RG-464A
Revised April 2013

I JUST RECEIVED A TERP GRANT—NOW WHAT?

Texas Emissions Reduction Plan

Air Quality Division

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

printed on
recycled paper

I Just Received a TERP Grant—Now What?

Texas Emissions Reduction Plan

Prepared by
Air Quality Division

RG-464A
April 2013

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Published and distributed
by the
Texas Commission on Environmental Quality
PO Box 13087
Austin TX 78711-3087

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Contents

"I Just Received a TERP Grant—Now What?" . . . In 5 Easy Steps iv

1. Reimbursement, or "How Do I Get the Grant Money?" 1

Reimbursement in 8 Easy Steps 3
Reimbursement: Common Issues 5
Forms 5
Payment 6
Buying Your Equipment 8
Other Reimbursement Information 9
Engine-Family Code 10
Managing Your Contract and Your Contact Information 11

2. Disposition, or "How Do I Properly Destroy the Old Equipment?" 13

Disposition in 6 Easy Steps 15
Required Documentation: Disposition Checklist 17
Disposition: Common Issues 18
Timetable 18
Documentation 18
Scrappage 19
What's Next? 20
Sample Disposition Photos 21

3. Usage and Monitoring 25

Usage and Monitoring in 5 Easy Steps 29
Usage and Monitoring: Common Issues 29
TERP GPS Monitoring Service 34
Utilizing GPS in 5 Easy Steps 34
TERP GPS Monitoring Service: Common Issues 34

Need additional information or have questions? ..... back cover

"I Just Received a TERP Grant—Now What?"
. . . In 5 Easy Steps

Step 1: Buy the new equipment!
If the equipment is different from what is in your contract, call us (TERP, at 800-919-TERP [8377]) before you buy.

Step 2: Send in the "Request for Reimbursement" forms and pictures of your new equipment, for each activity.

Step 3: Dispose of the old equipment. Send in the "Disposition" form and pictures, for each activity.

Step 4: Receive your usage reports.
Once the disposition is approved for an activity, we—the TCEQ—will mail you your usage reports.

Step 5: Send in the usage reports as required, for each activity

Note: This page is intended as a basic summary. Additional information regarding each of these steps is provided throughout this workbook.

1. Reimbursement, or “How Do I Get the Grant Money?”

1. Reimbursement, or "How Do I Get the Grant Money?"

Reimbursement in 8 Easy Steps

Step 1: Receive the signed contract.

Along with (1) a copy of the signed contract, you will also receive (2) a "Notice to Proceed" letter that indicates that you may begin your grant activity, (3) a copy of this workbook, *I Just Received a TERP Grant – Now What?* (Publication RG-464A), and (4) a copy of the *Grant Forms and Instructions* workbook (RG-464B).

Step 2: Go shopping! Find the equipment you want to buy.

If you buy the equipment identified in your contract, proceed to Step 3. If the equipment you want to buy is different from what is identified in your contract, contact your grant manager. The different equipment may cause your grant amount to change or may not work for your grant. Your grant manager can be contacted at 800-919-TERP (8377).

Step 3: Fill out the "Request for Reimbursement" forms.

(See the "Forms" subsection, immediately below, under "Reimbursement: Common Issues," in this workbook.)

Step 4: Take the appropriate color photographs of your new equipment.

(You must provide color photos that clearly show the entire new vehicle or piece of equipment that you purchased. Provide pictures that show all of the following for the vehicle or equipment: the front, each side, and the back.)

Step 5: Send in each of the following items to us (the TCEQ):

A. The completed "Request for Reimbursement" forms (from Step 3).
B. The color pictures of the new equipment (from Step 4).
C. A copy of the invoice or bill of sale for your new equipment.
D. A copy of the proof of payment or other finance papers, including all of the following (as available):
   i. the finance agreement
   ii. a copy of the cashier's check
   iii. a copy of the cancelled check(s)
   iv. a copy of any wire transfers

Mail these items to:

For express delivery (i.e., UPS, FedEx, DHL)

TERP Reimbursement
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin, TX 78753

For standard mail

TERP Reimbursement
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
P.O. Box 1387
Austin, TX 78711-3087

Step 6: We, the TCEQ, will review all of the submitted materials.
We will mail the check within 30 to 45 days from the date that we receive all the complete reimbursement forms and documentation. (We will contact you if any information is missing or incomplete.)

Step 7: Receive your reimbursement check!

Step 8: Dispose of your "old" equipment.
(See the next chapter, "Disposition.")

Note: The above "Reimbursement in 8 Easy Steps" is intended as a basic summary. Additional information regarding each of these steps is provided throughout this chapter.

