

# Texas Clean School Bus Program

## Retrofit Project Application Form

TCEQ-20804b



### **Eligible Entities:**

Any school district or charter school in this state that operates one or more diesel-fueled school buses or a transportation system provided by a countywide school district is eligible. Private schools are not eligible for funding. Please note, this application is not to be used for the Texas Emissions Reduction Plan (TERP) program that provides funding for the repower and replacement of school buses. If the eligible entity operates or has contracted for leased buses, the leased buses are eligible for retrofits if the company that owns the leased buses consents to being a party to the grant agreement between TCEQ and the eligible entity.

### **Eligible Buses:**

A diesel school bus proposed for retrofit must be used on a regular, daily route to and from a school and have at least five years of useful life remaining, unless the applicant agrees to remove the retrofit device at the end of the life of the bus and reinstall it on another bus.

### **Deadline and Award Limit:**

During this grant cycle, applications will be considered on a first-come, first-served basis, no later than 5:00 p.m., Central Time, on April 26, 2019. There is no maximum limit on grant funding that may be requested. The TCEQ may award less than the requested amount.

### **Instructions:**

All required attachments must be submitted. Incomplete applications will not be processed. Each form is a sheet in one workbook. Use the tabs at the bottom to access the forms. Do not alter the forms. Do not print the application double sided. To print the application: Click "file" then "Print" then select "Entire Worksheet."

#### **How to submit an application:**

Mail two completed and signed applications to:

#### **Regular Postal Delivery**

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

#### **Express Delivery or Hand Delivery**

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section (TCSB) MC-204  
12100 Park 35 Circle  
Building F, 1st Floor, Room 1301  
Austin, TX 78753

If you have questions, contact the Clean School Bus Program at 800-919-TERP or e-mail us at [CleanBus@tceq.texas.gov](mailto:CleanBus@tceq.texas.gov).

TCEQ USE ONLY  
Application #

TCEQ USE ONLY  
Contract #

**Texas Commission on Environmental Quality (TCEQ)  
Texas Emissions Reduction Plan (TERP)  
Texas Clean School Bus Program Retrofit Application  
Form 1: Signature Page**

**1. Applicant Information**

<b>School District/Charter School Name:</b>	
<b>Federal Employer's Identification (FEI) Number:</b>	

**2. Project Information**

<b>Total Number of Activities:</b> An activity is the individual retrofit of a school bus.	
<b>Total Grant Amount Requested:</b> Total amount requested for all activities.	

**3. Idling Policy: Has the applicant implemented a policy to reduce bus idling? Mark yes or no.**

Yes:		No:	
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**4. Authorized Official:** The Authorized Official is the applicant or an employee of the applicant who has the legal authority to sign for the entity.

I hereby certify that to the best of my knowledge and belief all information provided in this application and any attachments is true and correct. If the application was prepared by a third party, I certify that I have read the complete application after all forms and information were completed, I agree with the information provided, and the date provided below is the date I signed the form. I further understand that prior to incorporating this information into a grant contract the data and information may be revised by the TCEQ for accuracy and that the acceptance of a grant contract will constitute agreement with those revisions. Failure to sign the application or signing it with a false statement may make the submitted offer or any resulting contracts null and void.

<b>Printed Name of Authorized Official:</b>	
<b>Authorized Official's Title:</b>	

*Faxed or photocopied signature pages will not be accepted. The application, with an original signature, must be received by the application deadline or the application will not be accepted.*

<b>Signature of Authorized Official:</b>	
<b>Date of Signature:</b>	

**Intentional falsification of these forms will be prosecuted to the extent allowed under the law and may be used as an adverse factor in future grant selection decisions.**

Upon submission, all proposals become the property of the State of Texas and as such become subject to the Texas Public Information Act, Chapter 552, Texas Government Code.

Personal Information Policy: Individuals are entitled to request and review their personal information that the agency gathers on its forms. Individuals may also have any errors in their information corrected. To review such information, contact the TCEQ TERP program at 1-800-919-TERP (8377).

Do NOT alter forms. Altered forms will be void.  
This form is only valid for the application period ending April 26, 2019

# Texas Clean School Bus Program Retrofit Application

## Form 2: Third-Party Preparer Signature Page

**1. Was this application prepared by a third-party?** A Third-Party Preparer is someone who is assisting in the preparation of the grant application, but who is not related to or a current employee of the applicant. Please mark "Yes" or "No" below.

