



Usage Report

Emissions Reduction Incentive Grants (ERIG) Rebate Grants Program

***Texas Emissions Reduction Plan (TERP)
Texas Commission on Environmental Quality (TCEQ)***

Introduction

As part of receiving 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 and you have a grant with one of the following programs:**

- Emissions Reduction Incentive Grants (ERIG)
- Rebate Grants Program

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
Compliance Section, MC-204
P.O. Box 13087
Austin, TX 78711-3087

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

Enter usage information in the following table for each activity listed in your grant contract. See the [Emissions Reduction Incentive Grants Program](#) map for a list of eligible counties, and designated highways and roadways.

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

VIN/Equipment ID: enter the last 4 digits of the VIN or equipment ID number.

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 or Meter End Reading: enter the odometer reading or meter reading as of the end date of the reporting period.

Corridor Mileage— Out of Area Operation: enter the miles driven on designated highways and roadways **outside eligible counties.**

Other Out of Area: enter the total usage amount that occurred **outside eligible counties, and not on designated highways and roadways**, during this reporting period. The usage amount must be entered as specified in your contract (e.g., miles, hours, gallons).

Usage in Area: enter the total usage amount that occurred inside eligible counties during this reporting period. The usage amount must be entered as specified in your contract (e.g., miles, hours, gallons).

Total Usage for this Period: Total the inputs from **Corridor Mileage— Out of Area Operation + Other Out of Area + Usage in Area = Total Usage for this Period**

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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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:**

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Printed Name:

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Title:

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Date:

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