

**Request for Reimbursement for ERIG, Rebate, Clean Fleet,
Clean School Bus, SPRY, and TNGVGP for the
Texas Emissions Reduction Plan**

Official form for the Texas Commission on Environmental Quality (TCEQ), Texas Emissions Reduction Plan (TERP), Request for Reimbursement (RFR) for all ERIG, Rebate, Clean Fleet, Clean School Bus, SPRY, and TNGVGP grants.

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General Instructions for Completing these Forms

These forms are to be used only for Replacement and Repower Projects for the ERIG, Rebate, Clean Fleet, Clean School Bus, SPRY, and TNGVGP Programs.

If you are unsure which Program your grant is, look on the top of the signature page of your contract.

Before you submit an RFR, you must have fully paid for or financed the equipment. For Replacement projects, you must have taken possession of the equipment. For Repower projects, you must have placed the equipment in service.

Please refer to the Request for Reimbursement and Release of Claims sections of your contract for complete information about submission requirements for your RFR.

All signatures may be original, scanned, or digital.

Photo Requirements

For each Replacement Activity on this RFR, submit a clear, full color, side view of the new equipment showing the entire piece of equipment. For each Repower Activity, submit two photos, from different angles, clearly showing the new engine installed in the old equipment. For all Activities (Replacement and Repower), submit a legible engine plate photo showing the new Engine Model and Engine Family Code. Label each photo with the correct Activity Number.

Other Required Documents

For each Activity on this RFR, you must submit the invoice (or equivalent), and proof of payment to include all pages of any loan, lease, or other financing arrangement for the new TERP equipment. For all on-road equipment, GVWR documentation, such as registration, is required. Label each document with the correct Activity Number.

Additional documentation may be requested by TERP.

Where to Submit and Contact Information

Phone: 512-239-4950 or 800-919-TERP (8377)

Email Address: TERP-Fiscal@tceq.texas.gov

Standard Mail (USPS) Address

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

Express Mail Delivery Address

Texas Commission on Environmental Quality
Air Grants Division
MC-204, ATTN: Fiscal
12100 Park 35 Circle, Bldg F
Austin, TX 78753

Instructions for Pages 1 and 2 – for all RFRs

All grantees using this RFR form will complete pages 1 and 2. You will also complete a Program specific Activity Detail Table located on pages 3 through 7.

TCEQ contract number and Performing Party Name are located on the signature page of your contract.

Activity number(s) must correspond with the old equipment Activity numbers indicated in your contract. Many contracts have only one Activity.

Total amount requested with this RFR will be the sum of the awarded grant amounts for all Activities included on this RFR, less amendments (if any) you signed, which reduced the grant amount.

The top portion of page 2 is where you specify the reimbursement check payee and mailing address. If the Performing Party has paid eligible expenses that are equal to, or greater than, the reimbursement amount with cash-on hand (non-borrowed funds), the reimbursement may be paid directly to the Performing Party. Do not put both the Performing Party Name and the Assignee Entity Name on the first line of the address. It can only be one or the other. If the acquisition of the Grant Equipment is financed, the reimbursement may be assigned to the company that provided the financing. In this case you must also complete the Assignment Request and Acceptance Section of this form. Supporting documentation must be submitted to establish that the goods or services were received, and that the payment amount is owed to the financing company indicated by the Performing Party.

For further details on when a check can be sent to the Performing Party, please see the Request for Reimbursement section of your contract, or contact TERP.

Instructions for Pages 3 through 7 – Activity Detail Tables

Complete a Program specific Activity Detail Table.

Replacement tables document new grant equipment information. Repower tables document new engine information in old equipment. Please complete all cells for each Activity. The Activity grant amount is indicated in your contract, less amendments (if any) you signed, which reduced the grant amount.

Where to Find Additional Activity Detail Tables for ERIG, Rebate, Clean Fleet, SPRY, and TNGVGP Programs – Replacement Projects

Please see the [additional electronic tables](#) located online.

