

Project Application Form
Governmental Alternative Fuel Fleet Grant Program (GAFF)

Texas Emissions Reduction Plan (TERP)
Texas Commission on Environmental Quality (TCEQ)
Solicitation No. 582-23-43590-GF



If you have questions on how to fill out this project application, please contact us at 512-239-4950 or TERP@tceq.texas.gov.

TCEQ invites applications for the GAFF Program from state agencies and political subdivisions who operate a fleet of more than 15 motor vehicles to fund the purchase or lease of new motor vehicles that operate primarily on alternative fuel, as well as the purchase, lease, or installation of refueling infrastructure or equipment, or the procurement of refueling services, to store and dispense alternative fuel.

Eligible Projects:

1. Purchase or lease of new motor vehicle that is originally manufactured to operate using one or more alternative fuels or is converted to operate using one or more alternative fuels before the first retail sale of the vehicle, and
2. Purchase, lease, or installation of refueling infrastructure or equipment or the procurement of refueling services for those vehicles.

Application Completeness: All applications and project proposals for funding must be substantially complete. TCEQ will review applications and project proposals for completeness. If an application and/or project proposal is found incomplete, TCEQ will notify the applicant in writing and provide details about what is missing from the application and/or project proposal. Applicants will be provided a deadline of three (3) full business days to submit the missing information to TCEQ.

Application Deadline: Applications will be accepted for consideration during this grant period only if received by TCEQ via TERP Online, email at GAFF-Apply@tceq.texas.gov, TCEQ's file transfer protocol secure (FTPS) server, or mail at one of TCEQ's addresses no later than 5:00 p.m. Central Time, May 16, 2023. **Please see Section 4.0 of the RFGA for complete application submission instructions.**

Key Events	Date
Program Opening Date	March 17, 2023
Application Submission Deadline	May 16, 2023

Section 1: Applicant Information

1. Legal Name of Entity Applying for Grant.

Applicant Legal Name: (Must Match W-9 Form)	
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2. Business Information.

Ownership / Business Type:	
Federal Employer Identification Number (FEI):	

3. Authorized Official (AO).

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

AO Prefix:	
AO First Name:	
AO Middle Initial:	
AO Last Name:	
AO Suffix (If applicable):	
AO Title:	
AO Primary Phone Number:	
AO Cell Phone Number:	
AO Email Address:	
AO Mailing Address (Street or PO Box):	
AO City, State, and Zip Code:	

4. Designated Project Representative (DPR).

The applicant or an employee who will serve as the point of contact for this application.

Is the DPR the same person as the AO? (If the DPR is the same as the AO, select Yes and continue to Section 2. Otherwise, enter DPR information)	
DPR Prefix:	
DPR First Name:	
DPR Middle Initial:	
DPR Last Name:	
DPR Suffix (If applicable):	
DPR Title:	
DPR Primary Phone Number:	
DPR Cell Phone Number:	
DPR Email Address:	
DPR Mailing Address (Street or PO Box):	
DPR City, State, and Zip Code:	

Section 2: Third-Party Preparer Signature Page

1. Third-Party Preparer.

A third-party preparer is someone other than the applicant or an employee of the applicant.

Was this application prepared by a third party?	
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A third-party preparer is an entity or individual who is assisting in the preparation of the grant application, but who is not related to or a current employee of the applicant (e.g., a consultant is a third-party preparer).

2. Third-Party Preparer Certification.

I hereby certify to the best of my knowledge and belief that 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 will make this application ineligible. I understand that making a false statement may make the submitted application ineligible, may make any resulting contracts voidable, and may subject me to criminal and civil penalties.

3. Third-Party Preparer Information.

Third-Party Preparer Printed Name: (First, Last)	
Title:	
Company Name:	
Mailing Address: (Street or PO Box)	
City:	
State:	
Zip Code:	
Primary Phone Number:	
Cell Phone Number:	
Email Address:	
Third-Party Preparer Signature*:	
Third-Party Preparer Signature Date:	

*If using an electronic signature, please complete the entire application before signing electronically. The ability to edit, add, or remove information will not be available after the application is electronically signed.

