

# Texas Clean School Bus Program Project Application Form

TCEQ- 582-17-70328



## **Eligible Entities:**

Any school district or charter school in this state that operates one or more diesel-fueled school buses or a transportation system provided by a countywide school district is eligible. Private schools are not eligible for funding. Please note, this application is not to be used for the Texas Emissions Reduction Plan (TERP) program that provides funding for the repower and replacement of school buses. If the eligible entity operates or has contracted for leased buses, the leased buses are eligible for retrofits if the company that owns the leased buses consents to being a party to the grant agreement between TCEQ and the eligible entity.

## **Eligible Buses:**

A diesel school bus proposed for retrofit must be used on a regular, daily route to and from a school and have at least five years of useful life remaining, unless the applicant agrees to remove the retrofit device at the end of the life of the bus and reinstall it on another bus.

## **Deadline and Award Limit:**

Applications must be delivered and received by the Texas Clean School Bus Grant Program Coordinator by 5:00 p.m., Central Time, on November 1, 2016. It is the responsibility of the applicant to ensure that applications are delivered by the required deadline. During this grant cycle, applications will be considered on a first-come, first-served basis. There is no maximum limit on grant funding that may be requested. The TCEQ may award less than the requested amount.

By signing this application, the applicant agrees to the requirements in the Request for Grant Activities for School Bus Retrofits, including the contract terms and conditions. These requirements will become part of the contract between the grant recipient and the TCEQ. Applicants should review these requirements before completing this application. Application forms and accompanying contract documents with altered language will be voidable at the option of TCEQ. If the application is approved by TCEQ and the signature page is signed by both parties, the application package becomes a binding contract.

## **Instructions:**

All required attachments must be submitted. Incomplete applications will not be processed. Each form is a sheet in one workbook. Use the tabs at the bottom to access the forms. Do not alter the forms. To print the application: Click "file" then "Print" then select "Entire Worksheet."

## **How to submit an application:**

Mail two completed and signed applications to:

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section  
Texas Clean School Bus, MC-204  
P.O. Box 13087  
Austin, TX 78711-3087

Applications may also be hand delivered to TCEQ Room 1301, Building F, 12100 Park 35 Circle, Austin, Texas 78753.

If you have questions, contact the Clean School Bus Program at 800-919-TERP or e-mail us at [CleanBus@tceq.texas.gov](mailto:CleanBus@tceq.texas.gov).

TCEQ USE ONLY  
Application #

TCEQ USE ONLY  
Contract #

**Texas Commission on Environmental Quality (TCEQ)  
Texas Emissions Reduction Plan (TERP)  
Texas Clean School Bus Program Application**

**FORM 1: Signature Page**

<b>School District/Charter School Name:</b>	
<b>Total Grant Amount Requested:</b>	

**Contract Period (to be completed by TCEQ)**

<b>Effective Date:</b>		<b>Expiration Date:</b>	<b>August 31, 2019</b>
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The TCEQ and the named Performing Party, an eligible applicant as defined in the Request for Grant Applications, enter this Agreement for the purpose of providing grant funds to implement a portion of the Texas Clean School Bus Program.

The Performing Party agrees that this is a reimbursement grant, and if found to be eligible, TCEQ will provide reimbursement for eligible costs. The Performing Party also agrees to use the retrofitted bus on a regular daily school route for five years or reinstall the device on another bus that will be used to complete the five year activity life of the retrofit device.

If these criteria are not met, the Performing Party may have to return some or all of the grant funds. The Performing Party agrees that the proposed activity is not required by any state or federal law, rule or regulation, memorandum of agreement, or legally binding document.

**PERFORMING PARTY:** By signing this page you confirm that you have read and agree to all the Contract Documents in this Agreement including this Signature Page, the Request for Grant Applications, and the Terms and Conditions. The Performing Party understands that it must monitor bus use for the five-year Activity Life and may be requested by TCEQ to provide appropriate confirmation. Your signature on this page also means that all information provided in this application is true and correct.

