

Instructions for Completing the Fiscal Year (FY) 2018 Emissions Reduction
Incentive Grants (ERIG)
10430b Replacement Project Application Form

PURPOSE

We are here to help. Please call TERP staff at 1-800-919-TERP (8377) with any questions about completing this application. 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 Emissions Reduction Incentive Grants (ERIG) 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. ERIG Request for Grant Applications (RFGA)
2. Texas Emissions Reduction Plan: Guidelines for Emissions Reduction Incentive Grants (Guidelines)
3. TCEQ-10430b Replacement Project 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.

4. IRS W-9 Form
5. Technical Supplement for Your Project Type:
 - On-Road Equipment
 - Non-Road Equipment
 - Locomotive
 - Marine
 - On-Vehicle Infrastructure
 - Stationary Equipment
6. Grant Amount Calculation Tool (Emissions Reduction Incentive Grant Estimator)

2.0 IMPORTANT NOTE TO ALL APPLICANTS

1. There is no limit to the number of activities that may be submitted per grant application. An activity is the replacement of an individual piece of equipment.

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2. An application should be limited to one emission source:
 - a. on-road heavy duty vehicle
 - b. non-road heavy duty equipment
 - c. marine vessel
 - d. locomotive
 - e. stationary equipment



TIP: The term “equipment” refers to one of the eligible emission sources: on-road heavy-duty vehicles, non-road equipment, stationary equipment, marine vessels, and locomotives.

3. An application should be limited to one primary area. The primary area is the area in which the vehicle or equipment is operated the highest percentage of time.
4. 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, Guidelines, and Technical Supplement for the equipment type.
2. Gather information for each new piece of equipment. You must submit one primary price quote for each new piece of equipment, made out to you and signed by the dealer.

If the application contains more than one of the exact same new piece of equipment, only one price quote would be required for that vehicle/engine.

3. Complete two copies of the TCEQ-10430b Replacement Project Application and any applicable Supplemental Forms using the instructions in Section 3.1 below.



TIP: In order 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”.

4. Assemble two sets of the **required application attachments** using the checklist provided at the end of TCEQ-10430b Replacement Project Application.
5. Have the Authorized Official sign both copies of the TCEQ-10430b Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.

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6. To complete Form 11, a qualified mechanic must assess the condition of the equipment. By signing Form 11, the mechanic is certifying that the equipment is in good operating condition.

A qualified mechanic is someone whose occupation is repairing, maintaining, reassembling, and restoring the mechanical parts of motor vehicles or equipment, including engines, transmissions, and suspension systems.

7. Submit the two signed copies of the TCEQ-10430b Project Application, any applicable Supplementary Forms, and the two sets of required attachments by the application deadline:

Regular Mail:

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section (ERIG), MC-204
P.O. Box 13087
Austin, TX 78711-3087

Express Mail or Hand Delivery:

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section (ERIG), 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.

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FORM 1 – APPLICANT INFORMATION

Section 1 – Applicant Legal Name

The legal name of the grant applicant should be the name of the person/entity applying for a grant and should match the IRS W-9 form and vehicle title. The name that appears in Section 1 will be used for contracting purposes.



TIP: For on-road projects, the legal name entered in Section 1 should match the name listed on the vehicle title.

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.

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- **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.
- **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.
- **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 - 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.

Does your business qualify as a TERP Small Business? Select Yes or No from the drop-down menu.

Under this program, a small business is defined as a person who:

- owns and operates not more than five vehicles or pieces of equipment, one of which is:
 - an on-road heavy-duty vehicle; or
 - a non-road piece of equipment
- has owned the vehicle or equipment described above for at least the two years immediately preceding the date of application.

This designation is for internal tracking purposes only, and will not affect the processing or awarding of a grant.

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, 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.

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Are the Authorized Official and the Designated Project Representative the same? Mark the box with an "X" and continue to Section 5.

Section 5 - Designated Location for Records Access

Provide the physical address where the records for the grant-funded project will be kept.

FORM 2 - THIRD-PARTY PREPARER SIGNATURE PAGE

Was the application prepared by a Third-Party Preparer? Mark 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.



TIP: If YES, the third-party preparer must complete and sign this form. It is still the applicant's responsibility to ensure that the information listed in the application is true and accurate.

FORM 3 - PROGRAM-SPECIFIC CERTIFICATIONS

Read the entire form. By signing the form, the Authorized Official indicates that they understand and agree to the program-specific certifications.

Once the application has been printed, the Authorized Official must provide an original signature. Photocopies, stamps, or electronic signatures will not be accepted.

FORM 4 - GENERAL CERTIFICATIONS (2 PAGES)

Read both pages of the form. You assure the TCEQ that you understand and agree to the general certifications. The certifications include the basic contractual provisions which will be in place between the applicant and the TCEQ if awarded a grant. This form must be submitted with the application.

