

Instructions for Completing the Texas Natural Gas Vehicle Grant Program (TNGVGP) TCEQ-20625 Replacement or Repower Application Form

PURPOSE

These instructions are designed to help applicants complete and submit grant applications to the Texas Commission on Environmental Quality (TCEQ) under the Texas Natural Gas Vehicle Grant Program (TNGVGP). Upon submission, all proposals become the property of the state of Texas and as such become subject to public disclosure under the Texas Public Information Act (PIA), Texas Government Code, Chapter 552.

1.0 APPLICATION DOCUMENTS AND TOOLS

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

1. TNGVGP Request for Grant Applications (RFGA)
2. TCEQ-20625 Project Application Form
3. IRS W-9 Form
4. Maximum Grant Amount Tables for On-Road Heavy-Duty Vehicles or Medium-Duty Passenger Vehicles (Appendix G of the RFGA).

2.0 IMPORTANT NOTE TO ALL APPLICANTS

1. Up to twenty-five activities may be submitted per grant application. An activity is the individual replacement of a vehicle/engine.
2. Only one project type (repower or replacement) may be included per application.
3. Only one primary area per application. If you are replacing or repowering vehicles in different primary areas, a separate application should be submitted for each of the primary areas.
4. **Applications must have original (wet ink) signatures where required to avoid being ineligible for a grant.** Photocopies, faxes, scanned copies, or other copies of signature pages will not be accepted.

3.0 STEPS TO COMPLETE AND SUBMIT AN APPLICATION

1. Review the eligibility requirements outlined in the RFGA.
2. Determine your maximum eligible grant amount using the instructions in Appendix F and the grant tables in Appendix G of the RFGA.
3. Gather information for each new vehicle/engine. You must submit one primary price quote for each new vehicle/engine. Price quotes must be addressed to you and signed by the dealer.

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

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4. Complete **two copies** of the TCEQ-20625 Project Application using the instructions outlined in Section 4.0 below.
5. Assemble two sets of the required application attachments using the checklist provided at the end of the TCEQ-20625 Project Application.

TIP: Please print application forms and required attachments single-sided.

6. Have the Authorized Official sign each copy of the TCEQ-20625 Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
7. To complete Form 7, a qualified mechanic must assess the condition of the vehicle. By signing Form 7, the mechanic is certifying that the vehicle/engine is in good operating condition.
A qualified mechanic is someone whose occupation is repairing, maintaining, reassembling, and restoring the mechanical parts of motor vehicles or equipment, including engines, transmissions and suspension systems.
8. Submit **two signed copies** of the TCEQ-20625 Project Application and two sets of required attachments by the application deadline:

Regular Mail:

Texas Commission on Environmental Quality
Air Grants Division
TNGVGP, MC-204
PO Box 13087
Austin, TX 78711-3087

Express Mail or Hand Delivery:

Texas Commission on Environmental Quality
Air Grants Division
TNGVGP, MC-204
12100 Park 35 Circle
Building F, 1st Floor, Room 1301
Austin, TX 78753

TIP: Save your staples, clips, folders and binders. Use a paperclip to secure each copy of the application packet.

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4.0 HOW TO COMPLETE EACH FORM IN THE APPLICATION

TIP: The application forms are available in a portable document format (PDF) only. The PDF allows you to fill out the forms electronically. You may also print the application and fill it out by hand.

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 TCEQ.

➤ **Section 2 – Business Information**

Ownership Code (Business Type). Identify the ownership structure of your business by selecting the appropriate ownership code.

- **I – Individual:** A person not owning a business. The applicant must provide a Social Security Number (SSN).
- **S – Sole Proprietor:** A person operating as a business that has not been incorporated. The applicant may be registered under an assumed name (commonly referred to as a DBA). The applicant must provide a SSN or Federal Employers Identification Number (FEIN) registered with the Texas Secretary of State (SOS).
- **P – Partnership:** A legal relationship that exists between two or more persons or other legal entities contractually associated as a business. The applicant must provide an FEIN registered with the Texas SOS.
- **L – Limited Partnership:** Partnership formed by two or more persons and having one or more general partners and one or more limited partners. The applicant must provide an SSN/FEIN for each partner.
- **T – Texas or Limited Liability Corporation:** A Texas Corporation or Limited Liability Corporation registered with the Texas SOS, profit or non-profit. The applicant must provide the Texas File Number for the Texas or Limited Liability Corporation.
- **A – Professional Association:** An entity that provides a professional service requiring a state license, such as medical doctors and related professional organizations. The applicant must provide the FEIN registered with the Texas SOS.
- **C – Professional Corporation:** An entity that provides a professional service requiring a state license, other than those related to the practice of medicine. The applicant must provide the FEIN registered with the Texas SOS.

