

Instructions for Completing the Rebate Grants Program Application Form

APPLICATION INSTRUCTIONS FOR A REPLACEMENT PROJECT

These instructions are designed to help applicants complete and submit grant applications to the Texas Commission on Environmental Quality (TCEQ) under the Rebate Grants 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 GETTING STARTED

To get started with the application, download the following documents and tools from the TERP website at www.terpgrants.org:

- Rebate Request for Grant Applications (RFGA)
- Rebate Grants program Application
- Maximum Rebate Grant Tables for On-Road Heavy-Duty Vehicles or Non-Road Equipment

2.0 APPLICATION SUBMISSION GUIDELINES

- Only one activity may be submitted per grant application. An activity is the individual replacement of a vehicle or piece of equipment.
For example, if you are applying to replace two dump trucks, you will need to submit two separate application packets.
- An applicant may receive no more than five rebate grants for different activities during this application period.
- The contents of application forms should never be altered.
- Applications must have wet ink (original) signatures where required to avoid being ineligible for a grant.
- Photocopies, faxes, scanned copies, or other copies of forms without original signatures will not be accepted.

3.0 HOW TO APPLY

1. Review the eligibility requirements outlined in the RFGA.
2. Determine your maximum eligible grant amount using the instructions provided in Appendix A of the RFGA and the Maximum Rebate Grant Amount Tables.
3. Gather information for the new vehicle/equipment. The application requires that you have a primary price quote and price comparisons for the new vehicle/equipment. Refer to Form 7 of the application for more information.
4. Complete the Rebate Grants program application using the instructions outlined in Section 3.1.

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5. Print two copies of the completed Rebate Grants program application.
6. Sign, or have the Authorized Official sign, each copy of the Rebate Grants program where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
7. Assemble two sets of the required application attachments using the checklist provided at the end of the Rebate Grants program application.
8. Take the vehicle/equipment being replaced to be inspected by a mechanic qualified to assess the condition of the vehicle/equipment. The mechanic who completes the inspection must complete and sign Form 8 of the Rebate Grants program application. By signing Form 8, the mechanic is certifying that vehicle/equipment is able to perform the functions normally expected for this type of vehicle/equipment and could be expected to operate for the designated activity life in the application.
9. Submit two signed copies of the Rebate Grants program application and two sets of required attachments by the application deadline:

Regular Mail:

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

Supplemental Form: Small Business Certification Form

- Applicant should indicate which of the four TERP small business qualifications are applicable to them.



Once the applicant has selected the applicable boxes, the document should be dated and signed with an original signature.



TIP: Applicants may select more than one box depending on the equipment they own.

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Form 1 – Applicant Information

- **Section 1 – Applicant Legal Name.** Enter the name of the individual or entity applying for the grant. If awarded a grant, the contract will be an agreement between the Applicant and the TCEQ.



TIP: Enter the legal name that, if awarded a grant, will be listed on the new vehicle/equipment title or finance agreement.

- **Section 2 – Business Information.**

Identify the ownership structure of your business by selecting the appropriate ownership code.

- **I - Individual.** An individual is anyone not owning a business.
- **S - Sole Owner.** A Sole Owner is a person or single member operating as a business.

If checked, enter the name and SSN of the sole owner.

- **P - Partnership-** A Partnership is a legal relationship that exists between two or more persons or other legal entities contractually associated as a business.

If checked, enter the name and SSN/FEI of each partner.

- **L - Limited Partnership.** A Texas Limited Partnership is a partnership formed by two or more persons and having one or more general partners and one or more limited partners.

If checked, enter the Texas File Number for the Limited Partnership.

- **T - Texas or Limited Liability Corporation.** A Texas Corporation or Limited Liability Corporation registered with the Texas Secretary of State, profit or non-profit.

If checked, enter the Texas File Number for the Texas or Limited Liability Corporation.

- **A - Professional Association.** An entity registered with the Texas Secretary of State, such as medical doctors and professional organizations.

If checked, enter the Texas File Number for the Professional Association.

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- **C - Professional Corporation.** An entity registered with the Texas Secretary of State. If you are applying as a Professional Corporation, mark the box next to Professional Association with an “X” and list your file or charter number in the space provided.

If checked, enter the Texas File Number for the Professional Corporation.

- **O- Out-of-State Corporation.** An Out-of-State Corporation is a corporation legally chartered by a governmental entity outside the State of Texas, with the right to transact business in the State of Texas.
- **G- Governmental Entity.** A Governmental Entity is any legal government agency not created by the Texas Legislature, such as county and city governments and federal agencies.
- **U- State Agency/University.** A State Agency/University is any Texas state agency or institution of higher education created by the Texas Legislature.

Payee Identification Number (PIN)

- If you are applying as an “individual” or a “sole owner” that has not been assigned a unique number from the Texas Secretary of State’s office, enter your Social Security Number (SSN). Once entered, move on to Section 3.
- If you are applying as a company or other entity, enter your Federal Employer’s Identification (FEI) Number. Once entered, move on to Section 3.

Are You a Small Business?