<b>Signature of Authorized Official:</b>	
<small>PLEASE SIGN AND DATE USING BLUE INK. Faxed or photocopied signature pages will not be accepted. The application, with an original signature, must be received by the application deadline or the application will not be accepted.</small>	
<b>Printed Name of Authorized Official:</b>	
<b>Authorized Official's Title:</b>	
<b>Date of Signature:</b> (must be the date the form was signed in blue ink)	

**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.**

If you have questions on how to complete this form or about the Texas Emissions Reduction Plan (TERP) program, please contact us at 1-800-919-TERP (8377).

Upon submission, all proposals become the property of the State of Texas and as such become subject to the Texas Public Information Act, V.T.C.S. art. 6252-17a.

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 1-800-919-TERP (8377).

**Do NOT alter forms.** Applications and accompanying documents with altered language will be void.

*This form is only valid for the application period ending November 1, 2016.*

# TEXAS CLEAN SCHOOL BUS PROGRAM

## FORM 2: General Information

**1. Is the applicant using a vendor from the Texas Procurement and Support Services statewide contract?** (Mark the appropriate box with an X.)

Yes:		No:	
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**2. If no to question 1 above, are vendor quotes attached?** (Mark the appropriate box with an X.)

Yes:		No:	
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**3. Does applicant report any Texas tax to the Comptroller's Office other than unemployment (e.g., sales tax, franchise tax)?** (Mark the appropriate box with an X.)

Yes:		No:	
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If yes, enter Texas Taxpayer Number:

<b>4. Payee ID #:</b>	
<b>5. School District #:</b>	

**6. Authorized Official:**

Name:	Prefix:		First:		MI:		Last:		Suffix:	
Title:										
<b>Mailing Address:</b>										
Street line 1:										
Street line 2:										
City:		State:			Zip code:					
Primary phone:				Fax number:						
Secondary phone:				E-mail address:						

**7. Designated Project Representative:** If same as authorized official, mark box with an X and skip to section 8 below.

Name:	Prefix:		First:		MI:		Last:		Suffix:	
Title:										
<b>Mailing Address:</b>										
Street line 1:										
Street line 2:										
City:		State:			Zip code:					
Primary phone:				Fax number:						
Secondary phone:				E-mail address:						

**8. Idling Policy: Has the applicant implemented a policy to reduce bus idling?** (Mark the appropriate box with an X.)

Yes:		No:	
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**9. Have any of these retrofits been included in a previous TERP grant award or other funding source?** (Mark the appropriate box with an X.)

Yes:		No:	
If yes, what was the funding source?			

# TEXAS CLEAN SCHOOL BUS PROGRAM

## FORM 3: Third-Party Preparer Signature Page

Was this application prepared by a third-party, including a consultant, dealer, or other person not employed by the applicant? (Mark the appropriate box with an X.)

Yes:		No:	
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If "yes" then the preparer must complete and sign below.

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.	
<b>Signature of Third-Party Preparer:</b> <small>(Please sign and date in BLUE ink)</small>	
<b>Printed Name (include Mr. or Ms.):</b>	
<b>Title:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>E-Mail Address:</b>	
<b>Date of Signature:</b> <small>(In BLUE ink)</small>	
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 approval decisions for applications involving the third-party preparer.	

**TEXAS CLEAN SCHOOL BUS PROGRAM  
FORM 4: Project Summary**

**1. Retrofit Activity Summary**

Equipment Type	Number of Buses	Vendor	Manufacturer(s)	Part #
Diesel Particulate Filters (DPF)				
Diesel Oxidation Catalysts (DOC)				
Closed Crankcase Filtration Systems (CCFS)				
<b>Total Number of Buses Retrofitted:</b>				

**2. Schedule of Major Tasks** Provide a detailed work plan of major tasks and schedule. Required for a complete application.

