



Texas Clean Fleet Program ***Supplemental Activity Application Form*** **For Replacement of Heavy-Duty Diesel Vehicles**

TCEQ-20556a

Version 10.01

Revised - April 29, 2010

Changes were made to the instructions on Form 4. Applicants should use this revised form, if possible. However, applications completed using the original version of this form will still be accepted.

One *Supplemental Activity Application Form* should be used for each activity.

Applications will be considered void if language is altered.

The completed form should be attached to the *Project Application Form* TCEQ-20556.

This application form is only valid for the application period ending June 30, 2010, or subsequent end date if the application period is extended.



Texas Commission on Environmental Quality
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**Texas Clean Fleet Program
TCEQ-20556a
Supplemental Activity Application Form
INSTRUCTIONS**

Attach this form to the *Project Application Form TCEQ-20556*.

Complete one Supplemental Activity Application for each activity. This form is to be used to provide information for the replacement of a **heavy-duty** diesel vehicle. Complete one supplemental form for each replacement activity and attach those forms to the Project Application Form (TCEQ-20556). A different supplemental activity form (TCEQ-20556b) must be used for replacement of a **light-duty** diesel vehicle.

Refer to the TCEQ's *Texas Clean Fleet Program Request for Grant Applications (RFGA)* for detailed information on the eligibility criteria for both the replacement vehicle and the vehicle being replaced. Be sure to read the RFGA carefully and understand the requirements before completing this form. **Appendix A of the RFGA provides instructions on calculating emissions reductions and also includes the emissions standards and factors that will be used by the TCEQ to evaluate the application.**

Heavy-Duty Vehicles

Vehicles with a gross vehicle weight rating (GVWR) over 8,500 pounds (lb) and that contain an engine that is certified to the federal heavy-duty on-road diesel engine emission standard are considered **heavy-duty vehicles**.

- a. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo. The rated weight is usually found on a label affixed to the inside of the door or other area of the vehicle and listed in the owner's manual. The GVWR and vehicle model year should also be listed on the vehicle title.
- b. The emissions label, located under the hood (for light-duty) and on the engine (for heavy-duty engines) will state if the vehicle or engine was certified to either the federal emissions standards for a passenger vehicle or light-duty truck, or the standards for a heavy-duty on-road diesel engine. The emissions label will also state the emissions model year to which the vehicle or engine were certified. A very old vehicle or engine may not have an emissions label. In those instances, applicants should still be able to determine the model year of the vehicle and engine and the GVWR of the vehicle.

Beginning in 2004, the EPA began to classify and certify vehicles between 8,500 lb and 10,000 lb GVWR as medium-duty passenger vehicles (MDPV) if those vehicles were designed to carry passengers. This change was to account for the much greater production of large sport utility vehicles (SUVs) and vans intended for passenger use. Prior to 2004, vehicles over 8,500 lb GVWR would be considered heavy-duty vehicles. After this new category was in place, vehicles between 8,500 lb and 10,000 lb may have been classified as either MDPV, subject to the federal light-duty vehicle emissions standards, or as a heavy-duty vehicle, subject to the heavy-duty engine emissions standards. If an applicant is replacing a pre-2004 vehicle between 8,500 lb and 10,000 lb GVWR with a new vehicle that is certified under the light-duty vehicle emissions standards as a MDPV, the classification of the old vehicle under the **heavy-duty** vehicle standards will apply, and applicants should use the heavy-duty form to apply for the grant.

Certified NO_x Emissions. The certified NO_x emissions rate of the old and the new engine must be listed in the application. Refer to Appendix A of the RFGA for information on determining the certified NO_x emissions of the vehicle and engines.

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Form 2**

The calculation of NO_x emissions reductions will be based on the percentage of annual mileage that will occur in the eligible counties and the default annual mileage for that type of vehicle listed in the Request for Grant Applications (RFGA). Failure to use the grant-funded vehicle in the eligible counties marked and for the percentage of annual mileage committed to below may result in the TCEQ requiring the return of all or a pro-rata share of the grant funds.

Refer to the map in the Project Application Form (TCEQ-20556) to assist with the completion of this section.