Reimbursement: Common Issues

Forms

Where do I get the reimbursement forms?

We will mail you a copy of the *Grant Forms and Instructions* workbook (RG-464B), along with a copy of the signed contract, the "Notice to Proceed" letter, and a copy of this workbook. You can also get the forms online at <www.terpgrants.org>.

Which forms do I complete if I paid cash for the new equipment and should receive the reimbursement check made out to me directly?

- Form 1: Request for Reimbursement
- Form 2: Detailed Expense Summary

Which forms do I complete if I am assigning payment to a third party (meaning you did NOT pay cash and are financing the purchase of the new equipment)?

- Form 1: Request for Reimbursement
- Form 2: Detailed Expense Summary
- Form AP-152 (Texas Application for Payee Identification Number)

Where do I submit my completed original "Request for Reimbursement" packet?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*
  TERP Reimbursement
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  12100 Park 35 Circle
  Austin, TX 78753
- *Mailing address for standard mail*
  TERP Reimbursement
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  P.O. Box 1387
  Austin, TX 78711-3087

Can I fax or e-mail my "Request for Reimbursement" forms?

No. We need to receive the original signed copies of the forms; therefore, you must mail or hand deliver all the reimbursement requests.

Who signs Form AP-152 (*Texas Application for Payee Identification Number*)?

You! (Additional information is provided in the *Grant Forms and Instructions* workbook [RG-464B].)

Do I complete *Form 2: Detailed Expense Summary* using the numbers found in my contract?

No. The numbers you use on the form should be the actual costs of the equipment you are buying. Look on your invoice, bill of sale, sales contract, buyer's order, etc., for the correct numbers and information.

How do I determine the service date on *Form 2: Detailed Expense Summary*?

The service date is the date that you actually started using the new equipment. If you are not currently using the equipment, then report the date you expect to start using the equipment.

If I am installing a GPS system on my truck, where do I record the cost?

The installation costs only should be listed under "Other / GPS" in the "Incremental-Cost Calculation" section on *Form 2: Detailed Expense Summary*.

Are document fees an eligible cost?

Yes and No. Any document fees related to *financing* the equipment are not reimbursable costs. However, any document fees related to **buying** the equipment are reimbursable costs.

Payment

When do I receive payment?

We, TERP, mail checks 30 to 45 days from the date that we receive AND approve the "Request for Reimbursement" forms and photographs.

Who will the reimbursement check be made out to?

You may receive the reimbursement check made out to you directly ONLY if you pay "cash" for the new equipment when you buy it. If you do not pay cash for the full amount of the new equipment but instead use financing (e.g., from your bank, the dealer, etc.), then the reimbursement check must be made out to and sent directly to them. This is called *assigning payment*.

Does the financing have to be settled before reimbursement is made?

Yes. Financing for the balance owed needs to be in place before we will provide reimbursement.

When can I receive payment directly?

As stated above, when you have paid "cash" for the equipment, i.e. paid with your own money.

Do I have to assign my payment to the dealership or finance company?

If you did not pay cash for the new equipment and financed the purchase with a loan or some other financial assistance, you must assign payment to the dealership, bank, or finance company that actually paid for the equipment.

How do I assign my payment to the dealership or finance company?

By completing the "Assignee/Business Receiving Payment" section of *Form 1: Request for Reimbursement* and the "Payee Information" section on Form AP-152 (*Texas Application for Payee Identification Number*).

How do I find out if my grant check has been mailed?

You may call the TERP hotline at 800-919-TERP (8377) to check the status of your reimbursement check.

Are the reimbursement checks mailed by standard mail or overnight mail?

We mail all reimbursement checks using standard mail only.

Do I have to dispose of my old equipment before I can receive reimbursement?

No. TERP provides 90 days from the date the check is mailed to dispose of the old equipment and send in the disposition form and pictures.

What do I do after payment is received?

Once payment is received by you, the dealership, or the bank or finance company, proceed to the Disposition phase of the process. (See the next chapter, "Disposition, or How Do I Properly Destroy the Old Equipment?")

Common mistakes that will delay you from receiving your check!

- Submitting incomplete or incorrect forms. If you attempt to fill out the forms quickly without reading each question carefully, you will likely make mistakes. Mistakes require one of our TERP staff members to contact you in order to verify and correct the information. This takes time! Your check cannot be sent until all the forms are complete and accurate.
- Not using a black or blue pen! No other color of ink should be used to complete any of the forms.
- Not signing your forms! This is one of the most common mistakes!
- Not providing **all** of the required supporting documentation, such as the color pictures of your new equipment, proof of payment, and copies of the finance agreement, lease agreement, etc.

