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# TERP Disposition and Reimbursement Workshops

## Houston, Arlington, San Antonio and Austin

### September 2015



# Why This Workshop?

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- To inform, guide, educate, and assist TERP Grant stakeholders (i.e. grant recipients, vehicle and equipment dealers, financing entities)
- Workshops are always provided at the beginning of a new grant round to assist on the “front-end” (Application) of the TERP Grant process
- Assistance is now provided for the “back-end” (Reimbursement, Disposition and Usage/Monitoring) of the process



# Today's Agenda

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- Overview of TERP
- Disposition
- Usage & Monitoring
- Reimbursement
- Review Contact Information
- Questions
- Individualized Assistance



# What does TERP do?

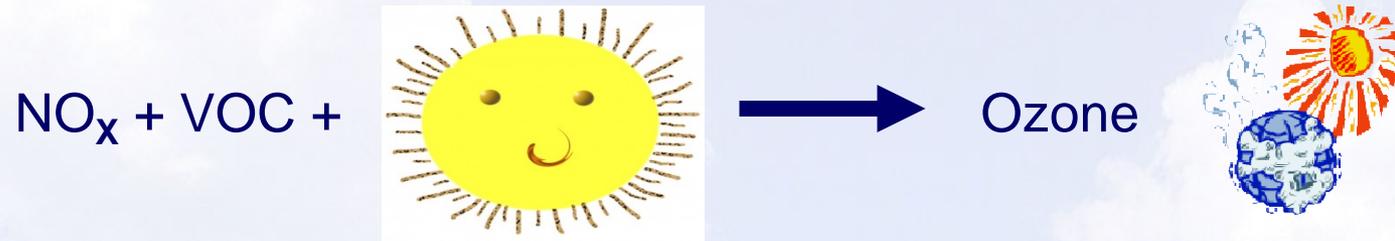
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The Texas Emissions Reduction Plan (TERP) program provides financial incentives to upgrade or replace older heavy-duty vehicles, non-road equipment, locomotives, marine vessels, and stationary equipment to reduce nitrogen oxides (NO<sub>x</sub>) emissions in eligible areas.

TERP also supports programs to encourage the use of alternative fuels for transportation in Texas.



# Primary Goal is to Reduce NO<sub>x</sub>



- NO<sub>x</sub>: produced from the reaction of nitrogen and oxygen gases in the air during combustion...at high temperatures
- NO<sub>x</sub> *emissions* combine with volatile organic compounds (VOC) in the presence of sunlight to form ground level ozone (smog).



# Mobile Sources of NO<sub>x</sub>





# TERP Grant Programs

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- Diesel Emissions Reduction Incentive (DERI) Program
  - Emissions Reduction Incentive Grant (ERIG) Program
  - Rebate Grant Program
- Texas Clean Fleet Program (TCFP)
- Texas Natural Gas Vehicle Grant Program (TNGVGP)
- Drayage Truck Incentive Program (DTIP)
- Clean Transportation Triangle (CTT) Program
- Alternative Fueling Facilities Program (AFFP)
- New Technology Implementation Grant (NTIG) Program



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# DISPOSITION



# Disposition of Old Vehicles and Equipment

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- Disposition is the destruction of your old equipment or vehicle. Destroying your old equipment or vehicle will get the older dirtier equipment or vehicle off the road so you can run your new grant-funded equipment or vehicle and reduce emissions.
- We must verify your disposition no later than 90 days after you get a payment from the TCEQ.
- Your equipment or vehicle must be destroyed as salvage/scrap only.



# Doing Disposition Correctly

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- For **Replacement Projects** you will need to fill out Form 3a.
- For **Repower Projects** you will need to fill out Form 3b.
- Take pictures of each side of the vehicle or equipment **BEFORE** and **AFTER** you destroy it.
- Cut two holes in the engine on each side.
- Cut the frame all the way through on each side.
- You will need a Non-Repairable Title (On-Road)



# Doing Disposition Correctly

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- For **Non-Road** Equipment or Vehicles everything must be done exactly like On-Road, but you will **NOT** need a Non-Repairable Title.
- If you **Repower** Equipment then you need to fill out a Form 3b. Take pictures **before** and **after**; and cut two holes, one on each side of the engine.



