

**Texas Clean School Bus (TCSB) Program  
Retrofit Project Application  
TCEQ-20804b  
Solicitation No. 582-20-11669-CB**



A PROGRAM OF TCEQ

**Eligible Activities**

Eligible projects include the purchase and installation of eligible retrofit systems on eligible school buses. The applicant must have continuously owned the school bus for a minimum of two years immediately preceding the application signature date. A school bus proposed for retrofit must be operating on a regular daily route to and from a school during the regular school year 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.

**How to Apply**

1. Submit Project Application Form TCEQ-20804b and all required attachments. Applicant must submit two signed copies of each application.
2. Complete an IRS W-9 form. The TCEQ believes this to be a taxable grant and may be subject to withholding. Please consult with your tax advisor.
3. Applications will not be accepted via fax. All signatures must be original and not copied.

**Application Deadline**

Applications will be accepted only if received at the front desk of the Air Grants Division office on the premises of TCEQ by no later than 5:00 p.m. Central Time, December 17, 2020. Applications will be accepted on a first-come, first-served basis.

**Application Assistance**

If you have questions on how to fill out this form or about the Texas Clean School Bus Program, please contact us at 1-800-919-TERP (8377) or visit our website at [www.terpgrants.org](http://www.terpgrants.org).

**Regular Post Delivery**

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



**Express Delivery or Hand Delivery**

Texas Commission on Environmental Quality  
Air Grants Division  
TCSB, MC-204  
12100 Park 35 Circle  
Building F, 1<sup>st</sup> Floor, Room 1301  
Austin, Texas 78753

# Form 1: Applicant Information

## 1. Applicant Legal Name

--

## 2. Business Information

Ownership Code (Business Type):	
Federal Employer Identification Number:	

## 3. Authorized Official

The applicant or an employee who has legal authority to sign for and speak on behalf of the entity.

Prefix:		First:		MI:		Last:		Suffix:	
Title:									
Primary Phone:					Cell Phone:				
Fax Number:					E-mail Address:				
Mailing Address:									
City:				State:			Zip Code:		
Check here if the physical address is the same as the mailing address.									
Physical Address:									
City:				State:			Zip Code:		

## 4. Designated Project Representative

The applicant or an employee who will serve as the point of contact for this application.

Check here if the Designated Project Representative is the same as the Authorized Official.									
Prefix:		First:		MI:		Last:		Suffix:	
Title:									
Primary Phone:					Cell Phone:				
Fax Number:					E-mail Address:				
Mailing Address:									
City:				State:			Zip Code:		
Check here if the physical address is the same as the mailing address.									
Physical Address:									
City:				State:			Zip Code:		

## 5. Designated Location for Records Access and Review by the TCEQ or its Representative

Please provide the physical address where records relating to this project may be accessed and reviewed.

Physical Address:									
City:				State:			Zip Code:		

## Form 2: Third-Party Preparer Signature Page

### 1. Was this application prepared by a third-party?

A third-party preparer is someone who is assisting in the preparation of the grant application, but who is not related to or a current employee of the applicant.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

### 2. Third-Party Preparer Certification

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.

Print Name: (include Mr. or Ms.)	
Title:	
Company Name:	
Street Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
<b>Signature of Third-Party Preparer:</b>	
<b>Date of Signature:</b>	

## Form 3: Project Information

### 1. Primary Area

Select the primary area and county where the bus on this application will be used.

Area:	County:
-------	---------

### 2. Location/Facility Description

A school bus being retrofitted must be currently, and for the two years immediately preceding submission of the grant application, operating on a regular daily route to and from a school during the regular school year. Please describe the daily route that the school bus takes to and from school, including the cities and counties travelled between.

### 3. Activity Information

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

### 4. Schedule of Major Tasks

Provide a detailed workplan for the completion of this project. The work plan should include a schedule of major tasks to be completed.

## Form 4: Certification of Eligibility

All applicants must complete this form to certify eligibility to receive a grant under this program, regardless if child support obligations apply to the applicant. Failure to submit this form may result in rejection of the application.

### Certification Regarding Child Support Obligations

Under Section 231.006, Texas Family Code, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive a state grant or loan. All applicants must include in the application the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of 25% of the business entity submitting the application.

