



I JUST RECEIVED A TEXAS NATURAL GAS VEHICLE GRANT—NOW WHAT?

Texas Emissions Reduction Plan



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Air Quality Division

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

I Just Received a Texas Natural Gas Vehicle Grant— Now What?

Texas Emissions Reduction Plan

Prepared by
Air Quality Division

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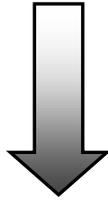
Contents

“I Just Received a Texas Natural Gas Vehicle Grant—Now What?” . . . In 5 Easy Steps.....	iv
1. Reimbursement “How Do I Get the Grant Money?”	1
Reimbursement in 6 Easy Steps.....	1
Reimbursement: Common Issues.....	3
Important TNGVGP considerations during reimbursement.....	3
Forms	3
Payment	4
Buying Your Equipment	6
Other Reimbursement Information.....	7
Engine-Family Code.....	7
Managing Your Contract and Your Contact Information.....	8
2. Disposition, or “How Do I Properly Destroy the Old Equipment?”	9
Disposition in 6 Easy Steps.....	9
Required Documentation: Disposition Checklist	11
Disposition: Common Issues.....	12
Timetable	12
Documentation	12
Scrappage.....	13
What’s Next?.....	14
Sample Disposition Photos	15
3. Usage and Monitoring	19
Usage and Monitoring in 5 Easy Steps.....	19
Usage and Monitoring: Common Issues.....	19
TERP GPS Monitoring Service	23
Utilizing GPS in 5 Easy Steps	23
TERP GPS Monitoring Service: Common Issues.....	23
Need additional information or have questions?.....	Back cover

“I Just Received a Texas Natural Gas Vehicle Grant (TNGVG)—Now What?”. . . In 5 Easy Steps

Step 1: Buy the new equipment from the Participating Dealer listed in your contract.

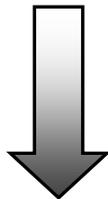
(If the equipment is different from what is in your contract, call us—TERP, at 800-919-TERP [8377]—before you buy.)



Step 2: Send in the “Request for Reimbursement” forms.

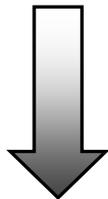


Step 3: Dispose of the old equipment. Send in the “Disposition” forms and pictures for each activity.



Step 4: Receive your Usage Reports.

Once the disposition is approved for an activity, the TCEQ will mail the Usage Reports to you.



Step 5: Send in the Usage Reports as required, for each activity.

Note: This page is intended as a basic summary. Additional information regarding each of these steps is provided throughout this workbook.

1. Reimbursement, or “How Do I Get the Grant Money?”

1. Reimbursement

“How Do I Get the Grant Money?”

Reimbursement in Six Easy Steps

Step 1: Receive the signed contract.

Along with (1) a copy of the signed contract, you will also receive (2) a “Notice to Proceed” letter that indicates that you may begin your grant activity, (3) a copy of this workbook, and (4) a copy of the TNGVGP Forms, including the Request for Reimbursement and Disposition forms.

Step 2: Buy the equipment listed in your contract from your Participating Dealer.

If you buy the equipment identified in your contract, proceed to Step 3. If the equipment you want to buy is different from what is identified in your contract, contact your grant manager. The different equipment may cause your grant amount to change or may not meet TNGVGP requirements. Contact your grant manager at 800-919-TERP (8377).

Step 3: Complete and send the following items.

- A. The completed Request for Reimbursement forms (**see your Participating Dealer for assistance**).
- B. A copy of all invoices, bills of sale, or purchase orders for each piece of equipment, including the fuel system and other installations.
- C. A copy of the proof of payment and/or other finance papers, including all of the following that are applicable:
 - i. the executed finance or lease agreement
 - ii. copies of all cashier’s checks, wire transfers, and canceled checks (front and back) that are related to the activities in your contract

Mail these items to:*For express delivery (i.e., UPS, FedEx, DHL)*

TERP Reimbursement
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin TX 78753

For standard mail

TERP Reimbursement
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
PO Box 13087
Austin TX 78711-3087

- Step 4:** The TCEQ will review all of the submitted materials. We will mail the reimbursement check within 30 to 90 days from the date that we receive all the completed reimbursement forms and documentation reflecting all correct and updated information (We will contact you if any information is missing or incomplete.)
- Step 5:** Receive your reimbursement check.
- Step 6:** Dispose of your old equipment.
(See the next chapter, “Disposition.”)

