



**North Central Texas  
Council of Governments**

**Texas Emissions Reduction Plan**  
**NORTH TEXAS EMISSIONS REDUCTION GRANT  
PROGRAM**

**General Contract Forms**

November 10, 2006

Implementation of Grant Section

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

## Grant Administration Forms

These forms are to be used by recipients of a grant under the North Central Texas Council of Governments (NCTCOG) Emissions Reduction Incentive Grants Program. The completed forms should be mailed or delivered to:

### Mail

North Central Texas Council of Governments  
Transportation Department  
Attn: TERP Grants Coordinator  
P.O. Box 5888  
Arlington, TX 76005-5888

### Delivery

North Central Texas Council of Governments  
Transportation Department  
Attn: TERP Grants Coordinator  
616 Six Flags Drive, Suite 200  
Arlington, TX 76011-6347

Please contact, Dawn Dalrymple, Senior Transportation Planner, at (817) 608-2319 for further assistance.

### **Request for Reimbursement (TERP-I)**

This form is to be used to request reimbursement from the NCTCOG for eligible project expenses.

- Reimbursement requests may be submitted **no more frequently than monthly**. In some cases, the grant agreement may establish a less frequent reimbursement schedule, such as quarterly.
- In all cases this form should be signed.
- A separate *Activity Financial Status Report* and *Vehicle/Equipment Information* form should be completed and attached for each activity included in the project and for which reimbursement is being requested.
- Documentation of expenses must be attached to the reports, as set forth in the reporting instructions. NCTCOG may also contact the vendor to confirm payment of the expenses, and may delay processing of the reimbursement request until that confirmation is received.
- The **final** request for reimbursement must be submitted no later than 1 day after the termination date of the grant agreement. The final request must include a signed *Release of Claims* (item 14).

### **Activity Financial Status Report (TERP-II)**

A separate *Activity Financial Status Report* must be completed for each activity included under the overall project.

- Copies of the completed reports for each activity for which expenses are included must be attached to each Request for Reimbursement.
- One form should be completed and attached for each activity for which reimbursement is being requested. Activities are listed and assigned an activity number in the Approved Application Summary of your grant contract.
- This form should be signed.

### **Project Status and Completion Report (TERP-III)**

This form is to be used to report the status of the project and each activity included under the project.

- This form should be submitted with each *Request for Reimbursement*, to verify the status of the grant activities.
- The NCTCOG may request submission of additional status reports during the contract term, particularly for projects that will take a long time for all of the purchases to be completed. If requested, you should use this form to provide updates to the NCTCOG on the status of the activities.

- A final report must be submitted upon completion of all tasks and deliverables under the grant contract. The final report should be submitted with the final *Request for Reimbursement*, and is due no later than 45 days after the termination of the grant contract.
- This form should be signed.

#### **Vehicle/Equipment Information (TERP-IV)**

This form is to be used to provide information regarding the vehicles or equipment (including marine vessels or locomotives) purchased (under new purchase or replacement category), repowered, or retrofitted under each activity.

This form should be submitted with each *Request for Reimbursement* and *Activity Financial Status Report* to verify the status of the grant activities.

#### **Equipment and Engine Disposition Verification (TERP-V-0, V-1, & V-2)**

This form is to be used to verify the disposition of the engines and/or vehicles or equipment being replaced under the grant. If one or more of the activities funded under the grant include engine repowers or vehicle/equipment replacements (Repower or Replacement Categories), this form must be submitted.

Grant recipients must submit this form to the NCTCOG with the *Request for Reimbursement* of expenses for the vehicle/equipment activity, or within 30 days after completion of the disposition, whichever occurs later.

#### **Assignment of Grant Payment Forms (TERP-VI)**

If you have not already purchased and paid for the grant-funded equipment, the NCTCOG offers grant recipients the option of assigning their grant reimbursement payments directly the vendor as a third-party *Assignee*. This option is only available for grants where all of the grant payments will go to one assignee. Multiple assignees, or a combination of some grant payments going to the grant recipient and some to the assignee, will not be authorized. Also, your grant reimbursements, including assigned payments, may not be used to pre-pay future lease or finance payments.