**FEDERAL PRIVACY ACT NOTICE:** This notice is given pursuant to the Federal Privacy Act. Disclosure of your Social Security Number (SSN) is required under Texas Family Code Sections 231.006(c) and 231.302(c)(2). The SSN will be used to identify persons that may owe child support. The SSN will be kept confidential to the fullest extent allowed under Section 231.302(e), Texas Family Code.

### Please check one of the following applicant options

1. Individual or sole proprietorship:	
2. One or more individuals owns 25% or more of the business entity:	
3. No individual owns 25% or more of the business entity:	
4. Governmental entity:	

### If option 1 or 2 is checked, list the name(s) and SSN(s) below

Name	Social Security Number (SSN)

I certify to the best of my knowledge and belief that the entity submitting this application is eligible to receive a grant. I acknowledge that the grant contract may be terminated, and any payments withheld if this certification is inaccurate.

Initial:		Date:	
----------	--	-------	--

## Form 5: Bus Proposed for Retrofit

Activity Number		<a href="#">Click here for additional pages</a>	
-----------------	--	---	--

### 1. Bus Information

Bus Description:	
Retrofit Type (DOC, CCFS, DPF):	
Bus Make:	
Last 4 Digits of Vehicle ID Number (VIN):	
Gross Vehicle Weight Rating (GVWR):	
Engine Make:	
Engine Model:	
Engine Year:	
Engine ID Number:	
Fuel Type:	
Engine Family Code:	

### 2. Requested Grant Amount

Grant Amount from Table for this Activity:	
Total Project Grant Amount if more than one Activity (add grant amounts from all activities):	

## Form 6: Bus Certification

This form is to be completed and signed by a mechanic qualified to assess the condition of the bus being replaced. This form cannot be signed by a sales person.

Bus Inspected: Please enter the vehicle/engine identification number for each activity inspected.		
Activity Number: 1	Last 4 Digits of Vehicle ID Number (VIN):	
Activity Number: 2	Last 4 Digits of Vehicle ID Number (VIN):	
Activity Number: 3	Last 4 Digits of Vehicle ID Number (VIN):	
Activity Number: 4	Last 4 Digits of Vehicle ID Number (VIN):	
Activity Number: 5	Last 4 Digits of Vehicle ID Number (VIN):	
<p>I, the undersigned, have inspected the Bus(es) listed above. The engine starts and runs properly, and the Bus/engine is in good operating condition, capable of performing routine business activity. In my professional opinion, the Bus/engine is able to perform the functions normally expected for this type of Bus/engine and could be expected to operate for another five years.</p> <p><b>I understand that intentional falsification of these forms will be prosecuted to the extent allowed under the law and may be used as an adverse factor in the future grant selection decisions.</b></p>		
Mechanic Name: <i>Please print name</i>		
Name of Service Company:		
Phone Number:		
Street Address:		
City, State, and Zip Code:		
Please describe the certifications and/or experience you have that makes you qualified to assess the condition of the Bus.		
<b>Mechanic Signature:</b>		
<b>Date:</b>		

# Form 7: Leasing Company Certification

## 1. Information of Authorized Bus Leasing Company

**Is the Bus being retrofitted currently being leased?** If the applicant is leasing the buses, the leased buses are eligible for retrofits if the company that owns the leased buses consents to be a party to the grant agreement between TCEQ and the applicant. This form is to be completed by the leasing company that owns the school buses in order to certify that the company is 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. Please select Yes or No.

Yes/No:
---------

If you selected Yes in Section 1, the Leasing Company must complete and sign Section 2 below. If you marked No in Section 1, you may continue to Form 8: Retrofit Budget and Plan.

## 2. Information of Authorized Bus Leasing Company

Applicant Name: <i>Please print name</i>	
Name of Authorized Bus Leasing Company:	
Printed Name of Authorized Bus Leasing Company Representative:	
Signature of Authorized Bus Leasing Company Representative:	
Date of Signature:	

## Form 8: Retrofit Budget and Plan

Activity Number		<a href="#">Click here for additional pages</a>	
-----------------	--	---	--

- 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.