Yes:		No:	
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If you marked "Yes" in Section 1, the Third-Party Preparer must complete and sign Section 2 below.

If you marked "No" in Section 1, you may continue to Form 3: Contact Information.

**2. Third-Party Preparer Certification.** I hereby certify that to the best of my knowledge and belief all information provided in this application and any attachments is true and correct, as represented to me by the applicant. I understand that failure to sign the application or signing it with a false statement may make the submitted offer or any resulting contracts null and void.

<b>Printed Name (include Mr. or Ms.):</b>	
<b>Title:</b>	
<b>Company Name:</b>	
<b>Street Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Phone Number:</b>	
<b>E-Mail Address:</b>	
<b>Signature of Third-Party Preparer:</b>	
<b>Date of Signature:</b>	

Faxed or photocopied signature pages will not be accepted. This form must have an original signature, or the application will not be accepted.

# Texas Clean School Bus Program Retrofit Application

## Form 3: Contact Information

**1. Authorized Official:** The Authorized Official is the applicant or an employee of the applicant who has legal authority to sign for the entity.

**A. Name and Title:** Please provide the name and title of the Authorized Official below.

Prefix:		First:		MI:		Last:		Suffix:	
Title:									

**B. Mailing Address:** Please provide the Authorized Official's address for the delivery of USPS mail below.

Street line 1:									
Street line 2:									
City:		State:		Zip code:					

**C. Physical Address:** Please provide the Authorized Official's address for the overnight delivery of mail below.

**Check here if the physical address is the same as the mailing address, and then continue to Section 1(D).**

Street line 1:									
Street line 2:									
City:		State:		Zip code:					

**D. Contact Information:** Please provide the Authorized Official's contact information.

Primary phone:		Cell Phone:	
Fax number:		E-mail address:	

**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.

**Check here if the Designated Project Representative is the same as the Authorized Official, and then continue to Section 3.**

**A. Name and Title:** Please provide the name and title of the Designated Project Representative below.

Prefix:		First:		MI:		Last:		Suffix:	
Title:									

**B. Mailing Address:** Please provide the Designated Project Representative's address for the delivery of USPS mail below.

Street line 1:									
Street line 2:									
City:		State:		Zip code:					

**C. Physical Address:** Please provide the Designated Project Representative's address for the overnight delivery of mail below.

**Check here if the physical address is the same as the mailing address, and then continue to Section 2(D).**

Street line 1:									
Street line 2:									
City:		State:		Zip code:					

**D. Contact Information:** Please provide the Designated Project Representative's contact information below.

Primary phone:		Cell Phone:	
Fax number:		E-mail address:	

**3. Designated Location for Records Access and Review by the TCEQ or its Representative:** Please provide the physical address where records relating to this project may be accessed and reviewed below.

Street line 1:									
Street line 2:									
City:		State:		Zip code:					

# Texas Clean School Bus Retrofit Project Application

## Form 4: Program-Specific Certifications

By signing this form, the applicant indicates its understanding of and agreement to adhere to the identified program-specific requirements. The applicant hereby assures and certifies compliance with all state statutes, regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of funds for this project. The applicant further understands, assures, and/or certifies to the conditions listed below.

**1. Operation.** The school bus(es) being replaced has been operating on a regular daily route to and from school during the regular school year for the two years immediately preceding the application date. In addition, the school bus(es) being replaced has been continuously inspected and registered in Texas for the two years immediately preceding the application date.

**2. Current Operation.** The school bus(es) being replaced is currently in good operating condition and is being used on a regular daily route to and from school during the regular school year. In addition, the school bus is currently registered in Texas and has a current safety inspection.

**3. Continued Operation and Use.** If the grant funds were not available, the applicant expects to otherwise continue to operate the school bus in Texas.

**4.** To the best of the applicant's knowledge, the proposed activities are not required by any state or federal law, rule, or regulation, memorandum of agreement, or other legally binding document.

**5.** The applicant understands that any marketable credits under state or federal emissions reduction credit averaging, banking, or trading programs, that may be generated by the proposed activities, are transferred to the state implementation plan or permanently retired, and may not be used by the applicant. If the project is funded, the applicant waives, for all time, its right to claim emissions reduction credits which may accrue during the activity life as a result of the use of the low-emission technology which is funded under this program, and agrees not to apply for any such credits based on reductions generated in the eligible counties. Credits that accrue after the end of the activity life are not transferred, but may not be used to calculate the cost-effectiveness of the project.