To take advantage of this option, you will need to complete and submit the completed document. Carefully read and follow the instructions accompanying this form:

***Notice of Assignment:*** Complete and have notarized a Notice of Assignment on your business letterhead. The notice must be consistent with the example provided.

# **Request for Reimbursement**

**(Form TERP-I)**

# NCTCOG - Emissions Reduction Incentive Grants Request for Reimbursement (Form TERP-I)

## General Instructions

This form is to be used to request reimbursement from the NCTCOG for eligible project expenses. Reimbursement requests may be submitted **no more frequently than monthly**. In some cases, the grant agreement may establish a less frequent reimbursement schedule, such as quarterly.

One form should be completed for the entire project. A separate *Activity Financial Status Report* should be completed and attached for each activity included in the project. Documentation of expenses must be attached to the reports, as set forth in the reporting instructions.

The final request for reimbursement must be submitted no later than 45 days after the termination date of the grant agreement. The final request must include a signed Release of Claims (line 14).

### Mail or deliver the request to:

#### Mail

North Central Texas Council of Governments  
Transportation Department  
Attn: TERP Grants Coordinator  
P.O. Box 5888  
Arlington, TX 76005-5888

#### Delivery

North Central Texas Council of Government  
Transportation Department  
Attn: TERP Grants Coordinator  
616 Six Flags Drive, Suite 200  
Arlington, TX 76011-6347

## Specific Instructions

**Line 1.** This line is already completed.

**Line 2.** Enter the sequential number of the submitted requested (e.g., for first reimbursement request write: '1').

**Line 3.** Enter the recipient's name and complete address for payment. If the payment is being assigned to a third party (see Line 11.), enter the name and address of the assignee.

**Line 4.** Enter the Recipient's Federal Employer Identification Number (FEI#) or, for individuals, the Social Security Number (SSN).

**Line 5.** Indicate if this is the final request for reimbursement under the grant. If yes, you must sign the Release of Claims (line 14).

**Line 6.** Enter the period covered by this request.

**Line 7.** Enter the total reimbursable costs incurred to date. This line should reflect the totals from the Activity Financial Status Reports submitted with the request.

**Line 8.** Enter the total amount reimbursed by NCTCOG to date.

**Line 9.** The amount requested should be the difference between the reimbursable costs incurred to date (line 7) and the amount reimbursed by NCTCOG to date (line 8).

**Line 10.** Enter the total Incentive Amount. This line should reflect the total maximum grant amount allowed for this project.

**Line 11.** Indicate if you have assigned the reimbursement payments to a third party (assignee). To assign payment, you must have already provided the NCTCOG with a *Notice of Assignment* forms.

**Line 12.** The form must be signed and dated.

**Line 13.** Indicate the number of activity financial status reports submitted with the request for reimbursement.

**Line 14.** If this is the final request for reimbursement under the grant, the recipient must also sign the Release of Claim.

**NCTCOG - Emissions Reduction Incentive Grants**  
Request for Reimbursement Form

1. Agency Organizational Unit to Which Request Is Submitted: <b><i>Texas Emission Reduction Program</i></b>		
2. NCTCOG Contract Number:	3. Recipient Organization (Name and address, including zip code, for payment):	
4. Recipient Identification Number (SSN/FEI#):		
5. Final Request:  <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, sign release of claims, Line 14.)</i>		
6. Period covered by this Request: From: _____ To: _____		
7. Total reimbursable costs incurred to date:		
8. Amount reimbursed by NCTCOG to date:		
9. Amount requested:		
10. Total Incentive Amount (maximum grant amount):		
11. Are the requested payments assigned to a third party (assignee)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>To assign payment, a Notice of Assignment must be on file with the NCTCOG.</i>		
12. I certify to the best of my knowledge and belief that the data on this request, including the data provided in the attached Activity Financial Status Reports, are correct and complete, and that all outlays and unliquidated obligations are for the purposes set forth in the award document.		
Signature:		Date Request Submitted:
Typed or Printed Name and Title:		Telephone:  (    )
13. Number of Activity Financial Status Reports attached: _____		
<b>14. RELEASE OF CLAIMS</b> <i>If this is the FINAL request for reimbursement, sign the release of claims below.</i>		
Subject to receiving all reimbursements due and payable to date, the recipient hereby releases all claims against the NCTCOG, its officers, agents, and employees from any and all claims arising under or by virtue of NCTCOG's contract with the recipient.		
Signature:		Date:

# **Activity Financial Status Report**

**(Form TERP-II)**

## NCTCOG - Emissions Reduction Incentive Grant Activity Financial Status Report (Form TERP-II)

### Instructions

A separate Activity Financial Status Report must be completed for each activity or group of like activities included under the overall project. Copies of the completed reports must be attached to each Request for Reimbursement. One form should be completed for each activity.

**Line 1.** Enter the sequential number of the submitted requested (e.g., for first reimbursement request write: '1').

**Line 2.** Enter the number of activities represented on this reporting form. One form may be used to report expenses for multiple activities, if all of those activities are the same and all of the budget and cost information and other information are the same for each. Otherwise, separate forms must be completed for each activity.

**Line 3.** Enter the activity number assigned by NCTCOG to this activity under the project (refer to the grant contract for the number). If this report includes information for multiple activities, list all of the applicable activity numbers.

**Line 4.** Indicate whether this is the final report.

**Line 5.** Enter the total incentive amount authorized for this activity. If multiple activities are represented in this form, include the incentive amount for one activity.

**Line 6.** For each category of expenses, enter the approved expenses from the approved application in the contract; the activity costs incurred during this reporting period; the cumulative activity costs incurred to date; and the remaining activity balance. For most activities, the costs should be listed under equipment only. If this report represents multiple activities, include the financial information for only one activity.

**Line 7a.** List the value of any financial incentive received or to be received that will directly offset some of the activity costs, including tax credits or deductions, other grants, or any other public financial assistance. Attach a summary and explanation of those additional financial incentives.

**Line 7b.** For any activities under the Repower or Replacement Categories, list the scrappage value or, if authorized *in advance* by NCTCOG, trade-in value of the engine, vehicle, and/or equipment being replaced.

**Line 8.** Enter the total reimbursable costs incurred to date. Costs are normally reimbursable once the costs incurred, plus the value of any expenses obligated under a lease or finance agreement (if applicable), exceed the combined value of the approved baseline cost (if applicable) and any additional financial incentives.

**Line 9.** Enter the amount reimbursed by NCTCOG to date.

**Line 10.** Enter the reimbursable costs incurred but not reimbursed to date (line 8 - line 9).

**Line 11.** If multiple, the information provided applies to multiple activities, enter the total costs for all of those activities that are not reimbursable.

**Line 12.** Sign and date the form.

**Line 13.** Itemize the purchases and expenditures for this period, according to the expense categories listed under line 5. All purchases and expenditures must be in accordance with the approvals set forth in the contract.

**Line 14.** List the total cost paid and/or obligated for the equipment and other work (if applicable), including the costs not reimbursed by the grant.

**Line 15.** Check the applicable block, to indicate how you acquired the grant-funded equipment. If you acquired the equipment under a regular lease, the lease term must extend at least through the end of the activity life. If you acquired the equipment under a lease financing, where you intend to retain possession and ownership of the equipment after the lease term, the lease agreement must contain a binding commitment for you to pay all remaining costs and to take ownership. Lease agreements containing only an option to purchase, without a binding commitment, will not normally be considered lease financing for purposes of this program.

**Line 16.** If you used a lease or finance agreement, list the amount obligated under the agreement, and explain the terms of that agreement, including the duration, interest rate, monthly payments, etc. Note that your grant reimbursements may not be used to pre-pay future lease or finance payments. The grant may only be used to reimburse payments already made (and not including interest or finance charges) and/or up-front down payments on the purchase or lease.

**Line 17.** For New Purchase or Lease Category activities, enter the approved baseline costs used to determine the incremental cost. Unless otherwise authorized in the Special Conditions of your grant contract, your equipment or vehicle purchase or lease costs must exceed the approved baseline costs in order for you to be reimbursed for the approved additional incremental costs. (Note that this does not include purchases under the Replacement category.)