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- **O – Out-of-State Corporation:** A profit or non-profit Corporation chartered by a governmental entity outside the state of Texas, with the right to transact business in the state of Texas. The applicant must provide the 11-digit Texas Taxpayer Number active with the Texas Comptroller’s Office and the Texas SOS File Number.
- **G – Governmental Entity:** Any county or legal government agency not created by the Texas Legislature, such as city governments and federal agencies. Does not include Texas state agencies or institutions of higher education. The applicant must provide an FEIN.
- **U – State Agency/University:** Any Texas state agency or institution of higher education created by the Texas Legislature. The applicant must provide an FEIN. Does not include federal agencies or state agencies of other states.
- **Other:** Organizations not defined within one of the other ownership types; such as estates, or informal organizations not chartered by the Texas Secretary of State. The applicant must provide an FEIN.

Payee Identification Number (PIN) – Provide one of the numbers requested.

- **SSN:** If applying as an individual or sole proprietor, enter the applicant’s SSN.
- **FEIN:** If applying as a company or other entity, enter the FEIN.

➤ **Section 3 – Authorized Official**

The Authorized Official is the applicant or an employee of the applicant authorized to apply for the grant. Provide the name, title, phone number, address, and email address of the Authorized Official. If different, provide both the mailing and physical addresses.

➤ **Section 4 – Designated Project Representative**

The Designated Project Representative is the applicant or an employee of the applicant who will serve as the point of contact for this application. This person may not be a consultant, dealer, or subcontractor. Provide the name, title, phone number, address, and email address of the Designated Project Representative. If different, provide both the mailing and physical addresses.

*Are the Authorized Official and Designated Project Representative the same?
Mark the box and continue to Section 5.*

➤ **Section 5 – Designated Location for Records Access:**

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

FORM 2 – THIRD-PARTY PREPARER SIGNATURE PAGE

➤ **Section 1 – Was the application prepared by a Third-Party Preparer?**

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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 a grant application.

- Mark “Yes” if a third party is preparing the application, and continue to Section 2.
- Mark “No” if you are preparing your own application and continue to Form 3: Program Certifications.

➤ **Section 2 – Third-Party Preparer 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**.

Note: It is still the applicant’s responsibility to ensure that the information listed in the application is true and accurate.

FORM 3 - PROGRAM-SPECIFIC CERTIFICATIONS

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

FORM 4 – CERTIFICATION OF ELIGIBILITY

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

- 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 **wet ink initials**.

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FORM 5 – VEHICLE INFORMATION

Activity Number: Enter the activity number.

TIP: Press the + sign in the upper right-hand corner to add additional activity pages.

➤ **Section 1 – Vehicle Category**

- Check “Heavy-Duty Vehicle” if the vehicle you are replacing is classified as HD.
- Check “Medium-Duty Vehicle” if the vehicle you are replacing is classified as MDPV.

TIP: If your old vehicle is less than 10,000 lbs. GVWR, it may be classified as a medium-duty vehicle. If you are unsure, you can consult your dealer, or call us! **1-800-919-TERP.**

➤ **Section 2 – Vehicle Information**

Enter the following information for both the old and the new vehicle if applicable. For the new vehicle, you may enter “TBD” for the vehicle and engine identification numbers.

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

Identification Number: Enter the last four digits of the vehicle identification number (VIN) of the vehicle being replaced. For the new vehicle, you may put “TBD”, unless the new vehicle has already been purchased.

Vehicle Make: Enter the name of the vehicle manufacturer.

Vehicle Model: Enter the specific vehicle model name and/or number assigned by the manufacturer.

Model Year: Enter the specification or model year for the vehicle.

Gross Vehicle Weight Rating (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 a tractor-trailer, enter the Gross Combined Weight Rating (GCWR).

TIP: The GCWR entered must match the gross combined weight authorized by the vehicle registration.

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Engine Make: Enter the name of the engine manufacturer.

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

Engine Identification Number: Enter the complete engine identification or serial number listed on the engine block or data specification plate. For the new vehicle, you may put “TBD”, unless the new vehicle has already been purchased.

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

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

Engine Family or Test Group Name/Code: Enter the 12-character engine family code (EFC) assigned by the U.S. Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) to identify the engine for certification and compliance purposes. For engines manufactured after 2002, the EFC must be provided. For the new vehicle, refer to the [List of Eligible Vehicles and Engines](#) to determine eligibility. If the new engine is an alternative fuel conversion, provide both the pre-conversion and post-conversion EFCs.

