

Instructions for Completing the Texas Natural Gas Vehicle Grant Program (TNGVGP) TCEQ-20625 Replacement or Repower Application Form

PURPOSE

These instructions are designed to help applicants complete and submit grant applications to the Texas Commission on Environmental Quality (TCEQ) under the Texas Natural Gas Vehicle Grant Program (TNGVGP). 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:

1. TNGVGP Request for Grant Applications (RFGA)
2. TCEQ-20625 Project Application Form
3. IRS W-9 Form
4. Maximum Grant Amount Tables for On-Road Heavy-Duty Vehicles or Medium-Duty Passenger Vehicles



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. The PDF forms allow you to hand-write the information into the forms.

2.0 IMPORTANT NOTE TO ALL APPLICANTS

1. Up to twenty-five activities may be submitted per grant application. An activity is the individual replacement of a vehicle/engine.
2. **Only one project type (repower or replacement) may be included per application.**
3. Applications must have wet ink (original) signatures where required to avoid being ineligible for a grant. **Photocopies, faxes, scanned copies, or other copies of signature pages will not be accepted.**

3.0 HOW TO APPLY

1. Review the eligibility requirements outlined in the RFGA.
2. Determine your maximum eligible grant amount using the instructions in Appendix G of the RFGA.

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3. Gather information for each new vehicle/engine. You must submit one primary price quote for each new vehicle/engine. Price quotes must be addressed to you and signed by the dealer.

If the application contains more than one of the exact same new vehicle/engine, only one price quote is required for that vehicle/engine.

4. Complete two copies of the TCEQ-20625 Project Application using the instructions outlined in Section 3.1 below.
5. Assemble two sets of the required application attachments using the checklist provided at the end of the TCEQ-20625 Project Application.



TIP: 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. Have the Authorized Official sign each copy of the TCEQ-20625 Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
7. To complete Form 11, a qualified mechanic must assess the condition of the vehicle. By signing Form 11, the mechanic is certifying that the vehicle/engine is in good operating condition.

A qualified mechanic is someone whose occupation is repairing, maintaining, reassembling, and restoring the mechanical parts of motor vehicles or equipment, including engines, transmissions and suspension systems.

8. Submit two signed copies of the TCEQ-20625 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 (TNGVGP), MC-204
PO Box 13087
Austin, TX 78711-3087

Express Mail or Hand Delivery:

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section (TNGVGP), 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.

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3.1 HOW TO COMPLETE AN APPLICATION FORM



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.

FORM 1 – APPLICANT INFORMATION

Section 1 – Applicant Legal Name

The legal name of the grant applicant should be the name of the person/entity applying for a grant and should match the IRS W-9 form and vehicle title. The name that appears in Section 1 will be used for contracting purposes.

Section 2 – Business Information

Ownership Code (Applicant Type). Use the descriptions below to identify the applicant type. Select the applicable applicant type from the drop-down list.

- **Individual:** A person not owning a business. The applicant must provide a Social Security Number (SSN).
- **Sole Proprietor:** A person operating as a business that has not been incorporated. The applicant may be registered under an assumed name (commonly referred to as a DBA). The applicant must provide a SSN or Federal Employers Identification Number (FEIN) registered with the Texas Secretary of State (SOS).
- **Partnership:** A legal relationship that exists between two or more persons or other legal entities contractually associated as a business. The applicant must provide an FEIN registered with the Texas SOS.
- **Limited Partnership:** Partnership formed by two or more persons and having one or more general partners and one or more limited partners. The applicant must provide an FEIN registered with the Texas SOS.
- **Texas Corporation:** A profit or non-profit Corporation chartered by the State of Texas. The applicant must provide an FEIN registered with the Texas SOS.
- **Professional Association:** An entity that provides a professional service requiring a state license, such as medical doctors and related professional organizations. The applicant must provide an FEIN registered with the Texas SOS.
- **Professional Corporation:** An entity that provides a professional service requiring a state license, other than those related to the practice of medicine. The applicant must provide an FEIN registered with the Texas SOS.