## Required Documentation

- 1. Equipment, Supplies, and Other Category Purchases.** Invoices, Bills of Sale, or Receipts for Delivery must be attached. In addition, canceled checks or wire transfer documentation must be submitted.
- 2. Contractual Expenditures.** Attach an invoice or other legible documentation that (1) identifies the subcontractor; (2) identifies the costs and services performed; and (3) lists the amount billed and any “past due” amount from previous invoices. Canceled checks or wire transfer documentation must also be submitted.

For all Contractual expenditures where the subcontractor is being “reimbursed” for their actual costs, such as certain subcontracts for design or engineering work, you must also attach the backup documentation submitted to the grant recipient by the subcontractor to verify that those costs were incurred. Reimbursement of hourly rates should be supported by signed time sheets. Travel receipts must support travel costs. Receipts or other evidence that the cost was incurred and paid by the subcontractor must support other reimbursed subcontractor costs.

- 3. Construction Expenditures.** For projects that include construction costs (infrastructure projects), the same documentation of costs as outlined above must be attached, according to the type of expense.
- 4. Assignment of Grant Payments.** The NCTCOG may authorize the grant recipient to assign reimbursement payments directly to the dealer or installer. This option must be requested in advance, and required forms must be completed and submitted. In most cases, this option will only be authorized when all of the grant payments will be assigned to one “assignee.” If this option is authorized, the expense must be owed and not yet paid by the grant recipient. Evidence that the expense is owed, such as a dated invoice from the vendor or installer, must be submitted. The goods or services must have been received and accepted by the grant recipient before payment is requested.
- 5. Lease or Finance Agreement.** If some or all of the budgeted expenses are obligated under a binding lease or finance agreement, provide a copy of that agreement with the first report submitted. For all reports submitted pertaining to deferred payment purchases and lease agreements, attach statements of account status showing the account is in good standing and the equipment is in the possession of the grant recipient. If applicable, Uniform Commercial Code (UCC) Financing Statement (Form UCC1) must be submitted. (The UCC allows a creditor to notify other creditors about a debtor’s assets used as collateral for a secured transaction by filing a public notice (financing statement) with a particular filing office.)
- 6. Confirmation of Payment.** NCTCOG may also contact the vendor or the grant recipient to request additional documentation to confirm payment of the expenses, and may delay processing of the reimbursement request until that confirmation is received.

## Other Information

- 1. Certificate of Insurance.** The grant recipient must maintain sufficient property insurance for the repair or replacement of any grant-funded equipment during the contract period. The grant recipient should have available proof of property-loss insurance coverage for any grant-funded equipment or vehicles. This evidence should consist of a *Certificate of Insurance* coverage from the insuring agency or evidence of alternative forms of insurance to comply with this requirement, such as evidence of self-insurance. It is not necessary to submit the form when requesting reimbursement unless specifically requested by NCTCOG. These forms should be kept on file and are subject to the review by the NCTCOG.
- 2. Cost/Price Analysis.** All procurement transactions must be conducted in a manner providing full and open competition. A grant recipient may be requested to submit documentation to establish that costs are reasonable. In general, the NCTCOG will accept three separate written quotes or bids from uninterested parties as evidence that the costs are reasonable. If bids or quotes were obtained, you should submit copies of those with the Request for Reimbursement. If a competitive process is not feasible, such as an instance where the equipment or services are available from only one source, you may be asked to explain how you determined that the cost(s) or price(s) were reasonable. One way to do this is to prepare and keep on file a written cost/price analysis. It is not necessary to submit an additional explanation of the reasonableness of the costs when requesting reimbursement unless specifically requested by the NCTCOG.