Note: The above “Reimbursement in Six Easy Steps” is intended as a basic summary. Additional information about each of these steps appears throughout this chapter.

Reimbursement: Common Issues

Important TNGVGP considerations during reimbursement

Take account of the following TNGVGP considerations *before* you purchase the new equipment:

- the **equipment** must match what is listed in your contract
- if the equipment is different than what is listed in your contract, call your grant manager at 800-919-TERP (8377) before you buy
- you must purchase the equipment through the **Participating Dealer** listed in your contract
- be sure the **fuel capacity** of the natural gas vehicle (*in units of diesel gallons equivalent or DGE*) is within the range listed in your contract
- be sure to disclose in the Request for Reimbursement if you have received any **other financial incentives** for the equipment

Forms

Where do I get the reimbursement forms?

We will mail you a copy of the forms, along with a copy of the signed contract, the Notice to Proceed, Disposition forms, and a copy of this workbook. You can also get the forms online at <www.terpgrants.org>.

Which forms do I complete if I paid cash for the new equipment and should receive the reimbursement check made out to me directly?

- Form 1: Request for Reimbursement
- Form 2: Other Financial Incentives
- Form 2a: Detailed Expense Summary (one for each activity)

Which forms do I complete if I am assigning payment to a third party (meaning you did *not* pay cash and are financing the purchase of the new equipment)?

- Same as above, **plus**
- Form 1: Section 2. Assignment Section
- Form AP-152 (Texas Application for Payee Identification Number)

Where do I submit my completed original Request for Reimbursement packet?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*
TERP Reimbursement
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin TX 78753

- **Mailing address for standard mail**
TERP Reimbursement
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
PO Box 1387
Austin TX 78711-3087

Can I fax or e-mail my Request for Reimbursement forms?

No. We need to receive the original signed copies of the forms; therefore, you must mail or hand-deliver all the reimbursement requests.

Who signs Form AP-152 (Texas Application for Payee Identification Number)?

The authorized representative of the business or individual applying for the grant signs this form.

Do I complete Form 2a: Detailed Expense Summary using the numbers found in my contract?

Not necessarily. The numbers you use on the form should be the actual costs of the equipment you are buying. The information may be the same, but make sure to look on your invoice, bill of sale, sales contract, buyer's order, etc., for the correct numbers and information.

How do I determine the service date on Form 2a: Detailed Expense Summary?

The service date is the date that you actually started using the new equipment. If you are not currently using the equipment, then report the date you expect to start using the equipment.

Payment**When do I receive payment?**

Checks are typically mailed 30 to 90 days from the date that we receive all complete, correct information and documentation, **and** approve the Request for Reimbursement.

Who will the reimbursement check be made out to?

You may receive the reimbursement check made out to you directly **only** if you pay "cash" for an amount greater than or equal to the grant amount that is not tied to a loan of any type. If you do not pay cash for the full amount of the new equipment, or an amount greater than or equal to the grant amount, but instead use financing (e.g., from your bank, the dealer, etc.), then the reimbursement check must be made out and sent directly to the dealership, bank, or finance company. This is called *assigning payment*.

Does the financing have to be settled before reimbursement is made?

Yes. Financing for any unpaid balance of the grant equipment must be in place before we will reimburse you.

When can I receive payment directly?

As stated above, when you have paid cash for the equipment, i.e. paid with your own money, in an amount greater than or equal to the grant amount.

Do I have to assign my payment to the dealership or finance company?

If you did not pay a cash amount greater than or equal to the grant amount listed in your contract and are financing any remaining balance for the new equipment, the reimbursement payment must be made to the dealership, bank, or finance company that actually paid for the equipment.

