

Contract Change Request Form

Texas Commission on Environmental Quality (TCEQ)

Texas Emissions Reduction Plan (TERP)

Texas Volkswagen Environmental Mitigation Program (TxVEMP)



Purpose of this Form

Complete this form to request changes to your existing contract. All requests are subject to TCEQ approval.

Section 1: General Information

Complete this section for all contract change requests.

TCEQ Contract Number	
Performing Party Name	
Activity number(s) for this Request (001, 002, etc.)	
Your Name	
Your Primary Phone	
Your Email Address	
Today's Date	

Section 2: Grant Equipment/Vehicle Inquiry

Complete this section if you are requesting a change to the contracted equipment or vehicle.

New Equipment/Vehicle Make	
New Equipment/Vehicle Model	
New Equipment/Vehicle Year	
New Engine Make	
New Engine Model	
New Engine Family Code (12-digit alpha-numeric)	
New Gross Vehicle Weight (GVWR) - for on-road only	
New Horsepower - for non-road only	

Section 3: Operating Area Change

Complete this section if you are requesting a change to the contracted operating area.

New County/Area	
New Percentage	

Section 4: Cancellation Request

Complete this section if you are requesting to cancel a contract activity(s). Staff will contact you to discuss your cancellation.

Please list the specific activity number(s)	
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Section 5: Contact Change Requests

Complete all or a portion of this section if you are requesting a change to the Authorized Official (AO) or Designated Project Representative (DPR) contact information in your contract. Box will expand to allow for extra space.

Changing AO, DPR, or Both	
New Contact Name	
New Title	
New Address	
New Phone Number	
New Email	

Section 6: Reason for Change

Please include the reason for the change request above. Box will expand to allow for extra space.

Comments	
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Section 7: Other Changes

Complete this section if your change request is separate from the sections above. Box will expand to allow for extra space.

Describe the change you are requesting	
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Section 8: Comments

Please add any comments that might assist with this request. Box will expand to allow for extra space.

Comments	
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Section 9: Submission

Submit Contract Change Request Form to:

terp_revise@tceq.texas.gov