

# Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

Official form for the Texas Commission on Environmental Quality (TCEQ), Texas Emissions Reduction Plan (TERP), Request for Reimbursement (RFR) for all ERIG, Rebate, Clean Fleet, Clean School Bus, Drayage, SPRY and TNGVGP grants.

A fillable PDF version of this form is recommended and is available at [terpgrants.org](http://terpgrants.org)

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# Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

## **General Instructions for Completing these Forms**

These forms are to be used only for Replacement and Repower Projects for the ERIG, Rebate, Clean Fleet, Clean School Bus, Drayage, SPRY, and TNGVGP Programs. If you have an NTIG, CTT, or AFFP contract, please use the appropriate forms at [terpgrants.org](http://terpgrants.org) or contact TERP for more information.

If you are unsure which Program your grant is, look on the top of the signature page of your contract.

Before you submit an RFR, you must have fully paid for or financed the vehicle(s)/equipment. For Replacement projects, you must also have taken possession of the vehicle(s)/equipment. For Repower projects, you must also have placed the vehicle(s)/equipment in service. Please refer to the Request for Reimbursement and Release of Claims sections of your contract for complete information about submission requirements for your RFR.

All signatures must be original.

## **Photo Requirements**

For each Replacement Activity on this RFR, submit a clear, full color side view of the vehicle/equipment showing the entire vehicle/piece of equipment. For each Repower Activity submit two photos from different angles clearly showing the new engine installed in the old vehicle/equipment. For all Activities (Replacement and Repower), submit a readable, engine plate photo showing the Engine Model and Engine Family Code. Note on each photo the Activity number to which it corresponds.

## **Other Required Documents**

For each Activity on this RFR you must submit the invoice (or equivalent) for the new TERP vehicle/equipment/engine. You must also submit proof of payment, and all pages of any loan, lease, lease-purchase, deferred payment purchase, or other commercial financing arrangement. Upon review, additional documents may be requested by TERP to prove that the vehicle(s)/equipment has been paid for in full and that possession has occurred.

### **Standard Mail (USPS) Address**

Texas Commission on Environmental  
Quality  
Air Quality Division  
Implementation Grants Section  
MC-204, ATTN: Reimbursement  
P.O. Box 13087  
Austin, TX 78711-3087

### **Express Mail Delivery Address**

Texas Commission on Environmental  
Quality  
Air Quality Division  
Implementation Grants Section  
MC-204, ATTN: Reimbursement  
12100 Park 35 Circle, Bldg F  
Austin, TX 78753

Questions? 1-800-919-TERP (8377)

[terpgrants.org](http://terpgrants.org)

# **Texas Emissions Reduction Plan (TERP)**

## **Request for Reimbursement (RFR)**

### **Instructions for Pages 1 and 2 – for all RFRs**

**All grantees using this RFR form will complete pages 1 and 2. You will also complete a Program specific Activity Detail Table located on pages 3 through 7. If needed, additional Activity Detail pages are located at [terpgrants.org](http://terpgrants.org)**

TCEQ contract number and Performing Party Name are located on the signature page of your contract.

Activity number(s) must correspond with the old equipment Activity numbers indicated in your contract. Many contracts have only one Activity.

Total amount requested with this RFR will be the sum of the awarded grant amounts for all Activities included on this RFR, less amendments (if any) you signed, which reduced the grant amount.

All signatures must be original.

The top portion of page 2 is where you specify the reimbursement check payee and mailing address. If the Performing Party has paid eligible expenses that are equal to, or greater than, the reimbursement amount with cash-on hand (non-borrowed funds), the reimbursement may be paid directly to the Performing Party. Do not put both the Performing Party Name and the Assignee Entity Name on the first line of the address. It can only be one or the other. If the acquisition of the Grant Equipment is financed, the reimbursement may be assigned to the company that provided the financing. In this case you must also complete the Assignment Request and Acceptance Section of this form. Supporting documentation must be submitted to establish that the goods or services were received, and that the payment amount is owed to the financing company indicated by the Performing Party.