**Describe Equipment costs:**

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

**Describe Supply costs:**

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

**Describe Contractual costs:**

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

**Describe Personnel costs:**

- 5. Other:**

**Describe Other costs:**

**Form 8: Retrofit Budget and Plan (continued)**

Activity Number		<a href="#">Click here for additional pages</a>	
-----------------	--	---	--

Device	Budget Category	Unit Price	Number of Units	Equipment Total
<b>Total Retrofit Equipment Cost:</b>				

## Form 9: Program Certifications

This section serves to assure to the TCEQ that you understand and agree to the statements. These provisions relate to the basic contract form which will be in force between the applicant and the TCEQ upon award of a grant. The TCEQ urges applicants to download a copy of the draft contract from [www.terpgrants.org](http://www.terpgrants.org) and review it so that any questions can be discussed early in the application review process.

By signing this application, you understand and certify compliance with all the statements below, as well as with any state statutes, regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of funds for this project.

- 1. Ownership.** The Bus has been continuously owned or leased for the preceding two years. If owned, the applicant has been listed on the front of the title document for the preceding two years.
- 2. Operation & Registration.** The Bus has been continuously located and used in Texas for the preceding two years. In addition, the Bus has been continuously registered for operation in Texas for the preceding two years.
- 3. Condition.** The Bus is currently in good operating condition and capable of performing its primary function in the routine operations of the applicant at the time of signature. To the best of the applicant's knowledge, the Bus can continue to perform its primary function for the duration of the Activity Life, taking into account normal maintenance, repairs and upkeep.
- 4. Continued Operation and Use.** If the grant funds were not available, the applicant expects to otherwise continue to operate the Bus in Texas for at least the duration of the Activity Life, and the applicant otherwise would not have planned to replace the Bus.
- 5. Destruction.** The applicant has the legal authority to complete the approved method of destruction (disposition) of the Bus or engine being replaced.
- 6. Not Otherwise Required.** To the best of the applicant's knowledge, the proposed activities are not required by any state or federal law, rule or regulation, memorandum of agreement, or other legally binding contract.
- 7. No Emissions Reductions Credits.** Activities funded under this program are not eligible to generate marketable credits under state or federal emissions reduction credit averaging, banking, or trading programs. If the project is funded, the applicant waives, for all time, its right to claim or apply for any emissions reduction credits from the use of the low-emission technology funded under this program.
- 8. Not to exceed 100% of Bus cost.** The amount of the TCSB grant award plus any other public financial assistance, tax credits or deductions, or other grants may not exceed the total capital cost of the Bus or equipment.

- 9. Requirement to monitor.** The applicant will monitor the use of the grant-funded Bus over the designated Activity Life. The applicant agrees to provide information on the use of the Bus upon request of the TCEQ.
- 10. Insurance Coverage.** The applicant will maintain, for the term of the activity, property loss insurance or self-insurance coverage on any Bus acquired, leased, repowered, retrofitted, or constructed using these funds, sufficient to cover the costs of reimbursing the state for its pro rata share of the activity costs.
- 11. Legal Authority.** The applicant has legal authority in the State of Texas to apply for the grant. The applicant's governing body has authorized the filing of the application, understands these requirements and certifications, and has authorized the person identified as the authorized official to submit this application and to provide such additional information as may be required.
- 12. Uniform Grant Management Standards.** The applicant will comply with the Uniform Grant Management Standards (UGMS), adopted June 2004 by the Texas Comptroller of Public Accounts in accordance with Texas Government Code Chapter 783. This document is available at: <http://www.window.state.tx.us/procurement/catrad/ugms.pdf>
- 13. Procurement of Goods and Services.** In procuring goods and services, the applicant will comply with UGMS Part II. Cost Principles for State and Local Governments and Other Affected Parties and Part III. State Uniform Administrative Requirements for Grants. All procurement transactions will be conducted in a manner providing full and open competition.
- 14. Historically Underutilized Businesses (HUBs).** Qualified HUBs, as defined and designated under state law, shall have the maximum practicable opportunity to participate in the performance of the work arising out of this project.
- 15. Conflict of Interest.** The applicant has not given, offered to give, nor intends to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted application. Under Texas Government Code Section 2155.004, no person involved in the preparation of the Request for Grant Applications may have financial interest in this application. If applicant is not eligible, then any contract resulting from this application shall be immediately terminated. Furthermore, under Texas Government Code Section 2155.004, the applicant certifies that the individual or business entity named in this application or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. All purchase decisions must be based on sound business decisions and arm's length bargaining.
- 16. Nondiscrimination.** The applicant will comply with all State and Federal statutes relating to nondiscrimination.
- 17. Grant Administration.** The applicant will maintain an appropriate grant administration system to ensure that all terms, conditions, and specifications of the grant, including these certifications and assurances, are met.