Section 3: Certification of Eligibility to Receive a State-Funded Grant

All applicants must complete this section of the form to certify eligibility to receive a grant under this program, even if child support obligations do not 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% or more 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) of the Texas Family Code.

Please Check One of the Following Applicant Options (Check Only One).

1. Individual or Sole Proprietor	<input type="checkbox"/>
2. One or more individuals own 25% or more of the business entity	<input type="checkbox"/>
3. No individual owns 25% or more of the business entity	<input type="checkbox"/>
4. Governmental Entity	<input type="checkbox"/>

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)	

Applicant Certification

By signing this application in Section 8: Project Summary Page, the applicant certifies that the individual or business entity named in this application is not ineligible to receive a grant under Section 231.006 of the Texas Family Code, and acknowledges that any contract may be terminated, and any payments withheld if this certification is inaccurate.

Section 4: Program Certifications

This section includes specific requirements and statements for funding under the GAFF Program. These terms apply to any contract awarded by TCEQ from this application. The GAFF Program RFGA and the draft contract, located on the [GAFF Program webpage](#), contain additional terms and conditions that the applicant should review before submitting an application. The draft contract is for reference only and contains terms and conditions which are standard provisions for grants awarded under this program. Any requested changes to the draft contract must be received by TCEQ no later than the date of the submission of this application. However, the applicant further understands that TCEQ will not normally change the contract language in response to individual requests from grant recipients and is under no obligation to do so. TCEQ reserves the right to modify the draft contract terms as necessary due to statutory, rule, or policy changes. Modifications will be posted to the TERP GAFF webpage and the Electronic State Business Daily.

By signing this application, you understand and certify compliance with all the statements below, as well as with any state statutes, regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of funds for this project. If any of these certifications materially change after submittal of the application, you will provide prompt written notification to TCEQ. Failure to notify TCEQ and/or any changes to your certifications may make the application ineligible and may make any resulting contracts voidable.

Activity Certifications

1. Use of Funds. Applicants must prioritize the following activities when using grant funds. Applicants must indicate priority activities by checking one or more of the boxes below.

- The purchase or lease of new motor vehicles, including new motor vehicles that are converted to operate on an alternative fuel, when replacing vehicles or adding vehicles to the fleet.
- The purchase of new motor vehicles, including new motor vehicles that are converted to operate on an alternative fuel, to replace vehicles that have the highest total mileage and do not use an alternative fuel.
- To the extent feasible, obtaining, whether by purchase, purchase and conversion, or lease, motor vehicles that use Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), or Liquefied Petroleum Gas (LPG).

2. Destruction Required for Replacement Projects. For replacement activities, the grantee must provide verification to the TCEQ that an existing vehicle of the same type has been destroyed. In general, vehicles being replaced, including the engine, must be destroyed within 90 days of receiving verification from the TCEQ that the proof of purchase documentation for the grant-funded vehicles has been approved.

3. Not Otherwise Required. 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.

4. No Emissions Reductions Credits. If the activities funded under this program would generate marketable emissions reduction credits, to receive funding under the program, the applicant must comply with the requirements listed in Section 395.008 of the THSC.

5. Not to Exceed 100% of Equipment Cost. Any existing financial incentive that directly reduces the cost of the proposed activity, such as tax credits or deductions, other grants, or any other public financial assistance must be disclosed at the time proof of purchase documentation is provided to the TCEQ. The total grant amount plus financial incentives must not exceed the total eligible cost of the project.

6. If awarded a grant, the applicant certifies that it will provide written notification to TCEQ within 30 calendar days of any termination of use, change in use, sale, transfer, or accidental or intentional destruction of grant-funded vehicles during the activity life. The applicant further agrees that TCEQ may be entitled to the return of all or a prorated share of the grant funds for any loss of emissions reductions compared with the emissions reductions projected in awarding the grant.

