

Governmental Alternative Fuel Fleet Grant Program (GAFF)

Project Application Form
TCEQ-20908
Solicitation No. 582-21-22544



A PROGRAM OF TCEQ

Eligible Areas:

Grants under this solicitation are available statewide but priority is given to projects in a nonattainment area or in an affected county. Refer to Appendix A for a map of the nonattainment and affected counties for this Request for Grant Applications (RFGA).

Nonattainment Areas:

Beaumont-Port Arthur Area: Hardin, Jefferson, and Orange Counties

Dallas-Fort Worth Area: Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties

El Paso Area: El Paso County

Houston-Galveston-Brazoria Area: Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties

San Antonio Area: Bexar County

Affected Counties:

Bastrop, Caldwell, Comal, Ellis, Gregg, Guadalupe, Harrison, Hays, Henderson, Hood, Hunt, Johnson, Kaufman, Nueces, Parker, Rockwall, Rusk, San Patricio, Smith, Travis, Upshur, Williamson, and Wilson Counties

Eligible Applicants: Eligible applicants include state agencies, counties, municipalities, school districts, junior college districts, river authorities, water districts or other special districts, or other political subdivisions created under the constitution or a statute of this state that operate a fleet of more than 15 motor vehicles, including a mass transit or school transportation provider or other public entity established to provide public or school transportation services, but excluding motor vehicles that are owned and operated by a private company or other third party under contract with the entity.

Eligible Activities: Eligible activities include the purchase or lease of new alternative fuel or hybrid vehicles and refueling infrastructure and services for those vehicles.

Application Deadline: Applications will be accepted on a competitive basis until 12:00 a.m. CT on June 15, 2021. Applications may be submitted via TERP Online, electronic mail to TERPapply@tceq.texas.gov, or by mail to one of the addresses below:

Regular Post Delivery

Texas Commission on Environmental Quality
Air Grants Division, MC-204
P.O. Box 13087
Austin, Texas 78711-3087



Express Delivery

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

Form 1: Applicant Information

1. Applicant Legal Name

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2. Business Information

Ownership Code (Business Type):	
Payee Identification Number (FEI):	

3. Authorized Official

The applicant or an employee who has legal authority to sign for and speak on behalf of the entity.

Prefix		First		MI		Last		Suffix	
Title									
Primary Phone					Secondary Phone				
E-mail Address									
Mailing Address									
City				State		Zip Code			
Check here if the physical address is the same as the mailing address.									
Physical Address									
City				State		Zip Code			

4. Designated Project Representative

The applicant or an employee 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									
Prefix		First		MI		Last		Suffix	
Title									
Primary Phone					Secondary Phone				
E-mail Address									
Mailing Address									
City				State		Zip Code			
Check here if the physical address is the same as the mailing address.									
Physical Address									
City				State		Zip Code			

5. 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.

Physical Address									
City				State		Zip Code			

Form 2: Third-Party Preparer Signature Page

1. Was this application prepared by a third-party? Yes No

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.

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 voidable.

Third-Party Preparer Information.

Printed Name:	
Title:	
Company Name:	
Street Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
Original Signature*:	
Date of Original Signature:	

*Please fill out the entire application before completing the electronic signature. The ability to edit, add, or remove information will be removed after the application is electronically signed.

Form 3: Program Certifications

This section serves to assure the TCEQ that you understand and agree to the statements below. These provisions relate to the basic contract document 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 and review it so that any questions can be discussed early in the application review process.

By signing this application, you understand and certify compliance with all the statements below, as well as with any state statutes, regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of funds for this project. **If any of these certifications change between submittal of the application and award of a contract, you will promptly notify TCEQ.**

Activity Certifications

1. Use of Funds. Applicants must prioritize the following activities when using grant funds. Applicants must indicate their priority activity by checking one of the boxes below.

- The purchase or lease of new motor vehicles, including new motor vehicles that are converted to operate on an alternative fuel, when replacing vehicles or adding vehicles to the fleet.
- The purchase of new motor vehicles, including new motor vehicles that are converted to operate on an alternative fuel, to replace vehicles that have the highest total mileage and do not use an alternative fuel.
- To the extent feasible, obtaining, whether by purchase, purchase and conversion, or lease, motor vehicles that use Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), or Liquefied Petroleum Gas (LPG).

