

Monitoring, Enforcement, and Asset Verification

As a condition of receiving a grant, you agreed to allow the TCEQ to verify the grant equipment in person. Some of the ways the TCEQ verifies your grant activities are:

- a personal visit by a TCEQ representative
- a review of your supporting documents for your usage reporting
- an audit of your grant

Monitoring, Enforcement, and Asset Verification: Common Issues

What happens if I am not meeting my usage requirements?

After you have reported to TERP for two years, the program will look at how well you are doing.

- If you are meeting your requirements, within reason, you will continue to report to the TCEQ as normal.
- If you are not meeting your requirements, the TCEQ will contact you to discuss ways you can adjust your usage to meet your requirements.

However, the TCEQ may adjust your usage requirements to a lower amount and require you to return a portion of the grant funds to make up for the emission reductions not achieved.

What do I do if I want to sell my truck or equipment?

- You must contact the TCEQ before you sell your grant equipment. If you plan to sell your truck or equipment and drop out of the program, the TCEQ will calculate the amount of money that may need to be returned to the TCEQ.

OR

- The TCEQ might allow you to sell your truck or equipment to another person or business that is willing to take over your grant requirements. You must notify the TCEQ and the TCEQ must approve the person buying your truck or equipment. If OK, then the TCEQ will send out a “three-way contract agreement.” All parties will sign, agreeing to the transaction and contractual requirements.

Can I exchange my truck or equipment for a new one?

No. The TCEQ typically does not allow the exchanging of equipment unless there is a warranty issue involved. If the equipment is exchanged, then the TCEQ will ask for a portion of the grant amount to be returned.

What will happen with my TERP grant if I am unable to make my equipment finance payments?

If your truck or equipment is repossessed, then you are not able to meet the terms of your contract. The TCEQ will ask for a portion of the grant amount to be returned.

What do I need if I am audited?

The auditors will contact you to set up a mutually acceptable date and time. They will also let you know what records you will need to have ready for their inspection. The auditors will treat you with professional courtesy and respect.

Common items are:

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

When will I get a personal visit by the TCEQ?

- A select number of potential grantees are chosen during each grant round, before the contracts are signed, to verify the information the applicants put in their applications.
- After you have been reimbursed for an activity, you may be selected at any time for a site inspection by the TCEQ or a contracted representative. You may be **visited several times** during the life of your contract. You will need to have the new grant equipment available for inspection. In addition, you will need to show the inspector your supporting documentation for your usage reporting. The inspectors will treat you with professional courtesy and respect.

What supporting documents do I need for my usage reports?

This depends on how you use your truck or equipment. There is a guide available (*Guidance for Recording the Usage of TERP Grant-Funded Equipment*, TCEQ publication RG-444) that may help you find the type of documentation that fits your business. If you need this document, please call us at 800-919-TERP (8377), or find it online at <www.tceq.state.tx.us/publications>.

What do I do if I need to change my area of operations?

- Contact the TERP program at 800-919-TERP (8377).
- If you only operate in another eligible area (not listed in your contract) occasionally, then you probably do not have to worry.
- If there is a shift in your operations that causes extended use of the equipment in another eligible area (not listed in your contract), then you need to contact the TCEQ. The contract requirements may need to be revised.

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

- Contact the TERP program at 800-919-TERP (8377).
- If you are not able to work for a short period of time (a month or two) for whatever reason, you most likely do not need to worry about the impact on your grant. On your usage report, you must let the TCEQ know how long and why you did not work.
- If you are not able to perform your work for **an extended period of time**, contact the TCEQ. Options may be available to you that will not affect your grant requirements.