

APPLICATION INSTRUCTIONS FOR A REPLACEMENT PROJECT

These instructions are designed to guide applicants in preparing their grant application to apply for grants from the Texas Commission on Environmental Quality (TCEQ) under the Texas Clean School Bus (TCSB) Program. Upon submission, all proposals become the property of the state of Texas and as such become subject to public disclosure under the Texas Public Information Act (PIA), Texas Government Code, Chapter 552.

1.0 APPLICATION DOCUMENTS AND TOOLS

To get started with the application, download the following application documents and tools from the TERP website at www.terpgrants.org:

- TSCB Request for Grant Applications (RFGA)
- TCEQ-20804a Replacement Project Application
- Grants Tables found in Appendix C of the RFGA



TIP: The application forms are available in both PDF and Excel. The Excel forms allow you to fill out the forms electronically. Each of the forms are on an individual Excel worksheet within a workbook. Use the tabs located at the bottom of the workbook to access each form.

2.0 APPLICATION SUBMISSION GUIDELINES

- An applicant may apply for up to five activities during this application period. An activity is the individual replacement of a school bus.
- The contents of application forms should never be altered.
- Applications must have wet ink (original) signatures where required to avoid being ineligible for a grant.
- Photocopies, faxes, scanned copies, or other copies of forms with original signatures will not be accepted.

3.0 HOW TO APPLY

1. Review the eligibility requirements outlined in the RFGA.
2. Determine grant amount using the instructions and Grant Amount Table in Appendix C of the RFGA.
3. Gather information for the new school bus. The application requires that you have a primary price quote for the new bus. Refer to Form 9 Procurement Analysis of the TCEQ-20804a Replacement Project Application for more information.
4. Complete the application forms using the application instructions found in Section 3.1 below.

5. Print two copies of the application. You will submit two completed copies of the TCEQ-20804a Replacement Project Application. Both copies should have original signatures where required.



TIP: In order to print all the pages located in the excel workbook, please follow these directions: (1) Click on “File” (2) Click on “Print” (3) Under the “Print “Settings” section, select “Entire Workbook”.

6. Sign, or have the Authorized Official sign, each copy of the TCEQ-20804a Replacement Project Application where required. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
7. Assemble two sets of the required application attachments using the checklist provided at the end of the TCEQ-20804a Replacement Project Application.
8. Have the school bus being replaced inspected by a mechanic qualified to access the condition of the bus. The mechanic who completes the inspection must complete and sign Form 13 of the TCEQ-20804a Replacement Project Application. By signing Form 13, the mechanic is certifying the school bus is in current operating condition and could be expected to operate for the designated activity life in the application.
9. Submit two signed copies of the TCEQ-208204a Replacement Project Application and two sets of required attachments by the application deadline.

Regular Mail:

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section (TCSB), MC-204
P.O. Box 13087
Austin, TX 78711-3087

Express Mail or Hand Delivery:

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section (Rebate), MC-204
12100 Park 35 Circle
Austin, TX 78753



TIP: Save your staples, clips, folders, and binders. Use a paperclip to secure each copy of the application packet.

3.1 HOW TO COMPLETE AN APPLICATION

TCEQ FORM 20804a – REPLACEMENT PROJECT APPLICATION FORM

Form 1 – Signature Page

➤ **Section 1 – Applicant Information.**

- **School District/Charter School Name.** Enter the name of the school district or Charter School applying for the grant. If awarded a grant, the contract will be an agreement between the School District/Charter School and the TCEQ.
- **Federal Employer’s Identification (FEI) Number.** Enter the Federal Employer’s Identification (FEI) Number of the School District/Charter School.



TIP: The legal name entered in Section 1 should match the name listed on the front of the school bus title.

➤ **Section 2 – Project Information.**

- **Total Number of Activities.** An activity is the individual replacement of a school bus.

Enter the total number of activities included in this grant application.

For example, if you are applying to replace three school buses, your total number of activities is 3.



TIP: Come back to the Total Incremental Cost of the Project and Total Grant Amount Requested after you have completed TCEQ-20804a, Form 10-Financial Data.

- **Total Incremental Cost of the Project.** The Incremental Cost is the cost of the new school bus including taxes, duty, protective in-transit insurance, and freight charges, minus a default scrappage value of \$1,000.
 1. Determine the incremental cost for each activity.
 2. Total the incremental cost for all of the activities included in this application.
 3. Enter the total into the space provided.
- **Total Grant Amount Requested.** The total grant amount requested is the total dollar amount you are requesting from the TCEQ to purchase the new school bus.
 1. Determine your maximum grant amount using the instructions and Maximum Grant Amount Table in Appendix C of the RFGA.
 2. Total the grant amount being requested for all of the activities included in this application.
 3. Enter the total into the space provided.

➤ **Section 3 – Idling Policy.** Has the applicant implemented a policy to reduce bus idling?

Mark “Yes” if a policy to reduce bus idling has been implemented.

Mark “No” if a policy to reduce bus idling has not been implemented.

