

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

**PURPOSE**

**We are here to help. Please call TERP staff at 1-800-919-TERP (8377) or email [terp@tceq.texas.gov](mailto:terp@tceq.texas.gov) with any questions about completing this application.** These instructions are designed to guide applicants in preparing their grant application to apply for grants from the Texas Commission on Environmental Quality (TCEQ) under the Governmental Alternative Fuel Fleet (GAFF) Grant Program. Upon submission, all proposals become the property of the state of Texas and as such become subject to public disclosure under the Texas Public Information Act (PIA), Texas Government Code, Chapter 552.

**1.0 APPLICATION DOCUMENTS AND TOOLS**

To get started with the application, view or download the following application documents and tools from the TERP website at [www.terpgrants.org](http://www.terpgrants.org):

1. GAFF Request for Grant Applications (RFGA)
2. FY21 GAFF Grant Program Application (TCEQ-20908)
3. GAFF Grant Program Maximum Grant Amounts
4. IRS W-9 Form

**2.0 IMPORTANT NOTE TO ALL APPLICANTS**

**TIP:** Adobe Acrobat JavaScript must be enabled in Adobe Reader to use this GAFF application. To enable Adobe JavaScript, open Adobe Reader, and navigate to “Edit”, “Preferences”, “JavaScript”, and select “Enable Acrobat JavaScript”.

1. There is no limit to the number of activities that may be submitted per grant application. An activity is the purchase or replacement of an individual vehicle.
2. An application must be limited to one primary area or one primary county. The primary area is the area in which the vehicle is operated the highest percentage of time.
3. Applications must have electronic or wet ink (original) signatures where required to avoid being ineligible for a grant.

**3.0 HOW TO APPLY**

1. Review the eligibility requirements outlined in the RFGA.
2. Gather information for each new vehicle.
3. Complete one copy of the TCEQ-20908 Project Application and any applicable Supplemental Forms using the instructions in Section 3.1 below.
4. Assemble one set of the **required application and attachments** using the checklist provided at the end of TCEQ-20908 Project Application.

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

5. Have the Authorized Official sign the TCEQ-20908 Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
6. Submit one signed copy of the TCEQ-20908 Project Application and one set of any required attachments by the application deadline, using one of the methods below.

- The completed and signed forms should be submitted by electronic mail to [TERPapply@tceq.texas.gov](mailto:TERPapply@tceq.texas.gov), via TERP Online, or by mail to one of the addresses provided below.

**Regular Mail:**

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

**Express Mail:**

Texas Commission on Environmental Quality  
Air Quality Division  
GAFF, MC-204  
12100 Park 35 Circle  
Austin, TX 78753

- Using the TERP Online Application available through the State of Texas Environmental Electronic Reporting System (STEERS). Applicants will be required to create a STEERS account before submitting an application.

### 3.1 HOW TO COMPLETE AN APPLICATION FORM

#### FORM 1 - APPLICANT INFORMATION

***Section 1 - Applicant Legal Name***

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

***Section 2 - Business Information***

**Ownership Code (Business 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

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

(commonly referred to as a DBA). The applicant must provide an 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.
- **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.
- **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.
- **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.
- **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** - 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.

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

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

*If the Authorized Official and the Designated Project Representative are the same, mark the box with an "X" and continue to Section 5.*

***Section 5 - Designated Location for Records Access***

Provide the physical address where the records for the grant-funded equipment 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 CERTIFICATIONS**

Read the entire form and include both pages when submitting the application. By signing the application on Form 7: Summary Page, the Authorized Official indicates that they understand and agree to the certifications.

**Activity Certifications: Use of Funds** - applicants must indicate how they will prioritize the use of grant funds by checking one of the 3 boxes in this section.

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

**FORM 4 - 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. Mark the option that applies to your applicant type.

- If Box 1 is checked, you must fill in the individual's name and SSN.
- If Box 2 is checked, you must fill in all individuals' names and SSNs that own 25% or more of the business.
- For all options, the Authorized Official must provide their electronic or original initials.

**FORM 5 - VEHICLE INFORMATION**

Enter the following information for each activity. Applicants can list up to 3 activities per page. Add additional pages if needed before completing the form. Indicate the activity number in the designated field for each activity (Activity No. 01, Activity No. 02, etc.).

***Section 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:** select the new vehicle type from the dropdown menu.
- **Fuel Type:** select the new vehicle fuel type from the dropdown menu.

***Section 2 - Old Vehicle Information (Replacement Activities Only)***

Only complete this section for replacement activities. Applicant must provide verification to the TCEQ that the vehicle being replaced is the same type and class as the new vehicle.

