

Request for Reimbursement (RFR) for Freight, Bus, and Refuse Texas Volkswagen Environmental Mitigation Program (TxVEMP)

Official form for the Texas Commission on Environmental Quality (TCEQ), Texas Volkswagen Environmental Mitigation Program (TxVEMP), Request for Reimbursement (RFR) for Replacement projects.

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General Information for Requesting Reimbursement

This form is to be used only for the Texas Volkswagen Environmental Mitigation Program (TxVEMP). If you have a Texas Emissions Reduction Plan (TERP) contract, use the [appropriate TERP form](#) or call TERP at 1-800-919-TERP (8377) for more information. If you are unsure whether your grant is TxVEMP or TERP, look on the top of the signature page of your contract.

Before you submit an RFR, you must have fully paid for or financed and taken possession of the new equipment. Please refer to the Request for Reimbursement and Release of Claims sections of your contract for complete information about submission requirements for your RFR.

Reimbursement will not be made until the Disposition Report for the corresponding “old” equipment has been received and approved by TCEQ.

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 TxVEMP 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

Email: 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 Completing the RFR

All grantees using this RFR will complete pages 1, 2, and 3.

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 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 purchase of the Grant Equipment is through financing or leasing, the reimbursement may be assigned to the company that provided the financing or leasing. In this case you must also complete the Assignment Request and Acceptance Section of this form. Supporting documentation must be submitted to show you have possession of the vehicle(s)/equipment and that the financing or leasing company has funded the purchase. If assigning the grant payment, we suggest that it be sent to a person's attention.

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 TxVEMP.

Instructions for Page 3 – Activity Detail Table

Complete the Activity Detail Table to document the new grant equipment or vehicle information. This information will be on your proof of purchase (invoice, purchase order, etc.) and the engine plate photos. Please complete all cells for each Activity. The Activity grant amount is located in the Scope of Work in your contract, less amendments (if any) you signed that reduced the grant amount.

Where to Find Additional Activity Detail Tables

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

Request for Reimbursement Form

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-TxVEMP 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 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.