**NCTCOG - Emissions Reduction Incentive Grant**  
**Activity Financial Status Report**  
 (Complete report for each activity funded under the grant)  
 Sheet 1 of 2

1. Request Number:				
2. Number of Activities represented on this Form:		3. Activity Number(s):		
4. Final Report: ____ Yes No		5. Total incentive amount authorized for this activity:		
6. Expense Category	Approved Activity Amount	Activity Costs This Period	Cumulative Activity Costs	Activity Balance
a. Equipment				
b. Supplies				
c. Contractual				
d. Construction				
e. Other				
<b>f. Total</b>				
7a. List the value of any other financial incentive received or to be received that will directly offset some of the activity costs ( <i>attach further explanation</i> ):				
7b. <b>For Repower or Replacement Category Activities</b> , list the scrappage value or, if authorized <i>in advance</i> by NCTCOG, trade-in value of the equipment and/or engine being replaced: ( <i>be sure to attach a completed Equipment and Engine Disposition Verification Form</i> )				
8. Reimbursable costs incurred for each Activity to date:				
9. Amount reimbursed by NCTCOG for each Activity to date:				
10. Reimbursable costs incurred but not reimbursed to date:				
11. Total unreimbursed costs for activities included in this report form:				
12. Certification. I certify that to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award document.				
Signature:			Date Submitted:	
Typed or Printed Name and Title:			Telephone: (    )	

**NCTCOG - Emissions Reduction Incentive Grant**  
**Activity Financial Status Report**  
**Sheet 2 of 2**

13. Itemize and describe purchases/expenditures for this period, by category (from line 5). Use additional sheets if necessary. Attach documentation of costs incurred, per the instructions.	
<b>Itemized costs</b>	<b>Total Costs</b>
a. Equipment	
b. Supplies	
c. Contractual	
d. Construction	
e. Other	
<b>Additional Financial Information</b> (complete those items applicable to your activity)	
14. List the total cost paid and/or obligated for the equipment and other work (if applicable), including the costs not reimbursed by the grant. <i>Attach all invoices, receipts, etc.</i>	
15. How did you acquire the grant-funded equipment (check one)? <input type="checkbox"/> Cash Purchase <input type="checkbox"/> Regular Lease (equipment will be returned at the end of the lease) <input type="checkbox"/> Regular Financing <input type="checkbox"/> Lease financing (lease-to-own; equipment will be purchased and retained at the end of the lease)  <i>You <u>must</u> attach a copy of the lease or financing agreement.</i>	
16. If you used a lease or finance agreement, list the amount obligated under the agreement: Explain the terms below (duration, interest rate, monthly payments, etc.):  <p><b>Note:</b> <i>Your grant reimbursements may not be used to pre-pay future lease or finance payments. The grant may only be used to reimburse payments already made (and not including interest or finance charges) and/or up-front down payments on the purchase or lease.</i></p>	
17. <b>For activities under the New Purchase or Lease grant categories</b> , list the approved baseline cost used to determine the incremental cost: <i>Unless otherwise authorized in the Special Conditions of your grant contract, your equipment or vehicle purchase or lease costs must exceed the approved baseline costs in order for you to be reimbursed for the approved additional incremental costs. (Note that this does not include purchases under the Replacement category.)</i>	

# **Project Status and Completion Report**

**(Form TERP-III)**

**NCTCOG - Emissions Reduction Incentive Grant  
Project Status and Completion Report (Form TERP-III)**

**General Instructions**

This form is to be used to report the status of the project and each activity included under the project. A completed report should be submitted with each Request for Reimbursement. A final report must be submitted upon completion of all tasks and deliverables under the grant contract. The final report should be submitted with the final Request for Reimbursement, and is due no later than 45 days after the termination of the grant contract. If requested by the NCTCOG, you may also use this form to provide additional updates on the status of completing the activities.

**Mail or deliver the report to:**

**Mail**

North Central Texas Council of Governments  
Transportation Department  
Attn:TERP Grants Coordinator  
P.O. Box 5888  
Arlington, TX 76005-5888

**Delivery**

North Central Texas Council of Governments  
Transportation Department  
Attn: TERP Grants Coordinator  
616 Six Flags Drive, Suite 200  
Arlington, TX 76011-6347

**Specific Instructions**

**Line 1.** Enter the sequential number of the submitted requested (e.g., for first reimbursement request write: '1').

**Line 2.** Enter the period covered by this report.

**Line 3.** Enter the name of the recipient organization.

**Line 4.** Indicate whether this is the final report. The final report should be submitted after all project tasks have been completed.