# Doing Disposition Correctly

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- Getting the correct photos can tell us that you destroyed the right equipment or vehicle.
- If you don't destroy the equipment or vehicle and we don't receive your disposition paperwork and pictures in 90 days, you may be invoiced for the grant money to be returned to the TCEQ.



# Form 3a Replacement

Texas Commission on Environmental Quality  
Texas Emissions Reduction Plan (TERP)

## FORM 3a: REPLACEMENT Disposition

REPLACEMENT: Disposition of Vehicle or Equipment (Complete only for Replacement Activity)		Activity #
Name on Contract:		Grant Contract #:
Contract Name and Title:		Phone #:
Address:		
	(Street)	(City) (State) (ZIP)
<b>OLD VEHICLE OR EQUIPMENT INFORMATION</b>		
<i>Provide the information on the vehicle or equipment being replaced. Refer to the vehicle's operation's manual or contact the dealer for information.</i>		
Vehicle Identification #:		
Vehicle/Equipment Make:	Model:	Year:
Registration Document #:	(document number located on vehicle registration form)	
<i>This information can be found on the engine's emissions label on the engine block and must be provided. If this information is unavailable, you must provide an explanation.</i>		
Engine Serial #:		
Engine Make:	Model:	Year:
<b>READ AND CHECK DISPOSITION STATEMENT BELOW</b>		
<p><b>Vehicle/Equipment (including the engine) was destroyed. Read the following carefully!</b>  <b>Destruction defined:</b> Making a 3 inch or larger hole in the engine block on <b>BOTH SIDES of engine and cutting both frame rails in half and/or compromising structural integrity</b> or a pre-approved alternative. The holes in the block can not be on a removable plate. <b>Digital photos must be submitted on disc or thumb drive/flash drive, NO PAPER COPIES.</b> When using salvage or recycling companies, attach a written document that proves receipt of the old equipment, engine, and/or vehicle. This definition applies to On-Road and Off-Road vehicles. Follow the list below that applies best to your situation. <b>The grantee is responsible for ensuring that salvage or recycling companies adhere to these procedures. The photos required here are not the same ones you submitted at the time of application.</b> Please call TERP Dispositions @ 512-239-2382 if you are unclear on any of these instructions. Para ayuda en español llame al 512 239 2382</p> <p><b>PHOTOS REQUIRED FOR ON-ROAD VEHICLES: Submit photos as described above!</b></p> <ul style="list-style-type: none"> <li>Photos of the whole vehicle in operating condition before destruction (both sides of the vehicle). Frame and cab must appear in photo.</li> <li>Photos of the whole vehicle after destruction (both sides of the vehicle). Frame and cab must appear in photo.</li> <li>Photos of the engine block in operating condition before destruction (both sides of the engine). Must see cab in photos.</li> <li>Photos of the engine block after destruction with 3 inch or larger non-repairable holes. Entire engine must appear in photos.</li> <li>A copy of the "Nonrepairable Vehicle Title" from the Texas Department of Motor Vehicles, Form VTR-441.</li> <li>Written document from salvage or recycling company if they perform the destruction. Grantee is responsible for acquiring proper photos!</li> </ul> <p><b>PHOTOS REQUIRED FOR OFF-ROAD EQUIPMENT: Submit photos as described above!</b></p> <ul style="list-style-type: none"> <li>Photos of the whole piece of equipment before destruction (both sides of the equipment). Must be able to see machine end to end.</li> <li>Photos of the whole piece of equipment after destruction (both sides of the equipment). Must be able to see machine end to end.</li> <li>Photos of the engine block in operating condition before destruction. (both sides of the engine) Must see cab in photos.</li> <li>Photos of the engine block after destruction with 3 inch or larger non-repairable holes. Entire engine must appear in photos.</li> <li>Photos of structural damage (both sides of the equipment). Must be able to clearly identify cuts/damage in photos.</li> <li>Written document from salvage or recycling company if they perform the destruction. Grantee is responsible for acquiring proper photos!</li> </ul>		
<p><b>GRANTEE'S CERTIFICATION:</b> I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require reimbursement of funds if disposition requirements are not met. I understand that failure to comply with these grant requirements may result in my classification as a high-risk candidate and that high-risk candidates may not be eligible for grant awards in future rounds of funding, and subject to grant repayment (total or partial). <b>I will not give up access to this vehicle or equipment until the TCEQ sends me the "Start Keeping Records" letter.</b></p>		
GRANTEE'S SIGNATURE:		Date:
Print Name and Title:		