Federal NO_x Emissions: Normally, an engine will be certified to meet the emission standard of the year in which the engine was manufactured.

TIP: Having trouble locating the engine family code and/or determining the Federal NO_x Emissions Factor? Call us! **1-800-919-TERP**

➤ **Section 3 - Historical Use of the Old Vehicle**

Miles: Enter the average annual usage (in miles) for the preceding 2 years.

Odometer Reading: Enter the total lifetime miles showing on the odometer.

Is the Odometer working? Select “Yes” or “No” from the drop-down menu.

FORM 6 – VEHICLE/ENGINE COST DATA

Activity Number: Enter the activity number.

Is the Financial Information the same for all Activities? If the vehicle financial information is the same for all activities, check the box under the form heading, and complete the form just once.

➤ **Section 1 - Activity Cost Calculations**

Enter the following financial data for the new vehicle/engine:

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

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Additional Equipment Costs for Repower Projects (B): Enter the per-unit acquisition cost of additional equipment required to complete the repower project if the per-unit cost is \$5,000 or greater.

Installation Costs for Repower Projects (C): Enter the installation cost and/or costs to re-engineer the old vehicle for the new engine.

Miscellaneous Supplies Costs for Repower Projects (D): Enter the acquisition costs of equipment and materials less than \$5,000.

TIP: Boxes B, C, and D should only be completed if your project type is a Repower

Global Positioning System (E): The cost to purchase and install a Global Positioning System (GPS) to track and log the location and use of the vehicle may be included in the incremental costs. Ongoing operational and maintenance charges may not be included. The GPS system must be purchased from the TERP GPS Monitoring Service (TGMS) Contractor, Precision Tracking Solutions, Inc., authorized by and contracted with the TCEQ to provide the system. Refer to the TERP website www.terpgrants.org to obtain the latest price and contact information, or you may contact them directly at 972-693-7006.

Scrapage Value (F): Enter the default scrap value. The default scrap value is \$1,000.00 for replacement projects and \$250.00 for repower 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/engine.

Incremental Cost (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 90% of the incremental costs ($H \times 0.9$).

Eligible Grant Amount (J): Enter the maximum grant amount from the appropriate grant table in Appendix G of the RFGA.

Requested Grant Amount (K): The requested grant amount will be the lesser of (I) or (J).

➤ **Section 2 - Activity Completion**

- Check “Yes” if the replacement or repower has been completed and delivered to the applicant.
- Check “No” if the replacement or repower has not been completed and delivered to the applicant.

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FORM 7 – VEHICLE CERTIFICATION

➤ *Section 1 - Equipment Inspected*

This form (Sections 1 and 2) is to be completed and signed by a mechanic qualified to assess the condition of the old vehicle/engine. The mechanic assessing the vehicle/engine may not be an employee of the applicant.

- Enter the activity number for each vehicle being replaced or repowered. If you are replacing or repowering more than 15 vehicles, press the “+” sign in the upper right-hand corner to add another page. The mechanic must complete and sign each page.
- Enter 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, and provide their qualifications along with an original **wet ink signature** and date.

FORM 8 – PERCENT OF ANNUAL USAGE

Applicants must agree to monitor the use of the grant-funded vehicles and to report annual usage to the TCEQ for the life of each activity (four years).

Is the Percent of Annual Usage the same for all Activities? If the percent of annual usage is the same for all activities, check the box under the form heading, and complete the form just once.

Activity Number: Enter the activity number for each vehicle being replaced or repowered. Press the “+” sign in the upper right-hand corner as needed for additional activities.

➤ *Percentage of Annual Usage*

The applicant must commit to use the new or repowered vehicle at least 75% of its total annual mileage in the eligible counties.

- Designate the percent of total annual miles that will take place in one or more of the eligible areas

TIP: If you are operating multiple fleets based out of different primary areas (e.g. DFW, Houston, Austin), you must submit a separate grant application for each primary area.

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➤ ***Business Description***

Use the space provided to describe the routine business operations of the new or repowered vehicle and the typical daily driving routes, cities traveled between, and highways traveled.

FORM 9 – DISPOSITION OF OLD VEHICLE/ENGINE BEING REPLACED

In general, unless an alternative destruction method is approved by the TCEQ, the old vehicle/engine must be rendered permanently inoperable within 90 days of receiving financial reimbursement by completely crushing the vehicle/engine or cutting a 3” diameter hole or larger in the engine block on both sides (or otherwise destroying it) and cutting both frame rails in half (or perform other structural damage to the vehicle) rendering it permanently inoperable.