**Line 5.** Sign and date the form.

**Line 6.** Provide a summary of the status of each activity included under the project.

**6a.** Enter the numbers assigned to the activities. These numbers are assigned in the contract.

**6b.** List the tasks or deliverables completed to date for each activity (should correspond to the schedule of activity tasks in the approved application). For the same type of activities (repowers, retrofits, etc.) completed under the same schedule, you may use one entry for all of those activities (list all activity numbers in column 6a). Include information on the disposition of all engines replaced under a repower activity.

**6c.** List the tasks or deliverables remaining to be completed for each activity (should correspond to the schedule of activity tasks in the approved application). For the same type of activities (repowers, retrofits, etc.) completed under the same schedule, you may use one entry for all of those activities (list all activity numbers in column 6a).

**6d.** Indicate whether the activity(ties) have been completed. Refer to the schedule for completing each activity in the approved application. If it appears that the completion schedule will not be met, submit the appropriate revised form from the application with the updated schedule to the NCTCOG. If approved, the NCTCOG will enter the new schedule into the contract.

## NCTCOG - Emissions Reduction Incentive Grant Project Status and Completion Report

1. Request Number:	2. Report Period: From: _____ To: _____
3. Recipient Organization (Name):	4. Final Report (all project tasks have been completed):  <div style="text-align: center;"> <input type="checkbox"/> Yes    <input type="checkbox"/> No         </div>
5. I certify to the best of my knowledge and belief that the information in this report is correct.	
Signature:	Date:
Typed Name and Title of Certifying Official:	Telephone: (     )

6. Activity Status and Completion Summary (attach additional sheets as necessary)

<b>(a)</b> Activity Number(s)	<b>(b)</b> Tasks/Deliverables Completed to Date (List)	<b>(c)</b> Tasks/Deliverables Remaining to Be Completed (List)	<b>(d)</b> All Tasks Completed (Y/N)



## **Vehicle/Equipment Information**

**(Form TERP-IV)**

## NCTCOG - Emissions Reduction Incentive Grants Vehicle/Equipment Information

Complete this form to provide information regarding the vehicles or equipment (including marine vessels or locomotives) purchased (under new purchase or replacement category), repowered, or retrofitted under each activity. This form must be provided with the request for reimbursement and financial status report forms for the activities completed under the *new purchase*, *replacement*, *repower*, and *retrofit/add-on* project categories. The *Engine Test Group* number may be found on the emissions label, located under the hood of the vehicle or, for equipment, on the engine itself. Old, uncontrolled engines, may not have an emissions label or test group.

Grant Recipient:			Contract Number:		Number of activities included:	
Activity Number	Manufacturer, model, and model year of the vehicle or equipment purchased, repowered or retrofitted	VIN or Serial Number of vehicle or equipment purchased, repowered, or retrofitted	Manufacturer, model, and model year of (a) the engine on the new or replacement vehicle/equipment, (b) the engine being installed (repowers), or (c) the engine being retrofitted (retrofit/add-on)	Engine Test Group (Family Code)	Engine Serial Number	Date the vehicle or equipment was placed into service, after the grant-funded work was completed.

# **Equipment and Engine Disposition Verification**

(Form TERP-V)

**TEXAS EMISSIONS REDUCTION PLAN (TERP)  
EMISSIONS REDUCTION INCENTIVE GRANTS PROGRAM  
Equipment and Engine Disposition Verification (Form TERP-V)**

**Instructions**

Under the TCEQ's *Guidelines for Emissions Reduction Incentive Grants (RG-388)*, recipients of a grant for the **replacement** of a vehicle or equipment (including marine vessels and locomotives), or the **repower** of an old engine, must adhere to the following standards:

**Replacements**

*The applicant must agree to either destroy or render permanently inoperable the old vehicle or equipment (including the engine) within 90 days of purchasing the replacement equipment. In lieu of scrapping the old equipment, the NCTCOG may consider on a case-by-case basis evidence that the equipment will be transferred, sold, or otherwise disposed of outside of Texas, and will not be brought back into Texas. A certification of the disposition of the old equipment must be provided, using forms provided by NCTCOG.*