Form 20447 (Revised 09-28-12)



# Form 3b Repower

Texas Commission on Environmental Quality  
Texas Emissions Reduction Plan (TERP)

## FORM 3b: REPOWER Disposition

<b>REPOWER:</b> Disposition of the Engine (Use new form for each repower activity)		Activity #
Name on Contract:		Grant Contract #:
Contract Name and Title:		Phone #:
Address:		
	(Street)	(City) (State) (ZIP)
<b>OLD ENGINE INFORMATION</b>		
<i>This information can be found on the engine's emissions label on the engine block and must be provided. If this information is unavailable, you must provide an explanation.</i>		
Engine Serial #:		
Engine Make:	Model:	Year:
<b>READ AND CHECK DISPOSITION STATEMENT OF YOUR CHOICE</b>		
<b>A. Old engine was scrapped (destroyed)</b> Read the following carefully!		
<b>Destruction defined:</b> making a hole 3 inches or larger in the engine block on <b>BOTH SIDES</b> . The holes must not be on a removable plate. At least one of the holes must be as near as possible to the engine I.D., plate, or stamp. The serial number mentioned previously is the one that was provided on application. <b>Digital photos must be submitted on CD or thumb drive/flash drive, NO PAPER COPIES.</b> "Before" photos submitted for disposition are not the same ones provided at the time of application.		
The serial number provided at the time of application must appear in a "Before" and "After" photo. The use of salvage, recycling, and/or remanufacturing facilities requires that you to submit written documentation which proves receipt of the old engine. The grantee is responsible for ensuring that all work and photos submitted are done properly and in accordance with the instructions below. Please call TERP Dispositions @ 512-239-2382. If you require clarification on any of these instructions. Para ayuda en español llame al 512-239-2382.		
<b>HAVE YOU SUPPLIED THE FOLLOWING PHOTOS FOR THE OLD ENGINE?</b>		
<input type="checkbox"/> Photos of the engine block before destruction. (all sides) Left, Right, Front, and Back		
<input type="checkbox"/> Photos of the engine block after destruction with a hole on each side 3 inches or larger. Holes must not be on a removable plate.		
<input type="checkbox"/> A photo of the engine serial number. One of two holes should be as close to engine serial number as possible.		
<input type="checkbox"/> Written document from the salvage or recycling company if they performed the destruction.		
<b>B. Old engine was sent to a remanufacturing facility</b>		
The facility is operated by, or authorized by, the original engine manufacturer to remanufacture the engine. The process will include removing all parts and using the old block to build a remanufactured engine with a new serial number. A copy of the written documentation provided by the remanufacturing facility must be provided to validate the receipt of the old engine. This documentation must include the old engine identification number.		
<b>HAVE YOU SUPPLIED THE REQUIRED ITEM FOR THE REMANUFACTURED ENGINE?</b>		
<input type="checkbox"/> Written documentation provided by the remanufacturing facility showing the old engine identification number.		
<b>GRANTEE'S CERTIFICATION:</b> I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require reimbursement of funds if disposition requirements are not met. I understand that failure to comply with these grant requirements may result in my classification as a high-risk candidate and that high-risk candidates may be ineligible for grant awards in the future rounds of funding. <b>I will keep access to this equipment until the TCEQ sends me the "Start Keeping Records" letter.</b>		
GRANTEE'S SIGNATURE:		Date:
Print Name and Title:		

Form 20448 (Revised 04-11-12)



# Application for Non- Repairable Title

Texas Department  
of Motor Vehicles  
VTR-441  
(Rev. 10/10)  
Page 1 of 2

## Application for Salvage Vehicle Title or Nonrepairable Vehicle Title

Internal Use

Additional information on page 2

Submit \$8 application fee in the form of check or money order made payable to "TxDMV" and include the following:

- The negotiable title document (original evidence of ownership) that is properly assigned from the owner to the title applicant. No title signatures are required if the applicant is the recorded owner.
- Submit with payment to: TxDMV Vehicle Titles And Registration Division, Attn: TCS, PO Box 26450, Austin TX 78755-0450
- **FOR EXPRESS MAIL ONLY, submit to:** TxDMV Vehicle Titles And Registration Division, Attn: TCS, 4000 Jackson Avenue, Austin TX 78731

Check type of title:

Salvage Vehicle Title

Nonrepairable Vehicle Title

APPLICANT INFORMATION - Type or print only			
Name of Title Applicant or Business Name			Day Phone
Address	City	State	ZIP
Mail to Name - If different from name above		Alternate Phone if Applicable	
Mail to Address - If different from address above	City	State	ZIP
E-mail (optional)			
VEHICLE INFORMATION			
Year/Model	Make	Body Style	Vehicle Identification Number
Odometer Reading (to tenths)	<input checked="" type="checkbox"/> <del>TDS</del> The mileage shown is:	<input type="checkbox"/> A - Actual Mileage	<input type="checkbox"/> N - Not Actual Mileage
License Plate Number	Surrendered Title Number	WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> X - Mileage exceeds mechanical limits	
Surrendered Title State			
Type of Damage			
<input type="checkbox"/> Accident / Collision <input type="checkbox"/> Flood Damage <input type="checkbox"/> Other (specify) _____			
LIEN INFORMATION - See page 2 for more information			
<input type="checkbox"/> No lien <input type="checkbox"/> Carry forward existing lien <input type="checkbox"/> Record new lien (only for Salvage Vehicle Title)			
First Lien Date	Lienholder Name (if applicable):		
	Address		
	City, State, ZIP		
STATEMENT - State law makes falsifying information on this application a third-degree felony.			
I certify that the statements on this application for the above described vehicle are true and correct.			
Printed Name of Applicant	Signature	Date	
Printed Name of Applicant	Signature	Date	