Buying Your Equipment

Do I have to buy the same equipment that is in my contract?

No. In some cases, you may buy a different make or model. However, it is important to make sure the equipment you want to buy will work for your grant. Before you purchase the equipment, contact your grant manager at 800-919-TERP (8377) to verify that the equipment is okay for your grant.

What do I do if I want to buy equipment that is different from what is identified in my contract?

The new equipment must be approved by us, the TCEQ, so contact your grant manager, at 800-919-TERP (8377), **before you buy it!** Understand that if you buy a piece of equipment that is different from what is identified in your contract, there are three possible outcomes. You may:
(a) receive less money than the original grant amount, or
(b) receive the same money as the original grant amount, or
(c) receive no money at all, if the equipment does not qualify.

Do I have to buy the equipment from the dealer that I received the quote from?

No. You can buy the equipment from another place, but again, you must be sure that the equipment is eligible for a grant. Call your grant manager, at 800-919-TERP (8377), **before** making the purchase to verify that the equipment meets your grant requirements.

If I buy cheaper equipment, will I get the same grant amount?

No. The grant program will reimburse no more than 80 percent of the equipment cost.

If I buy equipment that costs more, can I get a higher grant amount?

No. The grant amount originally awarded is the maximum amount you can receive.

If I buy newer equipment than what is listed in my contract, can I get a higher grant amount?

No. The grant amount originally awarded is the maximum amount you can receive.

I have multiple activities on my contract. Do I have to do all the activities at the same time?

No. You can buy the equipment for one activity and submit the “Request for Reimbursement” forms for it. At a later time, you can buy the equipment for the other activity or activities and submit the “Request for Reimbursement” forms for those activities. Please be aware of the funding deadline as identified in your contract. **All** purchases must be completed by this date.

Buyer Beware!

You must remember that **you** are responsible and accountable for abiding by and fulfilling a contract once it is signed! Keep in mind that the first line of defense in order to avoid a "bad deal" is understanding your contract and common sense. Here are some hints and things to consider:

- Be sure to completely read and fully understand your contract **before** you sign it, and this includes the "fine print"!
- Failure to read a contract is never a valid reason to get out of it or ignore the requirements.
- Don't trust the equipment dealer to tell you what it means. Even if their intentions are honorable, they could be mistaken themselves.
- Be suspicious and always question if someone urges you to "never mind—it's not important." If this happens, ask the person: "If it's not important, is it okay to cross it out?"
- Take the time to sit down and carefully review the contract and all the forms. Take notes and highlight the parts that you do not understand. Then ask someone you trust what it means.
- Signing any paper or document—including contracts—that contains any empty boxes or blank spaces, is just like signing a blank check!
  - Such a paper or document can be easily altered by anyone, and because it has your signature, **you** will be responsible!
  - Make sure that all blanks are filled in and completed: with specific data, words, "N/A," or straight lines to indicate that the blank or empty space is intended and that nothing is meant to go there.
- Be sure to include the date every time you sign your name or your initials.
- Always insist on obtaining your own copy that includes the signature of the other party.

These ideas provide the basic guidelines to **always** follow, especially whenever money is involved. Remember, make sure you read and understand everything before signing or initialing anything!

Other Reimbursement Information

What type of supporting documentation must I submit along with my completed forms?

- A copy of an invoice, bill of sale, or purchase order.
- Proof of Payment documentation (i.e., copies of cashier's checks, canceled checks, the finance agreement, or wire transfers; see more information below).
- The color photos of your new vehicle or equipment.

Why does TERP need copies of Proof of Payment documentation?

The TCEQ must ensure that all equipment costs have been paid in full before we can make reimbursement.

What documents are acceptable as Proof of Payment?

- Copy of cashier's checks
- Copy of canceled checks
- Copy of wire transfers
- Copy of the finance agreement
- Bank reconciliation statements
- Other forms of payment documentation may be acceptable; please call 800-919-TERP (8377) and discuss options with someone in our finance department.

What is a copy of the canceled check?

A copy of the canceled check is a copy of **both** the front and the back of the check once it has cleared the bank. You can get a copy of the canceled check from your bank if you do not already have it.

What is the TERP "80% Rule"?

On all activities, TERP will not reimburse more than 80 percent of the equipment's incremental cost.

Does the 80% Rule apply to replacement and repower activities?

Yes. TERP will not pay more than 80 percent of the incremental cost of the vehicle or equipment on either replacement or repower activities.

Engine-Family Code

What is the engine-family code or engine test group?

The engine-family code is a 12-digit alphanumeric code that tells us the engine's NO_x emissions level.

