



New Technology Implementation Grant Program

Project Application Form: Advanced Clean Energy Projects TCEQ – 20574a

Texas Commission on Environmental Quality
Air Quality Division, MC-204
Implementation Grants Section
P.O. Box 13087
Austin, TX 78711-3087
512-239-4950

TCEQ- 582-11-10755

New Technology Implementation Grant Program Project Application Form (TCEQ - 20574a)

Application Submission

This form is to be used to apply for grants from the Texas Commission on Environmental Quality's (TCEQ) New Technology Implementation Grant Program (NTIG). 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.

Do not submit any confidential / proprietary information anywhere in this Application Form except as instructed in Section 13. You agree that you waive any claim of confidentiality you may have in any information you submit in any part of this Application Form other than Section 13 – even if you have marked it confidential.

Any information the applicant wishes to protect from public disclosure **MUST** be clearly marked “**Confidential/ Proprietary: inform applicant & seek AG opinion before releasing**” on every page and **MUST** be submitted as instructed in Section 13 of the application. Any information that is so marked and submitted in Section 13, if requested under the PIA, will be sent by the TCEQ to the Texas Attorney General (AG) for a decision on whether it may be withheld. Note that the AG may determine that the information is not confidential and therefore must be released. TCEQ will inform the applicant of the request for the AG's decision but will make no arguments in support of the request. It is the responsibility of the applicant to explain the basis for its claim that the information is confidential to the AG.

The project eligibility criteria and types of purchases eligible under this program are more fully explained in the TCEQ's *New Technology Implementation Grants: Guideline for Grants* (RG-484). In addition, the TCEQ will periodically issue a request for grant applications (RFGA) which outlines the grant application deadlines and provides further instructions for applying for a grant. **Specific instructions for completing this form are located at the end of this document. Potential applicants should first review the Guidelines, RFGA instructions, and Application Form instructions before completing the Application Form.**

Proposals should be submitted to TCEQ in the following format:

1. The form should be typed.
2. An electronic copy (MSWord or Adobe PDF) must be sent with the proposal. The TCEQ will retain ownership of the CD. Do NOT include any confidential information from Section 13 of the application in the electronic copy.
3. One signed original and one electronic copy must be submitted to TCEQ at the below address.

If you have questions, you may contact the NTIG staff at (512) 239-4950.

Regular Mail: Mr. Colin Donovan
Texas Commission on Environmental Quality
Air Quality Division, MC-204
Implementation Grants Section
P.O. Box 13087
Austin, TX 78711-3087

Express Mail: Mr. Colin Donovan
Texas Commission on Environmental Quality
Air Quality Division, MC-204
Implementation Grants Section
12100 Park 35 Circle, Building F
Austin, TX 78753

Instructions for Completing Form TCEQ - 20574.a

SECTION 1: COVER INFORMATION:

Block 1: Fill in the name of the applicant. The applicant can be an individual or a business or other legal entity such as a school district or city.

Block 2: Fill the requested data for your primary point of contact for this application.

Block 3: Fill in the proposed project title.

Block 4: Print (or type) the name of your authorized official. Fill in the title of your authorized official. Sign and date this section.

SECTION 2: APPLICANT INFORMATION:

Block 1: Enter the legal name of the applying entity.

Block 2: Enter the Social Security Number of an individual (for Sole Proprietorships) or the Federal Employer Identification Number for other entities.

Block 3: Fill in as indicated.

Block 4: Fill in as indicated.

Block 5: Fill in as indicated.

Block 6: Check only one recipient type.

Block 7: Fill in as indicated.

Block 8: Fill in as indicated.

Block 9: Fill in as indicated.

SECTION 3: DESIGNATION OF GRANT OFFICIALS AND ACCESS TO RECORDS LOCATION

Block 1: Fill in as indicated.

Block 2: This is for individual authorized to accept payment.

Block 3: If financial matters will be administered by a specific individual, provide name and telephone number of the individual.

Block 4: This is for the information pertaining to the project contact for the technical completion of the work.

SECTION 4: - PROJECT INFORMATION:

Block 1: This application is for Advanced Clean Energy Projects only.

The projects must be in the implementation stage. Project planning and technology selection should have been completed before submission of a grant application.