How do I assign my payment to the dealership or finance company?

By completing the "Is Payment Assigned?" and "Section 2: Assignment" sections of *Form 1: Request for Reimbursement* and the "Payee Information" section on *Form AP-152 (Texas Application for Payee Identification Number)*.

How do I find out if my grant check has been mailed?

You may call the TERP hotline at 800-919-TERP (8377) to check the status of your reimbursement check.

Are the reimbursement checks mailed by standard mail or overnight mail?

We mail all reimbursement checks using standard mail only.

Do I have to dispose of my old equipment before I can receive reimbursement?

No. TERP allows 90 days from the date the reimbursement check is mailed to dispose of the old equipment and send in the disposition form and pictures, or approved alternate disposition as identified in the contract.

What do I do after payment is received?

Once payment is received by you, the dealership, or the bank or finance company, proceed to the Disposition phase of the process. (See the next chapter, "Disposition, or How Do I Properly Destroy the Old Equipment?")

Common Mistakes that Will Delay You from Receiving Your Check

- Submitting incomplete or incorrect forms. If you attempt to fill out the forms quickly without reading each question carefully, you will likely make mistakes. Mistakes require one of our TERP staff members to contact you in order to verify and correct the information. This takes time. Your check cannot be sent until all the forms are complete and accurate and all requested documentation is provided.

- Not using blue or black ink. It is highly preferred that you use blue ink, but black is acceptable. No other color of ink should be used to complete any of the forms.
- Not signing your forms. This is one of the most common mistakes.
- Not submitting **all** of the required supporting documentation, such as the invoice, proof of payment, and copies of the finance agreement, lease agreement, etc.

Buying Your Equipment

Do I have to buy the same equipment that is in my contract?

Yes, but you may request equipment changes, if necessary. However, it is important to make sure the equipment you want to buy meets TNGVGP requirements. Before you purchase the equipment, contact your grant manager at 800-919-TERP (8377) to verify that the equipment is okay for your grant.

What do I do if I want to buy equipment that is different from what is identified in my contract?

The new equipment must be approved by the TCEQ, so contact your grant manager at 800-919-TERP (8377) **before you buy it**. Understand that if you buy a piece of equipment that is different from what is identified in your contract, there are three possible outcomes. You may:

- (1) receive less money than the original grant amount,
- (2) receive the same money as the original grant amount, or
- (3) receive no money at all, if the equipment does not qualify.

Do I have to buy the equipment from the Participating Dealer that submitted the approved application?

Yes.

If I buy cheaper equipment, will I get the same grant amount?

Since funds are disbursed as reimbursement, you must incur costs at least as great as the contract grant amount. If you do not, the grant amount will be reduced.

If I buy equipment that costs more, or newer equipment than what is listed in my contract, can I get a higher grant amount?

No. The grant amount originally awarded is the maximum you can receive.

I have multiple activities on my contract. Do I have to request reimbursement for all the activities at the same time?

No. You can buy the equipment for one activity and submit the Request for Reimbursement forms for it. At a later time, you can buy the equipment for the other activity or activities and submit the Request for Reimbursement forms for

those activities. Please be aware of the funding deadline as identified in your contract. **All** purchases must be completed by that date.

Other Reimbursement Information

What supporting documentation must I submit along with my completed forms?

- a copy of all invoices, bills of sale, or purchase orders for each piece of equipment, including the fuel system and other installations
- documentation of payment (i.e., copies of cashier's checks, canceled checks (front and back), wire transfers, the finance or lease agreement)
-

Why does TERP need proof of payment?

The TCEQ must ensure that all equipment costs have been paid in full, either with cash or supported by executed financing, before we can make reimbursement.

What documents are acceptable as Proof of Payment?

- copy of cashier's checks
- copy of canceled checks—front and back after clearance by the bank
- copy of wire transfers
- copy of the finance agreement
- bank reconciliation statements
- other forms of payment documentation may be acceptable; please call 800-919-TERP (8377) and discuss options with someone in our finance department.