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- **Out-of-State Corporation:** A profit or non-profit Corporation chartered by a governmental entity outside the state of Texas, with the right to transact business in the state of Texas. The applicant should have an 11-digit Texas Taxpayer Number active with the Texas Comptroller's Office and a Texas SOS File Number. The applicant must provide an FEIN.
- **State Agency/University:** Any Texas state agency or institution of higher education created by the Texas Legislature. The applicant must provide an FEIN. Does not include federal agencies or state agencies of other states.
- **Governmental Entity:** Any county or legal government agency not created by the Texas Legislature, such as city governments and federal agencies. Does not include Texas state agencies or institutions of higher education. The applicant must provide an FEIN.
- **Other:** Organizations not defined within one of the other ownership types; such as estates, or informal organizations not chartered by the Texas Secretary of State. The applicant must provide an FEIN.

Payee Identification Number (PIN) - Provide one of the numbers requested.

- **SSN:** If applying as an individual or sole proprietor, enter the applicant's Social Security Number (SSN).
- **FEIN:** If applying as a company or other entity, enter the FEIN.

Does your business qualify as a TERP Small Business? Select Yes or No from the drop-down menu.

Under this program, a small business is defined as a person who:

- owns and operates not more than five vehicles or pieces of equipment, one of which is:
 - an on-road diesel heavy-duty vehicle; or
 - a non-road diesel-powered piece of equipment with an engine with uncontrolled emissions; and
- has owned the vehicle or equipment described above for more than two years.

This designation is for internal tracking purposes only, and will not affect the processing or awarding of a grant.

Section 3 - Authorized Official

The Authorized Official is the applicant or an employee of the applicant authorized to apply for the grant. Provide the name, title, address, phone number, and email address of the Authorized Official. If different, provide both the mailing and physical address.

Section 4 - 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. This person may not be a consultant, dealer, or subcontractor. Provide the name, title, address,

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phone number, and email address of the Designated Project Representative. If different, provide both the mailing and physical address.

Are the Authorized Official and Designated Project representative the same? Mark the box and continue to Section 5.

Section 5 - Designated Location for Records Access:

Provide the physical address where the records for the grant-funded vehicle will be kept.

FORM 2 - THIRD-PARTY PREPARER SIGNATURE PAGE

Was the application prepared by a Third-Party Preparer? Mark yes or no.

A Third-Party Preparer is someone who is assisting the applicant in the preparation of a grant application. A third-party may include consultants, dealers, or anyone who is not related to or a current employee of the applicant.



TIP: If YES, the third-party preparer must complete and sign this form. It is still the applicant's responsibility to ensure that the information listed in the application is true and accurate.

FORM 3 - PROGRAM-SPECIFIC CERTIFICATIONS

Read the entire form. By signing the form, the Authorized Official indicates that they understand and agree to the program-specific certifications.

Once the application has been printed, the Authorized Official must provide an original signature. Photocopies, stamps, or electronic signatures will not be accepted.

FORM 4 - GENERAL CERTIFICATIONS (2 PAGES)

Read both pages of this form. You assure the TCEQ that you understand and agree to the general certifications. The certifications include the basic contractual provisions which will be in place between the applicant and the TCEQ if awarded a grant. This form must be submitted with the application.

FORM 5 - CERTIFICATION OF ELIGIBILITY

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

- If box 1 is checked, you must fill in the individual's name and SSN.

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- If box 2 is checked, you must provide the individuals' names and SSNs that own 25% or more of the business.
- If box 3 or 4 is checked, the Authorized Official must sign and date the Form.

Once the application has been printed, the Authorized Official must provide an original signature. Photocopies, stamps, or electronic signatures will not be accepted.

FORM 6.1 - OLD VEHICLE/ENGINE INFORMATION

Enter the following information for the vehicle/engine being replaced or repowered. Use Forms 6.2 - 6.5 as needed to list up to 25 activities in one application.

Historical Use: Enter the average annual usage (in miles) over the past two years.

Vehicle Category: Select heavy-duty or medium-duty passenger vehicle from the drop-down menu.

Vehicle Description: Enter the type of vehicle (e.g., haul truck, dump truck, cement mixer, delivery van).

Number of Axles: Enter the total number of axles, front to back, drive and non-drive.

Vehicle Make: Enter the name of the vehicle manufacturer.

Vehicle Model: Enter the specific vehicle model name and/or number assigned by the manufacturer.

Model Year: Enter the specification or model year for the vehicle.

Vehicle Identification Number (VIN): Enter the Last 4 Digits of the VIN number of the vehicle.