A small business is defined as an applicant who owns and operates no more than five vehicles or pieces of equipment; one of which is an on-road diesel heavy-duty vehicle or a non-road diesel-powered piece of equipment that has been owned and operated for the two years preceding the application date.

- Select “Yes” if you meet the definition of a small business.
- Select “No” if you do not meet the definition of a small business.

- **Section 3 – Authorized Official.** The Authorized Official is the applicant or an employee of the applicant who has legal authority to sign on behalf of the entity.

A. **Name and Title.** Enter the name and title of the Authorized Official.

B. **Contact Information.** Enter a primary and cell phone number for the Authorized Official. The primary phone number should be the number at which the Authorized Official is most likely to be reached. Enter a valid email address that is checked regularly by the Authorized Official.

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C. **Mailing Address.** Enter the Authorized Official's address for the delivery of USPS mail.



TIP: Check the box if the physical address is the same as the mailing address, and move on to Section 4.

D. **Physical Address.** Enter the Authorized Official's address for the delivery of overnight mail or packages. The physical address cannot be a P.O. Box.

- **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. The Designated Project Representative should be able to answer questions related to the information listed in this application. This person may not be a consultant, dealer, or subcontractor.



TIP: Mark the box if the Authorized Official is the same as the Designated Project Representative, and move on to Section 5.

A. **Name and Title.** Enter the Designated Project Representative's name and title.

B. **Contact Information.** Enter a primary and cell phone number for the Designated Project Representative. The primary phone number should be the number at which the Designated Project Representative is most likely to be reached. Enter a valid email address that is checked regularly by the Designated Project Representative.

C. **Mailing Address.** Enter the Designated Project Representative's address for the delivery of USPS mail.

D. **Physical Address.** Enter the Designated Project Representative's address for the delivery of overnight mail or packages. The physical address cannot be a P.O. Box.

- **Section 5 - Location for Records Access.** The location for records access is the physical address where the vehicle/equipment records will be kept. Enter the physical address where the records will be kept.

Form 2 - Third-Party Preparer Signature Page.

- **Section 1- Was this application prepared by a third-party?** A Third-Party preparer is any consultant, dealer, or person not related to or currently employed by the applicant, who is assisting the applicant in the completion and submission of an application.
- Check "Yes" if a third-party is preparing the application, and continue to Section 2.
 - Check "No" if you are preparing your own application, and continue to Form 3: Program Certifications.

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- **Section 2- Third-Party Certification.** By providing a signature, the Third-Party Preparer certifies that the information provided in the application is true and correct.



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

Form 3 - Program Specific Certifications

- Read the entire form.

Form 4 - Eligibility Certification

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

- Check the box that applies:
 - Check **box 1** if applying as an individual or sole owner.
If checked, enter the name and SSN of the individual or sole owner.
 - Check **box 2** if applying as an entity owned by one or more individuals who own *more than 25%* of the entity.
If checked, enter the name and SSN of each individual who owns 25% or more of the entity applying for a grant.
 - Check **box 3** if applying as an entity owned by one or more individuals who own *less than 25%* of the entity.
 - Check **box 4** if applying as a governmental entity.



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

Form 5 - Vehicle/Equipment Information

- **Section 1- Emission Source.** Check the emission source of the equipment included in this application.
 - Check “On-Road” if you are applying to replace an on-road vehicle.
 - Check “Non-Road” if you are you applying to replace a non-road piece of equipment.
- **Section 2- Vehicle/Equipment Information.** Enter the following information for both the vehicle/equipment being replaced and the new vehicle/equipment:
 - **Equipment Type:** Enter the type of vehicle/equipment.
 - **Identification Number:** Enter the last four digits of the VIN for on-road vehicles or the full equipment ID for non-road equipment.
 - **Make:** Enter the name of the vehicle/equipment manufacturer.

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- **Model:** Enter the specific vehicle/equipment model name and/or number assigned by the manufacturer.
- **Model Year:** Enter the specification or model year for the vehicle/equipment.
- **Gross Vehicle Weight Rating (GVWR):** For on-road 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 or Model Number:** Enter the specific engine model name and/or number assigned by the manufacturer.
- **Engine Manufacture Year:** Enter the calendar year that the engine was produced.
- **Engine Identification Number:** Enter the unique identification number for the engine.
- **Engine Horsepower Rating:** For non-road equipment, enter the power of the engine in brake horsepower (bhp).
- **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 and/or determining the Federal NO_x Emissions Factor? Call us! **1-800-919-TERP**

- **Federal NO_x Emissions:** Enter the Federal NO_x Emissions Factor. See Appenix B of the RFGA for a list of emission standards and tier levels by engine manufacture year.
- **Section 3 - Historical Use.** Enter the historical usage information for the vehicle/equipment being replaced.
- If you are replacing a vehicle, enter the average annual miles over the two years preceding the application date.
 - If you are replacing equipment, enter the average annual hours over the two years preceding the application date.
 - Enter the odometer/hour reading of the vehicle/equipment being replaced.

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- Indicate if the odometer/hour meter is working by selecting yes or no.

Form 6 – Vehicle/Equipment Cost Data

Enter the financial data for the new vehicle/equipment.

