

Instructions for Completing the Texas Clean School Bus 20804a Replacement Application Form

PURPOSE

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 Texas Clean School Bus (TCSB) 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 Texas Emissions Reduction Plan (TERP) website at www.terpgrants.org.

- TSCB Request for Grant Applications (RFGA)
- TCEQ-20804a Replacement Project Application
- Grants Tables found in Appendix C of the RFGA

2.0 IMPORTANT NOTE TO ALL APPLICANTS

- An applicant may apply for up to **five** activities during this application period. An activity is the individual replacement of a school bus.
- The contents of application forms should never be altered.
- Applications must have wet ink (original) signatures where required to avoid being ineligible for a grant.
- Photocopies, faxes, scanned copies, or other copies of forms with original signatures will not be accepted.

3.0 STEPS TO COMPLETE AND SUBMIT AN APPLICATION

1. Review the eligibility requirements outlined in the RFGA.
2. Gather information for the new school bus. The application requires information on the new bus type, bus model year, bus engine year, and fuel type.
3. Determine your grant amount using the instructions and Maximum Grant Amount Table in Appendix C of the RFGA.
4. Have the Authorized Official sign each copy of the TCEQ-20804a Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
5. Have the school bus being replaced inspected by a mechanic qualified to assess the condition of the bus. The mechanic who completes the inspection must complete and sign Form 6 of the TCEQ-20804a Replacement Project Application. By signing Form 6, the mechanic is certifying the school bus is in current operating condition and could be expected to operate for the designated activity life in the application.

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6. Complete **two copies** of the TCEQ-20804a Replacement Project Application using the instructions outlined in section 3.1 below.
7. Print two **singled-sided** sets of the application and required attachments using the checklist provided at the end of the TCEQ-20804a Replacement Project Application.
8. Submit **two signed** copies of the TCEQ-208204a Replacement Project Application and two sets of required attachments by the application deadline.

Regular Mail:

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

Express Mail or Hand Delivery:

Texas Commission on Environmental Quality
Air Grants Division
TCSB, 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

TCEQ FORM 20804a – REPLACEMENT PROJECT APPLICATION FORM

TIP: The application forms are available in a portable document format (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.**

TIP: The legal name entered in Section 1 should match the name listed on the front of the school bus title.

- **Applicant Legal Name.** Enter the name of the School District/Charter School applying for the grant. If awarded a grant, the contract will be an agreement between the School District/Charter School and the TCEQ.

➤ **Section 2 – Business Information.**

- **Ownership Code.** Select or enter the applicable Ownership Code (Business Type) from the drop-down menu.

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- **Federal Employer Identification Number.** Enter the Federal Employer's Identification (FEI) Number of the School District/Charter School.

➤ **Section 3 – Authorized Official.**

The Authorized Official is an employee of the applicant authorized to sign for the school district/charter school.

1. Enter the name, title, phone number, **mailing address**, and email address of the authorized official.
2. If the physical address is the same as the mailing address, check the designated box indicating both addresses are the same.
3. If the physical address is different than the mailing address, enter the **physical address** of the authorized official.

➤ **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.

1. Enter the name, title, phone number, **mailing address**, and email address of the designated project representative.
2. If the physical address is the same as the mailing address, check the designated box indicating both addresses are the same.
3. If the physical address is different than the mailing address, enter the **physical address** of the designated project representative.

➤ **Section 5 – Designated Location for Records Access.**

The Designated Location for Records Access is the location in which physical records for the bus or buses are kept.

1. Enter the physical address at which records of the bus or buses are kept.

FORM 2 – THIRD PARTY PREPARER SIGNATURE PAGE

➤ **Section 1 – Was this application prepared by a Third-Party Preparer?**

A Third-Party Preparer is any consultant, dealer, or person not related to or currently employed by the applicant, who is assisting the applicant in the completion and submission of an application.

1. Mark “Yes” if a third-party prepared the application, and continue to Section 2.
2. Mark “No” if a third-party did not prepare the application, and continue to Form 3: Project Information.

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➤ **Section 2 – Third-Party Certification.**

By providing a signature, the third-party certifies that the information provided in the application is true and correct.

1. The Third-Party Preparer must enter their printed name, title, company name, street address, phone number, e-mail address, and date of signature. Once the application has been printed, the third-party must provide a **wet ink signature**.

Note: It is still the applicant’s responsibility to ensure that the information listed in the application is true and accurate.

FORM 3 – Project Information

➤ **Section 1 – Primary Area and County.**

1. Select one of the primary areas from the drop-down menu if applicable. Enter the county in which the replacement bus will operate.

➤ **Section 2 – Location/Facility Description.**

1. In the box provided, describe the daily route that the school bus takes to and from school including the cities and counties travelled between.