**6.** All public financial incentives that will be used by the applicant that directly offset the costs of the proposed activities, including tax credits or deductions, other grants, or any other public financial assistance have been properly listed where indicated on the application forms and the incentive amounts requested reflect a reduction in the eligible incremental costs based on the value of those incentives.

**7.** The applicant understands that failure to achieve the emissions reductions projected to be achieved for this project may result in the TCEQ requiring the return of all or a share of the grant funds. Achievement of the emission reductions will be based on the grant equipment being used for the annual amount of hours, miles, or fuel use that occurs in the eligible counties, as designated in the application for that activity.

**8.** The applicant understands that failure to operate the grant equipment for the annual usage and percentage of annual use in the eligible counties as designated in the application may be considered non-compliance with the grant agreement and may result in the TCEQ requiring return of all or a share of the grant funds.

**9.** The applicant will monitor the use of grant-funded vehicles, equipment, or infrastructure, and report semi-annually to the TCEQ over the designated activity life. If a TCEQ-approved GPS system is installed, the applicant agrees to maintain and use that system and to verify the data reported in accordance with the provisions of the grant contract.

**10.** The applicant will notify the TCEQ of any termination of use, change in use, sale, transfer, or destruction of grant-funded vehicles or equipment, during the activity life. The applicant further agrees that, during the activity life, the TCEQ may be entitled to the return of all or a share of the grant funds for any loss of emissions reductions compared with the emissions reductions projected in awarding the grant.

**11.** The applicant will maintain, for the term of the activity, property loss insurance or self-insurance coverage on any vehicles, equipment, or infrastructure acquired, leased, repowered, retrofitted, or constructed using these funds, sufficient to cover the costs of reimbursing the state for its pro rata share of the activity costs.

<b>Signature of Authorized Official:</b>		<b>Date:</b>	
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*Faxed or photocopied signature pages will not be accepted. The application, with an original signature, must be received by the application deadline or the application will not be accepted.*

# Texas Clean School Bus Program Retrofit Application

## Form 5: General Certifications (Page 1)

This section serves to assure the TCEQ that you understand and agree to the statements. These provisions relate to the basic contract form which will be in force between the applicant and the TCEQ upon award of a grant. TCEQ urges applicants to download a copy of the example grant contract from [www.terpgrants.org](http://www.terpgrants.org) and review it so that any questions can be discussed early in the application review process. By signing this application, the applicant assures and certifies that:

- 1. Legal Authority.** It possesses legal authority in the State of Texas to apply for the grant and that the applicant's governing body has authorized the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the authorized official to act in connection with the application and to provide such additional information as may be required.
- 2. Uniform Grant Management Standards.** It will comply with the Uniform Grant Management Standards (UGMS), adopted June 2004 by the Texas Comptroller of Public Accounts in accordance with Chapter 783, Texas Government Code. This document is available at: <http://www.window.state.tx.us/procurement/catrad/ugms.pdf>
- 3. Procurement of Goods and Services.** In procuring goods and services, it will comply with Part II. Cost Principles for State and Local Governments and Other Affected Parties and Part III. State Uniform Administrative Requirements for Grants of the UGMS. All procurement transactions will be conducted in a manner providing full and open competition.
- 4. Historically Underutilized Businesses (HUBs).** Qualified HUBs, as defined and designated under state law, shall have the maximum practicable opportunity to participate in the performance of the work arising out of this project.
- 5. Conflict of Interest.** Applicant has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted application. Under Government Code § 2155.004, no person involved in the preparation of the Request for Grant Applications may have any financial interest in this application. If applicant is not eligible, then any contract resulting from this application shall be immediately terminated. Furthermore, under Section 2155.004, Government Code, the applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
- 6. Nondiscrimination.** It will comply with all State and Federal statutes relating to nondiscrimination.
- 7. Grant Administration.** It will maintain an appropriate grant administration system to ensure that all terms, conditions, and specifications of the grant, including these certifications and assurances, are met.
- 8. Audit.** Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of the vendor or any other entity or person receiving funds from the state directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by the applicant or any other entity or person directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the applicant or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Applicant will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract it awards.
- 9. Debt to the State.** It is not indebted to the state or has an outstanding tax delinquency. It further understands that the Texas Comptroller is precluded by law from paying a person who is indebted to the state or has a tax delinquency. The applicant must comply with all State and Federal tax laws and fee requirements and is solely responsible for filing all State and Federal tax and fee forms.