1. Activity Area and Percentage of Annual Use Commitment	
The applicant commits to operate the grant-funded vehicle over the five-year activity life in Texas for at least 75 percent of the vehicle's annual mileage and in the eligible areas marked below for at least the total percentage of annual mileage indicated (check only one).	
<input type="checkbox"/> 25 percent of annual mileage	
<input type="checkbox"/> 50 percent of annual mileage	
<input type="checkbox"/> 75 percent of annual mileage	
Please indicate the specific eligible areas where the grant-funded vehicle will be operated and the percentage of annual mileage expected to occur in each of those areas. The total must equal the percentage marked above - 25 percent, 50 percent, or 75 percent.	
San Antonio (SAT) (Comal, Guadalupe, Wilson, Bexar)	%
Austin (AUS) (Williamson, Travis, Bastrop, Caldwell, Hays)	%
Dallas - Fort Worth Area (DFW) (Denton, Collin, Tarrant, Dallas, Rockwall, Kaufman, Ellis, Johnson, Parker)	%
Tyler-Longview (TYL) (Upshur, Gregg, Rusk, Smith, Harrison)	%
Houston-Galveston-Brazoria Area (HGB) (Brazoria, Fort Bend, Waller, Montgomery, Liberty, Chambers, Galveston, Harris)	%
Beaumont-Port Arthur Area (BPA) (Hardin, Orange, Jefferson)	%
TOTAL (must equal 25%, 50%, or 75%)	%

2. Activity Life Commitment. (This grant requires a five-year activity life. The activity life will begin once the TCEQ receives and accepts documentation of proper disposition of the vehicle being replaced.)
The applicant commits to operate the grant-funded vehicle in the eligible areas marked above for the five-year activity life and to monitor the usage and report to the TCEQ.

3. Dealer Contact Information (if known)			
<i>(Company)</i>	<i>(Contact Person)</i>	<i>(Phone #)</i>	
<i>(Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>

4. Financing Terms For Replacement Vehicle
Reimbursement will not be authorized for pre-payment of future periodic financing payments. A grant recipient will need to either ensure that sufficient payments will be made prior to the end of the grant term to use the grant amount or structure the financing agreement to allow for an up-front payment in return for lower periodic payments. CHOOSE ONE:
Purchase:
<input type="checkbox"/> Cash Purchase
<input type="checkbox"/> Regular Financing
Explain financing terms, including the length (months) of the financing, below:

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Supplemental Activity Application Form
Form 3**

1. Vehicle Type: Please indicate the type of vehicle and the gross vehicle weight rating (GVWR) below.

The weight rating of the vehicle is used to determine the NO_x emissions reductions, based on the default mileage and conversion factor listed in the RFGA for each weight category. The weight listed for the vehicle may not exceed the maximum weight allowed by the Texas Department of Transportation (TxDOT), as listed on the Permissible Weight Table. In general, the maximum weight listed for the vehicle may not exceed 20,000 pounds (lb.) per axle.

The gross combined weight (GCW) of the vehicle and trailer may be used to calculate the emissions reductions for haul trucks or similar trucks that permanently operate in combination with a trailer and dump trucks that permanently pull a pup trailer. Equipment trailers pulled by a dump truck are not considered pup trailers. Check with the TCEQ if you are not sure whether your vehicle and trailer combination meet these conditions.

The TCEQ may, at its discretion, accept a weight over 20,000 lb. per axle for vehicles operating under an annual *over gross weight tolerance permit* or other annual specialty permit issued by TxDOT for certain uses. **You must provide a copy of the annual permit and/or other documentation of permanent operation in the higher weight category.** Registration of the vehicle at a higher weight and/or a temporary overweight permit will not be sufficient documentation that the vehicle is permanently operated at the higher weight.

GVWR: Greater than 60,000 pounds

- Haul Truck (*Tractor trailer & end-dump trucks.*)
- Dump Truck with Pup Trailer (*Must pull pup trailer 100% of the time. Attach pup trailer registration.*)
- Dump Truck (*4 or more axles and registered for over 60,000 lbs.*)
- Cement Mixer Truck
- Other, please list: _____ GVWR: _____

GVWR: 33,001 - 60,000 pounds

- Dump Truck (regular tandem axle)
- Cement Mixer Truck
- Vacuum Truck
- Water Truck
- Tow Truck
- Other, please list: _____ GVWR: _____