Where is the engine-family code found?

The engine-family code is generally found on the engine serial plate.

What format is the engine-family code in?

The format for the engine-family code is:

- One number or letter—the engine's manufacture year.
- Three letters—the EPA's manufacturer code.
- One letter—the engine family.

- Four numbers—the engine displacement in liters.
- Three numbers and/or letters—a code assigned by the engine's manufacturer.

What does an engine-family code look like?

Here is an example of an engine-family code: 7CEXH0912XAM

Managing Your Contract and Your Contact Information

How do I make a change to my contract?

Any change or revision to your contract **after** it has been signed requires an amendment to the contract. Whenever an amendment is needed:

- It has to be prepared by your contract manager.
- Once prepared, original copies will be sent to you for review and signatures. Once you sign them, you must send both copies back to your contract manager.
- Once your contract manager receives them, they will be signed by the TCEQ and we will return a copy to you for your records.

How do I change my contact information?

At **any** time if **any** of your contact information changes, you **must** provide the updated information to your grant manager immediately, by one of the following methods:

- Main local telephone: 512-239-4950
- Toll-free telephone: 800-919-TERP (8377)
- E-mail: terp@tceq.state.tx.us

Examples of information that needs to remain current with the TCEQ at all times:

- physical address
- mailing address
- phone number
- fax number
- e-mail address
- company employee changes

2. Disposition, or “How Do I Properly Destroy the Old Equipment?”

2. Disposition, or "How Do I Properly Destroy the Old Equipment?"

Disposition in 6 Easy Steps

Note: You have 90 days from the date of the reimbursement check to complete disposition.

Step 1: Fill out the disposition form.

Note: The forms are found in your forms package or online at <www.terpgrants.org>. You must fill out the current disposition form for each piece of equipment that you destroy.

- If you replaced a piece of equipment, then complete Form 3a.
- If you repowered a piece of equipment, then complete Form 3b.

Step 2: Take "before disposition" color photos.

Note: A checklist for the photos needed appears on the disposition form, as well as on the following page.

Step 3: Apply for a nonrepairable vehicle title.

You will need to submit a copy of the nonrepairable vehicle title to us. (You can find the application form, VTR-441, for this title at <www.txdmv.gov/whatyouneed/forms/salvage.htm>.

Step 4: Properly destroy and dispose of the old equipment.

If you use a salvage or recycling company, get written documentation for the disposition of the equipment, including a certification of destruction. *Note:* Disposition photos and a copy of the nonrepairable title are still needed!

Step 5: Take "after disposition" color photos.

Note: A checklist for the photos needed appears on the disposition form, as well as on the following page.

Step 6: Submit the completed disposition forms and photos.

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*

  TERP Disposition
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  12100 Park 35 Circle
  Austin, TX 78753

- *Mailing address for standard mail*

  TERP Disposition
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  P.O. Box 13807
  Austin, TX 78711-3087

Note: The above "Disposition in 5 Easy Steps" is intended as a basic summary. Additional information regarding each of these steps is provided throughout this chapter.

Required Documentation: Disposition Checklist

Replacement Activity

On-Road Equipment

_____ A color photo of the whole vehicle in operating condition before destruction (both sides of the vehicle).

_____ A color photo of the whole vehicle after destruction (both sides of the vehicle).

_____ A color photo of the engine block from the vehicle in operating condition before destruction (both sides).

_____ A color photo of the engine block after destruction with a hole 3 inches or larger **on each side** of the engine and that cannot be fixed. The entire engine must be visible in the photo.

_____ A color photo of both frames before destruction.

_____ A color photo of both frames after destruction with both sides of the frame cut completely in half.

_____ A copy of the nonrepairable vehicle title.

_____ Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.

Off-Road Equipment

_____ A color photo of the whole piece of equipment before destruction (both sides of the equipment).

_____ A color photo of the whole piece of equipment after destruction (both sides of the equipment).

_____ A color photo of the engine block in operating condition before destruction (both sides).

_____ A color photo of the engine block after destruction with a hole 3 inches or larger **on each side** of the engine and that cannot be fixed. The entire engine must be visible in the photo.

_____ A color photo before structural damage (both sides of the equipment).

_____ A color photo of both sides of the equipment after structural damage that cannot be fixed.

_____ Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.

Repower Activity

_____ A color photo of the complete engine block before destruction (all sides).

_____ A color photo of the engine block after destruction with a hole 3 inches or larger **on each side**. The holes must not be in a removable plate.

_____ A color photo of the engine identification number (serial number). One of the holes should be as close to the number as possible.

