



## TERP Performing Party Information – Frequently Asked Questions

### ***I. How do I get paid?***

Please submit the grant administration forms provided by NCTCOG to request reimbursement of eligible expenses. Reimbursement requests may be submitted no more frequently than monthly. The request and forms shall be mailed or delivered to:

North Central Texas Council of Governments  
Transportation Department  
Attention: TERP Grants Coordinator  
616 Six Flags Drive, Suite 200, Centerpoint Two  
P.O. Box 5888  
Arlington, TX 76005-5888

### ***II. What documents must be submitted with each request for reimbursement?***

The following forms must be properly completed and submitted to NCTCOG with each request for reimbursement (templates provided in the attached *Texas Emissions Reduction Plan - General Contract Forms* packet):

- Request for Reimbursement Form:** Complete a Request for Reimbursement Form for each request for reimbursement.
- Activity Financial Status Report:** Each request for reimbursement must be accompanied by a properly completed Financial Status Report and the following supplemental documents as proof of payment:
  - Canceled checks or wire transfer
  - Written and signed purchase agreements
  - Bills of Sale or receipts for delivery
  - Statement of accounts on deferred payment purchases
  - Uniform Commercial Code (UCC) Finance Statement (Form UCCI)

A separate Activity Financial Status Report must be completed for each activity included under the overall project. Please note, an Activity Financial Status Report should be submitted, at a minimum, on a quarterly basis even if no request for reimbursement is submitted.

### ***III. In addition to the documents to be submitted with the Request for Reimbursement, are there other documents that must be submitted?***

Yes. In addition to the documents to be submitted with the Request for Reimbursement, the following forms are required:

- Project Status and Completion Report:** This form is to be used to report the status of the project and each activity included under the project.

- Vehicle/Equipment Information:** Complete this form to provide information regarding each vehicle purchased under replacement category.
- Equipment and Engine Disposition Verification:** Complete this form to provide verification of the disposition of vehicles being replaced under the grant. Performing Party must submit this form to the NCTCOG with the Request for Reimbursement of expenses, or within 30 days after the completion of the disposition, whichever occurs later.

**IV. Can payments be made directly to the vendor?**

NCTCOG offers grant recipients the option of assigning their grant reimbursement payments directly to the vendor as a third-party Assignee. This option is only available when all of the grant payments will go to one assignee.

Complete and notarize a *Notice of Assignment* on your business letterhead. The notice must be consistent with the example provided in the *Texas Emissions Reduction Plan - General Contract Forms* packet.

**V. What are reimbursable costs?**

- The Performing Party may be eligible for reimburse if costs associated with the purchase or lease of the replacement vehicle, not to exceed an incentive amount that results in a cost-effectiveness of \$5,500 or less per ton of NOx reduced.
- A cost is considered incurred when the grant equipment, goods and/or services have been received and accepted by the Performing Party.
- The cost must be paid for by the Performing Party prior to requesting reimbursement.

Cost(s) may include:

- Cost of the infrastructure equipment, including sales tax and delivery charges
- Installation costs
- Design and engineering work directly necessary for the installation of the infrastructure
- Re-engineering and construction costs, if the site must be modified to allow for installation of the infrastructure
- Associate supplies directly related to the project, subject to approval by NCTCOG.

**VI. What costs are not reimbursable?**

- Costs for interest and other costs of money
- In-house labor
- Travel expenses
- Long-term operational, maintenance and repair costs
- Any other expenses not directly related to the project
- Ineligible costs

**VII. What is the deadline for submitting requests for reimbursement?**

All eligible expenses for Grant Activities must be expended by May 31, 2007 and submitted to NCTCOG for reimbursement no later than June 1, 2007. NCTCOG may request submittal of expenditure information throughout the project to monitor and report progress and financial status.

**VIII. What *is the process for closing out a project?***

A final Project Status and Completion Report, (forms provided by NCTCOG) should be submitted after all Grant Activities are completed, and no later than forty-five (45) days following termination of the TERP Grant Agreement.

**IX. Who do I contact if I have other questions?**

- Questions regarding requests for reimbursement should be directed to Dawn Dalrymple at 817-608-2319.
- Project related questions should be directed to the NCTCOG Project Manager, Carrie Reese at 817-608-2353.