7. Requirement to Monitor. Grantees will not be required to submit annual reports on the use of the grant-funded vehicles and equipment. However, the grantee must agree to provide information on the use of the vehicles upon request by the TCEQ. The grantee must also agree to provide the TCEQ and/or the State Auditor, or their representatives, access to the vehicles and to records regarding use of the vehicles.

8. Insurance Coverage. Grantees must maintain, for the Contract Period, property loss insurance or self-insurance coverage on any vehicle and/or equipment 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 vehicle or equipment costs.

9. Legal Authority. The applicant has the legal authority in the State of Texas to apply for the grant. The applicant's governing body has authorized the filing of the application, understands these requirements and certifications, and has authorized the person identified as the Authorized Official to act in connection with the application and to provide such additional information as may be required.

Administrative and State Contracting Certifications

1. Texas Grant Management Standards. In accordance with Chapter 783, Texas Government Code, if the applicant is a local government, state entity, or political subdivision, it will comply fully with the Texas Grant Management Standards (TxGMS). This includes compliance with the relevant sections of TxGMS when procuring goods and services under a resulting contract. For all other applicants, the selected items of cost of TxGMS apply to any resulting contract. These documents are available at: <https://www.comptroller.texas.gov/purchasing/grant-management/>.

2. Procurement of Goods and Services. If this application results in a contract, all procurement transactions made with (or to be reimbursed by) grant funds must be conducted in a manner providing full and open competition. All purchase decisions must be based on sound business decisions and arm's length bargaining, and purchases must be made without any real or apparent personal or organizational conflicts of interest as described in TxGMS.

3. Nondiscrimination. The applicant will comply with all State and Federal statutes relating to nondiscrimination.

4. Grant Administration. The applicant will maintain an appropriate grant administration system to ensure that they meet all terms, conditions, and specifications of the grant, including these certifications and assurances.

5. Audit. Acceptance of funds under this program acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. The applicant or other entity that may receive funds directly or indirectly from TCEQ must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Applicant will include this clause concerning the authority to audit funds received indirectly and the requirement to cooperate in any subcontract it awards.

6. Debt to the State. The applicant is not indebted to the state or has an outstanding 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.

7. Debarment. The 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. The applicant also certifies that it and its principals are not listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts, or the System for Award Management (SAM) maintained by the General Services Administration as authorized by Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism," published by the U.S. Department of Treasury, Office of Foreign Assets Control.

8. Conflict of Interest. The applicant has not given, offered to give, nor intends to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted application. All purchase decisions must be based on sound business decisions and arm's length bargaining.

9. Contracting with an Executive of a State Agency. Under Texas Government Code Section 669.003, relating to contracting with an executive head of a state agency, the applicant represents that no person who, in the past four years, served as an executive of the 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, the applicant shall provide the following information: name of former executive, name of state agency, date of separation from state agency, position with applicant, and date of employment with applicant.

10. Abortion Funding Limitation. The applicant represents and warrants it is not an abortion provider or an affiliate of an abortion provider under Texas Government Code, Chapter 2273, Prohibited Transactions.

11. COVID-19 Vaccine Passport Prohibition. Under Section 161.0085 of the Texas Health and Safety Code, the applicant certifies that it is not ineligible to receive funds.

12. If the applicant is a governmental entity, it represents and warrants that it will comply with Section 2252.906 of the Texas Government Code relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.

Section 5: Vehicle Information

Applicants may include up to 10 activities on a single application. [Click here for additional pages](#) _____

Activity No. _____

1. New Vehicle Information. Please refer to Section 2.3.1 of the Request for Grant Applications for requirements that apply to the purchase or lease of a new motor vehicle.

Vehicle Type:	
Fuel Type:	

2. Old Vehicle Information. (*Replacement Activities Only*) The applicant acknowledges that the old vehicle must be destroyed by providing information below.

