

# Instructions for Completing the Light-Duty Motor Vehicle Purchase or Lease Incentive Program (LDPLIP) TCEQ-20684 Rebate 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 Light-Duty Motor Vehicle Purchase or Lease Incentive Program (LDPLIP). 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](http://www.terpgrants.org):

1. LDPLIP Notice of Rebates (NoR)
2. Application Instructions
3. TCEQ-20684 LDPLIP 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. The PDF forms allow you to hand-write the information into the forms.

## 2.0 IMPORTANT NOTE TO ALL APPLICANTS

1. One activity may be submitted per grant application. An activity is the purchase or lease of a new vehicle.
2. The contents of application forms should never be altered.
3. Applications must have ink (original) signatures where required to avoid being ineligible for a grant. Photocopies, faxes, scanned copies, or other copies of forms without original signatures will not be accepted.

## 3.0 HOW TO APPLY

1. Review the eligibility requirements outlined in the NoR.
2. Complete two copies of the TCEQ-20684 Project Application using the instructions outlined in Section 3.1 below.

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**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.”

3. Have the Authorized Official sign each copy of the TCEQ-20684 Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
4. Submit two signed copies of the TCEQ-20684 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 (LDPLIP), 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 (LDPLIP), MC-204  
12100 Park 35 Circle  
Austin, TX 78753



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

## 3.1 HOW TO COMPLETE AN APPLICATION 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 (SIGNATURE PAGE)

#### **Section 1 - Applicant Legal Name (PERFORMING PARTY)**

The legal name of the grant applicant should be the name of the person/entity applying for a grant and should match the driver's license and vehicle title and purchase or lease agreement. The name that appears in Section 1 will be used for contracting purposes.

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### *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.
- **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 Federal Employers Identification Number (FEI) registered with the Texas Secretary of State (SOS) if the applicant is operating as a company or other entity.
- **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 FEI 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 FEI registered with the Texas SOS.
- **Texas Corporation:** A profit or non-profit Corporation chartered by the State of Texas. The applicant must provide an FEI 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 FEI 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 FEI 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 FEI.
- **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 FEI.
- **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 FEI.

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### Payee Identification Number:

- Enter the Federal Employer's Identification Number (FEI) if applying as a company or other entity. Only provide one required number.

### ***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, and address of the Authorized Official. If selected for a grant, the Authorized Official must sign the contract.

### ***Section 4 - PERFORMING PARTY SIGNATURE:***

By signing as the PERFORMING PARTY, you as the Authorized Official are making all the certifications on the accompanying certification forms in the application (Forms 2a & 2b).

### FORM 2a-2b - GENERAL CERTIFICATIONS (2 PAGES)

Read the entire form to understand the basic contractual provisions between the applicant and the TCEQ if awarded a grant.

### FORM 3 - NEW VEHICLE INFORMATION

### ***Section 1 - Buyer/Lessee Information***

The legal name of the grant applicant should be the name of the person/entity applying for a grant and should match driver's license and vehicle title. The name that appears in Section 1 will be used for contracting purposes.

### ***Section 2 - Reservation Number***

Complete only if a reservation number was assigned by TCEQ (refer to NoR).

### ***Section 3 - Vehicle Information***

**Vehicle Identification Number (VIN):** Enter the last 4 digits of the VIN on the vehicle.

**License Plate Number:** Enter the complete Temporary License Plate number or Official (state issued) License Plate of the vehicle, if available.

**Odometer Reading:** Enter the mileage shown on the odometer at the time of purchase.

**County of Registration:** Enter the county the vehicle is registered in.

**Purchase/Lease Date:** Enter the purchase or lease date.

**Vehicle Make:** Enter the name of the vehicle manufacturer.

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**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.

***Section 4 - Fuel Type/ Vehicle Weight***

**New Vehicle Fuel Type:** Mark with an X the type of fuel that is powering the engine.

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

***Section 5 - Dealership/Lessor Information***

The Dealership/Lessor is the entity the applicant purchases or leases the new vehicle from. Provide the Dealership name, address, contact phone number, Dealership/Lessor TX license number and name of the Dealership Representative Official. The Dealership Representative must sign and date the application.

**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.

- If box 1 is checked, you must fill in the individual name and social security number.
- If box 2 is checked, you must fill in all individuals' names and Social Security numbers 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 a wet ink signature. Photocopies, stamps, or electronic signatures will not be accepted.

**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).**