# Right side of Truck



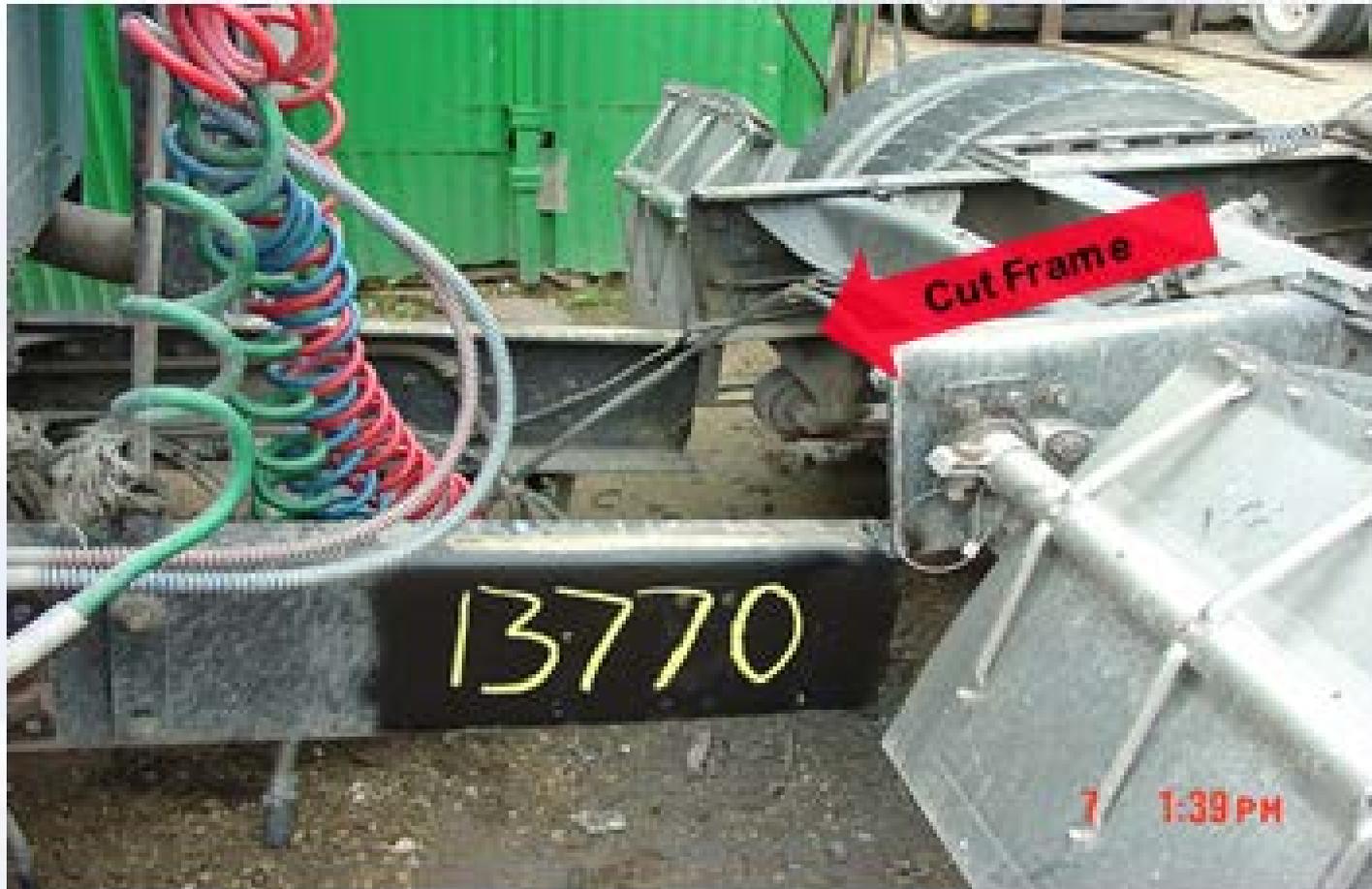


# Left side of Truck





# Sample Disposition Photo





# Sample Disposition Photo





# Frame Cut with last 6 numbers of VIN





# Hole in Engine left side with last 6 numbers of VIN





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# **USAGE and MONITORING**



# Activity Life Commitment

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- **Reporting Requirements:**

- All grant recipients must track and report on the use (miles, hours, or gallons) and location of all grant-funded equipment for the Activity Life, which can be for 5 or 7 years depending on the program.
- Reporting shows us that you are using the new equipment or vehicle and reducing emissions.
- Reports are due annually over the Activity Life. This is subject to change as determined by the TCEQ.



# Monitoring and Enforcement

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- GPS reporting may be used in lieu of the manual, hard-copy reports.
- In addition to reviewing the usage reports, TCEQ will conduct on-site visits to view the equipment and ensure usage records are being maintained.
- Failure to report or to meet the usage commitments may result in the recipient having to return grant funds...up to the full amount awarded.



# Usage Report (Miles)

## USAGE REPORT FORM A (For reporting in miles)

TCEQ Contract Number: 582-XX-XXXX-XXXX

All blanks for each activity listed must be complete. **Do not enter any percentages.**

Activity	VIN or Equipment ID	Start Date	End Date	Odometer/Meter End Reading	Corridor Mileage - Out of Area Operation	Other Out of Area Operation	Usage in Area	Total Usage for this Period
001	2NPRLN9X88M759353	01/01/2013	12/31/2014	706569	11486	0	57962	69448

Enter **odometer/meter** reading as of **12/31/2014**

Enter **corridor out of area operation** as of same date – equipment operation on approved highways that are not in approved counties for this reporting period.

Enter **other out of area operation** as of same date – usage **outside approved counties** for this reporting period

Enter **usage in area** as of same date – usage **inside approved counties** for this reporting period

Enter **total usage** as of same date – total actual usage for this reporting period – the total of all operation

If you have any questions while filling out this form, please contact the Monitoring Team at (512) 239-0578.

### PROJECT/ACTIVITY SUMMARY

This table below contains information from your grant Contract. Please notify TCEQ if this information not correct or conflicts with your records.