For further details on when a check can be sent to the Performing Party, please see the Request for Reimbursement section of your contract or contact TERP.

### **Instructions for Pages 3 through 7 – Activity Detail Tables**

Complete a Program specific Activity Detail Table. If needed, additional Activity Detail pages are located at [terpgrants.org](http://terpgrants.org)

Replacement tables document new grant equipment or vehicle information. Repower tables document new engine information in old equipment. Please complete all cells for each Activity. The Activity grant amount is indicated in your contract, less amendments (if any) you signed, which reduced the grant amount.

### **Where to Find Additional Activity Detail Tables for ERIG, Rebate, Clean Fleet, Drayage, SPRY and TNGVGP Programs – Replacement Projects**

Please see the additional electronic tables located at [terpgrants.org](http://terpgrants.org)

Questions? 1-800-919-TERP (8377)

[terpgrants.org](http://terpgrants.org)

**Texas Emissions Reduction Plan (TERP)  
Request for Reimbursement (RFR)**

**Reimbursement Form for ERIG, Rebate, Clean Fleet, Clean School Bus, Drayage, SPRY, and TNGVGP Programs - Replacement & Repower Projects**

TCEQ contract number: 582- \_\_\_\_\_

Performing Party Name: \_\_\_\_\_

Activity number(s) on this RFR (001, 002, etc.): \_\_\_\_\_

Total amount requested for above Activities: \$ \_\_\_\_\_

Has the Performing Party received, or do they anticipate receiving, any non-TERP grant funds or financial incentives associated with this grant? Yes:  No:

**Performing Party's Certification**

I certify to the best of my knowledge and belief, that all the information contained in this Request for Reimbursement, including all supporting documentation, is correct, accurate and complete, and that all outlays and unliquidated obligations are for the purposes set forth in the award contract document.

\_\_\_\_\_  
Printed Name of Performing Party's Authorized Representative      Phone Number

\_\_\_\_\_  
Signature of Performing Party's Authorized Representative      Date

**Release of Claims**

Complete this section only if this is the final request for this contract.

Subject to receiving all reimbursement due and payable to date, the Performing Party hereby releases all claims against the TCEQ and its officers, agents, and employees, from any and all claims arising under, or by virtue of, the contract with the Performing Party listed above.

\_\_\_\_\_  
Printed Name of Performing Party's Authorized Representative      Phone Number

\_\_\_\_\_  
Signature of Performing Party's Authorized Representative      Date

**Reimbursement Check Payee and Mailing Address**

If the Performing Party has paid eligible expenses that are equal to, or greater than, the reimbursement amount with cash-on hand (non-borrowed funds), the reimbursement may be paid directly to the Performing Party. If this is the case, enter the Performing Party's address on the next page. The State may offset payments to the Performing Party or its principals by any amount(s) owed to the State.

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Otherwise, if the acquisition of the Grant Equipment is financed, the reimbursement may be assigned to the company that provided the financing. In this case, enter the Assignee's payment address below and complete the Assignment Request and Acceptance Section.

\_\_\_\_\_

Performing Party Name (not financed) **OR** Assignee Entity Name (financed)

\_\_\_\_\_

In care of (optional)

\_\_\_\_\_

Attention (optional)

\_\_\_\_\_

Street or P.O. Box

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip+4

**Assignment Request and Acceptance Section**

I, the Performing Party's Authorized Representative, by this document hereby provide Notice of Assignment to the Texas Commission on Environmental Quality (TCEQ) of the assignment to Assignee Entity Name of the payment, not to exceed the Total amount requested with this RFR, for the reimbursement of the associated eligible costs of acquiring the activity/activities identified in the grant contract executed between Performing Party Name and the TCEQ for award of a TERP Grant. Upon review and approval of the submitted required reimbursement forms and required supporting documentation, please forward the payment to Assignee Entity Name.