Block 2: Enter your best estimate of the number of months from the application date until the proposed technology is implemented.

Block 3: Describe the site or geographic area where the project will take place.

Block 4: Enter a brief description of the project.

Block 5: Enter the dollars requested as a sum of dollars from all *Supplemental Activity Forms*. (Sum of all section 3 "Total grant amount requested for all activities included in this form" entries.)

Block 6: Enter the dollars from other funds/in-kinds services that are provided by the applicant or parties external to the TCEQ.

SECTION 5: GENERAL CERTIFICATIONS AND ASSURANCE

This section serves to assure the TCEQ that you understand and agree to the statements clarifying certain certifications and assurances. Review paragraphs 1-14, sign, and date.

These provisions relate to the basic contract form which will be in force between the applicant and the TCEQ upon award of a grant. TCEQ urges applicants to download a copy of the sample grant contract which will be available from the NTRD web page and review it so that any questions you may have can be discussed early in the application review process.

SECTION 6: PROGRAM-SPECIFIC CERTIFICATIONS AND ASSURANCES

Review, sign and date this section to indicate your understanding of and agreement to adhere to certain program specific requirements.

SECTION 7: SINGLE AUDIT CERTIFICATION:

Review and check only one entry. Sign and date this section.

SECTION 8: HEALTH/SAFETY AND ENVIRONMENTAL IMPACT CERTIFICATION

Review and check only one entry per number. Sign and date this section.

SECTION 9: PROVIDE A COMPLETE SUMMARY OF THE PROPOSED PROJECT

Answer each question that is applicable to your project. You should provide as much detail as necessary. Attachments to supplement your answers are acceptable.

SECTION 10: SCOPE OF WORK AND PROJECT DELIVERABLES

This section serves to assure the TCEQ that you have a scope of work including specific tasks and objectives. The abstract must be a separate attachment suitable for posting to the TCEQ web site. Attachments are acceptable.

SECTION 11: ABILITY TO PERFORM

This section serves to assure the TCEQ that you have the ability to conduct the work which is being proposed. Please answer each question fully. Resumes and curricula vitae as attachments are acceptable.

SECTION 12: PROPOSED BUDGET

This section is the summary of the financial cost of the project. Detailed instructions are included with the form.

SECTION 13: CONFIDENTIAL INFORMATION

This section provides instructions for submittal of any confidential or proprietary information. These instructions must be followed exactly for all such information.

**NEW TECHNOLOGY IMPLEMENTATION GRANT
PROJECT APPLICATION FORM**
please type all information

Section 1. Cover Information

1. Name of the applicant:	
2. Contact name and telephone number, for questions about the application:	
3. Proposed project title:	
4. 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. 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 grant contract will constitute agreement with those revisions.	
Printed Name of Authorized Official: <i>Must be the individual authorized by the applying organization to apply for the grant.</i>	Title:
Signature of Authorized Official:	Date:
<p>Personal Information Policy. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the TCEQ NTIG team at 512-239-4950.</p>	

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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Section 2. Applicant Information

1. Legal name (for contracting) of entity applying:	
2. Identification Number (SSN or FEI#):	
3. Does the applicant already have a Texas Payee Identification Number (PIN)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk. If "Yes" enter the PIN, including the Comptroller-assigned mail code:	
4. Is the applicant reporting any Texas tax to the Texas Comptroller of Public Accounts other than unemployment (e.g., sales tax, franchise tax)?: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" enter Texas Taxpayer Number:	
5. Mailing address for grant payments (include address, city, state, and zip):	
6. Ownership Codes - Check only one ownership type that applies to the applicant.	
<input type="checkbox"/> I - Individual recipient (not owning a business)	<input type="checkbox"/> J - Joint Venture
<input type="checkbox"/> S - Sole Proprietorship (individual owning a business) Owner's Name: _____ Owner's SSN: _____	<input type="checkbox"/> L - Limited Partnership Texas File Number: _____ <input type="checkbox"/> T - Texas Corporation Texas Charter Number: _____
<input type="checkbox"/> P - Partnership If checked, enter two partner's names and Social Security Numbers (SSN). If a partner is a corporation, use the corporation's Federal Employer's Identification (FEI) Number. Name: _____ SSN/FEI#: _____ Name: _____ SSN/FEI#: _____	<input type="checkbox"/> A - Professional Association Texas Charter Number: _____ <input type="checkbox"/> C - Professional Corporation Texas Charter Number: _____ <input type="checkbox"/> O - Out-of-State Corporation State of Incorporation: _____ Incorporation Number: _____ <input type="checkbox"/> G - Governmental Entity
<input type="checkbox"/> N - Other (explain below)	<input type="checkbox"/> U - State Agency/University <input type="checkbox"/> R - Foreign (outside of U.S.A.)
7. If non-governmental entity, when was your organization founded: <i>(attach any materials that provide general information about your organization)</i>	