GVWR: 26,001 - 33,000 pounds

- Other, please list: _____ GVWR: _____

GVWR: 19,501 - 26,000 pounds

- Other, please list: _____ GVWR: _____

GVWR: 16,001 - 19,500 pounds

- Other, please list: _____ GVWR: _____

GVWR: 14,001 - 16,000 pounds

- Other, please list: _____ GVWR: _____

GVWR: 10,001 - 14,000 pounds

- Other, please list: _____ GVWR: _____

GVWR: 8,501 - 10,000 pounds

- Other, please list: _____ GVWR: _____

**Texas Clean Fleet Program
TCEQ-20556a
Supplemental Activity Application Form
Form 4**

Company Vehicle Unit
Number (optional)

(Attach to TCFP Form TCEQ-20556a for each vehicle)

(The replacement vehicle must be new.)

	APPLICANT'S REQUEST		APPROVED BY TCEQ (TCEQ Use Only)	
	New Vehicle	Vehicle Being Replaced	New Vehicle	Vehicle Being Replaced
1. Vehicle Information				
a. Vehicle Description <i>(i.e., haul truck, garbage truck, street sweeper, etc.)</i>				
b. Vehicle Make				
c. Vehicle Model / Model Number				
d. Vehicle Model Year				
e. Vehicle Identification Number (VIN)	<i>(if known)</i>			
f. Gross Vehicle Weight Rating (GVWR) <small>may not exceed 20,000 lbs per axle</small>				
g. Engine Make				
h. Engine Model / Model Number				
i. Engine Identification #	<i>(if known)</i>			
j. Engine Model Year				
k. Engine Horsepower				
l. Fuel Type <small>If dual fuel, list each type</small>		Diesel		
m. Engine Family Code <small>12-digit emissions code</small>				
n. Certified NO_x Emissions (g/bhp-hr)				
<p>The emission certification for the replacement engine must be at least 25% cleaner than the emission certification for the old engine. The replacement vehicle and engine must be new. If the engine is certified to a family emissions limit (FEL), list the FEL NO_x emission rate.</p>				

**Texas Clean Fleet Program
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Supplemental Activity Application Form
Form 5**

Refer to the Request for Grant Applications (RFGA) for a full list of eligible and ineligible expenses.

1. Incremental Cost / Cost to Applicant Calculation	Grant Amount Calculation Step 1	Approved by TCEQ
A. Capital Cost - Equipment Purchase: <i>Invoice cost of the vehicle, including taxes, duty, protective in transit insurance, and freight charges.</i>		
	(+ADD)	
B. Other - Global Positioning System (GPS): - Purchase & Installation are optional <i>The cost to purchase and install a GPS to track and log the location and use of the vehicle. Ongoing operational and maintenance charges may not be included. The GPS unit must be purchased from the vendor authorized and contracted with the TCEQ. (See the Information page in the Project Application Form 20556 for details. Cost and vendor information available on the TERP website.)</i>		
	(- SUBTRACT)	
C. Scrappage value: <i>The TCEQ will use a default scrap value of \$1,000 for heavy-duty.</i>	\$ 1,000.00	
	(= EQUALS)	
D. Incremental Cost / Cost to Applicant (A+B-C= D)		

2. Eligible Percentage of Incremental Cost
<p>Mark the appropriate line below for this activity.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Heavy-Duty Diesel Vehicles (engine is certified to heavy-duty standards)</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> 80 percent of the incremental cost for replacement of a vehicle with an engine manufactured prior to 1988 and certified to meet the federal emissions standards, if any, applicable to the year of manufacture. <input type="checkbox"/> 70 percent of the incremental cost for replacement of a vehicle with an engine manufactured after 1987 and before 1998 and certified to meet the federal emissions standards applicable to the year of manufacture. <input type="checkbox"/> 60 percent of the incremental cost for replacement of a vehicle with an engine manufactured after 1997 and before 2004 and certified to meet the federal emissions standards applicable to the year of manufacture. <input type="checkbox"/> 50 percent of the incremental cost for replacement of a vehicle with an engine manufactured after 2003 and certified to meet the federal emissions standards applicable to the year of manufacture. <p style="text-align: center;">* The NO_x emission rate for the new engine must be at least 25% less than the old engine</p>

**Texas Clean Fleet Program
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Supplemental Activity Application Form
Form 6**

Refer to the Request for Grant Applications (RFGA) for a full list of eligible and ineligible expenses.