2. Destruction Required for Replacement Projects. For replacement activities, the grantee must provide verification to the TCEQ that an existing vehicle of the same type has been destroyed. In general, vehicles being replaced, including the engine, must be destroyed within 90 days of receiving verification from the TCEQ that the proof of purchase documentation for the grant-funded vehicles has been approved.

3. Not Otherwise Required. 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 contract.

4. No Emissions Reductions Credits. Activities funded under this program are not eligible to generate marketable credits under state or federal emissions reduction credit averaging, banking, or trading programs. If the project is funded, the applicant waives, for all time, its right to claim or apply for any emissions reduction credits from the use of the low-emission technology funded under this program.

5. Not to Exceed 100% of Equipment Cost. Any existing financial incentive that directly reduces the cost of the proposed activity, such as tax credits or deductions, other grants, or any other public financial assistance must be disclosed at the time proof of purchase documentation is provided to the TCEQ. The total grant amount plus financial incentives must not exceed the total eligible cost of the project.

6. Failure to comply with certain contractual terms may require the grantee to return all or a share of the grant funds. Grantees will be required to maintain the grant-funded vehicles in proper operating condition and to obtain sufficient replacement insurance to repair or replace the vehicles if they are damaged or destroyed during the Contract Period. Grantees must agree to notify the TCEQ of any termination of use, change in use, sale, transfer, or accidental or intentional destruction of grant-funded vehicles during the Contract Period. Grantees will be required to return all, or a pro-rata share of the grant funds for failure to maintain and operate the vehicles for the duration of the Contract Period.

7. Requirement to Monitor. Grantees will not be required to submit annual reports on the use of the grant-funded vehicles and equipment. However, the grantee must agree to provide information on the use of the vehicles upon request by the TCEQ. The grantee must also agree to provide the TCEQ and/or the State Auditor, or their representatives, access to the vehicles and to records regarding use of the vehicles.

8. Insurance Coverage. Grantees must maintain, for the Contract Period, property loss insurance or self-insurance coverage on any vehicle and/or equipment 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 vehicle or equipment costs.

9. Legal Authority. The applicant has the legal authority in the State of Texas to apply for the grant. The applicant's governing body has authorized the filing of the application, understands these requirements and certifications, and has authorized the person identified as the Authorized Official to act in connection with the application and to provide such additional information as may be required.

Administrative and State Contracting Certifications

1. Uniform Grant Management Standards. The applicant will comply with the Uniform Grant Management Standards (UGMS), adopted June 2004 by the Texas Comptroller of Public Accounts in accordance with Texas Government Code Chapter 783, or any subsequent update. This document is available at: <http://www.comptroller.texas.gov/purchasing/docs/ugms.pdf>.

2. Procurement of Goods and Services. In procuring goods and services, the applicant will comply with UGMS Part III. State Uniform Administrative Requirements for Grants, § 36 Procurement. All procurement transactions will be conducted in a manner providing full and open competition.

3. 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.

4. Nondiscrimination. The applicant will comply with all State and Federal statutes relating to nondiscrimination.

5. Grant Administration. The applicant 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.

6. Audit. Acceptance of funds under this program acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. The applicant or other entity that may receive funds directly or indirectly from TCEQ must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Applicant will include this clause concerning the authority to audit funds received indirectly and the requirement to cooperate in any subcontract it awards.

7. Debt to the State. The applicant is not indebted to the state or has an outstanding 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.

8. Debarment. The 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.

9. Conflict of Interest. The applicant has not given, offered to give, nor intends to give 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 Texas Government Code Section 2155.004, no person involved in the preparation of the Request for Grant Applications may have financial interest in this application. If the applicant is not eligible, then any contract resulting from this application shall be immediately terminated. Furthermore, under Texas Government Code Section 2155.004, the applicant certifies that the individual or business entity named in this application or contract is not ineligible to receive the specified contract and acknowledges that the contract may be terminated, and payment withheld if this certification is inaccurate. All purchase decisions must be based on sound business decisions and arm's length bargaining.

10. Contracting with an Executive of a State Agency. Under Texas Government Code Section 669.003, relating to contracting with an executive head of a state agency, the applicant represents that no person who, in the past four years, served as an executive of the 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, the applicant 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.

11. Under Texas Government Code Section 2155.006, 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 application may be terminated and payment withheld if this certification is inaccurate.

12. The applicant has not been adjudicated during the three-year period immediately preceding the application signature date 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.

13. The applicant, nor any of its officers, have been adjudicated by a court of law to have violated the Texas Deceptive Trade Practices Act.