**18. Audit.** Acceptance of funds under this program acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit on investigation in connection with those funds. The applicant or other entity that may receive funds directly or indirectly from TCEQ must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Applicant will include this clause concerning the authority to audit funds received indirectly and the requirement to cooperate is included in any subcontract it awards.

**19. Debt to the State.** The applicant is not indebted to the state or has an outstanding tax delinquency. The applicant must comply with all State and Federal tax laws and fee requirements and is solely responsible for filing all State and Federal tax and fee forms.

**20. Contracting with an Executive of a State Agency.** Under Texas Government Code Section 669.003, relating to contracting with an executive head of a state agency, applicant represents that no person who, in the past four years, served as an executive of the TCEQ or any other state agency, was involved with or has any interest in this application. If applicant employs or has used the services of a former executive head of TCEQ or other state agency, the applicant shall provide the following information: name of former executive, name of state agency, date of separation from state agency, position with applicant, and date of employment with applicant.

**21. Debarment.** The applicant certifies that the applying entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity.

**22.** Under Section 2155.006 of the Texas Government Code, the applicant certifies that the individual or business entity named in this application is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFGA may be terminated and payment withheld if this certification is inaccurate.

**23.** The applicant has not been adjudicated during the preceding three-year period to have committed substantive, non-clerical violations resulting in an actual release of hazardous waste that presented an imminent and substantial danger to the public health and safety or the environment.

**24.** The applicant, nor any of its officers, have been adjudicated by a court of law to have violated the Texas Deceptive Trade Practices Act.

**25. If any of these certifications change between submittal of the Application and award of a contract or cancellation of the Solicitation, you will promptly notify TCEQ.**

## Form 10: Signature Page

### Application Signature and Certification

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. If the application was prepared by a third party, I certify that I have read the complete application after all forms and information were completed. I further understand that prior to incorporating these forms and information into a grant contract, the data and information may be revised by the TCEQ for accuracy and that our acceptance of a contract will constitute agreement with those revisions. I agree to be bound by the terms of this grant and any changes posted through addenda on the Electronic State Business Daily. Failure to sign the application or signing it with a false statement may make the submitted offer or any resulting contracts voidable.

**Signature of Authorized Official:** \_\_\_\_\_

**Printed Name of Authorized Official:** \_\_\_\_\_

**Authorized Official's Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**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.**

**Faxed or photocopied signature pages will not be accepted. This form must have an original signature, or the application will not be accepted.**

If you have questions on how to fill out this form or about the Texas Emissions Reduction Plan (TERP), please contact us at 1-800-919-TERP. Upon submission, all proposals become the property of the State of Texas and as such become subject to the Texas Public Information Act, Texas Government Code Chapter 552. 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 at 1-800-919-TERP.

# Checklist

## 1. Signature and Initial Pages

Below is a list of all the pages that require signatures and initials; pages must include original signatures and initials in signature/initial blocks. No photocopies, faxes, scanned copies, or other copies of required signatures will be accepted. If a signature page is missing or has been altered, the application will not be considered.

Form 2	Third-Party Preparer Signature Page (Third-Party Preparer, if applicable)
Form 4	Certification of Eligibility (Authorized Official)
Form 6	Bus Certification (Mechanic)
Form 7	Leasing Company Certification (Authorized Representative)
Form 10	Signature Page (Authorized Official)

## 2. Required Attachments for Applications

W-9 Form (Request for Taxpayer Identification Number and Certification Form)
Copy of current title or lease agreement (vehicle leases only) listing the applicant as the owner or lessee. If the current title/lease agreement does not show ownership for at least two years prior to the opening of this grant round, copies of previous title or lease documents.
Copy of current vehicle inspection report and registration (if applicable). Attach copies of registration documentation to show continuous registration for the two years immediately preceding the application date.
Color photographs of the equipment showing the (1) front, (2) right side, (3) left side, (4) rear, and (5) engine. Tires should be included in all photographs. The photographs of the engine should include any identifiable features or engine plates. The registration sticker and license plate should be visible in the photographs.