



Usage Report

Texas Clean School Bus (TCSB) Program

Texas Emissions Reduction Plan (TERP)

Texas Commission on Environmental Quality (TCEQ)

Introduction

As part of receiving TCSB Program grant funds, you agreed to submit a record of the equipment's (activity's) usage. The TERP program emails or mails usage reports for the life of the activity. These usage reports are specific to the contract— containing pre-filled information, like contact and certain activity information.

Complete the following report **if you don't have the usage report containing pre-filled information**. Once complete, submit to TCEQ by its specified deadline using one of the following methods:

Email: TERP-Monitoring@tceq.texas.gov

Fax: (512) 239-6161

Regular Post Delivery:

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

Express Delivery:

Texas Commission on Environmental Quality
Air Grants Division
Compliance Section, MC-204
12100 Park 35 Circle
Building F, 1st Floor, Room 1301
Austin, TX 78753

Do you have questions about the Usage Report? Contact the Compliance Section at (512) 239-0578

Contract Number and Performing Party

Enter as it is shown in your current contract.

Contract Number:

Performing Party:

Contact Information

Enter **current** contact information, even if it's different from what's in your contract.

Full Name:

Mailing Address:

City:

State:

ZIP:

Primary Phone:

Ext:

Secondary Phone:

Ext:

Fax:

Email:

Is any **Contact Information** different from what's in your contract?

Yes

No

Usage Report

Select Option 1 or 2 below.

Contract Number:		Performing Party:	
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OPTION 1

I UNDERSTAND AND AGREE THE GRANT-FUNDED SCHOOL BUS(ES) IS CURRENTLY IN GOOD OPERATING CONDITION AND IS BEING USED ON A REGULAR DAILY ROUTE TO AND FROM SCHOOL DURING THE REGULAR SCHOOL YEAR. IN ADDITION, THE SCHOOL BUS(ES) IS CURRENTLY REGISTERED IN TEXAS AND HAS A CURRENT SAFETY INSPECTION.

I, _____, hereby attest that I have reviewed and verified for accuracy the above conditions for the period ending _____.

OPTION 2

I DO NOT AGREE THE GRANT-FUNDED SCHOOL BUS(ES) IS CURRENTLY IN GOOD OPERATING CONDITION AND/OR IS BEING USED ON A REGULAR DAILY ROUTE TO AND FROM SCHOOL DURING THE REGULAR SCHOOL YEAR. AND/OR, THE SCHOOL BUS(ES) IS NOT CURRENTLY REGISTERED IN TEXAS AND/OR DOES NOT HAVE A CURRENT SAFETY INSPECTION.

I, _____, hereby attest that I have reviewed and verified for accuracy the above condition(s) for the period ending _____ . **I attached document describing the failure to adhere to the identified program-specific requirements.**

Comments and Explanation of Problems

Enter any problems encountered using your grant-funded equipment (including the sale or removal of the equipment from your possession). Reference the activity number assigned to the grant-funded equipment along with a description of the problem in the table below.

Contract Number: _____

Performing Party: _____

Activity Number(s)	Description of Problem(s)

Affirmation of Signature

The Texas Emissions Reduction Plan (TERP) Usage Report must be signed by the Authorized Official (AO) or Designated Project Representative (DPR). If filing electronically, the AO or DPR may type their name into the appropriate field on the document as a signature. Submission of the document with a typed signature will constitute the same legal meaning and intention as would a handwritten signature.

Contract Number:

Performing Party:

I affirm, as an authorized representative of the grant recipient, that the information contained in this report is, to the best of my knowledge and understanding, complete and accurate.

**AO or DPR
Signature:**

Printed Name:

Title:

Date: