

# Texas Volkswagen Environmental Mitigation Program (TxVEMP) Request for Reimbursement (RFR)

Official form for the Texas Commission on Environmental Quality (TCEQ), Texas Volkswagen Environmental Mitigation Program (TxVEMP), Request for Reimbursement (RFR) for Replacement projects.

The TxVEMP RFR forms for Repower projects and for Infrastructure activities are both available at [TexasVWFund.org](http://TexasVWFund.org)

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# Texas Volkswagen Environmental Mitigation Program (TxVEMP) Request for Reimbursement (RFR)

## General Information for Requesting Reimbursement

This form is to be used only for the Texas Volkswagen Environmental Mitigation Program (TxVEMP). If you have a Texas Emissions Reduction Plan (TERP) contract, use the appropriate form at [terpgrants.org](http://terpgrants.org) or call TERP at 1-800-919-TERP (8377) for more information. If you are unsure whether your grant is TxVEMP or TERP, 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, and you must also have taken possession of the vehicle(s)/equipment. Please refer to the Request for Reimbursement and Release of Claims sections of your contract for complete information about submission requirements for your RFR.

Reimbursement will not be made until the Disposition Report for the corresponding “old” vehicle/equipment has been received and approved by TCEQ.

All signatures must be original.

## Photo Requirements

For each Activity, submit clear, full color photos of:

Engine plate photo(s) showing the Engine Make, Model, Serial Number, and Engine Family Code.

Side View of the vehicle/equipment, showing front to back, top to bottom.

Be sure to notate each photo with the activity number of the vehicle/equipment.

## Other Required Documents

For each Activity on this RFR you must submit the invoice (or equivalent) for the new TxVEMP 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 TxVEMP 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: TxVEMP RFR  
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: TxVEMP RFR  
12100 Park 35 Circle, Bldg F  
Austin, TX 78753

Questions? 1-833-215-TXVW (8989)

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

# **Texas Volkswagen Environmental Mitigation Program (TxVEMP)**

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

### **Instructions for Completing the RFR**

**All grantees using this RFR will complete pages 1, 2, and 3.**

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 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 purchase of the Grant Equipment is through financing or leasing, the reimbursement may be assigned to the company that provided the financing or leasing. In this case you must also complete the Assignment Request and Acceptance Section of this form. Supporting documentation must be submitted to show you have possession of the vehicle(s)/equipment and that the financing or leasing company has funded the purchase. If assigning the grant payment, we suggest that it be sent to a person's attention.

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 TxVEMP.

### **Instructions for Page 3 – Activity Detail Table**

Complete the Activity Detail Table to document the new grant equipment or vehicle information. This information will be on your proof of purchase (invoice, purchase order, etc.) and the engine plate photos. Please complete all cells for each Activity. The Activity grant amount is located in the Scope of Work in your contract, less amendments (if any) you signed that reduced the grant amount.

### **Where to Find Additional Activity Detail Tables**

Please see the additional electronic tables located at [TexasVWFund.org](https://www.texasvwfund.org)

**Texas Volkswagen Environmental Mitigation Program (TxVEMP)  
Request for Reimbursement (RFR)**

**Request for Reimbursement Form**

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-TxVEMP 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 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.



## Texas Volkswagen Environmental Mitigation Program (TxVEMP) Request for Reimbursement (RFR)

### Activity Detail Table

Has the Performing Party taken possession of the vehicle/equipment for all Activities on this RFR? Yes:  No:

Additional Activity Detail Tables are located at [TexasVWFund.org](http://TexasVWFund.org)

Act. No.	Vehicle / Equipment Make	Vehicle / Equipment Model and (if School Bus) Bus Type	Veh. / Equip. Year	Veh. / Equip. ID (full S/N or last 4 of VIN)	Fuel Type	Engine Make	Engine Model	Engine Serial Number	Eng. Year	Engine Family Code	Activity Grant Amount

Questions? 1-833-215-TXVW (8989)

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