By signing below, the Assignee's Authorized Representative hereby accepts the payment assignment on behalf of Assignee Entity Name and agrees that upon receipt of the grant funds, all funds will be applied both: a) as a lump sum at the time of receipt, and b) strictly to the principal of the related loan or to the principal basis of the related lease agreement, as applicable, and not to any finance or interest charges or fees.

If a Performing Party owes any amount(s) to the State of Texas, assigned payments will be held by the TCEQ until the debt is satisfied.

\_\_\_\_\_

Printed Name of Performing Party's Authorized Representative

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Signature of Performing Party's Authorized Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name of Assignee (same as Assignee Entity Name)

\_\_\_\_\_

Printed Name of Assignee's Authorized Representative

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Signature of Assignee's Authorized Representative

\_\_\_\_\_

Date

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[terpgrants.org](http://terpgrants.org)

## Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

### Activity Detail Table for ERIG, Rebate, Clean Fleet, Drayage and SPRY Programs – Replacement Projects

Has the Performing Party taken possession of the vehicle/equipment for each Activity below? Yes:  No:

Reminder: For each Activity noted below, please provide photo documentation of the equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in. Additional Activity Detail Tables are located at [terpgrants.org](http://terpgrants.org)

Activity Number	Equip Make	Equip Model	Equip Year	Equip ID (last 4 of VIN or full S/N)	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount

Questions? 1-800-919-TERP (8377)

[terpgrants.org](http://terpgrants.org)

## Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

### Activity Detail Table for ERIG, Rebate, Clean Fleet, Drayage and SPRY Programs – Repower Projects

Has the vehicle/equipment for each repowered Activity noted on this RFR been placed back in service? Yes:  No:

Reminder: For each Activity noted below, please provide proper photo documentation of the equipment including showing the new engine in the old equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in.

Activity Number	Old Equip Make	Old Equip Model	Old Equip Year	Old Equip ID (last 4 of VIN or full S/N)	New Engine Make	New Engine Model	New Engine Serial Number	New Engine Year	New Engine Family Code	Activity Grant Amount

## Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

### Activity Detail Table for TNGVGP Program – Replacement Projects

Has the Performing Party taken possession of the vehicle/equipment for each Activity below? Yes:  No:

Are the vehicle(s)/equipment on this RFR being operated as CNG/LNG/LPG vehicle(s)/equipment? Yes:  No:

Provide DGE for all Activities on this RFR: \_\_\_\_\_

Reminder: For each Activity noted below, please provide photo documentation of the equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in. Additional Activity Detail Tables are located at [terpgrants.org](http://terpgrants.org)

Activity Number	Equip Make	Equip Model	Equip Year	Equip ID (last 4 of VIN or full S/N)	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount

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## Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

### Activity Detail Table for TNGVGP Program – Repower Projects

Has the vehicle/equipment for each repowered Activity noted on this RFR been placed back in service? Yes:  No:

Are the vehicle(s)/equipment on this RFR being operated as CNG/LNG/LPG vehicle(s)/equipment? Yes:  No:

Provide DGE for all Activities on this RFR: \_\_\_\_\_

Reminder: For each Activity noted below, please provide proper photo documentation of the equipment including showing the new engine in the old equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in.

Activity Number	Old Equip Make	Old Equip Model	Old Equip Year	Old Equip ID (last 4 of VIN or full S/N)	New Engine Make	New Engine Model	New Engine Serial Number	New Engine Year	New Engine Family Code	Activity Grant Amount

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## Texas Emissions Reduction Plan (TERP) Request for Reimbursement (RFR)

### Activity Detail Table for Clean School Bus Program – Replacement Projects

Have the new buses on this RFR been placed in service? Yes:  No:

Reminder: For each Activity noted below, please provide photo documentation of the equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in.

Activity Number	Vehicle Make	Vehicle Model	Vehicle Year	Vehicle VIN # (last 4 digits)	Type / Capacity	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount

Questions? 1-800-919-TERP (8377)

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