- **Capital Cost of New Vehicle/Equipment (A):** Enter the invoice cost of the new vehicle/equipment, including taxes, duty, protective in transit insurance, and freight charges. The capital cost entered should not include attachments and should match the primary price quote provided with the application.
- **Global Positioning System (E):** 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 obtain the latest price and contact information, or you may contact them directly at 972-693-7006.
- **Scrapage Value (F):** Enter the default scrap value. The default scrap value is \$1,000.00 for replacement projects.
- **Other Financial Incentives and Tax Credits (G):** Enter the sum of any other financial incentives or tax credits that will be applied to the purchase of the new vehicle/equipment.
- **Incremental Cost/Cost to Applicant (H):** The Capital Cost plus the GPS cost (if applicable), minus the scrap value, minus other financial incentives (if applicable) equals the Incremental Cost.
- **Eligible Costs (I):** The grant recipient may be eligible for reimbursement of up to 80% of the incremental costs. Multiply the Incremental Cost (H) by 0.8.
- **Rebate Grant Amount from Table:** Enter the Maximum Rebate Grant Amount from the Table. Tables can be viewed and downloaded from the TERP website www.terpgrants.org. Use the instructions provided in Appendix A of the RFGA to determine your Maximum Rebate Grant Amount.
- **Price Comparison Option:** The price of the vehicle/equipment must be reasonable, as determined by whether the price exceeds the price normally charged for that type of vehicle/equipment absent the availability of a grant. Review Form 7 and select a price comparison option on Form 6.

➤ **Section 2 – Activity Completion.**

- Check “Yes” If the replacement of the vehicle or equipment has been completed.
- Check “No” If the replacement of the vehicle or equipment has not been completed.

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Form 7 - Price Comparison. The price of the vehicle/equipment must be reasonable, as determined by whether the price exceeds the price normally charged for that type of vehicle/equipment absent the availability of a grant.

- Review and select a price comparison option.
- Provide an original price quote for the vehicle/equipment to be purchased or, if the purchase has already been made, a copy of the invoice or purchase order.
- Provide the price comparison information required for the option chosen.

Form 8 - Vehicle or Equipment 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 vehicle/equipment may not be an employee of the applicant.

- **Section 1 - Equipment Inspected**
 - Enter the activity number. The activity number should only be “1”.
 - Enter the full equipment ID or the last 4 digits of the VIN #.
- **Section 2 - Mechanic Certification**
 - Mechanic should print their name, list the name of their service company, provide their phone number and address, provide their qualifications along with an original “wet ink” signature and date.

Form 9 - Percentage of Annual Usage

- **Percentage of Annual Usage in the Eligible Areas.** The applicant must commit to use the new vehicle/equipment at least 75% of its total annual mileage or hours of operation in the eligible counties.
 - Designate the percentage of total annual miles or hours of operation that will take place in one or more of the eligible areas.
- **Activity Life.** Applicants must agree to monitor the use of the grant-funded vehicles or equipment, and to report annually to the TCEQ for the life of each grant-funded activity. Under this RFGA, an applicant may choose an activity life of five or seven years.
 - Choose an activity life of five or seven years.
- **Business Description and/or Daily Route Description.** Enter a description of how the equipment is used in the routine daily operations of the applicant.
 - For on-road vehicles, enter a description of the vehicle’s typical route(s), including daily, weekly or monthly trips, cities traveled between, and/or highways traveled.
 - For non-road equipment, enter the job site or location where the equipment is currently operating.

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Form 10 – Summary Page

Applicants will need to complete this page using the information provided in the application. The Authorized Official must sign and date this form. Photocopies will not be accepted.

- **Applicant Legal Name.** This information must match the information on Form 1: Applicant Information.
- **Applicant Type.** Identify the ownership structure of your business by selecting the appropriate ownership code.
- **Project Information.** Primary Project Area – The area identified on Form 9: Percent Annual Usage with the greatest percentage of annual usage.
- **Emission Source.** Indicate whether the emission source is a Non-Road or On-Road piece of equipment.
- **Incremental Cost.** The total incremental cost of the project. Total the incremental cost for each activity listed on Form 6: Vehicle Equipment Cost/Data.
- **Requested Grant Amount.** The requested grant amount should be lesser of the Incremental Cost and Rebate Grant Amount from Table listed on Form 6: Vehicle Equipment Cost/Data.
- **Total Number of Activities.** The total number of activities included in this application.
- **Activity Type.** Indicate whether or not the application is a Replacement or Repower.
- **Small Business.** Indicate whether or not the applicant qualifies as a TERP small business.
- **Mailing Address.** This information must match the mailing address listed for the Authorized Official on Form 1: Applicant Information.
- **Authorized Official.** This information must match the information listed for the Authorized Official on Form 1: Applicant Information.

Form 11 – Application Checklist

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

Optional Attachments as Needed:

1. **Waiver Request.** If requesting a waiver of the requirements for ownership, registration, use, or condition for the activity in your application, refer to RFGA, section 4.0 for instructions for completing and submitting the request with your application.