

**SEAPORT AND RAIL YARD AREAS EMISSIONS REDUCTION (SPRY)
PROGRAM
TCEQ-10430i PROJECT APPLICATION INSTRUCTIONS**

PURPOSE

These instructions are designed to help applicants complete and submit grant applications to the Texas Commission on Environmental Quality (TCEQ) under the Seaport and Rail Yard Areas Emissions Reduction (SPRY) 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, download the following application documents and tools from the TERP website at www.terpgrants.org:

1. SPRY Request for Grant Applications (RFGA)
2. TCEQ-10430i Project Application Form
3. IRS W-9 Form
4. SPRY Maximum Grant Amount Table Instructions
5. SPRY Maximum Grant Amount Tables

2.0 IMPORTANT NOTE TO ALL APPLICANTS

1. A **maximum of ten activities** may be submitted per grant application. An activity is the individual replacement or repower of a vehicle or piece of equipment.
2. 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 SPRY Maximum Eligible Grant Amount tables for your eligible vehicle/equipment, which can be downloaded from the website to your computer.
3. Complete two copies of the TCEQ-10430i Project Application using the instructions outlined in Section 4.0 below.

4. Assemble **two sets** of the required application attachments using the checklist provided at the end of the TCEQ-**10430i** Project Application.

TIP: Please print application forms and required attachments single-sided.

5. Have the Authorized Official sign each copy of the TCEQ-**10430i** 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. To complete Form 7, a qualified mechanic must assess the condition of the vehicle/equipment. By signing Form 7, 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, including engines, transmissions and suspension systems.
7. Submit two signed copies of the TCEQ-10430i Project Application and two sets of required attachments by the application deadline:

Regular Mail:

Texas Commission on Environmental Quality
Air Grants Division
(SPRY), MC-204
PO Box 13087
Austin, TX 78711-3087

Express Mail or Hand Delivery:

Texas Commission on Environmental Quality
Air Grants Division
(SPRY), 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.

4.0 HOW TO COMPLETE AN APPLICATION FORM

TIP: The application form is available in PDF only. The PDF allows you to fill out the forms electronically. You may also print the application and fill it out by hand.

FORM 1 - APPLICANT INFORMATION

Section 1 - Applicant Legal Name

The legal name of the applicant should be the name of the person or entity applying for a grant. The name entered into Section 1 should:

- match the name listed on the IRS W-9 form;
- match the name of the owner listed on the vehicle title;
- correspond with the business information listed in Section 2 below; and
- should be the intended owner of the grant-funded vehicles.

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.
- **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.

Section 3 - Authorized Official

The Authorized Official is the applicant or an employee of the applicant authorized to sign for or speak on behalf of the entity. 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.

Are the Authorized Official and Designated Project Representative the same? If so, check 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? Select 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.

If YES is selected, the third-party preparer must complete and sign this form.

TIP: 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. By signing the application, the Authorized Official is indicating that they understand and agree to the program-specific certifications.

FORM 4 - CERTIFICATION OF ELIGIBILITY TO RECEIVE A STATE-FUNDED GRANT

All individuals or business entities, including sole proprietors, 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.
- 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 is only required to initial and date the form.

Once the application has been printed, the Authorized Official must initial and date the form. Photocopies, stamps, or electronic signatures will not be accepted.

FORM 5 - EQUIPMENT INFORMATION

Activity Number: Enter the activity number.

TIP: Press the + sign in the upper right-hand corner to add additional activities (pages).

Section 1 - Emission Source

Select the emission source by checking either on-road vehicle or non-road equipment.

Section 2 - Vehicle/Equipment Information

Enter the following information for both the old and new vehicle/equipment. For the new vehicle/equipment, you may enter "TBD" for the vehicle/equipment and engine identification number.

Vehicle/Equipment Type: Enter the type of vehicle/equipment (e.g., haul truck, forklift, container handling equipment).

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

Vehicle/Equipment Make: Enter the name of the vehicle/equipment manufacturer.

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

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

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 or Model Number: 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.

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

Engine Horsepower Rating (bhp/hr): Enter the gross horsepower rating for the equipment.

Fuel Type: Select the type of fuel powering the engine from the drop-down menu.

Engine Family: 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. Please refer to the SPRY Maximum Eligible Grant Amount Table Supplement Instructions to assist in determining the No_x emissions.

Section 2 - Historical Use of the Old Vehicle/Equipment

Enter the historical use information for the old vehicle/equipment according to the criteria listed below.

Miles (on-road vehicle): Enter the average annual miles that the vehicle was operated over the last two years.

Hours (non-road equipment): Enter the average annual hours that the vehicle/equipment was operated over the last two years.

How many total miles/hours are indicated on the odometer/hour meter? Enter the current odometer/hour reading for the vehicle/equipment.

Is the odometer/hour meter working? Select Yes or No from the drop-down menu.

FORM 6 - EQUIPMENT COST DATA

Activity Number: Enter the activity number.

TIP: Press the + sign in the upper right-hand corner to add additional activities (pages). Check the box in the upper left-hand corner if all of the activities in the application have the same cost.

Section 1 - Activity Cost Calculations

Enter the following cost data for the new vehicle/equipment or engine:

Capital Cost of New Vehicle/Equipment/Engine (A): Enter the invoice cost of the equipment or engine, including taxes, duty, protective in transit insurance, and freight charges.