*Continued on next page*

**Texas Clean School Bus Program Retrofit Application**  
**Form 5: General Certifications (Page 2)**

**10. Grant Contract.** It understands that a copy of the grant contract shell is available from the TCEQ, including a copy posted on the TCEQ's web site at [www.terpgrants.org](http://www.terpgrants.org). It further understands that the TCEQ will not normally change the contract language to deal with individual requests from grant recipients.

**11. Contracting with an Executive of a State Agency.** Under Government Code § 669.003, relating to contracting with an executive of a state agency, Applicant represents that no person who, in the past four years, served as an executive of the Texas Commission on Environmental Quality (TCEQ) or any other state agency, was involved with or has any interest in this Application. If Applicant employs or has used the services of a former executive head of TCEQ or other state agency, then Respondent shall provide the following information: name of former executive, name of state agency, date of separation from state agency, position with Applicant, and date of employment with Applicant.

**12. Debarment.** Applicant certifies that the applying entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

**13. Hurricane Katrina and Other Natural Disasters.** Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the applicant certifies that the individual or business entity named in this Application is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFGA may be terminated and payment withheld if this certification is inaccurate.

**14.** The applicant has not been adjudicated during the preceding three-year period to have committed substantive, non-clerical violations resulting in an actual release of hazardous waste that presented an imminent and substantial danger to the public health and safety or the environment.

**15.** Applicant, nor any of its officers, have been adjudicated by a court of law to have violated the Texas Deceptive Trade Practices Act.

**16.** If any of these certifications change between submittal of the Application and award of a contract or cancellation of the Solicitation, you will promptly notify TCEQ.

# Texas Clean School Bus Program Retrofit Application

## Form 6: Certification of Eligibility to Receive a State-Funded Grant

All applicants must complete this form to certify eligibility to receive a rebate under this program, regardless if child support obligations apply to the applicant. Failure to submit this form may result in rejection of the application.

### Certification Regarding Child Support Obligations

Under Section 231.006, Texas Family Code, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive a state-funded grant or loan. All applicants must include in the application the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of 25% of the business entity submitting the application.

FEDERAL PRIVACY ACT NOTICE: This notice is given pursuant to the Federal Privacy Act. Disclosure of your Social Security Number (SSN) is required under Section 231.006(c) and Section 231.302(c)(2) of the Texas Family Code. The SSN will be used to identify persons that may owe child support. The SSN will be kept confidential to the fullest extent allowed under Section 231.302(e), Texas Family Code.

1. Individual or sole proprietorship:	
2. One or more individuals own 25% or more of the business entity.	
3. No individual owns 25% or more of the business entity.	
4. Governmental entity.	

If option 1 or 2 is checked, list the name(s) and social security number(s) (SSN) below.

Name:		SSN:	
Name:		SSN:	
Name:		SSN:	
Name:		SSN:	

I certify that to the best of my knowledge and belief that the individual or business entity submitting this application is eligible to receive a grant. I acknowledge that the grant contract may be terminated and any payments withheld if this certification is inaccurate.

**Signature of Authorized Official:**

**Date:**


*Faxed or photocopied signature pages will not be accepted. This form must have an original signature, or the application will not be accepted.*



**Texas Clean School Bus Program Retrofit Application**  
**Form 7: Project Summary**

**1. Equipment Type**

Equipment Type	Number of Buses	Vendor	Manufacturer(s)	Part #
Diesel Particulate Filters (DPF)				
Diesel Oxidation Catalysts (DOC)				
Closed Crankcase Filtration Systems (CCFS)				
<b>Total Number of Buses Retrofitted:</b>				

**2. Schedule of Major Tasks.** Provide a detailed work plan for the completion of this project. The work plan should include a schedule of major tasks to be completed.

# Texas Clean School Bus Program Retrofit Application

## Form 8: Retrofit Budget and Plan

**1. Equipment:** Property with an estimated useful life of one year or more. Costs from categories below may be included as "equipment" if the charges are part of the equipment price.

