

Grant Management

I Would Like to Buy a Different Piece of Equipment from What Is in My Contract—What Do I Do?

Step 1: Call your grant manager before you make the purchase. To contact your grant manager, call 800-919-TERP (8377).

A change in the original equipment may:

- (a) reduce the amount of your grant (**less money**)
- (b) not change the amount of your grant (**the same money**)
- (c) not qualify for funding (**no money**)

When shopping for equipment, keep in mind the following:

- For on-road vehicles, you cannot change vehicle weight classes.
- The new equipment cannot have a different use (e.g., from a haul truck to a dump truck).
- The new equipment must be purchased before the contract expiration date (found in the Notice to Proceed letter for Emission Reduction Incentive Grants or in the contract for Rebate Grants).
- The new equipment must be approved by the TCEQ. (Call your grant manager before you make the purchase.)

Step 2: If a change is approved by your grant manager, then it may require an amendment to your contract.

If an amendment is required, then:

- It will need to be prepared by the grant manager.
- Three original copies will be sent to you for review and signatures. Once signed, they must be mailed back to the TCEQ.
- The returned copies will be signed by the TCEQ and your copy will be returned. Once signed by the TCEQ, the amendment is in effect.

Change of Contact Information

If **any** of your contact information changes, then please update the information with your grant manager 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 be current with the TCEQ:

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