Activity	VIN or Equipment ID	Category	Start Date	End Date	Usage Factor	Percent in Area	Eligible Areas
001	1XP00DB0X00D000000	Replacement	9/1/2008	9/1/2015	Miles	80%	DLFW HOUS



# Usage Report (Hours)

## USAGE REPORT FORM A (For reporting in hours)

TCEQ Contract Number: 582-XX-XXXXX-XXXX

All blanks for each activity listed must be complete. **Do not enter any percentages.**

Activity	VIN or Equipment ID	Start Date	End Date	Odometer/Meter End Reading	Corridor Mileage - Out of Area Operation	Other Out of Area Operation	Usage in Area	Total Usage for this Period
001	19-G	07/01/2014	12/31/2014	1 2 2 0	0	0	7 3 0	7 3 0
002	18-G	07/01/2014	12/31/2014	1 5 3 0	0	0	6 9 5	6 9 5
003	8047-G	07/01/2014	12/31/2014	1 1 1 5	0	0	4 4 9	4 4 9
004	8086	07/01/2014	12/31/2014	1 4 6 0	0	0	5 5 0	5 5 0

Enter **odometer/meter** reading as of 12/31/2014

Enter **corridor out of area operation** as of same date – equipment operation on approved highways that are not in approved counties for this reporting period.

Enter **other out of area operation** as of same date – usage **outside approved counties** for this reporting period

Enter **usage in area** as of same date – usage **inside approved counties** for this reporting period

Enter **total usage** as of same date – total actual usage for this reporting period – the total of all operation

If you have any questions while filling out this form, please contact the Monitoring Team at (512) 239-0578.

### Project/Activity Summary

TCEQ Contract Number: 582-XX-XXXXX-XXXX

Activity	VIN or Equipment ID	Start Date	End Date	Usage Amount	Percent in Area	Eligible Areas
001	19-G	10/03/2013	10/03/2020	2250 Hours/Year	100%	HOUS
002	18-G	10/03/2013	10/03/2020	2250 Hours/Year	100%	HOUS
003	8047-G	10/03/2013	10/03/2020	2250 Hours/Year	100%	HOUS
004	8086	10/03/2013	10/03/2020	2250 Hours/Year	100%	HOUS



# Global Positioning System

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- GPS is used to log usage and track the location of grant equipment.
- GPS installation may be required:
  - Per submitted application (if Option 2 is selected).
  - As a result of non-compliance in usage reporting.
- Only the costs to purchase and install a GPS unit may be included in the incremental cost calculation - these costs will count towards the applicable cost limits.



# Global Positioning System (con't)

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- If a Grantee uses the TCEQ-authorized service provider, the TCEQ may allow the vendor to provide the required usage reports.
  - The Grantee is ultimately responsible for compliance and effective usage recording and storage.
- The Grantee is responsible for ongoing operational and maintenance charges.



# Global Positioning System – Contact Info

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- Precision Tracking Solutions, Inc. (PTS)
  - PTS is the Texas Emissions Reduction Plan (TERP) approved vendor.
- Please contact:
  - Bill Feld
  - 512.239.4965
  - [bill.feld@tceq.texas.gov](mailto:bill.feld@tceq.texas.gov)



# TERP Contacts

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- **Website: [www.terpgrants.org](http://www.terpgrants.org)**
- **E-mail: [terp@tceq.texas.gov](mailto:terp@tceq.texas.gov)**
- **Disposition/Usage: 512-239-0578**
- **Toll Free: 800-919-TERP (8377)**



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# Reimbursement



# Reimbursement Resources

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- Request for Reimbursement (RFR) Forms
- Instructions for the Forms
- “I Just Received a TERP Grant – Now What?” workbook
- [www.terpgrants.org](http://www.terpgrants.org)
- Fiscal Staff



# Minimum Requirements for Reimbursement

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1. Purchase of vehicle/equipment
2. Payment (100%) of vehicle/equipment
3. Possession taken by Grantee (i.e. delivery completed)
4. Supporting documentation



# Minimum Requirement:

## 1. Purchase

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- There must exist a legal, executed (signed by both parties) agreement between Buyer (Grantee) and Seller (Dealer)
- TERP Grant programs are reimbursement programs
  - Contract, Article 11.1: “The TCEQ will reimburse the PERFORMING PARTY for those costs which are eligible for reimbursement...”