Gross Vehicle Weight Rating (GVWR): The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.

If the vehicle is normally operated in combination with a trailer, such as a tractor-trailer, enter the Gross Combined Weight Rating (GCWR).



TIP: The GCWR entered must match the gross combined weight authorized by the vehicle registration.

Engine Make: Enter the name of the engine manufacturer.

Engine Model: Enter the specific engine model name and/or number assigned by the manufacturer.

Engine Identification Number: Enter the complete engine identification number listed on the engine block.

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Engine Manufacture Year: Enter the calendar year that the engine was manufactured.

Fuel Type: Enter the type of fuel powering the engine (diesel or gasoline only).

Engine Family or Test Group Name/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? See if this helps: [DOORS User Guide: Engine Family Names](#). If not, give us a call!

Federal NO_x Emissions: Normally, an engine will be certified to meet the emission standard of the year in which the engine was manufactured. See Appendix B for a list of engine emission standards by manufacture year and some exceptions that may apply.

FORM 7.1 - NEW VEHICLE/ENGINE INFORMATION

Enter the following information for the new vehicle/engine. Use Forms 7.2 - 7.5 as needed to list up to 25 activities for one application.

Project Type: Enter either Replacement or Repower.

Vehicle Category: Select heavy-duty or medium-duty passenger vehicle from drop-down menu.

Vehicle Description: Enter the type of vehicle.

Number of Axles: Enter the total number of axles, front to back, drive and non-drive.

Vehicle Make: Enter the name of the vehicle manufacturer.

Vehicle Model: Enter the specific vehicle model name and/or number assigned by the manufacturer.

Vehicle Model Year: Enter the specification or model year for the vehicle.

Vehicle Identification Number (VIN): If known, enter the Last 4 Digits of the VIN number of the vehicle. If unknown, enter TBD.

Gross Vehicle Weight Rating (GVWR): Enter the GVWR. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.

If the vehicle is normally operated in combination with a trailer, such as an 18-wheel semi-tractor and trailer rig, enter the Gross Combined Weight Rating (GCWR) of both the vehicle and the trailer.



TIP: The GCWR entered may not exceed the gross combined weight authorized by the vehicle registration.

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Engine Make: Enter the name of the engine manufacturer.

Engine Model: Enter the specific engine model name and/or number assigned by the manufacturer.

Engine Identification Number: Enter the complete engine ID number, (if known).

Engine Manufacture Year: Enter the calendar year that the engine was manufactured.

Fuel Type: Enter the type of fuel that is powering the engine.

Engine Family or Test Group Name/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? See if this helps: Follow this link: [DOORS User Guide: Engine Family Names](https://www.arb.ca.gov/msprog/ordiesel/documents/doors/enginefamilyname.pdf) or type this URL into your browser: <https://www.arb.ca.gov/msprog/ordiesel/documents/doors/enginefamilyname.pdf>. If this doesn't help, give us a call!

Converted Engine Family or Test Group Name/Code: If applicable, enter the converted engine family or test group name/code.

Federal NO_x Emissions: Normally, an engine will be certified to meet the emission standard of the year in which the engine was manufactured. See Appendix B for a list of engine emission standards by manufacture year and some exceptions that may apply.

FORM 8.1 - FINANCIAL DATA INFORMATION

Enter the following information for the new vehicle/engine. Use Forms 8.2 - 8.5 as needed to list up to 25 activities on one application.

Section 1 - Grant Amount Calculation

Enter the financial data for the new vehicle/engine. The Excel version of this form has formulas built in that will perform calculations as you enter the data. If you are applying for a repower project, you will need to complete the detailed financial data fields.

Capital Cost of New Vehicle/Engine (A): Enter the invoice cost of the new vehicle/engine, including taxes, duty, protective in transit insurance, and freight charges. The capital cost entered should match the primary price quote provided in the application.

Additional Equipment Costs for Repower Projects (B): Enter the per-unit acquisition cost of additional equipment required to complete the repower project if the per-unit cost is \$5,000 or greater.

Installation Costs for Repower Projects (C): Enter the installation cost and/or costs to re-engineer the old vehicle for the new engine.

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Miscellaneous Supplies Costs for Repower Projects (D): Enter the acquisition costs of equipment and materials less than \$5,000.

Global Positioning System (E): The costs to purchase and install a Global Positioning System (GPS) to track and log the location and use of the vehicle may be included in the incremental costs. Ongoing operational and maintenance charges may not be included. The GPS system must be purchased from the TERP GPS Monitoring Service (TGMS) Contractor, Precision Tracking Solutions, Inc., authorized by and contracted with the TCEQ to provide the system. Refer to the TERP website www.terpgrants.org obtain the latest price and contact information, or you may contact them directly at 972-693-7006.

Scrap Value (F): Enter the default scrap value. The default scrap value is \$1,000.00 for replacement projects and \$250.00 for repower projects.

Other Financial Incentives and Tax Credits (G): Enter the sum of any other financial incentives or tax credits that will be applied to the purchase of the new vehicle/engine.

Incremental Cost (H): The Capital Cost plus the GPS cost (if applicable), minus the scrap value, minus other financial incentives (if applicable) equals the Incremental Cost.

Eligible Costs (I): The grant recipient may be eligible for reimbursement of up to 90% of the incremental costs. Multiply the Incremental Cost (Section 1.H) by 0.9 (or 90%).

Eligible Grant Amount (J): Enter the maximum grant amount from the appropriate table in Appendix H in the RFGA.

Requested Grant Amount (K): Enter the lesser of (I) and (J).

Section 2 - Other Financial Incentives and Tax Credits

Enter a description of the financial incentives and/or tax credits to be applied towards the purchase of the new vehicle/engine if you entered other financial incentives and tax credits in Section 1G.

Continue to Section 3 if you did not enter other financial incentives and tax credits in Section 1G.

Section 3 - Financing or Lease Terms for Replacement Vehicle/Engine

Mark the form of payment that will be used for the new vehicle/engine.

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FORM 9.1: NEW VEHICLE USAGE INFORMATION

Use Forms 9.2 – 9.5 as needed to list up to 25 activities for one application.

Section 1 - Percentage of Annual Usage in the Eligible Area

Applicants must agree to monitor the use of the grant-funded vehicles and to report annual usage to the TCEQ for the life of each activity (four years).

The applicant must commit to using the grant-funded vehicle at least 75% of the total annual miles of operation in the eligible areas.

Designate the percentage of total annual usage that will take place in one or more of the eligible areas.

Section 2 - Business Description

Enter a description of how the vehicle is used in the routine daily operations of the applicant including the vehicle's typical routes traveled.

FORM 10 - DISPOSITION OF THE OLD VEHICLE/ENGINE BEING REPLACED

In general, unless an alternative destruction method is approved by the TCEQ, the old vehicle/engine must be rendered permanently inoperable within 90 days of receiving financial reimbursement by completely crushing the vehicle/engine or putting a 3" hole or larger in the engine block on both sides (or otherwise destroying it) and cutting both frame rails in half (or perform other structural damage to the vehicle) rendering it inoperable.

Section 1 - Method of Disposition

Mark the method of disposition you are proposing for the activities listed in this application.

If you are proposing the standard disposition, mark the box and continue to Form 11.

If you are proposing an alternative method of destruction, mark the box and continue to Sections 2 and 4 below.

If you are proposing permanent removal from Texas, mark the box and continue to Sections 3 and 4 below.

Section 2 - Alternative Destruction

Enter a description of the alternative method of destruction.

Section 3 - Permanent Removal from North America

Proposals for the permanent removal of vehicle(s) from Texas in lieu of destruction will only be accepted for export of the vehicle(s) to a destination outside of the United States, Canada, and the United Mexican States.

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3a. If you submitted a request to permanently remove the vehicle(s) from Texas with the application, mark the box and continue to section 5 below.

3b. If you submitted a request to permanently remove the vehicle(s) from Texas prior to the application submittal, mark the box and continue to section 3c.

3c. If you have been assigned a disposition reference number by the TCEQ, provide the number in the space provided.

Section 4 - Activities Included

Does the alternative disposition proposal apply to all the activities listed in this application? Mark yes or no.

If no, list the activity number to which the proposals apply in the space provided.

FORM 11 - VEHICLE OR EQUIPMENT CERTIFICATION

This form must be completed and signed by a mechanic qualified to assess the condition of the old vehicle/engine. The mechanic assessing the vehicle/engine may not be an employee of the applicant.

FORM 12 - SUMMARY PAGE

This form will auto-populate for applicants completing the application forms electronically in Excel. For applicants manually completing the application forms (hand-written), you will need to complete this page using the information provided in the application:

Section 1 - Applicant Information

This information must match the information on Form 1: Applicant Information, Sections 1 and 2.

Section 2 - Project Information

- **Primary Area** - The area identified on Form 9: New Vehicle Usage Information with the greatest percentage of annual usage.
- **Incremental Cost of the Project** - The total incremental cost of the project. Total the incremental cost for each activity listed on Form 8: Financial Data Information.
- **Requested Grant Amount** - The total requested grant amount for the project. Total the requested grant amount for each activity listed on Form 8: Financial Data Information.
- **Total Activity Number** - The total number of activities included in this application.

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- **Activity Type** – Identify if the project is a replacement project or repower project. The activity type is listed on Form 6.1: Old Vehicle/Engine Information.

Section 3 – Mailing Address

This information must match the mailing address listed for the Authorized Official on Form 1: Applicant Information.

Section 4 – Authorized Official

This information must match the information listed for the Authorized Official on Form 1: Applicant Information.

Section 4 – Authorized Official

- Printed Name of Authorized Official – This must match the Authorized Official Name listed on Form 1: Applicant Information.
- Authorized Official Title – This must match the Authorized Official Title listed on Form 1: Applicant Information.

CHECKLIST

Review and complete this form to ensure that all appropriate forms are signed and all additional documents are included in the application packet.

Questions? We are here to help. Contact TERP staff at 1-800-919-TERP (8377).

4.0 SUPPLEMENTAL FORMS

Refer to the RFGA to determine if your project has special conditions and requires you to use one or more of the following supplemental forms. The supplemental forms can be found at www.terpgrants.org on the TNGVGP program page.

SUPPLEMENTAL FORM 1: HARVEY EXCEPTION

The TCEQ is providing an exception to the requirement that a vehicle included in a grant application to be replaced or repowered is currently in good operating condition and is being used in its primary function in the routine operations of the applicant as a result of the vehicle being damaged or destroyed by Hurricane Harvey. Applicants applying under this exception should review Appendix F of the RFGA, complete [Supplemental Form 1: Harvey Exception](#), and submit the form with the required project application forms.

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**SUPPLEMENTAL FORM 2 - AGRICULTURAL PRODUCT
TRANSPORTATION**

Projects involving the transport of raw agricultural products may be exempt from the requirements that grant-funded vehicles operate at least 75% of annual mileage in the eligible counties. Applicants applying under this exemption should complete Supplemental Form 2: Agricultural Product Transportation, and submit the form with the required project application forms. The form is available for viewing and download from the TERP website www.terpgrants.org.

1. Does this form apply to all activities listed in the application? Indicate “Yes” or “No” in the space provided.
2. Enter the type of transportation business (i.e. transportation of dairy) in the space provided.
3. List the agricultural product the vehicle will be transporting.
4. Enter the final destination (county) to which the agricultural product will be delivered in the space provided.
5. Will the new vehicle be used solely for agricultural products?

Provide an explanation in detail how the vehicle being replaced or repowered has been used and how the upgraded vehicle will be used for agricultural product transportation purposes.

**SUPPLEMENTAL FORM 3 - SPECIAL OWNERSHIP
PREAPPROVAL**

Applicants applying under this exemption should complete Supplemental Form 3: Special Ownership Preapproval, and submit the form with the required project application forms. The form is available for viewing and download from the TERP website www.terpgrants.org.

The special provision for preapproval of the applicant applying prior to owning the vehicle to be replaced requires additional consideration to determine that the project would achieve NO_x emissions reductions. As outlined in Appendix C of the RFGA, the vehicle proposed to be purchased by the applicant for replacement under the grant must have been used in the routine operations of the owner or lessee for the same or similar vocation and use as the applicant intends to use the replacement vehicle, for at least the two years prior to application submission.

Requests for preapproval must be submitted in writing, with an original signature of the authorizing official of the grant applicant. Grant applicants should follow the example format provided in Section 4.2 below to prepare the written preapproval request. As shown on the example format, the request should include a cover letter signed by the authorizing official and attesting to the accuracy of the information provided. Required preapproval information should be completed and enclosed with the cover letter and the Supplemental Form 3.