14. Abortion Funding Limitation. The applicant represents and warrants that any payments made by TCEQ with appropriated funds, should a contract be awarded, are not prohibited by Article IX, Section 6.25 of the General Appropriations Act, 86th Legislative Session (2019), nor by Texas Government Code Chapter 2272 Prohibited Transactions [Senate Bill 22, 86th Legislative Session (2019)].

15. Excluded Parties. Applicant represents and warrants that it is not listed in the prohibited vendors lists authorized by Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism," published by the United States Department of the Treasury, Office of Foreign Assets Control. Applicant will notify TCEQ if it can no longer make this representation.

Form 4: Certification of Eligibility to Receive a State-Funded Grant

All applicants must complete this form to certify eligibility to receive a grant 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.

Please Check One of the Following Applicant Options.

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:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	
Name:		Social Security Number (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.

Initial*:		Date:	
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*Please fill out the entire application before completing the electronic signature. The ability to edit, add, or remove information will be removed after the application is electronically signed.

Form 5: Vehicle Information

Activity No. ____

1. **New Vehicle Information.** Please refer to Section 2.3.1 of the Request for Grant Applications for requirements that apply to the purchase or lease of a new motor vehicle.

Vehicle Type:	
Fuel Type:	

2. **Old Vehicle Information** (*Replacement Activities Only*). The applicant acknowledges that the old vehicle must be destroyed by providing information below.

Vehicle Type:	
Vehicle Model Year:	
Fuel Type:	

3. **Requested Grant Amount.** Please select the grant amount from the drop-down menu.

Grant Amount:	
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Activity No. ____

1. **New Vehicle Information.** Please refer to Section 2.3.1 of the Request for Grant Applications for requirements that apply to the purchase or lease of a new motor vehicle.

Vehicle Type:	
Fuel Type:	

2. **Old Vehicle Information** (*Replacement Activities Only*). The applicant acknowledges that the old vehicle must be destroyed by providing information below.

Vehicle Type:	
Vehicle Model Year:	
Fuel Type:	

3. **Requested Grant Amount.** Please select the grant amount from the drop-down menu.

Grant Amount:	
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Activity No. ____

1. **New Vehicle Information.** Please refer to Section 2.3.1 of the Request for Grant Applications for requirements that apply to the purchase or lease of a new motor vehicle.

Vehicle Type:	
Fuel Type:	

2. **Old Vehicle Information** (*Replacement Activities Only*). The applicant acknowledges that the old vehicle must be destroyed by providing information below.

Vehicle Type:	
Vehicle Model Year:	
Fuel Type:	

3. **Requested Grant Amount.** Please select the grant amount from the drop-down menu.

Grant Amount:	
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Form 6: Project Primary Area

Applicants must designate a primary area of use for the vehicle(s) included in the project application and provide a percentage of total annual mileage to occur in that area in the table provided below. The primary area of the project is the area where the vehicle(s) included in the project application operates at least 51% of its total annual mileage. If the area of operation is not listed in Section 1, provide the primary county in Section 2. Additional counties where the vehicle(s) will be operated may be included in the business description in Section 3.

1. Primary Area

Area	Percentage of Total Annual Use
Austin Area: Bastrop, Caldwell, Hays, Travis, and Williamson Counties	
Beaumont-Port Arthur Area: Hardin, Jefferson, and Orange Counties	
Corpus Christi Area: Nueces and San Patricio Counties	
Dallas-Fort Worth Area: Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties	
El Paso Area: El Paso County	
Houston-Galveston-Brazoria Area: Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties	
San Antonio Area: Comal, Guadalupe, and Wilson Counties	
San Antonio Area: Bexar County	
Tyler-Longview Area: Gregg, Harrison, Rusk, Smith, and Upshur Counties	

2. Primary County of Operation (if not in one of the Primary Areas listed above)

Primary County of Operation	Percentage of Total Annual Use

3. Description of Use

Provide a detailed description of how the vehicle(s) included in the project application will be used in the routine operations of the applicant. In addition, please provide additional areas or counties of operation.

Form 7: Summary Page

Applicant Information.

Applicant Legal Name:				
Applicant Type:				
FEI or SSN:				
Primary Project Area:		Other Primary County:		
Total Number of Activities (vehicles only):		Total Requested Grant Amount (vehicles only):		
Infrastructure Type (if applicable):		Total Requested Grant Amount (infrastructure only):		
Mailing Address:				
City:		State:		Zip Code:
How did you hear about this grant program?		Other (please specify):		

Authorized Official.