<b>Projected Start Date:</b>	
<b>Projected Completion Date:</b> <small>(on or before May 31, 2019)</small>	

Describe activities necessary to accomplish project:

## TEXAS CLEAN SCHOOL BUS PROGRAM

### FORM 5: Retrofit Budget and Plan

**1. Equipment:** Property with an estimated useful life of one year or more. Costs from categories below may be included as "equipment" if the charges are part of the equipment price.

Equipment Types	Unit Price	Number of Units	Equipment Total
Diesel Particulate Filters:			\$0.00
			\$0.00
			\$0.00
Diesel Oxidation Catalyst:			\$0.00
			\$0.00
			\$0.00
Closed Crankcase Filtration System:			\$0.00
			\$0.00
			\$0.00
<b>Total Retrofit Equipment Cost:</b>			<b>\$0.00</b>

Describe equipment costs:

**2. Supplies:** Goods and materials that are not in equipment costs. (includes tax and delivery charges)

Equipment Types	Unit Price	Number of Units	Supplies Total
Diesel Particulate Filters:			\$0.00
			\$0.00
			\$0.00
Diesel Oxidation Catalyst:			\$0.00
			\$0.00
			\$0.00
Closed Crankcase Filtration System:			\$0.00
			\$0.00
			\$0.00
<b>Total Retrofit Supplies Cost:</b>			<b>\$0.00</b>

Describe supply costs:

Continued on next page

**TEXAS CLEAN SCHOOL BUS PROGRAM**  
**FORM 5: Retrofit Budget and Plan (continued)**

**3. Contractual:** Installation costs and other work a contractor is hired to do.

Equipment Types	Unit Price	Number of Units	Contractual Total
Diesel Particulate Filters:			\$0.00
			\$0.00
			\$0.00
Diesel Oxidation Catalyst:			\$0.00
			\$0.00
			\$0.00
Closed Crankcase Filtration System:			\$0.00
			\$0.00
			\$0.00
<b>Total Retrofit Contractual Cost:</b>			\$0.00

Describe contractual costs:

**4. Personnel:** In-house cost of labor to install equipment. May not include administrative/indirect costs.

Equipment Types	Unit Price	Number of Units	Personnel Total
Diesel Particulate Filters:			\$0.00
			\$0.00
			\$0.00
Diesel Oxidation Catalyst:			\$0.00
			\$0.00
			\$0.00
Closed Crankcase Filtration System:			\$0.00
			\$0.00
			\$0.00
<b>Total Retrofit Personnel Cost:</b>			\$0.00

Describe personnel costs:

**5. Other:**

Total costs not listed in previous categories:	
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Describe other costs:

**6. Totals:**

<b>Total Grant Request:</b>	\$0.00
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**TEXAS CLEAN SCHOOL BUS PROGRAM**  
**FORM 6: Leasing Company Certification**

If the applicant operates or has contracted for leased buses, the leased buses are eligible for retrofits if the company that owns the leased buses consents to being a party to the grant agreement between TCEQ and the applicant. This form is for the leasing company that owns the school buses to certify that they are willing to enter into an agreement with TCEQ and the applicant to undertake mutual obligations contained in a separate agreement to be provided by TCEQ.

**Applicant Name:**

**Name of Authorized Bus Leasing Company:**

**Signature of Authorized Bus Leasing Company Representative:**  
(Please sign and date in BLUE ink)

**Printed Name of Authorized Bus Leasing Company Representative:**

**Date:**  
(in BLUE ink)


**TEXAS CLEAN SCHOOL BUS PROGRAM**

**FORM 7: List of Buses Proposed for Retrofit** (Duplicate pages as necessary)

Description	Project Number:				
Retrofit Type: (DOC, CCFS, DPF)					
Bus Make:					
Bus Model:					
Vehicle Identification Number:					
Engine Make:					
Engine Model:					
Engine Family Code: (12-digit emissions code)					
Engine ID:					
Engine Model Year:					
Average Daily Round-Trip Miles:					
Average Daily Round-Trip Time:					
Annual Fuel Use: (Gallons)					
Average # of Riders:					