Equipment Types	Unit Price	Number of Units	Equipment Total
Diesel Particulate Filters:			
Diesel Oxidation Catalyst:			
Closed Crankcase Filtration System:			
<b>Total Retrofit Equipment Cost:</b>			

Describe equipment costs:

**2. Supplies:** Goods and materials that are not included in equipment costs. (includes tax and delivery charges)

Equipment Types	Unit Price	Number of Units	Supplies Total
Diesel Particulate Filters:			
Diesel Oxidation Catalyst:			
Closed Crankcase Filtration System:			
<b>Total Retrofit Supplies Cost:</b>			

Describe supply costs:

Continued on next page

**Texas Clean School Bus Program Retrofit Application**  
**Form 8: Retrofit Budget and Plan (continued)**

**3. Contractual:** Installation costs and other work a contractor is hired to perform.

Equipment Types	Unit Price	Number of Units	Contractual Total
Diesel Particulate Filters:			
Diesel Oxidation Catalyst:			
Closed Crankcase Filtration System:			
<b>Total Retrofit Contractual Cost:</b>			

Describe contractual costs:

**4. Personnel:** In-house cost of labor to install equipment. May not include administrative/indirect costs.

Equipment Types	Unit Price	Number of Units	Personnel Total
Diesel Particulate Filters:			
Diesel Oxidation Catalyst:			
Closed Crankcase Filtration System:			
<b>Total Retrofit Personnel Cost:</b>			

Describe personnel costs:

**5. Other:**

Total costs not listed in previous categories:	
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Describe other costs:

**6. Totals:**

<b>Total Requested Grant Amount:</b>	
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**Texas Clean School Bus Program Retrofit Application**

**Form 9: Leasing Company Certification**

**1. Is the bus being retrofitted currently being leased?** If the applicant is leasing the buses, the leased buses are eligible for retrofits if the company that owns the leased buses consents to being a party to the grant agreement between TCEQ and the applicant. **This form is to be completed by the leasing company that owns the school buses in order to certify that they are willing to enter into an agreement with TCEQ and the applicant to undertake mutual obligations contained in a separate agreement to be provided by TCEQ.** Please mark "Yes" or "No" below.

Yes:		No:	
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If you marked "Yes" in Section 1, the Leasing Company must complete and Sign Section 2 below.  
If you marked "No" in Section 1, you may continue to Form 10: Bus Inventory.

<b>2. Information of Authorized Bus Leasing Company</b>	
<b>Applicant Name:</b>	
<b>Name of Authorized Bus Leasing Company:</b>	
<b>Printed Name of Authorized Bus Leasing Company Representative:</b>	
<b>Signature of Authorized Bus Leasing Company Representative:</b>	
<b>Date of Signature:</b>	
<i>Faxed or photocopied signature pages will not be accepted. This form must have an original signature, or the application will not be accepted.</i>	

**Texas Clean School Bus Program Retrofit Application**

**Form 10: List of Buses Proposed for Retrofit** (Duplicate pages as necessary)

Description	Activity Number: 1	Activity Number: 2	Activity Number: 3	Activity Number: 4	Activity Number: 5
Retrofit Type: (DOC, CCFS, DPF)					
Passenger Capacity:					
School Bus Make:					
School Bus Model:					
School Bus Model Year:					
Vehicle Identification Number: (VIN)					
Gross Vehicle Weight Rating: (GVWR)					
Engine Make:					
Engine Model:					
Engine Identification Number:					
Engine Model Year:					
Fuel Type:					
Engine Family Code: (12-digit emissions code)					

**Texas Clean School Bus Program Retrofit Application**

**Form 10: List of Buses Proposed for Retrofit (Duplicate pages as necessary)**

Description	Activity Number: <b>6</b>	Activity Number: <b>7</b>	Activity Number: <b>8</b>	Activity Number: <b>9</b>	Activity Number: <b>10</b>
Retrofit Type: (DOC, CCFS, DPF)					
Passenger Capacity:					
School Bus Make:					
School Bus Model:					
School Bus Model Year:					
Vehicle Identification Number: (VIN)					
Gross Vehicle Weight Rating: (GVWR)					
Engine Make:					
Engine Model:					
Engine Identification Number:					
Engine Model Year:					
Fuel Type:					
Engine Family Code: (12-digit emissions code)					

**Texas Clean School Bus Program Retrofit Application**

**Form 10: List of Buses Proposed for Retrofit (Duplicate pages as necessary)**

Description	Activity Number: <b>11</b>	Activity Number: <b>12</b>	Activity Number: <b>13</b>	Activity Number: <b>14</b>	Activity Number: <b>15</b>
Retrofit Type: (DOC, CCFS, DPF)					
Passenger Capacity:					
School Bus Make:					
School Bus Model:					
School Bus Model Year:					
Vehicle Identification Number: (VIN)					
Gross Vehicle Weight Rating: (GVWR)					
Engine Make:					
Engine Model:					
Engine Identification Number:					
Engine Model Year:					
Fuel Type:					
Engine Family Code: (12-digit emissions code)					