**Repowers**

*The applicant must agree to either destroy or render permanently inoperable the old engine within 90 days of purchasing the replacing the engine. In lieu of scrapping the old engine, the NCTCOG may consider on a case-by-case basis evidence that the engine will be transferred, sold, or otherwise disposed of outside of Texas, and will not be brought back into Texas. A certification of the disposition of the old engine must be provided.*

In order to comply with the destruction requirements, a hole must be drilled in the engine block and, for replacement projects, the frame rails and/or major structural components of the vehicle or equipment being replaced must be cut. Other components may be taken from the vehicle/equipment and/or engine for parts. Complete destruction of the vehicle, equipment, and/or engine by a metal recycler, scrap yard, or waste facility may also satisfy this requirement.

As noted in the requirements, the NCTCOG may consider on a case-by-case basis a plan for alternative disposition of the old vehicle, equipment, and/or engine. Approval of the alternative disposition approach must have been included in the Special Conditions of your grant contract or separately, in writing, by the NCTCOG. If you originally proposed to destroy the engine, and subsequent to the execution of the grant contract, you identified alternative disposition arrangements, you must request approval of that alternative disposition from the NCTCOG before you may be reimbursed for the repower or replacement activity costs.

Grant recipients must submit this form to the NCTCOG with the Request for Reimbursement of expenses for the vehicle/equipment replacement or the engine repower, or within 30 days after completion of the disposition, whichever occurs later.

The completed and signed form should be submitted to:

**Mail**

North Central Texas Council of Governments  
Transportation Department  
Attn: TERP Grants Coordinator  
P.O. Box 5888  
Arlington, TX 76005-5888

**Delivery**

North Central Texas Council of Government  
Transportation Department  
Attn: TERP Grants Coordinator  
616 Six Flags Drive, Suite 200  
Arlington, TX 76011-6347

Please contact, Dawn Dalrymple, Senior Transportation Planner, at (817) 608-2319 for further assistance.

**NCTCOG - Emissions Reduction Incentive Grant  
Equipment and Engine Disposition Verification Form**

**Grant Recipient:**

Contract Number:	Activity Number:
Name and Title:	
Company:	
Phone Number:	
Address:	

**Engine Information:**

*Engine information is listed on the engine's emissions label, usually located on the topside of the engine. The serial number should also be stamped on the engine block.*

Engine Serial Number: \_\_\_\_\_

Engine Make: \_\_\_\_\_ Engine Model: \_\_\_\_\_ Engine Year: \_\_\_\_\_

*This information must be provided. However, if you are unable to find some of the information, such as the engine serial number, provide an explanation below:*

**Vehicle/Equipment Information:**

*Please provide information on the vehicle/equipment being replaced. Refer to the vehicle's Operations Manual or contact the dealer for information.*

Vehicle/Equipment Identification Number: \_\_\_\_\_

Vehicle/Equipment Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

*This information must be provided. However, if you are unable to find some of the information, such as the engine serial number, provide an explanation below:*

**Certification:**

I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the NCTCOG may not award grant funding or may require reimbursement of funds if disposition requirements are not met.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

**Please complete and ATTACH Section 1 OR Section 2 based on the applicable activity:**

**Section 1:** Complete if the vehicle/engine was rendered permanently inoperable or destroyed. Submit photographs **BEFORE** and **AFTER** destroying/rendering inoperable the engine/vehicle.

**Section 2:** Complete if an Alternative Disposition Plan was approved by the NCTCOG. Submit photographs of the engine/vehicle.

## Equipment and Engine Disposition Verification Form

### Section 1: Verification of Destruction

Complete this section if the old engine and, for replacement projects, the old vehicle or equipment were **destroyed**.

**Repower Project Verification:** *I certify that the old engine has been destroyed or rendered permanently inoperable by the following method (initial one):*

\_\_\_\_\_ A hole has been drilled into the old engine block.

– or –

\_\_\_\_\_ The old engine has been completely destroyed by (provide details on the destruction method below):

**Replacement Project Verification:** *I certify the engine and the vehicle or equipment have been destroyed or rendered permanently inoperable (initial all that apply):*

\_\_\_\_\_ A hole has been drilled into the old engine block.