What constitutes a valid copy of the canceled check?

A copy of **both** the front and the back of the check once it has cleared the bank. You can get a copy of the canceled check from your bank if you do not already have it.

Engine-Family Code

What is the engine-family code or engine test group?

A 12-digit alphanumeric code that tells us the engine's NO_x emissions level.

Where is the engine-family code found?

Generally, on the engine serial plate.

What is the format for the engine-family code?

- one number or letter—the engine's manufacture year

- three letters—the EPA’s manufacturer code
- one letter—the engine family
- four numbers—the engine displacement in liters
- three numbers or letters—a code assigned by the engine’s manufacturer

What does an engine-family code look like?

Here is an example: *DCEXH0540LBF*.

If I want to change engines, how do I know if the new engine is eligible under the TNGVGP?

A list of engines and vehicles that meet TNGVGP requirements appears at the TERP Web site <terpgrants.org>, or you could contact your grant manager at 800-919-TERP (8377) to find out if the specific engine-family or test-group code is eligible.

Managing Your Contract and Your Contact Information

How do I make a change to my contract?

- Any change or revision to your contract **after** it has been signed requires an amendment to the contract. Whenever an amendment is needed, it must be prepared by your grant manager.
- Once an amendment is prepared, original copies will be sent to you for review and signatures. Once you sign the amendment, you must send both copies back to your grant manager.
- Once your grant manager receives both copies of the signed amendment, they will be signed by the TCEQ and we will return a copy to you for your records.

How do I change my contact information?

At **any** time if **any** of your contact information changes, you **must** submit the updated information to your grant manager immediately, by one of the following methods:

- Main local telephone: 512-239-4950
- Toll-free telephone: 800-919-TERP (8377)
- E-mail: terp@tceq.texas.gov

Examples of information that needs to remain current with the TCEQ at all times:

- physical address
- mailing address
- phone number
- fax number
- e-mail address
- company employee changes

2. Disposition, or “How Do I Properly Destroy the Old Equipment?”

2. Disposition, or “How Do I Properly Destroy the Old Equipment?”

Disposition in Six Easy Steps

You have 90 days from the reimbursement date to complete disposition as specified in your contract.

Step 1: Fill out the disposition form.

Note: The forms are found in your forms package or online at <www.terpgrants.org>. You must fill out the current disposition form for each piece of equipment that you destroy.

- If you replaced a piece of equipment, then complete Form 3a.
- If you repowered a piece of equipment, then complete Form 3b.
- If you received approval in your contract for alternative disposition, then complete Form 3c.

Step 2: Take “before disposition” color photos.

Note: A checklist for the photos needed appears on the disposition form, as well as on the following page.

Step 3: Apply for a Nonrepairable Vehicle Title.

You will need to submit to us a copy of the Nonrepairable Vehicle Title (salvage titles are not acceptable) unless you have been approved for an alternative disposition method. You can find the application form, VTR-441, for this title at www.txdmv.gov/whatyouneed/forms/salvage.htm.

Step 4: Properly destroy and dispose of the old equipment.

If you use a salvage or recycling company, get written documentation for the disposition of the equipment, including a certification of destruction. *Note:* Disposition photos and a copy of the nonrepairable title are still needed.

Step 5: Take “after disposition” color photos.

Note: A checklist for the photos needed appears on the disposition form, as well as on the following page.

Step 6: Submit the completed disposition forms and photos.

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*
TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin TX 78753

- *Mailing address for standard mail*
TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
PO Box 13807
Austin TX 78711-3087

Note: The above “Disposition in Six Easy Steps” is intended as a basic summary. Additional information regarding each of these steps appears throughout this chapter.