Vehicle Type:	
Vehicle Model Year:	
Fuel Type:	

3. Requested Grant Amount. Please select the grant amount from the drop-down menu.

Grant Amount:	
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Activity No. _____

1. New Vehicle Information. Please refer to Section 2.3.1 of the Request for Grant Applications for requirements that apply to the purchase or lease of a new motor vehicle.

Vehicle Type:	
Fuel Type:	

2. Old Vehicle Information. (*Replacement Activities Only*) The applicant acknowledges that the old vehicle must be destroyed by providing information below.

Vehicle Type:	
Vehicle Model Year:	
Fuel Type:	

3. Requested Grant Amount. Please select the grant amount from the drop-down menu.

Grant Amount:	
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Activity No. _____

1. New Vehicle Information. Please refer to Section 2.3.1 of the Request for Grant Applications for requirements that apply to the purchase or lease of a new motor vehicle.

Vehicle Type:	
Fuel Type:	

2. Old Vehicle Information. (*Replacement Activities Only*) The applicant acknowledges that the old vehicle must be destroyed by providing information below.

Vehicle Type:	
Vehicle Model Year:	
Fuel Type:	

3. Requested Grant Amount. Please select the grant amount from the drop-down menu.

Grant Amount:	
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Section 6 – Refueling Infrastructure, Equipment and Services

This form should only be completed by applicants proposing projects that include the purchase, lease, or installation of refueling infrastructure or equipment, or the procurement of refueling services. The purchase of refueling infrastructure or refueling services must be made in conjunction with the purchase of an alternative fuel vehicle proposed for funding under this program. The grant applicant must demonstrate that a refueling station meeting the needs of the applicant is not available within five miles of the location at which the applicant's grant-funded vehicle will be stored or primarily used. Leases of refueling infrastructure or equipment or the procurement of refueling services must have a term of at least three years to be eligible for grant funding.

1. Project Description. In the space provided below, please provide a brief description of the purchase, lease, or installation of refueling infrastructure or equipment, or the procurement of refueling services. Please note the **fuel type, estimated number of vehicles served by the refueling infrastructure or equipment per day, refueling, or charging capacity of the equipment, and facility type**. If the refueling project would involve a lease, please provide the proposed term of the lease and, if applicable, any plans for the continued ownership and operation of the refueling infrastructure or equipment after the term of the grant expires.

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2. Current Access to Refueling Infrastructure or Equipment. In the space below, please provide a description of the applicant's current access to refueling infrastructure or equipment, including the number of miles between the nearest refueling infrastructure or equipment that meets the needs of the applicant's vehicles and the location at which the vehicles included in this application are stored or primarily used. If refueling infrastructure or equipment is currently available within five miles of where the applicant's vehicles will be stored or primarily used, please explain why this available infrastructure or equipment does not meet the needs of the applicant.

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3. Proposed Refueling Infrastructure or Equipment Location.

Location or Facility Name:					
Physical Address:					
City:		State:		Zip Code:	
County:					

4. Site Ownership. Applicants are required to be the owner of the site where the equipment is installed unless the applicant establishes permission to install and operate the grant-funded equipment at the site during the contract period. **The information below must be completed if the applicant does not own the site where the equipment will be installed, and the applicant and site owner must provide their signatures.**

Is the Applicant the Property Owner?		
If not, the property owner must provide their name, title, and signature below.		
Property Owner Name:		
Title:		
I, the undersigned owner of the real property located at the address identified in Section 6.3: Refueling Infrastructure or Equipment Location, consent to the installation of the refueling infrastructure on this property. I understand and agree that the applicant listed above is obligated, unless otherwise approved by TCEQ, to keep the refueling infrastructure in operation and in service for a minimum of three (3) years after installation.		
Signature*:		Date:

***Please complete the entire application before signing electronically. The ability to edit, add, or remove information will not be available after the application is electronically signed.**

Refueling Infrastructure Equipment Ownership. By signing this application, the applicant certifies that it will purchase and own the grant-funded equipment during the contract period subject to the following: Any sale of the grant-funded equipment during the contract period will be subject to approval and consent to assignment by TCEQ in accordance with the contract terms.