_____ Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.

Remanufacturing Facility

_____ Written documentation from the remanufacturing facility acknowledging receipt of the engine. This documentation must also include the old engine's identification number.

Disposition: Common Issues

Timetable

Do I have to dispose of my old equipment before I can get reimbursed?

No.

How long do I have to dispose of my old equipment?

Ninety days from the date the reimbursement check is mailed.

Documentation

Where do I find the disposition forms?

In the forms package sent with a copy of your contract. In addition, you can find them online at <www.terpgrants.org>. You can also call 800-919-TERP (8377) to have them mailed.

What if my contract has multiple activities?

You must complete and submit a separate "Disposition" packet for each piece of equipment.

Where should I mail my completed disposition forms?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*
  TERP Disposition
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  12100 Park 35 Circle
  Austin, TX 78753
- *Mailing address for standard mail*
  TERP Disposition
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  P.O. Box 13087
  Austin, TX 78711-3087

Can I fax or e-mail my disposition forms to the TCEQ?

No. We need to receive the original signed copies of all the forms; therefore, you must mail or hand deliver the disposition forms.

What color photos are required to be submitted along with the forms?

See the table "Required Documentation: Disposition Checklist," preceding this section. A section of "Sample Disposition Photos" follows. Please remember

that all photos must be in color! We recommend that you take several different shots before and after destruction so that we can easily verify the proper destruction of the old equipment.

If a scrap yard or recycling company is going to do the disposition for me, what do I need to send in to the TCEQ?

- A completed Form 3a (Replacement) or 3b (Repower).
- All of the required disposition photos.
- A copy of the nonrepairable vehicle title. The title can be obtained, from the Texas Department of Motor Vehicles, by completing and submitting Form VTR-441.
- Written documentation (receipt) from the salvage or recycling company that destroyed your equipment.

Scrappage

How large does the hole in the engine block have to be?

The hole must be at least three inches or larger, making the engine inoperable. The hole cannot be made in a plate or other part that can be removed from the engine. Make sure you have two holes in the engine—one on each side! Make sure one of the holes is near the engine serial number.

Where do I cut the equipment frame?

As close to the cab as possible. Cut the frames on **both** sides, all the way through!

How much of the equipment frame needs to be cut?

The entire frame must be cut in half on both sides of the equipment.

Do I need any other documentation?

For on-road equipment, you must submit a copy of the nonrepairable vehicle title that you receive from the Texas Department of Motor Vehicles. The application form (DMV Form VTR-441) is available at <www.terpgrants.org>, or at the Texas Department of Motor Vehicles. Please call us at 800-919-TERP (8377) if you need assistance.

Can I use parts of the old equipment once my disposition is complete?

Yes. Once we approve the disposition, you are free to do with it as you wish. You can sell the old equipment for scrap-metal value, sell parts, or keep it for spare parts. The only thing not acceptable is making the old equipment operable again.

If I receive money for the scrappage of my old equipment, then do I keep the money?

Yes. TERP accounts for the value of the old equipment on *Form 2: Detailed Expense Summary*, under the "Incremental-Cost Calculation" section.

Can I sell my old equipment to someone for use outside of the eligible counties, state, or country?

No. The old equipment must be scrapped and made inoperable. The only exception is locomotive projects with an approved disposition plan.

When can I get rid of my old equipment?

Please keep your old equipment until we have approved the disposition.

What's Next?

Once your submitted disposition packet has been approved by the TCEQ, we will send you a "Usage Alert Letter," along with "Usage Report" forms.

Reminder

Please keep your equipment until disposition is approved!

Sample Disposition Photos

Figure 1a. Truck frame cut behind the cab.

Figure 1b. Truck frame cut behind the cab (second view).

Note: In the printed version of this publication, these photos are in black and white. In the online version, they appear in color.

Figure 2. Close-up of the truck frame cut on both sides.

Figure 3. Close-up of the engine hole next to the engine serial number. This picture shows only one of the two required holes—one on each side of the engine.

Figure 4. Mid-range view of one of the 3-inch holes in the engine. Two holes are required—one on each side of the engine.

Figure 5. One of the required two holes in the engine block seen from a distance.

Figure 6. A tractor before the frame is cut.

Figure 7. Frame cut on the tractor.