Required Documentation: Disposition Checklist

Replacement Activity	
_____	A color photo of the whole vehicle in operating condition before destruction (both sides of the vehicle).
_____	A color photo of the whole vehicle after destruction (both sides of the vehicle).
_____	A color photo of the engine block from the vehicle in operating condition before destruction (both sides).
_____	A color photo of the engine block after destruction with a hole 3 inches or larger on each side of the engine that cannot be fixed. The entire engine must be visible in the photo.
_____	A color photo of both frames before destruction.
_____	A color photo of both frames after destruction with both sides of the frame cut completely in half.
_____	A copy of the Nonrepairable Vehicle Title.
_____	Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.
Repower Activity	
_____	A color photo of the complete engine block before destruction (all sides).
_____	A color photo of the engine block after destruction with a hole 3 inches or larger on each side . The holes must not be in a removable plate.
_____	A color photo of the engine identification number (serial number). One of the holes should be as close to the number as possible.
_____	Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.
Alternative Disposition	
_____	For export, submit the bill of lading or appropriate export documents. If stated in the Special Conditions section of your contract, submit a copy of the title stamped FOR EXPORT ONLY.
_____	For sale within the US, submit the bill of sale and the buyer's name and address.
_____	For transfer within a company outside of Texas, submit a copy of the new title and registration, along with the new location for the vehicle.
Remanufacturing Facility	
_____	Written documentation from the remanufacturing facility acknowledging receipt of the engine. This documentation must also include the old engine's identification number.

Disposition: Common Issues

Timetable

Do I have to dispose of my old equipment before I can get reimbursed?

No.

How long do I have to dispose of my old equipment?

Ninety days from the date the reimbursement check is mailed.

Documentation

Where do I find the disposition forms?

We will mail you a copy of the forms, along with a copy of the signed contract, the Notice to Proceed, Request for Reimbursement forms, and a copy of this workbook. In addition, you can find the forms online at <www.terpgrants.org>. You can also call 800-919-TERP (8377) to have the forms mailed to you.

What if my contract has multiple activities?

You must complete and submit a separate Disposition packet for each piece of equipment.

Where should I mail my completed disposition forms?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*

TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin TX 78753

- *Mailing address for standard mail*

TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
PO Box 13087
Austin TX 78711-3087

Can I fax or e-mail my disposition forms to the TCEQ?

No. We need to receive the original signed copies of all the forms; therefore, you must mail or hand-deliver the disposition forms.

What color photos are required to be submitted along with the forms?

See the "Required Documentation: Disposition Checklist" preceding this section. A section of "Sample Disposition Photos" follows. All photos must be **in color**. We recommend that you take several different shots before and after destruction so that we can easily verify the proper destruction of the old equipment.

If a scrap yard or recycling company is going to do the disposition for me, what do I need to send in to the TCEQ?

- A completed Form 3a (Replacement) or 3b (Repower).
- All of the required disposition photos.
- A copy of the Nonrepairable Vehicle title. The title can be obtained from the Texas Department of Motor Vehicles by completing and submitting Form VTR-441.
- Written documentation (receipt) from the salvage or recycling company that destroyed your equipment.

Scrappage**How large does the hole in the engine block have to be?**

At least three inches, making the engine inoperable. The hole cannot be made in a plate or other part that can be removed from the engine. Make sure you have two holes in the engine—one on each side—and that one of the holes is near the engine serial number.

Where do I cut the equipment frame?

As close to the cab as possible. Cut the frames on **both** sides, all the way through.

How much of the equipment frame needs to be cut?

The entire frame must be cut in half on both sides of the equipment.

Do I need any other documentation?

For on-road equipment, you must submit a **copy of the Nonrepairable Vehicle title** that you receive from the Texas Department of Motor Vehicles. The application form (DMV Form VTR-441) is available at <www.terpgrants.org>, or at the Texas Department of Motor Vehicles. Please call us at 800-919-TERP (8377) if you need assistance.

Can I use parts of the old equipment once my disposition is complete?

Yes. Once we approve the disposition, you are free to do with it as you wish. You can sell the old equipment for scrap-metal value, sell parts, or keep it for spare parts. The only thing not acceptable is making the old equipment operable again.

If I receive money for the scrappage of my old equipment, then do I keep the money?

Yes. Any funds received for scrappage will not impact your grant award.

Can I sell my old equipment to someone for use outside of the state, or country?