➤ ***Section 1 – Method of Disposition***

Mark the method of disposition you are proposing for the activities listed in this application.

- If you are proposing Standard Destruction, check the box and continue to Form 10.
- If you are proposing Alternative Destruction, check the box and complete Sections 2 and 4.
- If you are proposing Permanent Removal from North America, check the box and complete Sections 3 and 4.

➤ ***Section 2 – Alternative Destruction***

If applicable, enter a description of the alternative method of destruction.

➤ ***Section 3 – Permanent Removal from North America***

Proposals for the permanent removal of vehicle(s) from Texas in lieu of destruction will only be accepted for export of the vehicle(s) to a destination outside of the United States, Canada, and the United Mexican States.

- **3a.** If your written request to permanently remove the vehicle(s) from Texas was submitted with the application, check the box and continue to section 4.
- **3b.** If your written request to permanently remove the vehicle(s) from Texas was submitted prior to submitting the application, check the box and continue to section 3c.
- **3c.** If you have been assigned a disposition reference number by the TCEQ, provide the number in the space provided and continue to section 4.

➤ ***Section 4 – Activities Included***

- Does the alternative disposition proposal apply to all the activities listed in this application? Mark yes or no.
- If no, list each activity number to which the proposal applies.

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FORM 10 – SUMMARY PAGE

➤ *Applicant Information*

- **Applicant Legal Name.** This information must match the information on Form 1: Applicant Information, Applicant Legal Name.
- **Applicant Type.** This information must match the information on Form 1: Applicant Information, Ownership Code.
- **Primary Project Area.** The area identified on Form 8: Percent Annual Usage with the greatest percentage of annual usage.
- **Emission Source.** This will be On-Road only.
- **Incremental Cost.** The total incremental cost of the project. Total the incremental cost for each activity listed on Form 6: Vehicle Cost Data.
- **Requested Grant Amount.** The requested grant amount should be the lesser of the Eligible Costs and the Eligible Grant Amount. Refer to Form 6: Vehicle Cost Data.
- **Total Number of Activities.** The total number of activities included in this application.
- **Activity Type.** Indicate whether the application is a Replacement or a Repower.
- **Mailing Address.** This information must match the mailing address listed for the Authorized Official on Form 1: Applicant Information.

➤ *Authorized Official*

- The printed name and title of the Authorized Official must match the information on Form 1: Applicant Information.
- The Authorized Official must provide a **wet ink signature** and date.

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.

5.0 OPTIONAL ATTACHMENTS

Refer to the RFGA to determine if your project has special conditions that require you to submit additional supporting documentation or to use one or more of the supplemental forms. The supplemental forms can be found at www.terpgrants.org on the TNGVGP program page.

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ALTERNATIVE DISPOSITION REQUESTS

The TCEQ will consider proposals for the permanent removal of vehicle(s) from Texas in lieu of destruction. Permanent removal will only be approved for export of the vehicle(s) to a destination outside of North America (United States, Canada, and United Mexican States). A detailed plan for export and the transfer of ownership of the vehicle(s) must be submitted to the TCEQ either prior to, or at the time of application submission. Refer to Appendix B of the RFGA for submitting a proposal to permanently remove a vehicle from Texas in lieu of destruction.

SUPPLEMENTAL FORM 1 – SPECIAL OWNERSHIP PREAPPROVAL

Applicants applying under this exemption should complete Supplemental Form 1: Special Ownership Preapproval and submit the form with the required project application forms. The form is available for viewing and download from the TERP website www.terpgrants.org. Refer to Appendix C of the RFGA for the procedures a grant applicant must use to request preapproval to purchase a motor vehicle the applicant does not own at the time of application.

SUPPLEMENTAL FORM 2 – AGRICULTURAL PRODUCT TRANSPORTATION

Projects involving the transport of raw agricultural products may be exempt from the requirements that grant-funded vehicles operate at least 75% of annual mileage in the eligible counties. Applicants applying under this exemption should complete Supplemental Form 2: Agricultural Product Transportation and submit the form with the required project application forms. The form is available for viewing and download from the TERP website www.terpgrants.org. Refer to Appendix E for the procedures a grant applicant must use to apply under this exemption.

SUPPLEMENTAL FORM 3 – PROGRAM WAIVER REQUEST FORM

Applicants requesting a waiver of ownership, registration, or usage requirements should refer to Appendix A of the RFGA to determine the basis for good cause and which eligibility requirements may be considered for a waiver. Supplemental Form 3: Program Waiver Request Form must be completed and submitted with the grant application, or prior to the submission of the grant application. The completed form must include an original **wet ink signature** of the Authorized Official of the grant applicant.