1. Maximum Grant Amount Calculation	Grant Amount Calculation Step 2	Approved by TCEQ
A. Incremental Cost / Cost to Applicant (Form 5, Section 1, line D)		
	(x MULTIPLY)	
B. Enter the maximum percentage from Form 5, Section 2.		
	(= EQUALS)	
C. Multiply line A by line B. (A x B= C)		

Read the Following Instructions

If the applicant is NOT receiving, has not applied for, or does not plan to apply for tax credits or deductions, other grants, financial incentives or any other public financial assistance from another source to purchase this vehicle **skip Section 2 and complete Sections 3 and 4.**

If the applicant has received, applied for, or plans to apply for tax credits or deductions, other grants, financial incentives or any other public financial assistance from another source to purchase this equipment **complete Sections 2, 3 and 4 below.**

2. Other Financial Incentives and Tax Credits.	Grant Amount Calculation Step 2	Approved by TCEQ
A. Incremental Cost / Cost to Applicant (Form 5, Section 1 line D)		
	(- SUBTRACT)	
B. List the value of and explain any other public assistance, grants, financial incentives, tax credits or deductions or any other public financial assistance that you have received, applied for or intend to apply for to be used for the purchase or lease of this equipment. This does not include the amount you finance through a bank or other third-party to purchase the equipment.		
	(= EQUALS)	
C. Subtract line B from line A. (A - B = C)		

Read the Following Instructions

If you only completed Section 1 above enter the results in Section 3 below and proceed to Section 4.

If you completed both Sections 1 and 2 above, enter the lesser amount of Section, 1 Line C and Section 2, Line C in Section 3 below and proceed to Section 4.

3. Maximum Eligible Grant Amount for This Activity	Grant Amount Calculation Step 3	Approved by TCEQ
The maximum eligible grant amount is the lesser of Section 1 Line C above and Section 2 Line C if required.		

Read the Following Instructions

The grant application is scored based on cost per ton (grant amount requested / tons reduced). The applicant may request a grant amount up to the amount in Section 3 above, but may request less in order to lower the cost per ton. The requested grant amount entered in Section 4 must be less than or equal to the maximum eligible grant amount in Section 3 above.

4. Grant Amount Requested for This Activity	Grant Amount Requested	Approved by TCEQ
Enter the requested grant amount.		

**Texas Clean Fleet Program
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Supplemental Activity Application Form
Form 7**

1. Price Analysis for Vehicle Being Purchased

The price of the vehicle must be reasonable, as determined by whether the price exceeds the price normally charged for that type of vehicle or absent the availability of a grant. This section **MUST** be completed to confirm that the price of the vehicle or is reasonable. You must provide an original price quote for the vehicle to be purchased or if the purchase has already been made, a copy of the invoice or purchase order. In addition, you must check the applicable option below and provide the price comparison information required for that option. Governmental entities must follow competitive purchasing laws applicable to that entity in making a grant-funded purchase. **The replacement vehicle must be new.**

A. No Price Comparison Information is Required. If you check one of the following options, only one primary price quote must be provided. If the purchase has already been made, then a copy of the invoice or purchase order should be provided. No additional price comparison information is required unless requested by the TCEQ.

(1) The applicant is a governmental entity and will use competitive purchasing procedures or purchase from a cooperative purchasing program. Price information from a cooperative purchasing list or a written price quote must still be provided to show the expected cost.

(2) The requested grant amount listed in Form 6, Section 4 of this form does not exceed 60 percent of the vehicle cost.

B. Price Comparison Information is Required. If you did not check one of the options above, you must provide price comparison information as requested under at least one of the options listed below. Check the applicable option and provide the requested information in addition to one primary price quote.

(1) Two or more additional original price quotes for the same make, model, and model year of vehicle from unrelated dealers.

(2) Price information from a current government-approved price/bid list or cooperative purchasing price/bid list for the same make, model, and model year of vehicle.

(3) Price information from a current published/advertised price list available to the general public for the same make, model, and model year of vehicle.

(4) Two additional price comparisons showing current advertised price information from internet marketing sites or other public advertisements for the same make, model, and model year of vehicle.