The applicant or an employee of the applicant who has the legal authority to sign on behalf of 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. 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 these forms and information into a contract the data and information may be revised by the TCEQ for accuracy, and the acceptance of a contract will constitute agreement with those revisions. My signature also constitutes acceptance of the certifications in Form 3, the terms of this grant, and any changes posted through addenda on the Electronic State Business Daily. Failure to sign the application or signing it with an incorrect statement may make the submitted offer or any resulting contracts voidable.

Printed Name of Authorized Official:	
Authorized Official Title:	
Signature of Authorized Official:	
Date of Signature:	

The application, signed by the Authorized Official, must be received by the application deadline or the application will not be accepted.

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, Texas Government Code Chapter 552.

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 TERP@tceq.texas.gov or 1-800-919-TERP (8377).

Form 8: Application Checklist

All applications require the documents listed below. Please ensure that you have read and attached all of the required documents. All pages that must be signed or initialed are indicated below. If a signature page is missing or has been altered, the application will not be considered.

Application Form Checklist (All Applications):		
Form 1: Applicant Information	Please fill out entirely.	
Form 2: Third-Party Preparer Signature Page	If a Third-Party Preparer was used, Signature Required.	
Form 3: Program Certifications	Please read, Indicate Priority , and attach with application.	
Form 4: Certification of Eligibility	Signature Required.	
Form 5: Vehicle Information	Please fill out entirely. Print additional pages as needed.	
Form 6: Project Primary Area	Please fill out entirely. Print additional pages as needed.	
Form 7: Summary Page	Please fill out entirely. Signature Required.	
Form 8: Application Checklist	Please read and include with application.	
Required Attachment Checklist (All Applications):		
W-9 Form	Signature Required. https://www.irs.gov/pub/irs-pdf/fw9.pdf	
If the Equipment has already been purchased, provide the purchase, lease or financing agreement showing the price paid.	The purchase may not have been made prior to September 1, 2020	
Supplemental Forms (if applicable):		
Supplemental Form 1 (Refueling Infrastructure projects only)	Applicants applying for Refueling Infrastructure projects must complete this form and attach it to the application form being submitted.	

Supplemental Form 1 – Refueling Infrastructure

This form should only be completed by applicants proposing projects that include the purchase, lease or installation of refueling infrastructure or equipment, or the procurement of refueling services. The purchase of refueling infrastructure or refueling services must be made in conjunction with the purchase of an alternative fuel vehicle proposed for funding under this program. The grant applicant must demonstrate that a refueling station meeting the needs of the applicant is not available within five miles of the location at which the applicant’s grant-funded vehicle will be stored or primarily used. Leases of refueling infrastructure or equipment or the procurement of refueling services must have a term of at least three years to be eligible for grant funding.

1. Project Description. In the space provided below, please provide a brief description of the refueling project being proposed including the **fuel type, estimated number of vehicles served by the refueling infrastructure or equipment per day, refueling or charging capacity of the equipment, and facility type**. If the refueling project would be leased, provide the proposed term of the lease and any plans for the continued ownership and operation of the refueling infrastructure or equipment after the term of the grant expires.

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2. Current Access to Refueling Infrastructure or Equipment. In the space below, please provide a description of the applicant’s current access to refueling infrastructure or equipment, including the distance to the nearest refueling or charging station that meets the needs of the vehicles included in this application. If refueling infrastructure or equipment is currently available within five miles of where the vehicles will be stored or primarily used, please explain why this available infrastructure or equipment does not meet the current needs of the vehicles included in this application.

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3. Proposed Refueling Infrastructure or Equipment Location

Location or Facility Name					
Physical Address					
City		State		Zip Code	
County					

4. Proposed Third-Party Service Provider Information *(if applicable)*

Service Provider Name					
Service Provider Address					
City		State		Zip Code	
County					
Service Term					

5. Requested Grant Amount for Refueling Infrastructure, Equipment, or Services

In the space below, please provide the requested amount for refueling infrastructure, equipment, or refueling services. The total requested grant amount for refueling projects may not exceed 10% of the total requested grant amount for the vehicles. Final payment amounts may not exceed the total eligible cost of the project.

Refueling Infrastructure, Equipment, or Services Requested Grant Amount:	
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