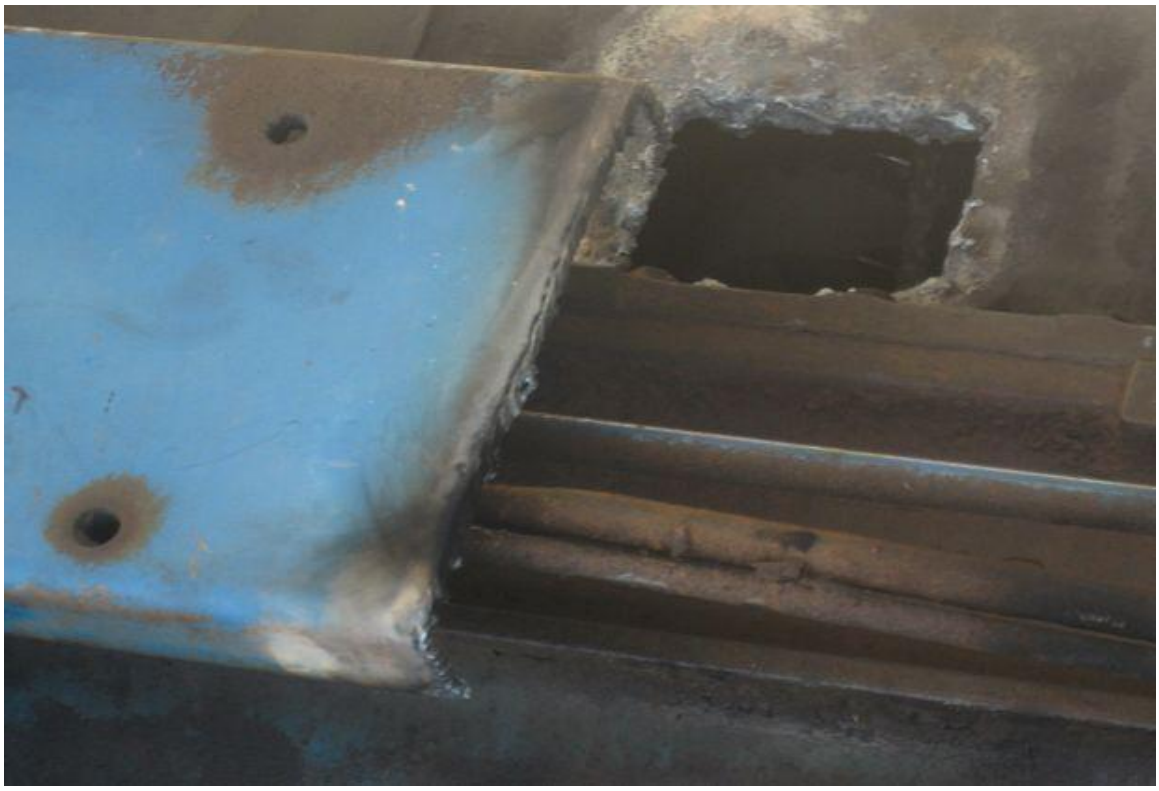

Figure 8. One of the two holes in the engine block above the tractor’s cut frame. Two holes are required—one on each side of the engine.