(5) Documentation of prices charged for at least two recent sales to non-TERP customers by the dealer for the same make, model, and model year of vehicle. This information may include invoices or purchase orders with the identifying customer information blacked out or other written documentation (sales report, sales list, etc.) from the dealer.

(6) Price comparison information is not available. You must explain in detail the reason why comparison information is not available and why the price should be considered reasonable.

EXPLANATION

The TCEQ is not obligated to accept a price quote if the price does not appear to be reasonable. If the price on the primary price quote is higher than the price comparison information provided above, you must provide an explanation of why the price should be considered reasonable. If no price comparison information is available (option 6), you must explain why the information is not available and why the price being charged should be considered reasonable. The TCEQ is not obligated to accept the price listed and may deny an application where the price is determined unreasonable or may use a lower amount for determining the incremental cost for the grant. The TCEQ may use published national pricing/value guides and comparison with prices charged for other grants to determine if the price is reasonable.

**Texas Clean Fleet Program
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Supplemental Activity Application Form
Form 8**

1. Replacement Project Price Quote Guidelines

Price quotes submitted with a grant application should follow the instructions outlined below. When requesting a price, applicants should provide these guidelines to the dealer to ensure that price quotes are prepared in accordance with the instructions. The replacement vehicle must be new.

The cost information listed in Form 5, section 1, should match the price quote.

Failure to provide price quotes meeting these requirements may result in denial of the application. The TCEQ may exclude portions of the costs from consideration based on a determination that those costs are not reasonable or necessary.

A. Instructions For Required Price Quotes (The replacement vehicle must be new.)

1. Price quotes must be original and must have the applicant's name on the quote.
2. The dealer should sign and date the quote and provide contact information. In general, the price quote should be dated no more than three months prior to the application date.
3. The price quote should include specifications and prices for the standard vehicle options and additional equipment and options, to include, as applicable:
 - a. Specifications of the vehicle.
 - b. Base price for standard feature vehicle.
 - c. Itemized list and prices for factory-installed optional features
 - d. Itemized list of and price for add-on equipment to be sold and installed by the dealer (i.e., dump bed, wet kit, etc.). Extra equipment sold and installed by a third party should not be included in the incremental cost. Also, non-permanent optional attachments, not directly required for the primary function of the vehicle should not be included in the incremental cost.
 - e. Any optional items included in the purchase price must be reasonable and necessary to the normal operation and vocation of the vehicle. Optional upgrades to increase fuel economy and reduce emissions, such as features recommended under the U.S. environmental protection Agency's Smartways Program, may be included, subject to acceptance by the TCEQ. The TCEQ may, at its discretion, exclude the cost of optional features from the approved incremental cost used to determine the grant amount, if the options are determined not to be reasonable and necessary.
 - f. Additional fees and charges.
 - g. Taxes

B. Purchase Documents, If The Vehicle Has Already Been Purchased

If the vehicle has already been purchased, provide the purchase or financing agreement and/or invoice showing the price paid.

**Texas Clean Fleet Program
TCEQ-20556a
Supplemental Activity Application Form
Form 9**

1. Vehicle Certification
This form is to be completed and signed by a certified mechanic or a service agent qualified to assess the condition of the vehicle or equipment. The service agent, <u>may not be</u> the consultant or an employee of the applicant, unless otherwise approved by the TCEQ.

INFORMATION ON THE VEHICLE BEING REPLACED

Vehicle Make / Model:	
Vehicle Identification Number (VIN):	
<i>Note: The VIN must match the number listed on Form 4.</i>	

SERVICE AGENT INFORMATION: *(do not complete if the vehicle is not operating)*

I, the undersigned, have inspected the vehicle noted above. The engine starts and runs properly and the vehicle is in good operating condition. In my professional opinion the vehicle is able to perform the functions normally expected for this type of vehicle and could be expected to operate for at least an additional two years.	
Printed Name:	
Name of Service Company:	
Phone Number:	
Address:	
List qualifications to assess condition of the vehicle or equipment (i.e., certified mechanic, etc.)	

