

How to Complete your Texas Emissions Reduction Plan Usage Report

Overview

Completing your Usage Report accurately and timely is a requirement of your contract and the TERP program. Below are a few tips on how to complete and return your Usage Report.

Deadline

Grantees must complete, sign, and return the report by **Friday, January 21, 2022**.

By email: terp_monitoring_team@tceq.texas.gov

Or

Regular Mail:

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

Express Mail:

Texas Commission on Environmental Quality
Air Grants Division, MC-204
12100 Park 35 Circle
Austin, TX 78753

Part A: Review Contact Information

Review your contact information and make any necessary updates. Sign and date the bottom of this form.

Part B: Summary of Contract

Part B summarizes each grant activity included in the contract and is provided for information only.

- ***Activity Number(s)*** is the number assigned to each piece of grant-funded equipment.
- ***VIN/Equipment ID*** provides the last 4 digits of the VIN or equipment ID number per activity.
- ***Start of Activity Life*** refers to the beginning date of this project.
- ***End of Activity Life*** refers to the end date of this project.
- ***Usage Amount*** lists the approved amount of annual usage and the unit of measure (e.g., miles, hours, or gallons).
- ***The Percent in Area*** provides the percentage of the approved annual use in the eligible areas for each grant activity.
- ***The Eligible Areas*** references the primary area of use for each grant activity.

Part C: Required Usage Report

The usage report for each Grant Activity is provided in Part C. The blank fields are required to be completed.

- ***Activity Number(s)*** is the number assigned to each piece of grant-funded equipment.
- ***VIN/Equipment ID*** provides the last 4 digits of the VIN or equipment ID number per activity.
- ***Start of Reporting Period*** references the beginning date of this reporting period.

- ***End of Reporting Period*** references the end date of this reporting period.
- ***Odometer or Meter End Reading*** enter the odometer reading or meter reading as of the end date of the reporting period for each activity.
- ***Corridor Mileage*** enter the miles driven on the approved highway corridors.
- ***Out of Area*** enter the total usage amount that occurred outside of the eligible areas during this reporting period for each activity. The usage amount must be entered as specified in your contract and summarized in Part B (e.g., miles, hours, gallons).
- ***Usage in Area*** enter the total usage amount that occurred inside of the eligible areas during this reporting period for each activity. The usage amount must be entered as specified in your contract and summarized in Part B (e.g., miles, hours, gallons).
- ***Total Usage for this Period*** Total the inputs from Corridor (A) + Out of Area (B) + Usage in Area (C) = Total Usage for this Period (D).

Part D: Affirmation and Signature

Please review the annual usage report to ensure that all required information has been provided. The Authorized Official (AO) or Designated Project Representative (DPR) may type their name into the field provided to affirm that the information contained in the report is complete and accurate. A typed signature will constitute the same legal meaning and intention as would a handwritten signature.

For More Information or Help

Please contact the Compliance Team at (512) 239-0578.