FORM 5 - 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. Mark the option that applies to your applicant type.

- If box 1 is checked, you must fill in the individual's name and SSN.

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- If box 2 is checked, you must fill in all individuals' names and SSNs that own 25% or more of the business.
- For all options, the Authorized Official must provide an original signature. Photocopies, stamps, or electronic signatures will not be accepted.

FORM 6.1 - OLD EQUIPMENT INFORMATION

Enter the following information for the equipment being replaced. Use Forms 6.2 - 6.4 as needed to list up to 20 activities in one application. Print additional pages if needed.

Emission Source: Select the emission source for your project from the drop-down box. Only one source per application may be selected (i.e. on-road, non-road, marine, locomotive, or stationary).

Activity Number: Enter the activity number associated with each piece of equipment. Use Forms 6.2 - 6.4 as needed to list up to 20 activities in one application. Print additional pages if needed.

Equipment Description: Enter the type of equipment (e.g., haul truck, dump truck, cement mixer, ag tractor).

Number of Axles: (On-Road vehicles only) Enter the total number of axles, front to back, drive and non-drive.

Equipment Make: Enter the name of the equipment manufacturer.

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

Equipment Year: Enter the specification or model year for the equipment.

Equipment Identification Number or VIN: Enter the last 4 digits of the equipment ID or the VIN. If unknown, enter unknown.

Gross Vehicle Weight Rating (GVWR): (*On-Road vehicles only*) Enter the 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 an 18-wheel semi-tractor and trailer rig, enter the Gross Combined Weight Rating (GCWR) of both the vehicle and the trailer.



TIP: The GCWR entered may not exceed the gross combined weight authorized by the vehicle registration.

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Engine Make: Enter the name of the engine manufacturer.

Engine Model: Enter the specific engine model name and/or number assigned by the manufacturer.

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

Engine Identification Number: Enter the complete engine ID number, if known. If unknown, enter unknown.

Engine Horsepower: Select the unit of measure from the dropdown list and enter the brake horsepower (bhp) for on-road and non-road equipment or kilowatt (kW) for non-road only.

Fuel Type: Enter the type of fuel that is powering the engine.

Engine Family Code: 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.

Type this URL into your browser:

<https://www.arb.ca.gov/msprog/ordiesel/documents/doors/enginefamilyname.pdf>.

If this doesn't help, give us a call!

Federal NO_x Emissions (g/bhp-hr): Normally, an engine will be certified to meet the emission standard of the year in which the engine was manufactured. See the Technical Supplement for your Activity Type for a list of engine emission standards by manufacture year and some exceptions that may apply.

Historical Annual Usage: Select the unit of measure from the drop-down list and enter the usage average over the last two years.

Is Odometer/Hour Meter Working? Enter Yes or No.

Odometer/Hour Meter Reading: Enter Yes or No to indicate if your odometer or hour meter is operational. List the reading and select the unit of measure from the drop-down list.

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FORM 7.1 - NEW EQUIPMENT INFORMATION

Enter the following information for new equipment. Use Forms 7.2 - 7.4 as needed to list up to 20 activities in one application. Print additional pages if needed.

Section 1 - New Equipment Information

Activity Number: An activity is the individual replacement of a vehicle or piece of equipment. Enter the activity number associated with each vehicle or piece of equipment. Use Forms 7.2 - 7.4 as needed to list up to 20 activities in one application. Print additional pages if needed.

Equipment Description: Enter the type of vehicle (e.g., haul truck, dump truck, cement mixer, delivery van).

Number of Axles: (*On-Road vehicles only*) Enter the number of axles, front to back, drive and non-drive.

Equipment Make: Enter the name of the equipment manufacturer.

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

Equipment Year: Enter the specification or model year for the equipment.

Equipment Identification Number (VIN): Enter the last 4 digits of the equipment ID or the VIN. If unknown, enter TBD.

Gross Vehicle Weight Rating (GVWR): For vehicles, enter the 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 an 18-wheel semi-tractor and trailer rig, enter the Gross Combined Weight Rating (GCWR) of both the vehicle and the trailer.



TIP: The GCWR entered may not exceed the gross combined weight authorized by the vehicle registration.

Engine Make: Enter the name of the engine manufacturer.

Engine Model: Enter the specific engine model name and/or number assigned by the manufacturer.

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

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Engine Identification Number: Enter the complete engine ID number, if known. If unknown, enter TBD.

Engine Horsepower: Select the unit of measure from the dropdown list and enter the brake horsepower (bhp) for on-road and non-road equipment or kilowatt (kW) for non-road only.

Fuel Type: Enter the type of fuel that is powering the engine.

Engine Family Code: 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. Type this URL into your browser:
<https://www.arb.ca.gov/msprog/ordiesel/documents/doors/enginefamilyname.pdf>.
If this doesn't help, give us a call!