# Minimum Requirement:

## 2. Paid

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- 100% Payment completed
- Contract, Article 12.3: “...to be eligible for reimbursement under this Agreement, a cost must have been incurred and paid by the PERFORMING PARTY prior to claiming reimbursement...The cost must have been paid by the PERFORMING PARTY prior to claiming reimbursement.”



# Minimum Requirement:

## 2. Paid (con't)

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- Paid in full by one – or by a combination - of the following methods:
  - Cash, credit card/s, check/s, cashier's check/s, wire transfer/s, finance agreement/s (i.e. loan, operating lease, capital lease)
    - ALL financing (regardless of type/form) **MUST** have been **executed AND funded**



# Minimum Requirement:

## 3. Possession/Delivery

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- Delivery must have been completed and Grantee must have taken possession of vehicle/equipment.
- Contract, Article 12.3: “...A cost may not be considered incurred until the Grant Equipment and/or goods and services included under the cost have been received and accepted by the PERFORMING PARTY...”



# Minimum Requirement:

## 4. Supporting Documentation

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- Confirms compliance with contract
  - Helps determine the possible need for an amendment
    - Change in grant amount?
  - Allows updating of contract and database
    - Assists with disposition, usage, and monitoring



# Minimum Requirement:

## 4. Supporting Documentation (con't)

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- A) Forms:
  - Completed Form 1 with original signatures (where applicable)
    - One Form 1 with **each** RFR submitted
  - Completed Form 2a (or 2b) for **each** Activity associated with each RFR submitted
  - Completed “Assignment Information” Form (if assignment requested)



# Minimum Requirement:

## 4. Supporting Documentation (con't)

- B) Invoice/Specifications:
  - Detailed, itemized invoice (preferred vs. Buyer's Order, Sales Order, or Purchase Order)
    - An invoice indicates something *did* happen
    - A Buyer's Order, Sales Order, or Purchase Order all indicate something *may* happen
    - Price/costs itemized: assists with confirming compliance with contract and identification of allowable costs
      - Invoice must contain Year, Make, Model, VIN, Color (if applicable, i.e. on-road)



# Minimum Requirement:

## 4. Supporting Documentation (con't)

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- B) Invoice/Specifications (con't):
  - Engine Specs: Make, Model, Serial #, AND Engine-Family Code (EFC)
    - Detailed separate document is acceptable
- C) Color pictures of at least each of the following:
  - Straight-on, full-view of the entire front and back with tires touching the ground
  - Straight-on, entire full-view of each side with tires touching the ground
  - Clear, readable full-view of engine plate showing the EFC and Serial #



# Minimum Requirement:

## 4. Supporting Documentation (con't)

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- D) “Proof of Payment”:
  - Copy of front AND back of *cancelled* check/s
  - Copy of cashier’s check/s
  - Copy of wire transfer indicating “originator” and “beneficiary”
  - Copy of *executed* (signed by both parties) of “financing” agreement (ALL pages)



# Minimum Requirement:

## 4. Supporting Documentation (con't)

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- E) “Principal Only” letter
  - Separate document no longer required as language is included on Form 1, Section 2a, Line 13:
    - By signing below, the (Assignee's Authorized Representative) hereby accepts the payment assignment on behalf of (Assignee Name) and agrees that upon receipt of the grant funds, all funds will be applied: a) as a lump sum at the time of receipt; and b) strictly to the principal of the related loan or to the balance of the related lease agreement, as applicable, and not to any finance or interest charges or fees.