- **Section 4 - Authorized Official.** The Authorized Official is an employee of the applicant authorized to sign for the school district/charter school.
 1. Enter the name of the authorized official.



2. Once the application has been printed, the Authorized official must provide an original signature and date of signature where indicated.

Form 2 - Third-Party Preparer Signature Page.

- **Section 1 - Was this application prepared by a Third-Party Preparer?** A Third-Party Preparer is any consultant, dealer, or person not related to or currently employed by the applicant, who is assisting the applicant in the completion and submission of an application.

Mark “Yes” if a third-party prepared the application, and continue to Section 2.

Mark “No” if a third-party did not prepare the application, and continue to Form 3: Project Information.

- **Section 2 - Third-Party Certification.** By providing a signature, the third-party certifies that the information provided in the application is true and correct.
 1. Enter the name, title, company name, address, phone number, and email address of the Third-Party Preparer.



2. Once the application has been printed, the Third-Party Preparer must provide an original (wet-ink) signature and date of signature where indicated.

Form 3 - Contact Information

- **Section 1 - Authorized Official.** The Authorized Official is an employee of the applicant who has legal authority to sign for the entity. Provide the following information for the Authorized Official:

(A) Enter the name and title of the Authorized Official.

(B) Enter the Authorized Official’s address for the delivery of USPS mail.

(C) Enter the Authorized Official’s physical address for the overnight delivery of mail.



TIP: If the physical address is the same as the mailing address, check the box and proceed to section 1D.

(D) Enter a primary and secondary phone number for the Authorized Official. The primary phone number should be the number where the Authorized Official is most likely to be reached.

(E) Enter the Authorized Official’s email address.

- **Section 2 – Designated Project Representative.** The designated project representative is the applicant or an employee of the applicant who will serve as the point of contact for this application. The Designated Project Representative should be able to answer questions related to the information listed in this application. This person may not be a consultant, dealer, or subcontractor.

If the Authorized Official and the Designated Project Representative will be the **same person**, check the box and move on to Section 3-Location for Records access.

If the Authorized Official and the Designated Project Representative are **not the same person**, provide the following information:

(A) Enter the name and title of the Designated Project Representative.

(B) Enter the Designated Project Representative’s address for the delivery of USPS mail.

(C) Enter the Designated Project Representative’s physical address for the overnight delivery of mail.



TIP: If the physical address is the same as the mailing address, check the box and proceed to section 2D.

(D) Enter a primary and secondary phone number for the Designated Project Representative. The primary phone number is the number where the Designated Project Representative is most likely to be reached.

(E) Enter the Designated Project Representative’s email address.

- **Section 3 – Location for Records Access.** The location for records access is the physical address where the records for the application will be kept.

Enter the physical address of where the records for the activities included in this application will be kept.

Form 4 – Program Specific Certifications

Read the entire form. By signing the application, the Authorized Official indicates its understanding of an agreement to adhere to the identified program-specific requirements.



Once the application has been printed, the Authorized Official must provide an original signature and date of signature.

Form 5 – General Certifications (2 pages).

By signing the application, the applicant confirms that it understands and agrees to the General Certifications.

Form 6– Eligibility Certification

All individuals or business entities, including sole owners, must complete this form regardless of whether child support obligations apply to the grant applicant.



Once the application has been printed, the Authorized Official must provide an original signature and date of signature.

Form 7- Old School Bus Information

Enter the following information for the old school bus (or the school bus being replaced):

- **School Bus Type.** Use the drop down box to select the type of school bus (i.e. Type A, B, C, or D). See Appendix B of the RFGA for a definition of each school bus type.
- **Passenger Capacity.** Enter the maximum passenger capacity of the school bus.
- **School Bus Make.** Enter the name of the school bus manufacturer.
- **School Bus Model.** Enter the model name or number assigned by the manufacturer of the school bus.
- **School Bus Model Year.** Enter the model year of the school bus. To be eligible for replacement, the model year must be pre-2007.
- **Vehicle Identification Number.** Enter the 17-digit vehicle identification number listed on the school bus title.
- **Gross Vehicle Weight Rating (GVWR).** Enter the GVWR of the school bus. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.
- **Engine Make.** Enter the name of the engine manufacturer.
- **Engine Model.** Enter the specific engine model name and/or number assigned by the manufacturer. This information can be found on the engine label.
- **Engine Identification Number.** Enter the unique identification number for the engine. This information can be found on the engine label.
- **Engine Model Year.** Enter the calendar year that the engine was produced. This information can be found on the engine label.
- **Fuel type.** Enter the type of fuel that is powering the engine.
- **Engine Family Code.** Enter the 12 character engine family code assigned by the Environmental Protection Agency and the California Air Resources Board to identify the engine for certification and compliance purposes.



TIP: Having trouble locating the engine family code and/or determining the Federal NO_x Emissions Factor? Call us! 800-919-TERP

- **Federal NO_x Emissions Standards.** Enter the Federal NO_x Emissions Factor. See Appendix D of the RFGA for a list of emission standards by engine model year.

