

# 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 include 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. You may also get the forms online at <[www.terpgrants.org](http://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 and 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 Usage and Monitoring  
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 Usage and Monitoring  
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! 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.texas.gov](mailto:terp@tceq.texas.gov)

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 be **required by your contract to install a Global Positioning System (GPS), or you can** volunteer to place a 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](http://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](http://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](http://www.terpgrants.org)>.

