

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.

Otherwise, if the acquisition of the Grant Equipment is financed, the reimbursement may be assigned to the company that provided the financing. In this case, enter the Assignee's payment address below and complete the Assignment Request and Acceptance Section.

Performing Party Name (not financed) **OR** Assignee Entity Name (financed)

In care of (optional) Attention (optional)

Street or P.O. Box

City State Zip+4

Assignment Request and Acceptance Section

I, the Performing Party's Authorized Official, by this document hereby provide Notice of Assignment to the Texas Commission on Environmental Quality (TCEQ) of the assignment to Assignee Entity Name of the payment, not to exceed the Total amount requested with this RFR, for the reimbursement of the associated eligible costs of acquiring the activity/activities identified in the grant contract executed between Performing Party Name and the TCEQ for award of a TERP Grant. Upon review and approval of the submitted required reimbursement forms and required supporting documentation, please forward the payment to Assignee Entity Name.

By signing below, the Assignee's Authorized Official hereby accepts the payment assignment on behalf of Assignee Entity Name and agrees that upon receipt of the grant funds, all funds will be applied both: a) as a lump sum at the time of receipt, and b) strictly to the principal of the related loan or to the principal basis of the related lease agreement, as applicable, and not to any finance or interest charges or fees.

If a Performing Party owes any amount(s) to the State of Texas, assigned payments will be held by the TCEQ until the debt is satisfied.

Printed Name of Performing Party's Authorized Official Phone Number

Signature of Performing Party's Authorized Official Date

Printed Name of Assignee (same as Assignee Entity Name)

Printed Name of Assignee's Authorized Representative Phone Number

Signature of Assignee's Authorized Representative Date

Activity Detail Table for 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. If additional Activity Detail Tables are required, please duplicate this page.

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