- **Vehicle Type:** From the dropdown menu, select the old vehicle type (must be the same as the vehicle type selected in section one for each activity).
- **Vehicle Model Year:** enter the model year of the vehicle being replaced (this can be found on the vehicle title and registration).
- **Vehicle Fuel Type:** From the dropdown menu, select the fuel type of the vehicle being replaced.

***Section 3 - Requested Grant Amount***

TCEQ has established pre-determined grant amounts for the purchase or lease of new motor vehicles.

- **Grant Amount:** From the dropdown menu, select the grant amount that corresponds with the vehicle type and class in Section 1 (and Section 2, if applicable).

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

**FORM 6 - Project Primary Area**

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 project contains activities to be completed in different primary areas, each activity must be applied for under separate applications.

***Section 1 - Primary Area***

Applicants must designate the area of primary use for the vehicle(s) included in the project application.

- **Area:** From the table in Section 1, find the designated the area of primary use for the vehicle(s) included in the project application. If the area of primary use is not listed under Section 1, proceed to Section 2.
- **Percentage of Total Annual Usage:** In the space adjacent to the designated primary area of use, enter the percentage of total annual usage.

***Section 2 - Primary County of Operation***

If the county of primary operation is not listed in the table under Section 1, applicants must complete Section 2.

- **County of Primary Operation:** Enter the designated county of primary operation for the vehicle(s) included in the project application.
- **Percentage of Total Annual Use:** In the space provided, enter the percentage of total annual usage.

***Section 3 - Description of Use***

Use the space to 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 Legal Name, Applicant Type, FEI (or SSN), and Mailing Address will auto-populate for applicants completing the application forms electronically. For applicants manually completing the application forms (hand-written), you will need to complete this page using the information provided in the application. **The Authorized Official must sign and date this form.**

***Section 1 - Applicant Information***

The Applicant Legal Name, Applicant Type, and FEI or SSN must match the information on Form 1: Applicant Information.

- **Applicant Legal Name:** Enter the applicant's legal name. The applicant legal name must match Form 1 (this field will auto-populate if completing the application electronically).

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

- **Applicant Type:** Enter the applicant type. The applicant type must match Form 1: Applicant Information (this field will auto-populate if completing the application electronically).
- **FEI or SSN:** Enter the applicant's FEI. The FEI must match Form 1: Applicant Information (this field will auto-populate if completing the application electronically).
- **Primary Project Area:** Enter the project primary area. The project primary area must match Form 6: Project Primary Area.
- **Other Primary Area:** Enter other primary area. The other primary area must match Form 6: Project Primary Area.
- **Total Number of Activities (vehicles only):** Enter the total number of vehicle activities included in the project application.
- **Total Requested Grant Amount (vehicles only):** Enter the total requested grant amount for vehicle activities included in the project application.
- **Infrastructure Type (if applicable):** Enter the type of infrastructure included in the project application.
- **Total Requested Grant Amount (infrastructure only):** Enter the total requested grant amount for infrastructure activities included in the project application.
- **Mailing Address, City, State, and Zip Code:** Enter the applicant's mailing address. The applicant mailing address must match Form 1: Applicant Information (these fields will auto-populate if completing the application electronically).
- **How did you hear about this grant program?** Please select from the drop-down box or complete the 'Other' field.

***Section 2 - Authorized Official***

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

- **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 (this field will auto-populate if completing the application electronically).
- **Signature of Authorized Official:** The Authorized Official should sign this form electronically or with an original signature.
- **Date of Signature:** The Authorized Official should date this form.

**FORM 8 - APPLICATION CHECKLIST AND SUBMISSION**

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

**Ready to submit? Email your application to [TERPapply@tceq.texas.gov](mailto:TERPapply@tceq.texas.gov), or refer to the instructions in Section 3.0 above for alternative submission methods.**

Instructions for Completing the Fiscal Year (FY) 2021  
Governmental Alternative Fuel Fleet (GAFF) Grant Program  
Project Application Form

**SUPPLEMENTAL FORM 1 - REFUELING INFRASTRUCTURE**

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.

***Section 1 - Project Description***

In the space provided, enter a brief description of the proposed refueling project, including fuel type, estimated number of vehicles served per day, and the refueling or charging capacity.

***Section 2 - Current Access to Refueling Infrastructure or Equipment***

In the space provided, enter a brief description of the access to refueling infrastructure or equipment, and the distance to the nearest facility meeting the needs of the vehicles included in the project application.

***Section 3 - Proposed Refueling Infrastructure or Equipment Location***

Provide the location information of the proposed refueling infrastructure.

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

Provide the information and location of the proposed third-party service provider, and the service terms.

***Section 5 - Requested Grant Amount for Refueling Infrastructure, Equipment, or Services***

Enter the requested grant amount for refueling infrastructure, equipment, or services. Note that the requested grant amount for refueling projects may not exceed 10% of the total requested grant amount for the vehicles in the project application.