Yes with approved alternate disposition as specified in your contract

When can I get rid of my old equipment?

If you destroy your old equipment, please maintain possession until we have approved the disposition.

What's Next?

Once the TCEQ has completed the reimbursement process, we will send you a Usage Alert Letter advising you that the Usage and Monitoring phase has begun.

Reminder: Please keep your equipment until TERP has approved of disposition.

Sample Disposition Photos



Figure 1a. Truck frame cut behind the cab.



Figure 1b. Truck frame cut behind the cab (second view).

Note: In the printed version of this publication, these photos will be in black and white. In the online version, they will be in color.



Figure 2. Close-up of the truck frame cut on both sides.



Figure 3. Close-up of the engine hole next to the engine serial number. This picture shows only one of the two required holes—one on each side of the engine.



Figure 4. Mid-range view of one of the 3-inch holes in the engine. Two holes are required— one on each side of the engine.



Figure 5. One of the required two holes in the engine block seen from a distance.

3. Usage and Monitoring

3. Usage and Monitoring

Usage and Monitoring in Five Easy Steps

- Step 1:** Keep track of all the information required for your reports for each activity.
- Step 2:** Complete your Usage Reports for each activity.
- Step 3:** Submit your completed Usage Reports on time.
- Step 4:** Cooperate with any contract reviews and audits.
- Step 5:** Repeat steps 1–4 as required for the length of your contract and for each of your activities.

Usage and Monitoring: Common Issues

What is “usage”?

The tracking and subsequent reporting to the TCEQ of the “where,” “when,” and “how much” related to the new, grant-funded equipment.

What is “monitoring”?

Verification that the commitments and grant requirements are being met.

Why do I have to track and report my usage?

It is a requirement of the grant. By signing the contract and receiving the grant, you made a commitment to us, the TCEQ. This commitment includes operating the new equipment a certain percent of the total annual use (in miles), in eligible counties, for a specific number of years. The commitment also includes tracking and reporting this “usage” to us.

How do I report the usage?

By properly completing and submitting the Usage Report forms.

How often do I have to submit the Usage Reports?

Once a year. Typically the reporting period ends on the last day of December. Both your contract and the Usage Report forms give details.

Is there an option to track and report usage other than manually?

Yes. You may choose to install and utilize a GPS System. (See “TERP GPS Monitoring Service” at the end of this chapter.)

When does usage and monitoring begin?

After your Request for Reimbursement is approved by the TCEQ, you will receive a Usage Alert letter advising you that the Usage and Monitoring phase has begun.

Where do I get the Usage Reports form?

We will send you the form in the month of December following the approval of the Request for Reimbursement.

What usage information will I need to report?

You will need to keep track of the following for the duration of your contract, for each of your activities:

- the counties where you operate the equipment
- the dates you operate the equipment
- how much you operate the equipment (in annual miles)

How long do I have to submit Usage Reports?

You are required to send in the Usage Report forms every year for the life of your project or contract.

What is the “activity life”?

For the TNGVGP the activity life is four years or 400,000 miles, whichever comes first. It represents the length of your contract and obligation to the TCEQ.

Where should I submit my completed original Usage Report forms?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*

TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin TX 78753

- *Mailing address for standard mail*

TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
PO Box 13087
Austin TX 78711-3087

Can I fax or e-mail the Usage Report forms?

No. We need to receive the original signed copies of all the forms. You must mail or hand deliver the original Usage Report forms to our office.

What if I have multiple activities?

If your contract has multiple activities, you will receive a Usage Alert letter for **each** activity. If you have multiple contracts, you are required to submit a Usage Report form for **each** contract.

What happens if I cannot meet the usage requirements of my contract?

- At the TCEQ, we want you to succeed and will work with you as much as we can. Possible options available:
- You may request to terminate the contract and return a calculated or prorated amount of the grant.
- You may ask to include other eligible county areas.
- You may contact your grant manager at 800-919-TERP (8377) to discuss your situation.

What happens if I do not submit the Usage Reports?

You will be in violation of your contract. No proof of usage in the eligible areas means “no performance.” In this case, you will be required to return some or all of the grant funds to the TCEQ.