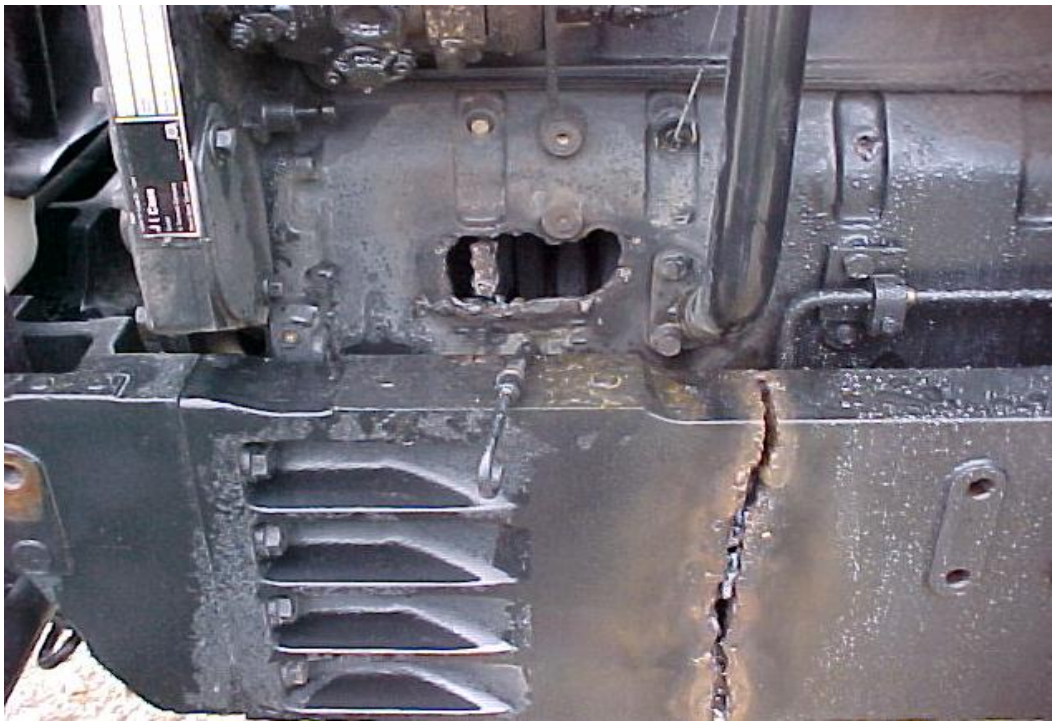

Figure 9. Another example of the frame cut all the way through and a hole in the engine block near the engine serial plate. This shows one of the two required holes.

Figure 10. Excavator before its frame is cut.

Figure 11. The frame of the excavator is cut

3. Usage and Monitoring

3. Usage and Monitoring

Usage and Monitoring in 5 Easy Steps

Step 1: Keep track of all the information required for your reports for each activity.

Step 2: Complete your usage reports for each activity.

Step 3: Submit your completed usage reports on time.

Step 4: Cooperate with any contract reviews and audits.

Step 5: Repeat steps 1–4 as required for the length of your contract and for each of your activities.

Usage and Monitoring: Common Issues

What is "usage"?

"Usage" is the tracking and subsequent reporting to the TCEQ of the "where," "when," and "how much" related to the new, grant-funded equipment.

What is "monitoring"?

"Monitoring" is the verification that the commitments and grant requirements are being met.

Why do I have to track and report my usage?

It is a requirement of the grant. By signing the contract and receiving the grant, you made a commitment to us, the TCEQ. This commitment includes operating the new equipment a certain amount, in eligible counties, for a specific number of years. The commitment also includes tracking and reporting this "usage" to us.

How do I report the usage?

By properly completing and submitting the "Usage Report" forms.

How often do I have to submit the usage reports?

Basically, twice a year. Typically the reporting periods end on the last day of June and December. Both your contract and the "Usage Report" forms provide details.

Is there an option to track and report usage other than "manually"?

Yes. You may choose to install and utilize a GPS System. (See the "TERP GPS Monitoring Service" section at the end of this chapter.)

When does usage and monitoring begin?

After your disposition packet is approved by the TCEQ. You will receive a "Usage Alert" letter advising you that disposition is complete and the Usage and Monitoring phase has begun.

Where do I get the "Usage Reports" form?

We will send you the form along with your "Usage Alert" letter after your disposition forms have been approved. The forms are also included in the *Grant Forms and Instructions* workbook (RG-464B) that was provided to you. You may also get the forms online at <www.terpgrants.org>.

What usage information will I need to report?

You will need to keep track of the following for the duration of your contract, for each of your activities:

- The counties where you operate the equipment.
- The dates you operate the equipment.
- How much you operate the equipment (the miles and/or hours and/or gallons of fuel; your contract specifies the unit[s] of measure).

How long do I have to submit usage reports?

It depends on the "activity life" of your project or contract. You are required to send in the "Usage Report" forms every year for the life of your project or contract.

What is the "activity life"?

The "activity life" of all projects or contracts is either five or seven years. You originally identified your activity life in your application. It is confirmed in your contract. It represents the length of your contract and obligation to the TCEQ. The activity life can vary for each activity.

Where should I submit my completed original "Usage Report" forms?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*

  TERP Disposition
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  12100 Park 35 Circle
  Austin, TX 78753

- *Mailing address for standard mail*
  TERP Disposition
  Implementation Grants Section, MC 204
  Air Quality Division
  Texas Commission on Environmental Quality
  P.O. Box 13087
  Austin, TX 78711-3087

Can I fax or e-mail the "Usage Report" forms?

No. We need to receive the original signed copies of all the forms. You must mail or hand deliver the original "Usage Report" forms to our office.

What if I have multiple activities?

If your contract has multiple activities, you will receive a "Usage Alert" letter for **each** activity. You are also required to submit a "Usage Report" form for **each** contract.

What happens if I cannot meet the usage requirements of the contract?

The TCEQ wants you to succeed and will work with you as much as we can. Possible options available:

- You may ask to reduce your usage commitment and return a calculated or prorated portion of the grant.
- If your activity life is five years, you may request to extend your contract to reduce the annual requirement. (*Note:* The maximum activity life is seven years.)
- You may request to terminate the contract and return a calculated or prorated amount of the grant.
- You may request to include other eligible county areas.
- You may contact your grant manager at 800-919-TERP (8377) to discuss your situation.