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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Section 3. Designation of Grant Officials and Access to Records Location

1. Authorized Official (person signing the application)		
Name:	Title:	
Mailing Address:	Physical Address (for express delivery):	
Telephone Number:	Fax:	e-mail:
2. Payee (individual authorized to accept payments)		
Name:	Title:	
Mailing Address:	Physical Address (for express delivery):	
Telephone Number:	Fax:	e-mail:
3. Financial Officer (if applicable)		
Name:	Title:	
Mailing Address:	Physical Address (for express delivery):	
Telephone Number:	Fax:	e-mail:
4. Project Manager (individual responsible for the technical completion of the proposed work)		
Name:	Title:	
Mailing Address:	Physical Address (for express delivery):	
Telephone Number:	Fax:	e-mail:

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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Section 3. (cont'd)

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

Physical Address:

NEW TECHNOLOGY IMPLEMENTATION GRANT PROJECT APPLICATION FORM

Section 4: Project Information

1. Grant Category and Project Stage (this application is for Advanced Clean Energy Projects only):	
Category	Project Stage (check one)
Advanced Clean Energy Projects	(For this RFGA, applications will only be accepted for projects already in the implementation stage)
2. Estimated number of months until technology is implemented: _____ months	
3. Project site or geographic area:	
4. Please give a brief description of the proposed project:	
5. Total Grant Amount Requested (All Activities):	\$
6. Other Funds/In-Kind Services, including tax credits or deductions, other grants, or any other public financial assistance (50% in matching funds required):	\$

NEW TECHNOLOGY IMPLEMENTATION GRANT PROJECT APPLICATION FORM

Section 5: General Certifications and Assurances Advanced Clean Energy Projects

The applicant assures and certifies that:

1. **Legal Authority.** It possesses legal authority in the State of Texas to apply for the grant, and that the applicant's governing body has authorized the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the authorized official to act in connection with the application and to provide such additional information as may be required.
2. **Uniform Grant Management Standards.** It will comply with the Uniform Grant Management Standards (UGMS), adopted by the Texas Office of the Governor in accordance with Chapter 783, Texas Government Code.
<http://www.governor.state.tx.us/divisions/stategrants/guidelines>.
3. **Procurement of Goods and Services.** In procuring goods and services, it will comply with UGMS, Part II., Cost Principles for State and Local Governments and Other Affected Parties and UGMS, Part III., State Uniform Administrative Requirements. All procurement transactions will be conducted in a manner providing full and open competition. Where multiple quotes or bids are not feasible, it will prepare and keep on file a written cost/price analysis to document how it determined that the costs or prices were reasonable.
4. **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.
5. **Conflict of Interest.** It will establish safeguards to prohibit employees from using their positions in a manner that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **Nondiscrimination.** It will comply with all State and Federal statutes relating to nondiscrimination.
7. **Grant Administration.** It 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.
8. **Examination of Records.** It will maintain and preserve all financial, contractual, and applicable program records for a period of three years after the end of the life of all activities funded under the grant, and require its subcontractors and suppliers to do the same. It will give the State of Texas, through the TCEQ, the State Auditor, or any other authorized representative, access to examine all its and its subcontractors' and suppliers' records, books, papers, or documents related to the grant.
9. **Debt to the State.** It is not indebted to the state nor does it have an outstanding tax delinquency. It further understands that the Texas Comptroller is precluded by law from paying a person who is indebted to the state or has a 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.
10. **Child Support Payments.** It is not in arrears in child support payments. The applicant must comply with Section 231.066, Texas Family Code, which prohibits payments to a person who is in arrears in child support payments.
11. **Grant Contract.** It understands that a copy of the grant contract shell will be available from the TCEQ, including a copy posted on the TCEQ's web site. It further understands that the TCEQ will not normally change the contract language to deal with individual requests from grantees.

12. **Contracting with an Executive of a State Agency.** Under Government Code § 669.003, relating to contracting with an executive of a state agency, Applicant represents that no person who, in the past four years, served as an executive of the Texas Commission on Environmental Quality (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, then 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, or detail the relationship to Applicant if former executive is not directly employed by the Applicant.

13. **Debarment.** 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 and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

14. **Hurricane Katrina and Other Natural Disasters.** Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

Under Section 2155.006 of the Texas Government Code, the bidder 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.

Signature of Authorized Official:	Date:
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**NEW TECHNOLOGY IMPLEMENTATION GRANT
PROJECT APPLICATION FORM**

**Section 6: Program-Specific Certifications and Assurances
Advanced Clean Energy Projects**

The applicant hereby assures and certifies compliance with all state statutes, regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of funds for this project. The applicant further assures and further certifies that:

1. The proposed technology project has a substantial implementation plan.

AND

2. The applicant agrees to maintain and operate the proposed technology for 5 years after final reimbursement is paid by TCEQ.

AND

3. The applicant has informed the TCEQ of all permits with TCEQ, the Public Utility Commission of Texas (PUCT), and the Texas Railroad Commission (RRC), and certifies that applicant is in compliance with all permits

AND

4. The proposed activities are not required by any state or federal law, rule, or regulation, memorandum of agreement, or other legally binding document.

Signature of Authorized Official:

Date:

**NEW TECHNOLOGY IMPLEMENTATION GRANT
PROJECT APPLICATION FORM**

Section 7:

Section Reserved

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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**Section 8: Health/Safety and Environmental Impact Certification
Advanced Clean Energy Projects**

The applicant assures that:

1. It has made a reasonable effort to identify safety and health issues that might arise from the implementation, testing, or use of the proposed technology and is:

_____ not aware of any safety and health issues that might arise from the implementation, testing, or use of the proposed technology.

OR

_____ aware of one or more safety and health issues that might arise from the implementation, testing, or use of the proposed technology and has identified those issues in this application.

2. It has made a reasonable effort to identify adverse environmental impacts, such as increased emissions of pollutants or creation of a hazardous waste that might arise from the implementation, testing, or use of the proposed technology and is:

_____ not aware of any adverse environmental impacts, such as increased emissions of pollutants or creation of a hazardous waste, that might arise from the implementation, testing, or use of the proposed technology.

OR

_____ aware of one or more adverse environmental impacts, such as increased emissions of pollutants or creation of a hazardous waste, that might arise from the implementation, testing, or use of the proposed technology and has identified those issues in this application.

Signature of Authorized Official:

Date:

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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**Section 9 - Project Summary
Advanced Clean Energy Projects**

Please provide answers to the following questions. Applicants may provide as much detail as necessary.

1. Describe the project goals and objectives.

2. Does the project meet the emissions requirements for an Advanced Clean Energy Project? See section 1.6.1., in the Request-For-Grant-Applications (RFGA) document. Please refer to section 1.8 of the RFGA for guidance and provide calculations showing the required emissions rates and reductions for NO_x, Hg, SO₂, PM, and CO₂. Show entire calculation including the parameters that were used, such as emission rates and how those were calculated.

3. Has the TCEQ received an application for a permit, or for an authorization to use a standard permit, for the facility in this application after January 1, 2008? Please provide proof of this by attaching relevant documents with this application.

4. Is the applicant the owner, or licensed operator, of the facility in this application, or someone that has received written approval from the NTIG program to apply for a grant? Please provide proof of this by attaching relevant documents with this application. Also, please provide documents showing applicant has operational control of the facility in this application through the end of the reporting period.

5. Provide a description of the technologies to be implemented and work to be done including labor, major equipment, or capital purchases. Describe the degree to which the technologies are innovative and unique. Discuss any challenges or limitations of the technologies as identified by the research to date.

6. Discuss the proposed technologies' capabilities to provide significant reductions in emissions. What level of performance verification do the technologies have (tested, manufacturer guaranteed, etc.)? The discussion

on emissions reduction capability should address the processes used by the facility, the fuel or feedstock used, and other attributes of the project that enhance this capability. Please refer to section 1.8 of the RFGA for guidance.

7. Explain any testing and analysis procedures that will be used to validate the performance of the proposed technologies during the project. (Though not required, the NTIG program may award points to applications that provide for a performance test on the proposed technologies during the contract life)

8. What is the cost effectiveness of the project proposed in this application? Please refer to the RFGA, Section 3.1.1, for instructions on computing cost effectiveness. Provide detailed explanations and calculations below using the following formula:

(Total Grant Amount Requested \$)

$$(1 \cdot \text{TPY of NO}_x \text{ reduced}) + (1000 \cdot \text{TPY of Hg reduced}) + (0.8 \cdot \text{TPY of SO}_2 \text{ reduced}) + (0.6 \cdot \text{TPY of PM reduced}) + (0.01 \cdot \text{TPY of CO}_2 \text{ captured})$$

9. Please provide any permit numbers associated with the facility in this application. This may include CN numbers, RN numbers, or any other identifying labels or numbers for all permits held with the TCEQ, PUCT, and RRC.

10. Describe the energy efficiency attributes, if any, associated with this application.

11. Does this Advanced Clean Energy Project utilize natural resources originating or produced in the state of Texas? If yes, explain.

12. Provide details about similar installations of the proposed technologies (whether the applicant was directly involved or not). Discuss the reliability of such installations.

13. Please provide information on your financial stability and the economic benefits and job creation potential associated with the project for review by the Texas Comptroller of Public Accounts. Please provide the following documents with the application package.

For the financial stability of an existing business:

- 3-5 years of audited financial statements
- 3-5 years of tax returns.

For the financial stability of a new business:

- business plan
- pro forma financial statements

For information regarding economic benefits and job creation potential all applicants should include:

- NAICS code
- payroll and benefits
- number of employees (current and planned)
- gross sales.

14. What is the implementation plan for this technology? Discuss how the applicant will operate and maintain the proposed technology during the contract and for 5 years after final reimbursement is paid by TCEQ.

15. What are the full characteristics of all the fuels, primary and otherwise, used for the facility in this application? Full characteristics of a fuel should include an *elemental or ultimate analysis*, and a *proximate analysis* that specifically includes heating value, ash or mineral matter content, and moisture content. In addition, for Advanced Clean Energy Projects, mercury content of the fuel used must be provided.

**NEW TECHNOLOGY IMPLEMENTATION GRANT
PROJECT APPLICATION FORM**

**Section 10: Scope of Work and Project Deliverables
Advanced Clean Energy Projects**

Part 1. Project Abstract. Please provide an abstract of the project suitable for posting to the TCEQ web site. The statement should be a self-contained description of the project (no longer than 200 words) that would result if the proposal were funded and should demonstrate the potential impact of the project on meeting the goals and objectives of the NTIG program. The abstract should be informative to other persons working in the same or related fields, and insofar as possible, understandable to a technically literate lay reader. The abstract should name the technology involved and any testing to be done.

Part 2. Scope of Work. Please provide a complete, detailed scope of work for the project. The scope should include an introduction, project objectives, project schedule, and a work statement for each task under the project. The project should be broken down into a set of logical, discrete tasks that are carried out sequentially or in parallel. Note any significant decision points and the standard for determining project continuation or termination at these points.

The work statement for each task should explicitly identify the following elements:

- a detailed description of the work to be carried out under the task;
- the parties responsible for completing the task;
- the task's completion date (i.e. the due date for deliverables); and
- the grant deliverables for each task.

The scope of work must also include the preparation and submission of detailed quarterly progress reports and a final project report.

SAMPLE SCOPE OF WORK OUTLINE:

Introduction:

Project Objectives:

Task 1: Task goal or description

- Sub task descriptions
- Deliverable for task
- Deadline for task and deliverable completion
- Party responsible for completing the task and deliverable

Part 3 – Please provide a Gantt Chart or other timeline of all major project milestones and deliverables. All work must be completed within the time period specified in the grant contract, and the proposed timeline should allow adequate flexibility for meeting this deadline given any possible delays. Grantees should be prepared to begin work soon after notification of award, contract execution, and receipt of a signed Notice to Proceed; however, the timeline for the proposed work should begin no sooner than three months after the close of the RFGA.

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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**Section 11: Ability to Perform
Advanced Clean Energy Projects**

Please respond to the following questions.

1. What qualifications does the applicant possess that will allow them to successfully complete the proposed project? Please identify any key personnel that will be involved on this project for the applicant. If the applicant is not the primary technology holder, describe the applicant's relationship to the primary technology holder and the technology holder's involvement in the project.

2. What prior experience does the applicant have with projects of this nature? What relevant prior experience do the key personnel have? Please clearly identify the number of relevant years of experience the applicant and the key personnel have with projects of this nature.

3. Will the applicant be using any subcontractors? If so, please identify the subcontractors you anticipate using and the work they will do individually. If you have not currently identified a subcontractor for a particular task, then describe the nature of the work for which a subcontractor will be needed. Note that all subcontracts must be approved by the TCEQ prior to incurring contractual expenses. For each subcontractor the TCEQ will require the subcontractor's scope of work, names of key personnel, and budget detail which identifies the costs associated with each task to be performed by the subcontractor. Attach any letters of commitment from authorized officials of your subcontractor's organizations.

4. Please provide a description of your environmental experience as well as information relating to past and present compliance with environmental laws.

5. Please provide evidence of insurance as required under Texas Govt. Code 2261.102:
The contractor is required to carry director or officer liability insurance coverage in an amount not less than the value of the contract that is sufficient to protect the interests of the state in the event an actionable act or omission by a director or officer of the contractor damages the state's interests. If proof of such insurance is not provided with this application then it must be supplied before work may begin.

6. Please include a full discussion of any safety issues and how they are addressed. *Points may be subtracted if this information is inadequate or if there are outstanding safety issues.*

7. Please include a full discussion of any potential impacts on the environment, such as increased emissions of pollutants or creation of hazardous waste and how they are addressed. *Points may be subtracted depending on how the technology will impact other areas of the environment.*

8. Please note that if a grant is awarded, the Terms and Conditions in the sample contract will be used and be controlling in the grant award. If there are any Terms and Conditions in the sample grant contract that you cannot agree to you **MUST** identify those in your application below. If you need additional space please use an attachment. Please also note that the TCEQ may not agree to any or all of the changes and may award the contract upon the sample contract.

**NEW TECHNOLOGY IMPLEMENTATION GRANT
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**Section 12: Proposed Budget
Advanced Clean Energy Projects**

Complete and submit a project budget using the provided Excel worksheet. Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed cost share. Expenses that are ineligible for reimbursement (e.g. indirect costs for for-profit institutions, food, etc.) are not allowable as matching expenses.

The project budget cannot be held confidential for any reason. Applicants may supply supporting documentation for the budget that details confidential information, for example salaries or benefits for specific employees, but the budget must provide sufficient detail to demonstrate the eligibility of expenses and allow for clear connections to the supporting documentation for reimbursement.

Proposed Budget Instructions

- A. Salaries.** Include the costs of salaries for employees of the applicant to be funded under the grant. If you wish to keep the salaries of individual employees confidential you may complete the budget using position titles or roles rather than actual names, however you must also submit a legend of the actual names under the confidential portion, Section 13. The TCEQ cannot reimburse for salaries of lobbyists registered in the State of Texas.
- B. Fringe Benefits.** Include costs for fringe benefits. Enter the fringe benefit rate in Columns E and F of this section. Salaries and fringe must be broken out separately.
- C. Travel.** For governmental agencies and universities, travel costs may not exceed the charges normally allowed by the governmental unit under written travel policies. For non-governmental entities and governmental agencies that do not have an official travel policy that is consistent with the travel policies of the State of Texas, travel costs may not exceed the limits normally allowed for state employees under state travel regulations; current rates may be found at fmx.cpa.state.tx.us/fmx/travel/texttravel. As a default rate for budgeting purposes, for FY10 allow **\$85** per day for lodging; **\$36** per day for meals, and **\$0.50** per mile for personal vehicle use. Authorization must be requested from the TCEQ for reimbursement of expenses that exceed this amount. Airfare costs should not exceed the customary standard (coach or equivalent) airfare. To be eligible for the maximum daily allowable rate, travel time must be more than 10 hours per day beginning before 6:30 a.m. or ending after 6:30 p.m. Invoices or receipts will be required for reimbursement of all travel costs regardless of amount, and only actual expenses will be reimbursed.
- D. Equipment.** Equipment is defined as non-construction related, tangible personal property having a unit acquisition cost of \$5,000 or more (including sales tax and delivery) with an estimated useful life of over one year. Equipment to be purchased must be identified and may become the property of the TCEQ. The purchase of testing equipment will not be funded through this program. Note that equipment constructed with grant funds should be budgeted as Equipment if the sum of the separate component parts (including tax and delivery) has an original value of \$5000 or more. An invoice and cancelled check as proof of payment will be required for reimbursement of all equipment costs. Reimbursement of equipment costs that

do not involve an arms length transaction (e.g. use of inventory without a proof of purchase) is not reimbursable although such costs may be included as matching funds.

- E. Supplies.** Supplies are defined as non-construction related costs for goods and materials having a unit acquisition cost (including sales tax and delivery) of less than **\$5,000**. Basic items such as telephones, tools (wrenches, screwdrivers, etc.), office supplies, etc. are considered to be a cost of doing business and will not be funded. An invoice and cancelled check as proof of payment will be required for reimbursement for purchases of supplies exceeding \$500 in value. The TCEQ cannot reimburse for food or drink as Supplies.
- F. Contractual.** Contractual expenses are defined as non-construction related costs for professional services or tasks provided by a firm or individual who is not employed by the applicant. Each subcontractor/consultant should be listed separately.
- G. Other.** Other expenses not falling under the other cost definitions should be itemized in this category. The TCEQ cannot reimburse for food or drink as Other. Note: Construction expenses are defined as the costs for the enhancement or building of permanent facilities. No construction costs will be allowed with NTIG funds.
- H. Total Direct.** Total of all costs included in items A - G above.
- I. Indirect Charges.** Indirect costs may only be included in the proposed budget and reimbursed with NTIG funds for grantees that are academic institutions and governmental agencies. Indirect costs may be included if the applicant has an indirect cost allocation plan and indirect rate approved by a Federal Cognizant Agency or State Coordinating Agency within the last 24 months. Inclusion of indirect costs in the grant is at the sole discretion of the TCEQ. The indirect cost rate submitted with your proposal is fixed and cannot be increased during the period of performance of a TCEQ Grant. A copy of the indirect rate approval letter should be provided with the application. The maximum indirect rate reimbursable with TCEQ funds is 15%. Actual indirect costs greater than 15% may be included in the budget of academic institutions and governmental agencies as matching funds. See the RFGA for more information about indirect costs and their eligibility.
- J. Total Costs.** This information should be calculated by the spreadsheet based on the information provided.
- K. Cost Share.** This information should be calculated by the spreadsheet based on the information provided.
- L. Total Requested.** This information should be calculated by the spreadsheet based on the information provided.

Supplemental Subcontract Proposed Budget Instructions

You may complete and submit this budget for major subcontractors. This form is particularly recommended for projects in which a partner will be completing a major portion of the proposed work. See the above cost category descriptions for direction in completing this form.

**NEW TECHNOLOGY IMPLEMENTATION GRANT
PROJECT APPLICATION FORM**

**Section 13: Confidential Information
Advanced Clean Energy Projects**

Section 13: Confidential Information

Any information the proposer wishes to protect from public disclosure MUST be submitted clearly marked "***Confidential/Proprietary: inform applicant & seek AG opinion before releasing***" on every page and MUST be submitted in a brown envelope in Section 13 of the application and nowhere else. Any information that is so marked and submitted in Section 13, if requested under the PIA, will be sent by the TCEQ to the Texas AG for a decision on whether it may be withheld. Note that the AG may determine that the information is not confidential and therefore must be released. The TCEQ will inform the applicant of the request for the AG's decision but will make no arguments in support of the request. It is the responsibility of the applicant to explain the basis for its claim that the information is confidential to the AG