# Minimum Requirement:

## 4. Supporting Documentation (con't)

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- F) “Grant Recipient’s Certification”
  - Form 1, Section 3, Lines 15a, 15b and 15c
    - Must be completed for ALL RFRs
  
- G) “Release of Claims”
  - Form 1, Section 4, Lines 16a and 16b
    - Must be completed for “final” RFR for *each* contract
  
- Reminder: original signatures are required – in **blue** ink - wherever a signature is required



# Minimum Requirement:

## 4. Supporting Documentation (con't)

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- H) GPS documentation
  - If GPS is required, the following must also be provided:
    - copy of invoice from PTS
    - proof of payment
    - proof of installation (or installation appointment confirmation)



# Overview of RFR Materials

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- RFR “Packet” (Excel workbook available on website or directly from TERP Fiscal Staff)
  - Table of Contents
  - Form Completion Instructions
    - Mailing Instructions for Submitting RFR
  - Requirements for Color Pictures
  - Form 1
  - Assignment Information
  - Form 2a
  - Form 2b



# Program Differences

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- AFFP and CTT: pictures not required
- AFFP and CTT: the “Release of Claims” form will be provided to you for your signature, as part of the “Request for Retained Funds” form if applicable
- TNGVGP: pictures not required, but picture of engine plate is useful and recommended
- TNGVGP: confirmation of fuel system type, capacity (in DGE), and installation required
  - For Bi-fuel, indicate single- or dual-tank



## Program Differences (con't)

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- TNGVGP: only one Form 2 is required if Section 1 (of this Form) is applicable to all activities
- TNGVGP: on Form 2 (“Other Financial Incentives”), complete Section 2 ONLY IF other incentives are involved
- TCFP: only capital lease is acceptable if lease is involved



# Tips and Helpful Hints

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- If vehicle/equipment purchased is different than what is identified in your contract, contact Contract Management *prior* to submitting RFR
- Make sure to provide original signatures – in **blue** ink - wherever signatures are required on the forms
- Ensure all information provided on forms matches supporting documentation, and vice-versa
  - Ensure amounts requested on Form/s 2a agree with amount on Form 1
  - Ensure that Assignment Information Form matches Form 1



## Tips and Helpful Hints (con't)

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- Provide only clear, readable pictures
- Include only allowable costs when completing Form 2a
- Non-Road: Indicate HP
- On-Road: Indicate GVWR
- Submit ALL necessary Forms and supporting documentation
- Contact Contract Management or Fiscal immediately if decision is made to decline an Activity or Activities



## Tips and Helpful Hints (con't)

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- Questions and/or doubts??  
**Contact us!**



# RFR Form Review

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- Form 1
- Assignment Information
- Form 2a
- Form 2b



# TERP Fiscal Staff

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- Dora Ramirez
  - [dora.ramirez@tceq.texas.gov](mailto:dora.ramirez@tceq.texas.gov)
  - 512.239.4049
- Brian Lambeth
  - [brian.lambeth@tceq.texas.gov](mailto:brian.lambeth@tceq.texas.gov)
  - 512.239.1460
- George Kerr
  - [george.kerr@tceq.texas.gov](mailto:george.kerr@tceq.texas.gov)
  - 512.239.4957
- Gaby Rodriguez
  - [gaby.rodriguez@tceq.texas.gov](mailto:gaby.rodriguez@tceq.texas.gov)
  - 512.239.5681



# TERP Fiscal Staff (con't)

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- Andrea Hines
  - [andrea.hines@tceq.texas.gov](mailto:andrea.hines@tceq.texas.gov)
  - 512.239.1406
- Jason Coleman
  - [jason.coleman@tceq.texas.gov](mailto:jason.coleman@tceq.texas.gov)
  - 512.239.2133
- Mark Meyer
  - [mark.meyer@tceq.texas.gov](mailto:mark.meyer@tceq.texas.gov)
  - 512.239.1395



# TERP Contract Management Staff

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- Colin Donovan
  - [colin.donovan@tceq.texas.gov](mailto:colin.donovan@tceq.texas.gov)
  - 512.239.1984
- Yolanda Gunter
  - [yolanda.gunter@tceq.texas.gov](mailto:yolanda.gunter@tceq.texas.gov)
  - 512.239.4424
- Deanna Sivek
  - [deanna.sivek@tceq.texas.gov](mailto:deanna.sivek@tceq.texas.gov)
  - 512.239.2272



# TERP Fax

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**512.239.6161**

**This is the fax # for  
Disposition, Usage, Monitoring,  
Fiscal, Contract Development,  
and Contract Management**



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# THANK YOU