5. Proposed Third-Party Service Provider Information. *(if applicable)*

Service Provider Name:					
Service Provider Address:					
City:		State:		Zip Code:	
County:					
Service Term:					

6. Requested Grant Amount for Refueling Infrastructure, Equipment, or Services.

In the space below, please provide the requested amount for purchasing, leasing, installing, or procuring refueling infrastructure equipment or services. The total requested grant amount for refueling projects may not exceed 10% of the total requested grant amount for the vehicles. Final payment amounts may not exceed the total eligible cost of the project.

Refueling Infrastructure, Equipment, or Services Requested Grant Amount:	
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Section 7: Project Primary Area

Applicants must designate a primary area of use for the vehicle(s) included in the project application and provide a percentage of total annual mileage to occur in that area in the table provided below. The primary area of the project is the area where the vehicle(s) included in the project application operates at least 51% of its total annual mileage. If the area of operation is not listed in Section 1, select the primary county from the dropdown list provided in Section 2. Additional counties where the vehicle(s) will be operated may be included in the business description in Section 3.

1. Primary Area.

Area	Percentage of Total Annual Use
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: Comal, Guadalupe, and Wilson Counties	
San Antonio Area: Bexar County	
Tyler-Longview Area: Gregg, Harrison, Rusk, Smith, and Upshur Counties	

2. Primary County of Operation. (if not in one of the Primary Areas listed above)

Primary County of Operation	Percentage of Total Annual Use

3. Description of Use.

Provide a detailed description of how the vehicle(s) included in the project application will be used in the routine operations of the applicant. In addition, please provide additional areas or counties of operation.

Section 8: Summary Page

Applicant Information.

Applicant Legal Name:	
Applicant Type:	
FEI:	
Mailing Address:	
City:	
State:	
Zip Code:	

Project Information.

Primary Project Area:	
Other Primary County:	
Total Number of Activities:	
Total Requested Grant Amount: (Total requested grant amount of all activities from Section 5 plus total infrastructure grant amount from Section 6, if applicable)	
How did you hear about this grant program?	
If other, please specify:	

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 contract the data and information may be revised by the TCEQ for accuracy, and the acceptance of a contract will constitute agreement with those revisions. My signature also constitutes acceptance of the certifications in Section 4, the terms of this grant, and any changes posted through addenda on the Electronic State Business Daily. 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:	

The application, signed by the Authorized Official, must be received by the application deadline or the application will not be accepted.

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 TERP@tceq.texas.gov or 1-800-919-TERP (8377).

Section 9: Application Checklist

All applications require the documents listed below. Please ensure that you have read and attached all of the required documents. All pages that must be signed or initialed are indicated below. If a signature page is missing or has been altered, the application will not be considered

Application Form Checklist (All Applications)

Section 1: Applicant Information	Please fill out entirely.	
Section 2: Third-Party Preparer Signature Page	If a Third-Party Preparer was used, Signature Required.	
Section 3: Program Certifications	Please read, Indicate Priority , and attach with application.	
Section 4: Certification of Eligibility	Signature Required.	
Section 5: Vehicle Information	Please fill out entirely. Print additional pages as needed.	
Section 6: Infrastructure (Optional)	Please fill out entirely. (If applicable)	
Section 7: Project Primary Area	Please fill out entirely. Print additional pages as needed.	
Section 8: Summary Page	Please fill out entirely. Signature Required.	
Section 9: Application Checklist	Please read and include with application.	

Required Attachment Checklist (All Applications)

W-9 Form	Signature Required. https://www.irs.gov/pub/irs-pdf/fw9.pdf	
If the Equipment has already been purchased, provide the purchase, lease or financing agreement showing the price paid.	The purchase may not have been made prior to September 1, 2022	