\_\_\_\_\_ The frame rails or major structural components of the old vehicle or equipment have been cut.

– or –

\_\_\_\_\_ The old engine and vehicle/equipment have been completely destroyed by (explain details on the destruction method below):

If the vehicle/equipment was rendered inoperable or destroyed by a third-party, such as a recycler, salvage yard or disposal facility, please list the entity. The NCTCOG may contact the entity for information.

*Third-Party Information:*

Name and Title:
Company:
Phone Number:
Address:

### Required Documentation

- **Submit photographs BEFORE and AFTER destroying/rendering inoperable the engine/vehicle.** Where possible, photographs should show the identification numbers.
- Provide any written documentation provided by the salvage or recycling company.

## Equipment and Engine Disposition Verification Form

### Section 2: Verification of Implementation of Alternative Disposition Plan

Complete this section and initial below, if alternative disposition arrangements were approved by the NCTCOG.

Describe the actions taken to implement the approved alternative disposition arrangements. Be sure to list the location of the engine, vehicle, or equipment. You may attach additional pages if necessary.

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If the engine, vehicle, or equipment was transferred to another location within your company, or if ownership was transferred to another entity, please list the location and contact information. The NCTCOG may contact the entity for information. *(Attach any information provided by the third-party to verify the status of the vehicle/equipment and engine).*

Name and Title:
Company:
Phone Number:
Address:

### Required Documentation

- **Submit photographs of the engine/vehicle.** Where possible, photographs should show the identification numbers.
- Provide any written documentation to verify the transfer.

## **Assignment of Grant Payment**

## **NCTCOG - Emissions Reduction Incentive Grant Assignment of Grant Payments**

If you have not already purchased and paid for the grant-funded equipment, the NCTCOG offers grant recipients the option of assigning their grant reimbursement payments directly the vendor as a third-party *Assignee*. This option is only available for grants where all of the grant payments will go to one assignee. Multiple assignees, or a combination of some grant payments going to the grant recipient and some to the assignee, will not be authorized. Also, your grant reimbursements, including assigned payments, may not be used to pre-pay future lease or finance payments.

To take advantage of this option, you will need to complete and submit the following document. You must complete and submit prior to or with your first request for reimbursement under the grant. The NCTCOG will review and process the documents, and if approved, will set up the records for your grant contract to make payment to the assignee.

***Notice of Assignment.*** Complete and have notarized a Notice of Assignment on your business letterhead. The notice must be consistent with the example provided.

This document should be completed and submitted to:

### **Mail**

North Central Texas Council of Governments  
Transportation Department  
Attn: TERP Grants Coordinator  
P.O. Box 5888  
Arlington, TX 76005-5888

### **Delivery**

North Central Texas Council of Government  
Transportation Department  
Attn: TERP Grants Coordinator  
616 Six Flags Drive, Suite 200  
Arlington, TX 76011-6347

Please contact, Dawn Dalrymple, Senior Transportation Planner, at (817) 608-2319 for further assistance.

**EXAMPLE NOTICE OF ASSIGNMENT FORMAT**

{ON APPLICANT'S LETTERHEAD}

**NOTICE OF ASSIGNMENT**

I, {Name}, {Title}, {Grant Recipient Name}, {Address}, by this document hereby provide notice to the North Central Texas Council of Governments (NCTCOG) of the assignment to the {Assignee's Legal Name} (Assignee) of the payments not to exceed {\$\_\_\_\_\_} {xx thousand xx hundred xx dollars and xx cents} for reimbursement of the eligible incremental costs of purchases from the Assignee under a grant contract that may be executed between the {Grant Recipient Name} and the NCTCOG for award of an Emissions Reduction Incentive Program Grant.

If a grant is awarded for the reimbursement of expenses, and upon our submission of the required reimbursement request forms and other reporting forms, please forward the payments to the Assignee.

Date Signed: \_\_\_\_\_

Signed: \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the undersigned authority on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_, by \_\_\_\_\_,

\_\_\_\_\_  
Notary Public in and for the State of Texas  
(SEAL)