

Chapter 4

Application and Award Procedures

How to Apply

The TCEQ will issue a request for grant applications periodically and indicate the dates that project selections will be made. Copies of the RFGAs and the necessary application forms will be available on the TCEQ's NTIG Web page at <www.terpgrants.org> and directly from the TCEQ.

To find out more or to obtain copies of the application forms, see <www.terpgrants.org>. You may also contact the TCEQ directly to discuss your potential project. Program staff members may be reached at 512-239-4950.

Apply for each distinct project separately. Costs should be broken down so that partial funding could be considered for any grant. Please enter all necessary information onto the application forms in accordance with the instructions provided with the forms. Incomplete applications may delay the review process or be deemed ineligible or unresponsive. The required number of copies of the application and all necessary attachments should be submitted to the following address:

(Regular Mail) New Technology Implementation Grants Program
Implementation Grants Section, MC 204
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

(Express Mail) New Technology Implementation Grants Program
Implementation Grants Section, MC 204
Texas Commission on Environmental Quality
12100 Park 35 Circle, Bldg F
Austin, TX 78753

Project Review

Initial Review

The TCEQ will review the application for completeness. If the application is found to be incomplete or ineligible for funding during initial review, the TCEQ will notify the applicant. TCEQ staff members will provide details about what is missing from the application or why the proposed project is not eligible for funding.

Project Evaluation

The TCEQ will evaluate properly completed applications according to criteria established in these guidelines and the RFGA and determine the funding eligibility of each activity included in the project application.

An application for a technology grant awarded under the New Technology Implementation Grants Program, per Chapter 391 of the Texas Health and Safety Code, must show reasonable evidence that the proposed technology project will reduce emissions, that the proposed project is cost effective, and that the applicant has provided a strong implementation plan in the application.

TCEQ will consider in each application:

- the projected potential for reduced emissions of regulated pollutants;
- project maturity;
- cost-effectiveness of emissions reduction;
- potential air quality benefit;
- strength of the implementation plan;
- other environmental impacts;
- strength of the project team;
- project timeline or schedule;
- potential funding from other sources;
- the uniqueness of the plan or product being considered for funding to offer long term environmental benefits.

If the TCEQ requires additional information to complete or review a submitted application then the applicant may be asked to submit additional or supporting documentation within a reasonable set time period. Substantially incomplete applications or those for which the requested additional information is not submitted

will be deemed incomplete or unresponsive. Incomplete applications will receive a letter of ineligibility and will not be considered for grant funding.

Testing Protocol

If the applicant submits testing results or proposes to test equipment, as part of the application, the TCEQ will require that testing protocols be included in the application. Testing may include, but is not limited to, stack sampling, continuous emissions monitoring, or both.

The testing protocol shall be accepted by the appropriate community or authority (e.g. the EPA), but its inclusion in the application will allow the TCEQ to facilitate acceptance of an applicable test protocol in parallel with the grant negotiations and grant award and help minimize the time lapse before testing can begin.

Testing protocols must be developed considering a broad range of interests (the original equipment manufacturer, the developer of the new technology, testing facilities or installers of the new equipment, etc.) that must reach agreement about how the test will be conducted.

The first part is the initial readings or analysis before and after the new technology is applied. The second part is durability testing, demonstrating how long the new technology will last. The end of the process is a consensus-developed final report presenting all of the data, including the facilities and industries that would experience similar results. An acceptable written testing protocol initiates the process and carries it through to the final report. This testing data and final report will be sent as documentation to the EPA for determination of emission reduction credits.

There are many companies in the U.S. that have the capability of performing the full range of testing that is required to evaluate emissions from stationary sources.

Project Selection

Project selections will be made using ranking and scoring procedures that will be explained in the RFGA. In general, the selection priorities may include priority funding among different types of technology, the maturity of the project, and air quality benefits. TCEQ executive management will make the final project selections.

Awarding of Grants and Contracting

Projects selected for funding will be awarded a grant, **not to exceed 50 percent of the implementation costs**, through the execution of a contract between the recipient and the TCEQ. If necessary, the grant management staff will coordinate with the recipient on any additional information necessary to complete the contract, including the scope of work and budget. All grant recipients should review the contract language carefully before accepting and signing the contract.

Because the funding for this program is derived from revenue that is received throughout the year, all grant awards and contracts will be contingent upon the receipt of sufficient revenue to cover the grant. The TCEQ may issue grant contracts on a contingency basis, subject to an issuance of a notice to proceed once sufficient funds are available.

The applicant will need to sign the grant contract and return the document to the TCEQ for final signature and execution. A copy of the signed contract will then be provided to the grant recipient.

An application for a Texas payee identification number (PIN) will also be supplied to the grant recipient with the contract. This number must be assigned before the Texas comptroller will make payment from state funds. Potential applicants without a PIN should consider applying for one as soon as possible. A grant recipient that has not already been assigned a PIN will need to return a completed PIN application form to the TCEQ along with the signed contract. The TCEQ will forward the application to the comptroller so that the required number can be assigned. Lack of a PIN will not affect project evaluation or selection.