What happens if I do not submit the usage reports?

You will be in violation of your contract. No proof of usage in the eligible areas means "no performance." In this case, you will be required to return some or all of the grant funds to the TCEQ.

What happens if I cannot make the payments and the vehicle gets repossessed?

You must report to us, the TCEQ, immediately regarding anything that keeps you from performing and fulfilling the contract. You may be required to return some or all of the grant funds to us.

What do I do if I am not able to work?

Contact your grant manager immediately, as this may affect your grant.

- If you are unable to work for a short period of time—a month or two—your grant most likely will not be affected. Make sure to include the information about how long and why you did not work, on your usage report.
- Options may be available to you if you are unable to perform your work **for an extended period of time**. Call your grant manager at 800-919-TERP (8377).

Can I sell the grant-funded equipment?

Yes, but you must contact your grant manager at 800-919-TERP (8377) **before** you do! If you fail to call us first, you may have to pay back the funds.

Can I exchange the grant-funded equipment for different equipment?

No. The TCEQ typically does not allow the exchanging of equipment unless there is a warranty issue involved. Call your grant manager at 800-919-TERP (8377) for guidance.

Why can I not count the miles I travel in other counties?

You must commit to using your equipment in the counties listed in your contract. Please contact your grant manager at 800-919-TERP (8377) if you would like to amend your contract to include other eligible areas.

Will the TCEQ verify my usage reports?

Yes. As a condition of your contract and receiving a grant, you agreed to allow the TCEQ to "monitor" the grant equipment and activities in person. Some of the ways the TCEQ does this are:

- Personal visits by a TCEQ representative.
- A review of supporting documents for your usage reports
- An audit of your grant.

What do I need if I am audited?

The auditors will contact you to schedule a date and time. They will also let you know what records you will need to have ready for their inspection. Common procedures include:

- A physical inspection of the grant-funded truck or equipment.
- A review of disposition papers.
- A review of supporting documentation of usage reporting.
- A review of insurance documents.

How do I change my contact information?

At **any** time during the life of your contract, if **any** of your contact information changes, you **must** provide the updated information to your grant manager immediately, by one of the following methods:

- Main local telephone: 512-239-4950
- Toll-free telephone: 800-919-TERP (8377)
- E-mail: terp@tceq.state.tx.us

Examples of information that needs to remain current with the TCEQ at all times:

- physical address
- mailing address
- phone number
- fax number
- e-mail address
- company employee changes

TERP GPS Monitoring Service

You may volunteer to place a Global Positioning System (GPS) unit on your equipment or vehicles at any time during the activity life of the contract. By using the TERP GPS Monitoring Service, you will receive a waiver on the requirements for completing and submitting the usage reports. This waiver is based on TERP collecting the usage information directly from the GPS unit. You are required to verify the usage data reported to us by the GPS service provider.

Utilizing GPS in 5 Easy Steps

Step 1: Contact the TCEQ at 800-919-TERP (8377) and indicate that you are interested in the TERP GPS Monitoring Service.

Step 2: If you choose TERP GPS Monitoring, contact the TCEQ-approved service provider to start the service and schedule an installation date.

Step 3: Receive the agreement from the TCEQ to use the TERP GPS Monitoring Service.

Step 4: Sign the agreement and return all the signed copies of the agreement to the TCEQ.

Step 5: Make arrangements directly with the approved GPS provider for installation and training.

TERP GPS Monitoring Service: Common Issues

Do I have to use the TERP GPS Monitoring Service (TGMS)?

No. The TGMS is available for those who wish to use it for reporting usage and other information that can be monitored by the TERP GPS provider's system.

Can I be required to use the TGMS?

Yes. Some grant recipients may be required to use the TGMS to remain in good standing with their grant and the TCEQ.

Do I have to pay for the GPS equipment?

- Yes. For existing contracts, you will have to pay the cost of buying and installing the GPS unit, and the monthly service fee associated with using it.
- If the GPS service is chosen prior to the signing of the contract, the purchase and installation of the equipment is an allowable reimbursable cost. You will still have to pay the provider the monthly service fee.

How much does the GPS unit cost to install?

Visit the TERP website, <www.terpgrants.org>, to get the current pricing, or call the TCEQ at 800-919-TERP (8377) for the current installation cost.

Is there a monthly cost for the service?

Yes. Visit the TERP website, <www.terpgrants.org>, to get the current pricing, or call the TCEQ at 800-919-TERP (8377) for the current monthly service fee.

Need additional information or have questions?

Please call us at 800-919-TERP (8377).

Or

Find us online at <www.terpgrants.org/>.