**Texas Clean School Bus Program Retrofit Application**

**Form 10: List of Buses Proposed for Retrofit (Duplicate pages as necessary)**

Description	Activity Number: <b>16</b>	Activity Number: <b>17</b>	Activity Number: <b>18</b>	Activity Number: <b>19</b>	Activity Number: <b>20</b>
Retrofit Type: (DOC, CCFS, DPF)					
Passenger Capacity:					
School Bus Make:					
School Bus Model:					
School Bus Model Year:					
Vehicle Identification Number: (VIN)					
Gross Vehicle Weight Rating: (GVWR)					
Engine Make:					
Engine Model:					
Engine Identification Number:					
Engine Model Year:					
Fuel Type:					
Engine Family Code: (12-digit emissions code)					



# Texas Clean School Bus Program Retrofit Application

## Form 11: Procurement Analysis

### 1. Price Analysis

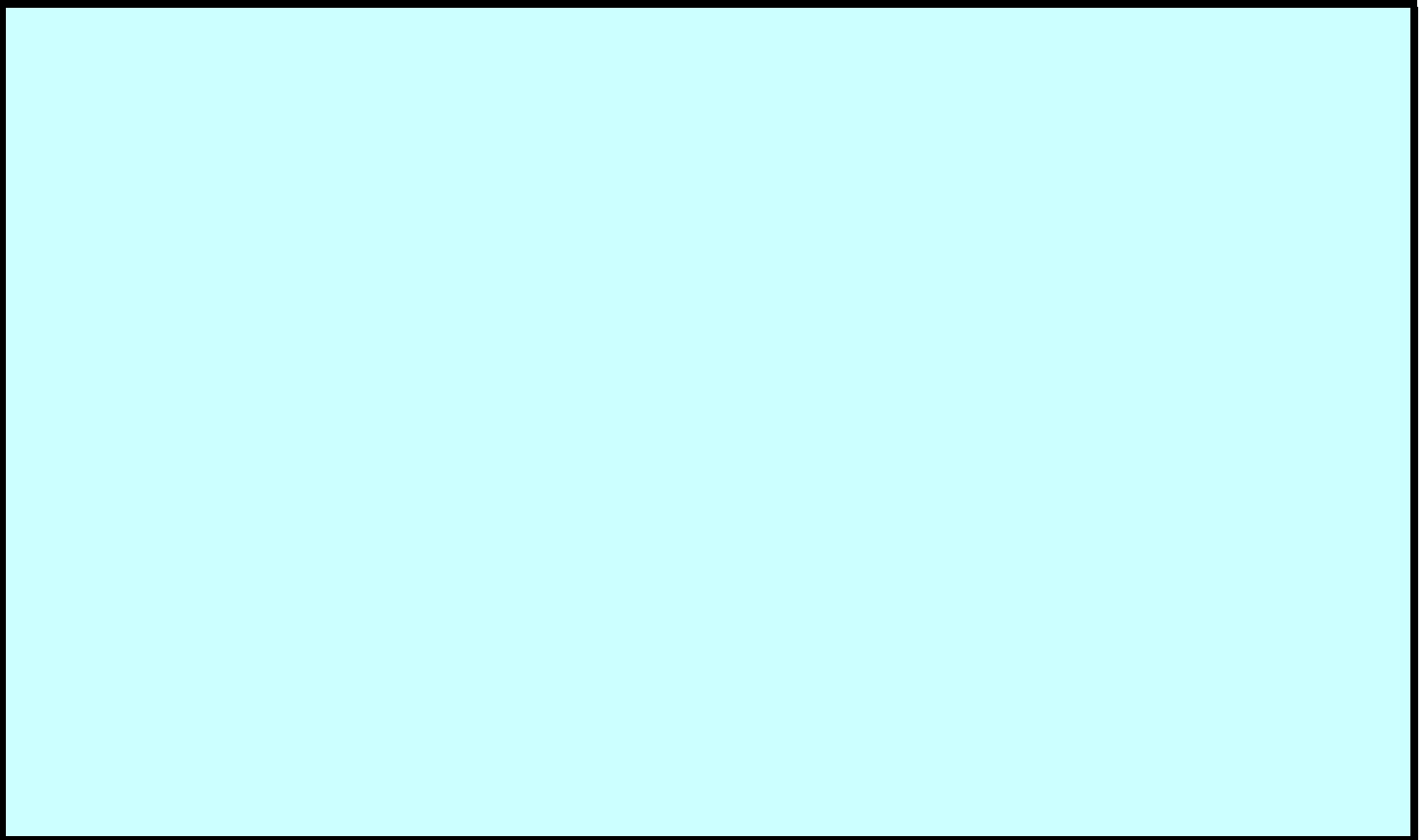
The price of the equipment must be reasonable, as determined by whether the price exceeds the price normally charged for that type equipment absent the availability of a grant. You must provide an original price quote for the equipment to be purchased or, if the purchase has already been made, a copy of the invoice or purchase order.

