

**Contract Change Request Form**  
**Texas Commission on Environmental Quality**  
**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.

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>TCEQ Contract Number</b>                                    |  |
| <b>Performing Party Name</b>                                   |  |
| <b>Activity number(s) for this Request</b><br>(001, 002, etc.) |  |
| <b>Your Name</b>                                               |  |
| <b>Your Primary Phone</b>                                      |  |
| <b>Your Email Address</b>                                      |  |
| <b>Today's Date</b>                                            |  |

**Section 2: Grant Equipment/Vehicle Inquiry**

Complete this section if you are requesting a change to the contracted equipment or vehicle. If possible, please attach a photo of the engine plate and full view of equipment/vehicle with this form.

|                                                            |  |
|------------------------------------------------------------|--|
| <b>New Equipment/Vehicle Make</b>                          |  |
| <b>New Equipment/Vehicle Model</b>                         |  |
| <b>New Equipment/Vehicle Year</b>                          |  |
| <b>New Engine Make</b>                                     |  |
| <b>New Engine Model</b>                                    |  |
| <b>New Engine Family Code</b><br>(12-digit alpha-numeric)  |  |
| <b>New Gross Vehicle Weight (GVWR)</b><br>For on-road only |  |
| <b>New Horsepower</b><br>For non-road only                 |  |

### Section 3: Operating Area Change

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

|                        |  |
|------------------------|--|
| <b>New County/Area</b> |  |
| <b>New Percentage</b>  |  |

### 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.

|                                                    |  |
|----------------------------------------------------|--|
| <b>Please list the specific activity number(s)</b> |  |
|----------------------------------------------------|--|

### Section 5: Contact Change Requests

Complete all or a portion of this section if you are requesting a change to the Authorized Official (AO) contact information in your contract.

|                            |  |
|----------------------------|--|
| <b>New AO Contact Name</b> |  |
| <b>New AO Title</b>        |  |
| <b>New AO Address</b>      |  |
| <b>New AO Phone Number</b> |  |
| <b>New AO Email</b>        |  |

Complete all or a portion of this section if you are requesting a change to the Designated Project Representative (DPR) contact information in your contract.

|                             |  |
|-----------------------------|--|
| <b>New DPR Contact Name</b> |  |
| <b>New DPR Title</b>        |  |
| <b>New DPR Address</b>      |  |
| <b>New DPR Phone Number</b> |  |
| <b>New DPR Email</b>        |  |

### Section 6: Reason for Change

Please include the reason for the change request above.

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## Section 7: Other Changes

Complete this section if your change request is separate from the sections above.

## Section 8: Comments

Please add any comments that might assist with this request.

## Section 9: Submission

***Submit Contract Change Request Form to:***

**[terp\\_revise@tceq.texas.gov](mailto:terp_revise@tceq.texas.gov)**