Service Agent Signature:		Date: (in ink)	
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**Texas Clean Fleet Program
TCEQ-20556a
Supplemental Activity Application Form
Form 10**

1. Certification of Ownership & Condition

By signing the application, and except where a waiver is requested under Section 2., the applicant certifies that the following requirements are met, where applicable:

- a. The Applicant's name is on the vehicle title.
- b. The Applicant has continuously owned the vehicle for the two years preceding the signature date on the application.
- c. The Applicant's name has been listed on the front of the title for the two years preceding the signature date on the application. Lease-to-own agreements do not satisfy the ownership requirements.
- d. The vehicle is registered in the applicant's name and has been continuously registered for operation in Texas for the two years preceding the submission of the application. Apportioned registration in another state does not satisfy this requirement (*Attach a copy of the current registration renewal receipt. If the current registration was renewed after January 2010, please also provide a copy of the previous registration receipt.*)
- e. The vehicle has been used in Texas for the two years preceding the signature date on the application.
- f. The vehicle has a current safety inspection.
- g. The vehicle is in good operating condition, is capable of performing the primary functions of the vehicle, and has at least two years of remaining useful life. (*Contact the TERP staff to discuss the eligibility of vehicles that may have already been removed from service in conjunction with the purchase of the new vehicle.*)

Date old vehicle was purchased: _____ **Location of purchase:** _____
(i.e. City, State)

Vehicle Title Issuance Date: _____
Vehicle Registration Expiration Date: _____ **Safety Inspection Sticker Expiration Date:** _____
 (must match applicant's name - attach registration documents) (attached photo of current safety inspection sticker)

2. Request for Waiver of Requirements (at TCEQ's discretion)

If the applicant requests consideration of one or more of the waivers outlined below, place a mark next to the waiver being requested and provide a detailed written request and documentation to show that a waiver is warranted. The TCEQ is not obligated to approve a waiver request. (attach separate sheet)

_____ The TCEQ may waive, case-by case, the two-year ownership requirement when the ownership of the company has changed, the assets of the company have been purchased by another company, or the company has changed names or incorporation status. The vocation of the vehicle or equipment may not have changed. The applicant must attach a written explanation and documentation of the changes to the company. The previous company must have owned the vehicle for the two years preceding the application date.

_____ If the current vehicle title is not at least two years old, the applicant must provide copies of the previous title documents covering the two year period and listing the applicant on the front as the owner. If the previous title documents were lost or are otherwise not available, the applicant must provide a written explanation and provide evidence to show that the vehicle was owned by and titled to the applicant. Note that finance arrangements where the applicant's name is not listed as the owner on the front of the title until all payments are made do not meet the requirements.

**Texas Clean Fleet Program
TCEQ-20556a
Supplemental Activity Application Form
Form 11**

1. Disposition of Vehicle and Engine Being Replaced

A. The old vehicle and engine must be scrapped (destroyed).

The applicant agrees to destroy and render permanently inoperable the old vehicle, including the engine **within 90 days of receiving financial reimbursement**. The applicant also agrees that TCEQ may inspect and otherwise verify the condition of the vehicle and engine being replaced. If the applicant does not allow such verification, the TCEQ is not obligated to select the application for funding.

Destruction includes completely crushing the vehicle and engine or drilling a 3" hole or larger in the engine block (or otherwise destroying it) and cutting the frame rails in a wedge at least 75% of the way through (or perform other structural damage to the equipment) rendering it inoperable. Provide information regarding the scrappage activities and, if known, identify (name, address, and phone #) the company that will scrap the equipment.

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Supplemental Activity Application Form
Form 12

1. Required Documents Attached: (These materials must be included with the application)

- _____ If the vehicle has not yet been purchased, submit a detailed original price quote for the purchase. You must also provide the price comparison information for the option selected on Form 7.

- _____ If the vehicle has already been purchased, provide the purchase or financing agreement and/or invoice showing the price paid. The vehicle may not have been purchased prior to 90 days before the opening date of this application period. Under this provision, the vehicle may have been ordered, but the expenses may not have been paid to finalize the purchase prior to the 90-day limit. You must also provide the price comparison from the option selected on Form 7.

- _____ A copy of the applicant's current vehicle registration renewal receipt. If the registration was renewed after November 2009, please also provide the previous registration renewal receipt.

- _____ A copy of the title of the vehicle showing ownership by the applicant for the preceding two years.

- _____ At least four photographs showing: (1) the entire vehicle, including the tires; (2) the engine; (3) the vehicle registration and inspection sticker; and (4) the emission label on the old vehicle, if available.