Form 8-New School Bus Information

Enter the following information for the new school bus (or the school bus to be purchased if awarded a grant):

- **School Bus Type.** Use the drop down box to select the type of school bus (i.e. Type A, B, C, or D). See Appendix B of the RFGA for a definition of each school bus type.

- **Passenger Capacity.** Enter the maximum passenger capacity of the school bus.
- **School Bus Make.** Enter the name of the school bus manufacturer.
- **School Bus Model.** Enter the model name or number assigned by the manufacturer of the school bus.
- **School Bus Model Year.** Enter the model year of the school bus. To be eligible, the school must be of the current or previous model year.
- **Vehicle Identification Number.** Enter the 17-digit vehicle identification number listed on the school bus title. If unknown, enter “TBD.”
- **Gross Vehicle Weight Rating (GVWR).** Enter the GVWR of the school bus. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.
- **Engine Make.** Enter the name of the engine manufacturer.
- **Engine Model.** Enter the specific engine model name and/or number assigned by the manufacturer. This information can be found on the engine label.
- **Engine Identification Number.** Enter the unique identification number for the engine. This information can be found on the engine label.
- **Engine Model Year.** Enter the calendar year that the engine was produced. This information can be found on the engine label.
- **Fuel type.** Enter the type of fuel that is powering the engine.
- **Engine Family Code.** Enter the 12 character engine family code assigned by the Environmental Protection Agency and the California Air Resources Board to identify the engine for certification and compliance purposes.



TIP: Having trouble locating the engine family code and/or determining the Federal NO_x Emissions Factor? Call us! 800-919-TERP

- **Federal NO_x Emissions Standards.** Enter the Federal NO_x Emissions Factor. See Appendix D of the RFGA for a list of emission standards by engine model year.

Form 9 - Procurement Analysis (read this form carefully)

- **Section 1-Price Analysis.** The applicant is required to submit a price quote, invoice, or purchase order for the new school bus listed in the application.
Review the price quote guidelines.
- **Section 2-Proposed Procurement.** Governmental Entities must follow the competitive purchasing laws applicable to the entity making the grant funded purchase.

Provide a detailed description of the purchasing procedures that will be followed in the space provided.

Form 10 - Financial Data

- **Section 1 - Incremental Cost.** Enter the financial data for the new school bus. The Excel version of this form has formulas built in that will perform calculations as you enter the data.

- **Capital Cost of New Equipment (A):** Enter the invoice cost of the school bus, including taxes, duty, protective in transit insurance, and freight charges. The capital cost entered should match the price quote provided with the application.
- **Scrapage Value (B):** Enter the default scrap value. The default scrap value is \$1,000.00 for replacement projects.
- **Incremental Cost (C):** The Capital Cost minus the Scrapage value equals the Incremental Cost.

➤ **Section 2 – Grant Amount Calculation**

- **Incremental Cost (C):** Enter the Incremental Cost amount that was calculated in Section 1(C).
- **Enter the Maximum % (D):** The grant recipient may be eligible for reimbursement of up to 75% of the Incremental Costs.
- **Eligible Costs (E):** Multiply the Incremental Cost by 0.75.
- **Other Financial Incentives or Tax Credits (F):** Enter the sum of any other financial incentives or tax credits that will be applied to the purchase of the school bus.
- **Maximum Eligible Grant Amount (G):** Subtract the sum of any other financial incentives or tax credits in Section 2(F) from the Eligible Costs in Section 2(E).
- **Grant Amount from Table (H):** Enter the grant amount from the table. The table is provided in Appendix C of the RFGA.
- **Requested TCSB Grant Amount:** Enter the lesser of (G) and (H).

Form 11 – School Bus Usage

- **Section 1- Percentage of Annual Usage.** Designate the percentage of total miles that will take place in one or more of the areas listed.

If usage in “Other Area” is designated, enter the name of the county or counties where the school bus will be operated.

- **Section 2- Travel Description.** Describe the daily route that the school bus or school buses take to and from school, including the cities and counties traveled between.

Form 12 – Disposition of the Old Vehicle/ Being Replaced

- **Section 1 – Method of Disposition.** Mark the box next to the proposed method of disposition, and follow the instructions provided.
- **Section 2 – Alternative Destruction.** If requesting an alternative method of destruction, provide a description of the proposed method of destruction.
- **Section 3-Written Request for Approval to Permanently Remove School Buses from North America.** A detailed plan for the transfer of ownership and export of the school buses out of North America may be submitted in writing to the TCEQ either prior to the submission of this application, or at the time of application submission.

Mark the box that identifies when the written request will be submitted.

- **Section 4- Activities Included.** Indicate if the alternative method of disposition applies to all the activities included in the application.

Form 13 - Vehicle Certification.

This form must be completed and signed by a mechanic qualified to assess the condition of the old school bus. The mechanic assessing the school bus may not be a consultant, relative, or employee of the applicant, unless otherwise approved by TCEQ.

Checklist

Use this checklist to ensure that all forms have been signed and that all required attachments have been included with the application.