➤ **Section 3 – Project and Activity Information.**

1. Enter the total number of buses/activities in the application.
2. Enter the total requested grant amount for the entire application.

FORM 4 – Certification of Eligibility

All individuals or business entities, including sole owners, must complete this form regardless of whether child support obligations apply to the grant applicant.

➤ Check the box that applies:

- Check **Box 1** if applying as an individual or sole owner. If checked, enter the name and SSN of the individual or sole owner.
- Check **Box 2** if applying as an entity owned by one or more individuals who own more than 25% of the entity. If checked, enter the name and SSN of each individual who owns 25% or more of the entity applying for a grant.
- Check **Box 3** if applying as an entity owned by one or more individuals who own less than 25% of the entity.
- Check **Box 4** if applying as a governmental entity. For the purposes of this application, school districts are considered a governmental entity.

Once the application has been printed, the Authorized Official must provide **wet ink initials**.

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FORM 5 – Old and New Bus Information

TIP: Press the + sign in the upper right-hand corner to add additional activity pages if applicable.

Activity Number: Enter the **activity number**

➤ **Section 1 – Old Bus Information.**

Enter the following information for the old school bus (the school bus being replaced):

- **School Bus Description.** Use the drop-down box to select the type of school bus (i.e. Type A, B, C, or D). See Appendix B of the RFGA for a definition of each school bus type.
- **School Bus Make.** Enter the name of the school bus make. The make entered into the application should match the make listed on the title for each individual bus.
- **School Bus Model Year.** Enter the model year of the school bus. To be eligible for replacement, the model year must be pre-2007.
- **Vehicle Identification Number (VIN).** Enter the last 4 digits of the Vehicle Identification Number listed on the school bus title.
- **Gross Vehicle Weight Rating (GVWR).** Enter the GVWR of the school bus. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.
- **Engine Make.** Enter the name of the engine manufacturer.
- **Engine Model.** Enter the specific engine model name and/or number assigned by the manufacturer. This information can be found on the engine label.
- **Engine Year.** Enter the year that the engine was produced. This information can be found on the engine label or plate.
- **Engine Identification Number.** Enter the unique identification number for the engine. This information can be found on the engine label or plate.
- **Fuel Type.** Enter the type of fuel that is powering the engine.
- **Engine Family Code.** Enter the 12-character engine family code (EFC) assigned by the Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) to identify the engine for certification and compliance purposes. For engines manufactured after 2002, the **EFC must be provided**.

TIP: Having trouble locating the engine family code? Call us! 800-919-TERP

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➤ **Section 2 – New Bus Information.**

Enter the following information for the new school bus (or the school bus to be purchased if awarded a grant):

- **School Bus Description.** Use the drop-down box to select the type of school bus (i.e. Type A, B, C, or D). See Appendix B of the RFGA for a definition of each school bus type.
- **School Bus Model Year.** Enter the model year of the school bus. To be eligible, the school must be of the current or previous model year relevant to the date the application was submitted.
- **Engine Model Year.** Enter the calendar year that the new engine will be produced.
- **Fuel Type.** Enter the type of fuel that will be powering the engine.

➤ **Section 3 – Requested Grant Amount.**

1. Enter the grant amount requested for each particular bus using the Maximum Grant Amount Table in Appendix C of the RFGA.

FORM 6 – Bus Certification

The mechanic assessing the school bus may not be a consultant or relative of the applicant, unless otherwise approved by TCEQ.

1. Enter the **last 4 digits** of the VIN for each bus in the application.
2. Enter the name of the mechanic, the name of the service company if applicable), phone number, and street address of the mechanic who inspected the bus.
3. Enter the certifications and/or years of experience possessed by the mechanic that make them qualified to assess the condition of the bus.
4. Have the mechanic sign and date the form with a **wet-ink** signature.

FORM 7 – Program Certifications

- Read and include all three pages of the program certifications with the application submission.

FORM 8 – Disposition of Bus Being Replaced

In general, unless an alternative destruction method is approved by the TCEQ, the old bus/engine must be rendered permanently inoperable within 90 days of receiving financial reimbursement by completely crushing the bus/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.

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➤ **Section 1 – Method of Disposition.**

Mark the method of disposition you are proposing for the activities listed in this application.

- If you are proposing the Standard Disposition, check the box and continue to Form 9.
- If you are proposing Alternative Disposition, check the box and complete sections 2 and 4.
- If you are proposing Permanent Removal from North America, check the box and complete sections 3 and 4.

FORM 9 – Signature Page.

This form must be completed and signed and dated by the authorized official.

Checklist

Use this checklist to ensure that all forms have been signed and that all required attachments have been included with the application.