Federal NO_x Emissions (g/bhp-hr): Normally, an engine will be certified to meet the emission to the year in which the engine was manufactured. See the Technical Supplement for your Activity Type for a list of engine emission standards by manufacture year and some exceptions that may apply.

Section 2 - Annual Usage

Usage Type: Using the drop-down list, select the Standard Default Usage Rate or the Non-Standard Usage Rate that applies to the activities in the application. Only one usage type per application may be selected.

Usage Unit: Select the unit of measure from the drop-down list (miles, hours, or gallons).

Activity Annual Usage Rate:

- If using the Standard Default Usage Rate for ERIG, refer to the Technical Supplement for your Activity Type's Standard Usage and enter the number in the box provided.
- If using the Non-Standard Usage Rate, refer to RFGA, Section 2.8 for an explanation of annual usage rates and how they are used by the TCEQ to calculate the NO_x emissions reductions achieved by each activity in the application.

If the Non-Standard usage type is not approved by the TCEQ, would you like to use the Standard usage type? If you selected Non-Standard Usage and the TCEQ does not approve your usage rate, indicate your agreement to revert to the Standard usage rate

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by selecting Yes or No from the drop-down list. If you select No, you may withdraw your application.

FORM 8.1 NEW EQUIPMENT USAGE INFORMATION

Use Forms 8.2 – 8.4 as needed to list up to 20 activities in one application.

Section 1 – Activity Life and Percentage of Annual Use in the Eligible Areas

Activity Number: Enter the activity number associated with each vehicle or piece of equipment.

Project Activity Life: Select and enter an Activity Life for each activity in the application. Refer to the RFGA or On-Road or Non-Road Technical Supplement to determine the activity life for your project.

Percentage of Annual Use in Eligible Areas:

The applicant must commit to using the new equipment at least 75% of the annual hours of operation or fuel use in the eligible areas. Designate the percentage of total annual usage that will take place in one or more of the eligible areas that apply to each activity. The total annual usage for each activity will auto-populate and may not be less than 75% in the eligible areas.

Percentage of Annual Use on Designated Highways and Roadways:

For On-Road projects only. The applicant must also commit to operating the vehicle at least 75% of the annual miles or fuel use in a combination of the eligible counties and on one or more of the designated highways or roadways listed in Section 2.7 of the RFGA. List the percentage of annual use that the applicant will commit to operate the new equipment on designated highways/roadways. The total percentage use will auto-populate and may not be less than 75%.

Section 2 – Business Description

Use the space provided to describe the routine business operations of the new equipment (*e.g. gravel hauling*) and the typical driving route including cities traveled to and highways/roadways travelled on for on-road or where the equipment will be operated for non-road. If the equipment is primarily being used for natural gas recovery purposes, please indicate this here.

FORM 9.1 - FINANCIAL DATA INFORMATION

Enter the following information for the new equipment. Use Forms 9.2 – 9.4 as needed to list up to 20 activities on one application.

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Section 1 - Grant Amount Calculation

Enter the financial data for the new equipment. The Excel version of this form has formulas built in that will perform calculations as you enter the data.

Activity Number: Enter the activity number associated with each vehicle or piece of equipment. Use Forms 8.2 - 8.4 as needed to list up to 20 activities in one application.

Capital Cost of New Equipment (A): Enter the invoice cost of the new vehicle/engine, including taxes, duty, protective in transit insurance, and freight charges. The capital cost entered should match the primary price quote provided in the application.

Global Positioning System (B): 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 972-693-7006.

Scrapage Value (C): The default scrap value of \$1,000.00 for replacement projects is auto-populated.

Other Financial Incentives and Tax Credits (D): Enter the sum of any other financial incentives or tax credits that will be applied to the purchase of the new equipment.

Incremental Cost/Cost to the Applicant (E): The Capital Cost plus the GPS cost (if applicable), minus the scrap value, minus other financial incentives (if applicable) equals the Incremental Cost. This field will be automatically calculated if you are using the Excel version.

Maximum Eligible Grant Amount (F): The grant recipient may be eligible for reimbursement of up to 80% of the incremental cost. Multiply the Incremental Cost (Section 1.E) by 0.8 (or 80%). This field will be automatically calculated if you are using the Excel version.

Requested Grant Amount: Enter the grant amount you are requesting for each activity.

Calculated Cost Per Ton of NO_x Reduced: Use the Grant Amount Calculation Tool (Emission Reduction Incentive Grant Calculator) to determine the emissions reduction and enter the number here.

Price Comparison Option: Read the Price Quote Guidelines on Form 10 and determine which price comparison option applies to each activity. Enter the letter for each option.

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Section 2 - Other Financial Incentives and Tax Credits

Enter a description of the financial incentives and/or tax credits to be applied towards the purchase of the new equipment if you entered other financial incentives and tax credits in Section 1D. Continue to Section 3 if you did not enter other financial incentives and tax credits in Section 1D.

