity Detail Table

Has the Performing Party taken possession of the vehicle/equipment for all Activities on this RFR? Yes:  $\Box$  No:

□ <u>Additional Activity Detail Tables</u> are located online.

Act. No.	Vehicle/ Equipment Make	Vehicle/ Equipment Model and (if School Bus) Bus Type	Veh./ Equip. Year	Veh./ Equip. ID (full S/N or last 4 of VIN)	Fuel Type	Engine Make	Engine Model	Engine Serial Number	Eng. Year	Engine Family Code	Activity Grant Amount