

**Rebate Grants Program
For TERP Small Businesses
Project Application Form**

TCEQ-20332a

Solicitation No. 582-19-93500



Austin Area: Bastrop, Caldwell, Hays, Travis, and Williamson Counties

Beaumont-Port Arthur Area: Hardin, Jefferson, and Orange Counties

Corpus Christi Area: Nueces, and San Patricio Counties

Dallas-Fort Worth Area: Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties

El Paso Area: El Paso County

Houston-Galveston-Brazoria Area: Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties

San Antonio Area: Bexar, Comal, Guadalupe, and Wilson Counties

Tyler-Longview Area: Gregg, Harrison, Rusk, Smith, and Upshur Counties

Victoria Area: Victoria County

Eligible Applicants: Applicants who qualify as a TERP small business. A TERP small business is defined as an applicant who owns and operates no more than five pieces of equipment one of which is an on-road diesel-powered vehicle or a non-road diesel-powered piece of equipment. The applicant must have owned the piece of equipment for the two years immediately preceding the date of application.

Eligible Activities: Eligible projects include the replacement of on-road heavy-duty diesel vehicles and select non-road heavy-duty diesel equipment with newer vehicles or equipment powered by diesel, natural gas, propane, or electricity. The replacement vehicle/equipment must be certified to emit at least 25% less NO_x than the vehicle/equipment being replaced. Refer to the tables provided on the Rebate Grants program webpage for a list of on-road vehicle weight categories and types of non-road equipment eligible for funding.

Application Deadline: This application form is only valid for the application period ending 5:00 p.m. on May 14th, 2019. Applications will be selected for funding on a first-come, first-served basis. Only one vehicle or piece of equipment is allowed per application. Separate applications are required for each additional vehicle or piece of equipment. No more than 5 applications per applicant may be submitted.

Regular Post Delivery:

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

Express Delivery or Hand Delivery

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section (Rebate),
MC-204 12100 Park 35 Circle
Building F, 1st Floor, Room 1301
Austin, Texas 78753



Supplemental Form: Small Business Certification Form

The FY19 Rebate Grants program is open to applicants who qualify as a TERP small business. A TERP small business is defined as an applicant who owns and operates no more than five pieces of equipment, one of which is an on-road diesel powered vehicle or a non-road diesel-powered piece of equipment. The equipment being replaced must have been owned by the applicant for the two years preceding the application date.

Please indicate the TERP Small Business Criteria that apply to your business:	
Please check each box that applies to your business:	
	Does the applicant own five pieces of equipment or less? If the applicant owns more than five pieces of equipment, they will not be eligible under this round of the Rebate Grants program.
	Is one of those pieces of equipment an on-road diesel-powered vehicle?
	Is one of those pieces of equipment a non-road diesel powered piece of equipment?
	Has the applicant owned and operated the vehicle or equipment being replaced for the two years immediately preceding the date of application?

Printed Name of Authorized Official:	
Original Signature of Authorized Official:	
Date of Signature:	

Form 1: Applicant Information

1. Applicant Legal Name

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2. Business Information

Ownership Code (Business Type):	
Payee Identification Number (FEI or SSN):	
Does the applicant meet the Small Business definition?	

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.									<input type="checkbox"/>
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									<input type="checkbox"/>
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.									<input type="checkbox"/>
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? Yes No

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.

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.

Third-Party Preparer Information.

Printed Name:	
Title:	
Company Name:	
Street Address:	
City, State, Zip Code:	
Phone No. and Email Address:	
Original Signature:	
Date of Original Signature:	

Form 3: Program Certifications.

This section serves to assure the TCEQ that you understand and agree to the statements. By signing this application, the applicant indicates its understanding of, and agreement to adhere to the identified requirements. 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 understands, assures, and/or certifies to the conditions listed below. 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 example grant contract from www.terpgrants.org and review it so that any questions can be discussed early in the application review process. Unless otherwise documented in a waiver for items 1, 2 or 4 by signing this application, the applicant assures and certifies that:

- 1. Ownership.** The equipment has been continuously owned for the preceding two years. For on-road vehicles, the applicant has been listed on the front of the title document for the preceding two years.
- 2. Operation & Registration.** The equipment has been continuously located and used in Texas for the preceding two years. In addition, on-road vehicles have been continuously registered for operation in Texas for the preceding two years. Applicants with apportioned vehicles must submit quarterly usage summaries that include accurate dates and miles driven in each registered state.
- 3. Condition.** The Equipment 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 equipment 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 equipment in Texas for at least the duration of the Activity Life and the applicant otherwise would not have planned to replace the equipment.
- 5. Destruction.** The applicant has the legal authority to complete the approved method of destruction (disposition) of the equipment or engine being replaced. In general, the old equipment, including the engine, must be rendered permanently inoperable within 90 days of receiving financial reimbursement.
- 6.** 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.** The applicant understands that any marketable credits under state or federal emissions reduction credit averaging, banking, or trading programs, that may be generated by the proposed activities, are transferred to the state implementation plan or permanently retired, and may not be used by the applicant. If the project is funded, the applicant waives, for all time, its right to claim emissions reduction credits which may accrue during the activity life as a result of the use of the low-emission technology which is funded under this program and agrees not to apply for any such credits based on reductions generated in the eligible counties. Credits that accrue after the end of the activity life are not transferred, but may not be used to calculate the cost-effectiveness of the project.
- 8.** All public financial incentives that will be used by the applicant that directly offset the costs of the proposed activities, including tax credits or deductions, other grants, or any other public financial assistance have been properly listed where indicated on the application forms and the incentives amounts requested reflect a reduction in the eligible incremental costs based on the value of those incentives.
- 9.** The applicant understands that failure to achieve the NOx emissions reductions projected to be achieved for this project may result in the TCEQ requiring the return of all or a share of the grant funds. Achievement of the emission reductions will be based on the grant equipment being used for the annual amount of hours, miles, or fuel use that occurs in the eligible counties, as designated in the application for that activity.
- 10.** The applicant understands that failure to operate the grant equipment for the annual usage and percentage of annual use in the eligible counties as designated in the application may be considered non-compliance with the grant agreement and may result in the TCEQ requiring return of all or a share of the grant funds.
- 11.** The applicant will monitor the use of the grant-funded equipment, or infrastructure, and report semi-annually to the TCEQ over the designated activity life. If a TCEQ- approved GPS system is installed, the applicant agrees to maintain and use that system and to verify the data reported in accordance with the provisions of the grant contract.

12. The applicant will notify the TCEQ of any termination of use, change in use, sale, transfer, or destruction of grant-funded equipment, during the activity life. The applicant further agrees that, during the activity life, the TCEQ may be entitled to the return of all or a share of the grant funds for any loss of emissions reductions compared with the emissions reductions projected in awarding the grant.

13. The applicant will maintain, for the term of the activity, property loss insurance or self-insurance coverage on any equipment or infrastructure 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.

14. 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.

15. Uniform Grant Management Standards. It will comply with the Uniform Grant Management Standards (UGMS), adopted June 2004 by the Texas Comptroller of Public Accounts in accordance with Chapter 783, Texas Government Code. This document is available at: <https://comptroller.texas.gov/purchasing/docs/ugms.pdf>

16. Procurement of Goods and Services. In procuring goods and services, it will comply with Part II. Cost Principles for State and Local Governments and Other Affected Parties and Part III. State Uniform Administrative Requirements for Grants of the UGMS. All procurement transactions will be conducted in a manner providing full and open competition.

17. 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.

18. Conflict of Interest. Applicant has not given, offered to give, nor intends to give at any time hereafter, 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 Government Code § 2155.004, no person involved in the preparation of the Request for Grant Applications may have any financial interest in this application. If applicant is not eligible, then any contract resulting from this application shall be immediately terminated. Furthermore, under Section 2155.004, Government Code, the applicant certifies that the individual or business entity named in this bid 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.

19. Nondiscrimination. It will comply with all State and Federal statutes relating to nondiscrimination.

20. 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.

21. Audit. Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of the vendor or any other entity or person receiving funds from the state directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by the applicant or any other entity or person directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the applicant or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Applicant will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract it awards.

22. Debt to the State. It is not indebted to the state or has 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.

23. Grant Contract. It understands that a copy of the grant contract shell is available from the TCEQ, including a copy posted on the TCEQ's web site at www.terpgrants.org. It further understands that the TCEQ will not normally change the contract language to deal with individual requests from grant recipients.

24. 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 Respondent 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.

25. 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 Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent 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>.

26. 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 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.

27. 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.

28. Applicant, nor any of its officers, have been adjudicated by a court of law to have violated the Texas Deceptive Trade Practices Act.

29. 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 4: Certification of Eligibility to Receive a State-Funded Grant.

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-funded 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 Section 231.006(c) and Section 231.302(c)(2) of the Texas Family Code. 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 own 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 social security number(s) (SSN) below.

Name:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	
Name:		Social Security Number (SSN):	

I certify that to the best of my knowledge and belief that the individual or business 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.

Initials:		Date:	
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Form 5: Vehicle/Equipment Information

1. Emission Source. Please select the emission source by checking the appropriate box.

On-Road Vehicle:	Non-Road Equipment:
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2. Vehicle/Equipment Information. Old Vehicle/Equipment New Vehicle/Equipment

Equipment Type: i.e. haul truck, excavator, etc.		
Identification Number: Last four digits of VIN # or Full Equipment ID		
Make:		
Model or Model Number:		
Model Year:		
Gross Vehicle Weight Rating: on-road vehicles only		
Engine Make:		
Engine Model or Model Number:		
Engine Identification Number:		
Engine Model Year:		
Engine Horsepower Rating (bhp/hr): non-road equipment only		
Fuel Type:		
Engine Family Code: 12-digit emissions code		
Federal NO_x Emissions (g/bhp-hr):		

3. Historical Use of the Old Vehicle/Equipment.

Miles (on-road vehicle): List average annual use for the preceding two years	
Hours (non-road equipment): List average annual use for the preceding two years	
How many total miles/hours are indicated on the odometer/hour meter?	
Is the odometer/hour meter working? Select Yes or No	

Form 6: Vehicle/Equipment Cost Data



1. Activity Cost Calculations.

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 cost calculation. Refer to the RFGA for eligible costs.

<p style="text-align: center;">Capital Cost of Vehicle/Engine (A): Invoice cost of new the equipment.</p>	
<p style="text-align: center;">Additional Equipment (B): Invoice cost of additional equipment with a per unit acquisition cost of \$5,000 or more (Repower only).</p>	
<p style="text-align: center;">Installation Costs (C): Cost to re-engineer the vehicle for the new engine(Repower only).</p>	
<p style="text-align: center;">Miscellaneous Supplies (D): Equipment and materials with an acquisition cost of less than \$5,000 (Repower only).</p>	
<p style="text-align: center;">Global Positioning System (GPS) (E):</p>	
<p style="text-align: center;">Scrappage Value (F): Default scrap value of \$1,000 for replacement and \$250 for repower projects.</p>	
<p style="text-align: center;">Other Financial Incentives and Tax Credits (G):</p>	
<p style="text-align: center;">Incremental Cost/Cost to Applicant (H): (A + B + C + D + E - F - G = H)</p>	
<p style="text-align: center;">Eligible Costs (Incremental Costs (H) x 0.8) (I):</p>	
<p style="text-align: center;">Rebate Grant Amount from Table: (should be less than eligible cost)</p>	
<p style="text-align: center;">Price Comparison Option Chosen: See Form 7: Price Comparison</p>	

2. Activity Completion: Has the replacement/repower been completed? Yes No

Form 7: Price Comparison

The price of the equipment must be reasonable, as determined by whether the price exceeds the price normally charged for that type of equipment absent the availability of a grant. A price comparison option must be checked below. You must provide an original price quote for the equipment to be purchased or, if the purchase has already been made, a copy of the invoice or purchase order. In addition, you must provide the price comparison information required for the option chosen.

1. Price Quote Guidelines

The cost information listed for the new equipment must match the price quotes. Price quotes must be original and must have the **applicant's name** on the quote. The **dealer representative should sign and date** the quote and provide contact information. Price quotes should be dated no more than three months prior to the application date. The price quote should include specifications and prices for the standard equipment, to include as applicable:

- A. The equipment make, model, and year;
- B. Specifications of the equipment engine including the make, model, model year, horsepower, and engine family code;
- C. Base price for standard feature equipment;
- D. Itemized list and prices for factory-installed optional features;
- E. Itemized list of and price for add-on equipment to be sold and installed by the dealer (i.e. dump bed, wet kit, etc.);
- F. Additional fees and charges; and
- G. Taxes.

2. Price Comparison Options

Provide **two or more** comparison quotes in addition to one primary price quote according to the selected option below. Comparison quotes should be for equipment of the **same** make, model, and model year.

The TCEQ is not obligated to accept a price quote if the price does not appear to be reasonable. If the price on the primary price quote is higher than the price comparison information provided above, you must provide an explanation of why the price should be considered reasonable.

Option A: Original price quotes from unrelated dealers.

Option B: Price information from a current government-approved price/bid list or cooperative purchasing price/bid list.

Option C: Price information from a current published/advertised price list available to the general public.

Option D: If the equipment is "used," current advertised price information from internet marketing sites or other public advertisements.

Option E: Documentation of prices charged for at least two recent sales to non-TERP customers by the dealer. This information may include invoices or purchase orders with the identifying customer information blacked out or other written documentation (sales report, sales list, etc.) from the dealer.

Option F: No price comparison information is available.

This option will be accepted only in unusual or special circumstances, such as with a unique type of equipment available from only one source. **An explanation of why no price comparison information is available must be provided below, along with a justification for why the price should be considered reasonable.**

Option G: The applicant is a governmental entity.

Governmental entities must follow competitive purchasing laws applicable to that entity in making a grant-funded purchase. Price information from a cooperative purchasing list or a written price quote must be provided to show the expected cost. Provide one primary price quote; additional comparison price quotes are not required.

Option H: If the Requested Grant Amount (on Form 6) is less than or equal to 60% of the Capital Cost of New Equipment for each activity, provide one primary price quote. Additional comparison price quotes are not required.

Form 9: Percent Annual Usage

Description	Percent Usage
<p style="text-align: center;">% of Annual Usage Austin Area: Bastrop, Caldwell, Hays, Travis, and Williamson Counties</p>	
<p style="text-align: center;">% of Annual Usage Beaumont-Port Arthur Area: Hardin, Jefferson, and Orange Counties</p>	
<p style="text-align: center;">% of Annual Usage Corpus Christi Area: Nueces and San Patricio Counties</p>	
<p style="text-align: center;">% of Annual Usage Dallas-Fort Worth Area: Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties</p>	
<p style="text-align: center;">% of Annual Usage El Paso Area: El Paso County</p>	
<p style="text-align: center;">% of Annual Usage Houston-Galveston-Brazoria Area: Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties</p>	
<p style="text-align: center;">% of Annual Usage San Antonio Area: Bexar, Comal, Guadalupe, and Wilson Counties</p>	
<p style="text-align: center;">% of Annual Usage Tyler-Longview Area: Gregg, Harrison, Rusk, Smith, and Upshur Counties</p>	
<p style="text-align: center;">% of Annual Usage Victoria Area: Victoria County</p>	
<p style="text-align: center;">Total % Annual Usage:</p>	
<p style="text-align: center;">Chosen Activity Life of Project: The Activity Life of the project must be either 5 or 7 years.</p>	
<p>Business Description and/or Daily Route Description:</p> <p>Please provide a description of your business and how the vehicle/equipment will be used in your routine operations. For on-road equipment, please include your typical driving route (including the cities traveled to and highways/roadways travel on). For non-road equipment, please include where the equipment will be used in its routine operation. If the equipment is primarily being used for natural gas recovery purposes, please indicate this below.</p>	

Form 10: Summary Page

Applicant Information.

Applicant Legal Name:					
Applicant Type:					
Primary Project Area:		Emission Source:			
Incremental Cost:		Requested Grant Amount:			
Total Number of Activities		Activity Type:			
Is the Applicant a TERP Small Business?					
Mailing Address:					
City:		State:		Zip Code:	

Authorized Official.

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

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 certify that I have read the complete application after all forms and information were completed, I agree with the information provided, and the date provided below is the date I signed the form. 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 the acceptance of a grant contract will constitute agreement with those revisions. Failure to sign the application or signing it with an incorrect statement may make the submitted offer or any resulting contracts voidable.

Printed Name of Authorized Official:	
Authorized Official Title:	
Signature of Authorized Official:	
Date of Signature:	
<i>Faxed or photocopied signature pages will not be accepted. The application, with an original signature, must be received by the application deadline or the application will not be accepted.</i>	
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.	
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 program at 1-800-919-TERP (8377).	

Form 11: Application Checklist

Please ensure that you have read and attached all of the required documents for your grant program. All pages that require signatures must have **original signatures** in the designated areas. **No** photocopies, faxes, scanned copies or other copies of signatures will be accepted. If a signature page is missing or has been altered, the application will not be considered.

Application Form Checklist (all applications):		
Form 1: Applicant Information	Please fill out entirely.	
Form 2: Third-Party Preparer Certification	If a Third-Party Preparer was used, Signature Required.	
Form 3: Program Certifications	Please read and attach with application.	
Form 4: Certification of Eligibility	Initials Required.	
Form 5: Vehicle Equipment Information	Please fill out entirely.	
Form 6: Vehicle/Equipment Cost Data	Please fill out entirely.	
Form 7: Price Comparison	Please read and attach with application. If more space is needed for Option F, please attach additional description.	
Form 8: Vehicle Certifications	Signature Required.	
Form 9: Percent Annual Usage	Please fill out entirely.	
Form 10: Summary Page	Signature Required.	
Form 11: Application Checklist	Check to ensure all required documents are attached.	
Required Attachment Checklist (all applications):		
W-9 Form	Signature Required: https://www.irs.gov/pub/irs-pdf/fw9.pdf	
Copy of State or Federal Identification Card	Only applicable if applicant is individual or sole proprietor.	
Copy of Registration Documents for Old Equipment	Please include 2 years of documentation from the date of application.	
Ownership/Lease Documentation	Please indicate ownership for previous 2 years from date of application. (Title/Lease Agreement required for On-Road Projects)	
Color Photographs of Old Equipment	Please attach color photographs of the front, right side, left side, rear and engine of the old equipment.	
Detailed, Original Price Quote and Applicable Comparison Quotes	Must be addressed to applicant. Dealer Signature Required.	
Supplemental Forms and Information (if applicable):		
Quarterly Usage Logs	If apportioned registration was submitted, usage logs are required for 2 years prior to the application date.	
Waivers	See Appendix C of RFGA for explanation of Waiver requirements. Attach to application if applicable.	
Small Business Certification Form	Please fill out form completely. Signature Required.	