Additional Equipment Costs for Repower Projects (B): Enter the invoice cost of the new engine, including taxes, duty, protective in transit insurance, and freight charges.

Installation Costs (C): Enter the cost to re-engineer the vehicle for the new engine. This is for Repower projects only.

Miscellaneous Supplies Costs for Repower Projects (D): Enter the invoice cost of any additional costs required for the re-engineering the vehicle/equipment or engine. Enter equipment and materials with an acquisition cost of less than \$5,000. This is for Repower projects only.

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 to obtain the latest price and contact information, or you may contact them directly at 888-987-8722.

Scrap Value (F): Enter the default scrap value. The default scrap value is \$1,000 for replacement projects or \$250 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.

Incremental Cost (H): The capital cost plus the GPS cost (if applicable), minus the scrap value equals the incremental cost.

Eligible Costs (Incremental Cost/Cost to Applicant (I): The grant recipient may be eligible for reimbursement of up to 80% of the incremental cost ($0.8 \cdot H$), not to exceed the maximum grant amount from the maximum grant amount tables.

Requested Grant Amount: Enter the requested grant amount for the activity. This amount is the lesser of either the incremental cost or the maximum grant amount. The Maximum Eligible Grant Amount Tables are located on the SPRY webpage at www.terpgrants.org.

Section 2 - Activity Completion: Has the replacement/repower been completed?

Indicate if the new vehicle/equipment or engine has already been purchased (paid for and taken possession of) by marking yes or no.

FORM 7 - EQUIPMENT CERTIFICATION

TIP: Press the + sign in the upper right-hand corner to add additional pages (ten activities max per application).

Section 1 - Equipment Inspected

- This form (Sections 1 and 2) is to 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.
- Enter the activity number for each piece of equipment being replaced or repowered. Enter the equipment ID or the last 4 digits of the VIN.

Section 2 - Mechanic Certification

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

- The mechanic should print their name, list the name of their service company, provide their phone number and address, and provide their qualifications along with an original wet ink signature and date.

FORM 8 - PERCENT ANNUAL USAGE

Activity Number: Enter the activity number.

TIP: Press the + sign in the upper right-hand corner to add additional activities (pages). Check the box in the upper left-hand corner if all of the activities in the application have the same percent of annual usage within the eligible counties.

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

Percentage of Annual Use in Eligible Areas: Applicants should designate the percentage of total annual usage that will take place in one or more of the eligible areas for each activity. For **on-road** projects, grant recipients must agree to operate the grant-funded equipment for 50%, 75%, or 100% of the annual and total usage in the nonattainment areas and affected counties. For **non-road** projects, grant recipients must agree to operate the grant-funded non-road yard truck or other cargo handling equipment for 75%, or 100% of the annual and total usage in the nonattainment areas and affected counties.

Business Description and/or Daily Route Description: Use the space provided to describe the routine business operations of the vehicle/equipment (e.g. container

handling) and, if applicable, the typical driving route including cities traveled to and highways/roadways travelled.

FORM 9 - AVERAGE ANNUAL DAYS OF OPERATION AT ELIGIBLE SEAPORTS, FACILITIES, and RAIL YARDS

Complete the required information on Form 9 for each activity.

Annual Days of Operation: Applicants must have operated the old equipment in one or more of the designated seaports or rail yards for a minimum of 200 days per year (12-month period) for the preceding two years (24-month period.)

For each activity, list the average number of days each year that the applicant has operated the vehicle or equipment at one or more of the eligible seaport terminals, participating facilities of the Houston Ship Channel Security District (HSCSD), or rail yards. One day of operation may include one or more trips to and/or from eligible terminals, facilities, or rail yards. The average number of days of operation must include only the consecutive two-year period immediately preceding the application date. Grant funded equipment must operate at a minimum of 200 days per year for the life of the grant.

List the terminal, facility, or rail yard where the equipment was operated.

FORM 10 - DISPOSITION OF 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. This can be done by completely crushing the vehicle/engine or cutting a 3" diameter 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 permanently 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 Standard Destruction, check the box and continue to Form 11.

Section 2 - Alternative Destruction

If you are proposing Alternative Destruction, check the box and complete Sections 2 and 3.

FORM 11 – SUMMARY PAGE

Applicant Information

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

Applicant Legal Name: This field will auto populate from Form 1: Applicant Information.

Applicant Type: This field will auto populate from Form 1: Applicant Information.

Primary Project Area: Select the primary area of operation for the project from the drop-down menu. This is the area where the vehicle/equipment is primarily operated.

Emission Source: Select on-road or non-road from the drop down menu.

Incremental Cost of the Project: Enter the total incremental cost of the project.

Requested Grant Amount: Enter the total requested grant amount for the project.

Total Number of Activities: Enter the total number of activities included in this application.

Activity Type: Select Replacement from the drop down menu.

Mailing Address: This field will auto populate from Form 1: Application Information.

How did you hear about us? Select how you heard about this grant program from the drop-down menu.

Printed Name of Authorized Official: Enter the name of the Authorized Official as it appears on Form 1: Applicant Information.

Authorized Official Title: This field will auto populate from Form 1: Applicant Information.

Once the application has been printed, the Authorized Official must sign and date the form. Photocopies, stamps, or electronic signatures will not be accepted.

FORM 12 - APPLICATION 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).