#### Price Quote Guidelines

- The cost information listed for the equipment in the application must match the price quotes. Price quotes must be original and must have the applicant's name on the quote.
- The dealer should sign and date the quote and provide contact information. Price quotes should be dated no more than three months prior to the application date.
- The price quote should include specifications for the equipment to be sold and installed by the dealer.

### 2. Proposed Procurement

Governmental entities must follow competitive purchasing laws applicable to that entity in making a grant-funded purchase. Please provide a description of the competitive purchasing procedures that will be followed below.



**Texas Clean School Bus Program Retrofit Application**

**Form 12: Percentage of Annual Usage**

**1. Percentage of Annual Usage.** Designate the percentage of total annual miles that will take place in one or more of the areas below. The total amount may not exceed 100%.

Description	Activity Number: 1	Activity Number: 2	Activity Number: 3	Activity Number: 4	Activity Number: 5
<b>% of Annual Usage Austin Area:</b> Bastrop, Caldwell, Hays, Travis, and Williamson Counties					
<b>% of Annual Usage Beaumont-Port Arthur Area:</b> Hardin, Jefferson, and Orange Counties					
<b>% of Annual Usage Corpus Christi Area:</b> Nueces and San Patricio Counties					
<b>% of Annual Usage Dallas-Fort Worth Area:</b> Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties					
<b>% of Annual Usage El Paso Area:</b> El Paso County					
<b>% of Annual Usage Houston-Galveston-Brazoria Area:</b> Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties					
<b>% of Annual Usage San Antonio Area:</b> Bexar, Comal, Guadalupe, and Wilson Counties					
<b>% of Annual Usage Tyler-Longview Area:</b> Gregg, Harrison, Rusk, Smith, and Upshur Counties					
<b>% of Annual Usage - Victoria Area:</b> Victoria County					
<b>% of Annual Usage - Other Area:</b> All other counties in Texas, but not listed above					
<b>If a % of usage is entered in "Other Area", please enter the counties here:</b>					
<b>Total Annual Usage:</b>					

**2. Daily Route Description:** Please describe the daily route that the school bus(es) takes to and from school, including the cities and counties traveled between.

**Texas Clean School Bus Program Retrofit Application**

**Form 12: Percentage of Annual Usage**

**1. Percentage of Annual Usage.** Designate the percentage of total annual miles that will take place in one or more of the areas below. The total amount may not exceed 100%.

Description	Activity Number: 6	Activity Number: 7	Activity Number: 8	Activity Number: 9	Activity Number: 10
<b>% of Annual Usage Austin Area:</b> Bastrop, Caldwell, Hays, Travis, and Williamson Counties					
<b>% of Annual Usage Beaumont-Port Arthur Area:</b> Hardin, Jefferson, and Orange Counties					
<b>% of Annual Usage Corpus Christi Area:</b> Nueces and San Patricio Counties					
<b>% of Annual Usage Dallas-Fort Worth Area:</b> Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties					
<b>% of Annual Usage El Paso Area:</b> El Paso County					
<b>% of Annual Usage Houston-Galveston-Brazoria Area:</b> Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties					
<b>% of Annual Usage San Antonio Area:</b> Bexar, Comal, Guadalupe, and Wilson Counties					
<b>% of Annual Usage Tyler-Longview Area:</b> Gregg, Harrison, Rusk, Smith, and Upshur Counties					
<b>% of Annual Usage - Victoria Area:</b> Victoria County					
<b>% of Annual Usage - Other Area:</b> All other counties in Texas, but not listed above					
<b>If a % of usage is entered in "Other Area", please enter the counties here:</b>					
<b>Total Annual Usage:</b>					

**2. Daily Route Description:** Please describe the daily route that the school bus(es) takes to and from school, including the cities and counties traveled between.