What happens if I cannot make the payments and the vehicle gets repossessed?

You must report to us, the TCEQ, immediately regarding anything that keeps you from performing and fulfilling the contract. You may be required to return some or all of the grant funds to us.

What do I do if I am not able to work?

Contact your grant manager immediately, as this may affect your grant.

- If you are unable to work for a short period of time—a month or two—your grant most likely will not be affected. Make sure to include in your Usage Report how long and why you did not work.
- Options may be available to you if you are unable to perform your work for **an extended period of time**. Call your grant manager at 800-919-TERP (8377).

Can I sell the grant-funded equipment?

Yes, but you must contact your grant manager at 800-919-TERP (8377), **before** you do. If you fail to call us first, you may have to pay back the funds.

Can I exchange the grant-funded equipment for different equipment?

No. The TCEQ typically does not allow the exchanging of equipment unless there is a warranty issue. Call your grant manager at 800-919-TERP (8377) for guidance.

Will the TCEQ verify my Usage Reports?

Yes. As a condition of your contract and receiving a grant, you agreed to allow the TCEQ to “monitor” the grant equipment and activities in person. Some of the ways the TCEQ does this are:

- personal visits by a TCEQ representative
- a review of supporting documents for your Usage Reports
- an audit of your grant

What do I need if I am audited?

The auditors will contact you to schedule a date and time. They will also let you know what records you will need to have ready for their inspection. Common procedures include:

- a physical inspection of the grant equipment
- a review of disposition papers
- a review of supporting documentation of usage reporting
- a review of insurance documents

How do I change my contact information?

At **any** time during the life of your contract, if **any** of your contact information changes, you **must** submit the updated information to your grant manager immediately, by one of the following methods:

- Main local telephone: 512-239-4950
- Toll-free telephone: 800-919-TERP (8377)
- E-mail: terp@tceq.texas.gov

Examples of information that needs to remain current with the TCEQ at all times:

- physical address
- mailing address
- phone number
- fax number
- e-mail address
- company employee changes

TERP GPS Monitoring Service

You may volunteer to place a Global Positioning System unit on your equipment or vehicles at any time during the activity life of the contract.

By using the TERP GPS monitoring service, you will receive a waiver on the requirements for completing and submitting the Usage Reports. This waiver is based on TERP collecting the usage information directly from the GPS unit. You are required to verify the usage data reported to us by the GPS service provider.

Utilizing GPS in Five Easy Steps

- Step 1:** Contact the TCEQ at 800-919-TERP (8377) and indicate that you are interested in the TERP GPS monitoring service.
- Step 2:** If you choose TERP GPS Monitoring, contact the TCEQ-approved service provider to start the service and schedule an installation date.
- Step 3:** Receive the agreement from the TCEQ to use the TERP GPS monitoring service.
- Step 4:** Sign the agreement and return all the signed copies of the agreement to the TCEQ.
- Step 5:** Make arrangements directly with the approved GPS provider for installation and training.

TERP GPS Monitoring Service: Common Issues

Do I have to use the TERP GPS Monitoring Service?

No. The service is available for those who wish to use it for reporting usage and other information that can be monitored by the TERP GPS provider's system.

Can I be required to use the service?

Yes. Some grant recipients may be required to use the TGMS to remain in good standing with their grant and the TCEQ.

Do I have to pay for the GPS equipment?

Yes. For existing contracts, you will have to pay the cost of buying and installing the GPS unit, and the monthly service fee associated with using it.

How much does the GPS unit cost to install?

Visit the TERP Web site, <www.terpgrants.org>, to get the current pricing, or call the TCEQ at 800-919-TERP (8377) for the current installation cost.

Is there a monthly cost for the service?

Yes. Visit the TERP Web site, <www.terpgrants.org>, to get the current pricing, or call the TCEQ at 800-919-TERP (8377) for the current monthly service fee.

Need additional information or have questions?

Please call us at 800-919-TERP (8377)

or

find us online at www.terpgrants.org.