Section 3 - Financing or Lease Terms for Replacement Vehicles

Mark the form of payment that will be used for the new equipment.

FORM 10 - PRICE COMPARISON

Section 1 - Price Quote Guidelines

Read this form carefully. The applicant is required to submit an original signed price quote, invoice, or purchase order for the replacement equipment listed in the application. The quote must list the applicant's name and must have an original signature of the dealer representative. Answer the following questions.

Section 2 - Price Comparison Options

This section lists the options for comparison quotes required to accompany the primary price quote for the new equipment. The appropriate option for each activity should be listed on Form 9.1. If you select Option F for any activity, enter an explanation in the box provided.

FORM 11 - VEHICLE CERTIFICATION

Section 1 - Equipment Inspected

Enter the activity number and Equipment Identification Number or last 4 digits of the VIN for each activity. Attach additional forms as needed. The activity number and identification number should match the number(s) listed on forms 6.1 through 6.4 of the application, and vehicle title, if applicable.

Section 2 - Mechanic Certification

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

The mechanic must certify to the statements listed on the form by completing the contact and qualifications details, and signing and dating the form. Photocopies will not be accepted.

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FORM 12 - SUMMARY PAGE

This form will auto-populate for applicants completing the application forms electronically in Excel. For applicants manually completing the application forms (hand-written), you will need to complete this page using the information provided in the application. **The Authorized Official must sign and date this form.** No photocopies will be accepted.

Section 1 - Applicant Information

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

Section 2 - Project Information

- **Primary Area** - The area identified on Form 8.1: New Equipment Usage Information with the greatest percentage of annual usage.
- **Incremental Cost of the Project** - The total incremental cost of the project. Total the incremental cost for each activity listed on Form 9.1: Financial Data Information.
- **Total Activity Number** - The total number of activities included in this application.
- **Default Usage Rate** - Select Standard Default Usage Rate or Non-Standard Usage Rate
- **Emission Source** - The emission source from Form 6.1: Old Equipment Information
- **Requested Grant Amount** - The total requested grant amount for the project. Total the requested grant amount for each activity listed on Form 9.1: Financial Data Information.
- **Activity Type** - This field should default to Replacement.
- **Does your business qualify as a TERP Small Business?** If completing the application by hand, please indicate Yes or No if your business meets the criteria for a TERP Small Business.

Section 3 - Mailing Address

This information must match the mailing address listed for the Authorized Official on Form 1: Applicant Information.

Section 4 - Authorized Official

This information must match the information listed for the Authorized Official on Form 1: Applicant Information.

- **Printed Name of Authorized Official** - This must match the Authorized Official Name listed on Form 1: Applicant Information.
- **Authorized Official Title** - This must match the Authorized Official Title listed on Form 1: Applicant Information.

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- **Signature of Authorized Official:** The Authorized Official should sign this form. Faxed or photocopied signatures will not be accepted.
- **Date of Signature:** The Authorized Official should date this form.

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).

SUPPLEMENTAL FORMS

Refer to the RFGA to determine if your project has special conditions and requires you to use one or more of the following supplemental forms. The supplemental forms can be found at www.terpgrants.org on the ERIG program page.

SUPPLEMENTAL FORM 1: HARVEY EXCEPTION

The TCEQ is providing an exception to the requirement that a vehicle included in a grant application to be replaced is currently in good operating condition and is being used in its primary function in the routine operations of the applicant as a result of the vehicle being damaged or destroyed by Hurricane Harvey. Applicants applying under this exception should review Appendix F of the RFGA, complete Supplemental Form 1: Harvey Exception, and submit the form with the required project application forms.

SUPPLEMENTAL FORM 2: LOCOMOTIVE PROJECTS

Complete and attach this form for locomotive replacement projects.

SUPPLEMENTAL FORM 3: STATIONARY EQUIPMENT

Complete and attach this form for stationary equipment replacement projects.

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**SUPPLEMENTAL FORM 4: NON-ROAD HEAVY-DUTY
EQUIPMENT NATURAL GAS RECOVERY**

Complete and attach this form for Non-Road Heavy-Duty Equipment Natural Gas Recovery projects.

Optional Attachments as Needed:

1. **Alternative Disposition Request.** (for *locomotive replacement projects only*) Refer to RFGA, Appendix E and follow the instructions to request approval for permanent removal of the equipment from the state, in lieu of destruction.
2. **Alternative Destruction Request.** If proposing a method of destruction other than that described in Section 2.4 of the RFGA, submit a written explanation of the proposed method of destruction with the application.
3. **Waiver Request.** If requesting a waiver of the requirements for ownership, registration, use, or condition for any activity in your application, refer to RFGA, Appendix D for instructions for completing and submitting the request with your application.