Reimbursement Form for ERIG, Rebate, Clean Fleet, Clean School Bus,SPRY, and TNGVGP Programs - Replacement & Repower Projects

TCEQ contract number: 582- _____

Performing Party Name: _____

Activity number(s) on this RFR (001, 002, etc.): _____

Total amount requested for above Activities: \$ _____

Has the Performing Party received, or do they anticipate receiving, any non-TERP grant funds or financial incentives associated with this grant? Yes: No:

Performing Party’s Certification

I certify to the best of my knowledge and belief, that all the information contained in this Request for Reimbursement, including all supporting documentation, is correct, accurate, and complete, and that all outlays and unliquidated obligations are for the purposes set forth in the award contract document.

Printed Name of Performing Party’s Authorized Representative Phone Number

Signature of Performing Party’s Authorized Representative Date

Release of Claims

Complete this section only if this is the final request for this contract.

Subject to receiving all reimbursement due and payable to date, the Performing Party hereby releases all claims against the TCEQ and its officers, agents, and employees from any and all claims arising under, or by virtue of, the contract with the Performing Party listed above.

Printed Name of Performing Party’s Authorized Representative Phone Number

Signature of Performing Party’s Authorized Representative Date

Reimbursement Check Payee and Mailing Address

If the Performing Party has paid eligible expenses that are equal to or greater than the reimbursement amount with cash-on hand (non-borrowed funds), the reimbursement may be paid directly to the Performing Party. If this is the case, enter the Performing Party’s address on the next page. The State may offset payments to the Performing Party or its principals by any amount(s) owed to the State.

Activity Detail Table for ERIG, Rebate, Clean Fleet and SPRY Programs – Replacement Projects

Has the Performing Party taken possession of the equipment for each Activity below? Yes: No:

Reminder: For each Activity noted below, please provide photo documentation of the equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in. [Additional Activity Detail Tables](#) are located online.

Activity Number	Equipment Make	Equipment Model	Equipment Year	Equipment ID (full S/N or last 4 of VIN)	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount

Activity Detail Table for ERIG, Rebate, Clean Fleet and SPRY Programs – Repower Projects

Has the equipment for each repowered Activity noted on this RFR been placed back in service? Yes: No:

Reminder: For each Activity noted below, please provide proper photo documentation of the equipment, including showing the new engine in the old equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in.

Activity Number	Old Equipment Make	Old Equipment Model	Old Equipment Year	Equipment ID (full S/N or last 4 of VIN)	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount

Activity Detail Table for TNGVGP Program – Replacement Projects

Has the Performing Party taken possession of the vehicle/equipment for each Activity below? Yes: No:

Are the vehicle(s)/equipment on this RFR being operated as CNG/LNG/LPG vehicle(s)/equipment? Yes: No:

Provide DGE for all Activities on this RFR: _____

Reminder: For each Activity noted below, please provide photo documentation of the equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in. Additional Activity Detail Tables are located at terpgrants.org.

Activity Number	Equipment Make	Equipment Model	Equipment Year	Equipment ID (full S/N or last 4 of VIN)	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount

Activity Detail Table for TNGVGP Program – Repower Projects

Has the vehicle/equipment for each repowered Activity noted on this RFR been placed back in service? Yes: No:

Are the vehicle(s)/equipment on this RFR being operated as CNG/LNG/LPG vehicle(s)/equipment? Yes: No:

Provide DGE for all Activities on this RFR: _____

Reminder: For each Activity noted below, please provide proper photo documentation of the equipment including showing the new engine in the old equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in.

Activity Number	Old Equipment Make	Old Equipment Model	Old Equipment Year	Old Equipment ID (full S/N or last 4 of VIN)	New Engine Make	New Engine Model	New Engine Serial Number	New Engine Year	New Engine Family Code	Activity Grant Amount

Activity Detail Table for Clean School Bus Program – Replacement Projects

Have the new buses on this RFR been placed in service? Yes: No:

Reminder: For each Activity noted below, please provide photo documentation of the equipment, proof of purchase, proof of payment, and proof of finance/lease/trade-in.

Activity Number	Vehicle Make	Vehicle Model	Vehicle Year	Vehicle VIN# (last 4 digits)	Type/ Capacity	Engine Make	Engine Model	Engine Serial Number	Engine Year	Engine Family Code	Activity Grant Amount