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Description	Activity Number: 11	Activity Number: 12	Activity Number: 13	Activity Number: 14	Activity Number: 15
<b>% of Annual Usage Austin Area:</b> Bastrop, Caldwell, Hays, Travis, and Williamson Counties					
<b>% of Annual Usage Beaumont-Port Arthur Area:</b> Hardin, Jefferson, and Orange Counties					
<b>% of Annual Usage Corpus Christi Area:</b> Nueces and San Patricio Counties					
<b>% of Annual Usage Dallas-Fort Worth Area:</b> Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties					
<b>% of Annual Usage El Paso Area:</b> El Paso County					
<b>% of Annual Usage Houston-Galveston-Brazoria Area:</b> Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties					
<b>% of Annual Usage San Antonio Area:</b> Bexar, Comal, Guadalupe, and Wilson Counties					
<b>% of Annual Usage Tyler-Longview Area:</b> Gregg, Harrison, Rusk, Smith, and Upshur Counties					
<b>% of Annual Usage - Victoria Area:</b> Victoria County					
<b>% of Annual Usage - Other Area:</b> All other counties in Texas, but not listed above					
<b>If a % of usage is entered in "Other Area", please enter the counties here:</b>					
<b>Total Annual Usage:</b>					

**2. Daily Route Description:** Please describe the daily route that the school bus(es) takes to and from school, including the cities and counties traveled between.

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**1. Percentage of Annual Usage.** Designate the percentage of total annual miles that will take place in one or more of the areas below. The total amount may not exceed 100%.

Description	Activity Number: 16	Activity Number: 17	Activity Number: 18	Activity Number: 19	Activity Number: 20
<b>% of Annual Usage Austin Area:</b> Bastrop, Caldwell, Hays, Travis, and Williamson Counties					
<b>% of Annual Usage Beaumont-Port Arthur Area:</b> Hardin, Jefferson, and Orange Counties					
<b>% of Annual Usage Corpus Christi Area:</b> Nueces and San Patricio Counties					
<b>% of Annual Usage Dallas-Fort Worth Area:</b> Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties					
<b>% of Annual Usage El Paso Area:</b> El Paso County					
<b>% of Annual Usage Houston-Galveston-Brazoria Area:</b> Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties					
<b>% of Annual Usage San Antonio Area:</b> Bexar, Comal, Guadalupe, and Wilson Counties					
<b>% of Annual Usage Tyler-Longview Area:</b> Gregg, Harrison, Rusk, Smith, and Upshur Counties					
<b>% of Annual Usage - Victoria Area:</b> Victoria County					
<b>% of Annual Usage - Other Area:</b> All other counties in Texas, but not listed above					
<b>If a % of usage is entered in "Other Area", please enter the counties here:</b>					
<b>Total Annual Usage:</b>					

**2. Daily Route Description:** Please describe the daily route that the school bus(es) takes to and from school, including the cities and counties traveled between.

**Texas Clean School Bus Program Retrofit Application**

**This page should be used as a checklist before grant application submission.**

**Below is a list of all the pages that require a signature. ALL forms must include original signatures in all signature blocks. No photocopies, faxes, scanned copies, or other copies of required signatures will be accepted. If a signature page is missing or has been altered, the application will not be considered.**

**SIGNATURE PAGES**

Form 1: Signature Page (Authorized Official)	
Form 2: Third-Party Preparer Signature Page (Third-Party Preparer)	
Form 4: Program-Specific Certification (Authorized Official)	
Form 6: Certification of Eligibility to Receive a State-Funded Grant (Authorized Official)	
Form 9: Leasing Company Certification	
W-9 Form (Authorized Official)	

**The following documentation, if applicable, is required with the application**

1. W-9 Form (Request for Taxpayer Identification Number and Certification Form)	
2. Copy of current title or lease agreements (vehicle leases only) listing the applicant as the owner or lessee. If the current title/lease agreement does not show ownership for at least two years prior to the opening of this grant round, copies of previous title or lease documents.	
3. Copy of current vehicle inspection report.	
4. Color photographs showing (1) the entire vehicle, including the tires front, side, and rear view, (2) a pictures of the entire engine, with the engine plate visible if possible.	