



# Usage Report

## Texas Natural Gas Vehicle Grant Program (TNGVGP)

Texas Emissions Reduction Plan (TERP)

Texas Commission on Environmental Quality (TCEQ)

### Introduction

As part of receiving TNGVGP 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:**

**Express Delivery:**

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

Texas Commission on Environmental Quality  
Air Grants Division  
Reimbursement & 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 Team 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

Enter usage information for each activity listed in your TNGVGP grant contract. See the [Clean Transportation Zone](#) map for a list of eligible counties.

<b>Contract Number:</b>		<b>Performing Party:</b>	
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Activity Number	VIN (last 4 only)	Start of Usage Period	End of Usage Period	Odometer End Reading (mi)	Usage Out of Area (mi)	Usage in Area (mi)	Total Usage for this Period (mi)

**Activity Number:** enter the number assigned to the piece of grant-funded equipment.

**Vehicle Identification Number (VIN):** enter the last 4 digits of the VIN.

**Start of Usage Period:** enter the beginning date of this reporting period.

**End of Usage Period:** enter the end date of this reporting period.

**Odometer End Reading:** enter the odometer reading as of the end date of the reporting period.

**Usage Out of Area:** enter the total usage amount that occurred outside of the eligible counties during this reporting period. The usage amount must be entered as miles.

**Usage in Area:** enter the total usage amount that occurred inside of the eligible counties during this reporting period. The usage amount must be entered as miles.

**Total Usage for this Period:** Total the inputs from **Usage Out of Area + Usage in Area = Total Usage for this Period.**

## 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:**

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**Performing Party:**

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Did you receive any additional tax incentives to purchase any of these pieces of equipment?

Yes                       No

**If you chose alternate disposition:** To the best of your knowledge, is the old equipment still outside of Texas?

Yes                       No                       N/A (I didn't choose alternate disposition)

*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.*

<b>AO or DPR Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	