

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)
- FY20 Rebate Grants Program Application (TCEQ - 20332a)
- Maximum Rebate Grant Tables for On-Road and Non-Road Heavy-Duty Equipment

2.0 APPLICATION SUBMISSION GUIDELINES

- Only one activity may be submitted per grant application. An activity is the individual replacement of one piece of equipment.
For example, if you are applying to replace two dump trucks, you will need to submit two separate application packets.
- There is no limit to the number of Rebate Grants for different activities an individual or entity may receive during this application period, however, the TCEQ reserves the right to limit any given entity at any time.
- The contents of application forms should never be altered.
- Applications must be signed where required to avoid being ineligible for a grant.
- Applications may be submitted via regular or express mail or electronic mail.

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 equipment to include the equipment type, model year, engine model year, fuel type and federal nitrogen oxides (NO_x) emission rate.
4. Complete the Rebate Grants program application (TCEQ-20332a) using the instructions outlined in Section 3.1.
5. Print or save one copy of the completed Rebate Grants program application.

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6. Have the Authorized Official sign the Rebate Grants program application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
7. Assemble the required application attachments using the checklist provided at the end of the Rebate Grants program application.
8. Submit one signed copy of the Rebate Grants Program application and one set of required attachments by the application deadline to TERP@tceq.texas.gov or to one of the addresses below:

Regular Mail:

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

Express Mail:

Texas Commission on Environmental Quality
Air Grants Division
Grant Development and Grant Management Section (Rebate), MC-204
12100 Park 35 Circle
Austin, TX 78753

3.1 HOW TO COMPLETE AN APPLICATION

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.

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

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

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- **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.
- **T - Texas or Limited Liability Corporation.** A Texas Corporation or Limited Liability Corporation registered with the Texas Secretary of State, profit or non-profit.
- **A - Professional Association.** An entity registered with the Texas Secretary of State, such as medical doctors and professional organizations.
- **C - Professional Corporation.** An entity registered with the Texas Secretary of State.
- **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

- 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.

Are You 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 heavy-duty piece of equipment or a non-road diesel-powered piece of equipment that has been owned and operated for the two years preceding the application signature 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 secondary phone number for the Authorized Official. The primary phone number should be the number at which

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the Authorized Official is most likely to be reached. Enter a valid email address that is checked regularly by the Authorized Official.

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 secondary 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 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.

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- Check “No” if you are preparing your own application, and continue to Form 3: Program Certifications.
- **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. The third-party must sign this form.

Form 3 – Program Specific Certifications

- Read the entire form (3 pages). By signing the application, the applicant indicates an understanding and certification of compliance with all statements therein.

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.
The Authorized Official must initial this form.

Form 5 – Old Equipment Information

- **Section 1- Old Equipment Information.** Enter the following information for the equipment being replaced:
 - **Equipment Type:** Enter the type of equipment to be replaced.
 - **Identification Number:** Enter the last four digits of the VIN for on-road equipment or the full equipment ID for non-road equipment.
 - **Make:** Enter the name of the equipment manufacturer.
 - **Model:** Enter the specific equipment model name and/or number assigned by the manufacturer.
 - **Model Year:** Enter the model year for the equipment.

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- **Gross Vehicle Weight Rating (GVWR):** For on-road equipment, 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 engine model name and/or number assigned by the manufacturer.
- **Engine Identification Number:** Enter the unique identification number for the engine.
- **Engine Model Year:** Enter the calendar year that the engine was produced.
- **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. The fuel type must be diesel.
- **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: Engines with a model year of 2003 or newer must have an Engine Family Code indicated in the application. Having trouble locating the engine family code and/or determining the Federal NO_x Emission Rate? Call us or email us at **1-800-919-TERP** or **TERP@tceq.texas.gov**.

- **Federal NO_x Emission Rate:** Enter the Federal NO_x Emission Rate. See Appendix B of the RFGA for a list of rates and tier levels by engine manufacture year.
- **Historical Use.** Enter the historical usage information for the equipment being replaced.

If you are replacing on-road equipment, enter the average annual miles over the two years preceding the application signature date.

If you are replacing non-road equipment, enter the average annual hours over the two years preceding the application signature date.

- **Section 2- New Equipment Information.** Enter the following information for the new equipment:

- **Equipment Type:** Enter the type of equipment.

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- **Model Year:** Enter the model year for the equipment.
 - **Engine Model Year:** Enter the calendar year that the engine was or will be produced.
 - **GVWR:** Enter the GVWR of the new equipment for on-road projects.
 - **Horsepower:** Enter the horsepower for the new engine for non-road projects.
 - **Fuel Type:** Enter the type of fuel that is powering the engine.
 - **Federal NO_x Emission Rate:** Enter the Federal NO_x Emission rate for the new equipment.
- **Section 3- Requested Grant Amount.** 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.

Form 6 – New Equipment Usage Information

- **Section 1- Percentage in Area.** The applicant must commit to use the new equipment at least 55% 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.
- **Section 2- Activity Life.** Applicants must agree to monitor the use of the grant-funded 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.
- **Section 3- 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 equipment, enter a description of the equipment'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.

Form 7 – 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.

Applicant Legal Name. This information must match the information on Form 1: Applicant Information.

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

Primary Project Area. The area identified on Form 6: 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.

Requested Grant Amount. Indicate the requested grant amount. This amount should match the grant amount on Form 5.

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.

Outreach. How did you hear about this grant program? - Indicate how you heard about the Rebate Grants program from the responses in the drop down menu.

Authorized Official. This information must match the information listed for the Authorized Official on Form 1: Applicant Information. The Authorized Official must sign and date this form.

Form 8 - Waiver Request

Use this form if you are applying for a waiver of ownership requirements, registration requirements or usage requirements.

- Check the box for the program requirement for which you are submitting the waiver request.
- Provide a detailed explanation of the waiver request in the box provided.
- The Authorized Official must sign and date this form.

Form 9 - Application Checklist

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