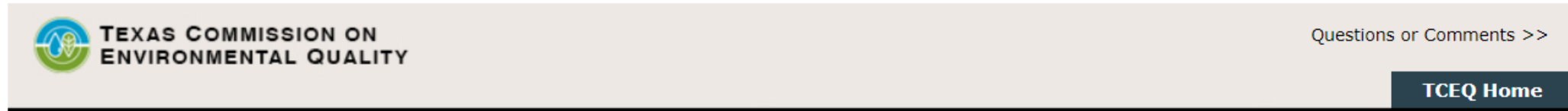




Governmental Alternative Fuel Fleet Grant Program (GAFF) SUNSS Online Application Instructions

Logging into SUNSS

- Log in to **SUNSS** with your first name, last name, and email.



Welcome to TCEQ SUNSS,
the TCEQ Single-Use Non-CROMERR Submission System.

Here is what you can do online in SUNSS:

- » License Exam Registration (LEXR)
- » Occupational Licensing Electronic Applications (OLEA)
- » Online Registration of Boat Sewage and Pumpout Stations (ORBPS)
- » Regulatory Assessment Fee (RAF)
- » Surface Water Rights Data (SWRD) Annual Water Use Reports (WUR)
- » Texas Emissions Reduction Plan (TERP) Online Usage Report and Grant Applications **NEW**

This is SUNSS version 1.3. See [details of what you can do](#) or log into SUNSS by entering your name and email address in the box to the right.

Find Out When SUNSS Will Be Offline

We do our best to ensure that SUNSS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring SUNSS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our [SUNSS maintenance schedule](#).

Enter TCEQ SUNSS: 

Your First and Last Name: 

E-mail:

Confirm E-mail:

Creating a New TERP Activity

- Click on the link to **TERP**.

Available Forms
Select a form to complete.

License Exam Registration
[Exam Registration \(LEXR-R\)](#)
[Exam Registration Cancellation \(LEXR-C\)](#)

Occupational Licensing Electronic Applications
[Occupational Licensing Electronic Applications \(OLEA\)](#)

Online Registration of Boat Sewage and Pumpout Stations
[Application to Certify Marine Sanitation Device \(MSD\)](#)
[Application to Certify Pump-Out Stations \(POS\)](#)

Regulatory Assessment Fee
[Regulatory Assessment Fee Report \(RAF\)](#)

Surface Water Rights Data
[Annual Water Use Reports \(WUR\)](#)

Texas Emissions Reduction Plan
[Texas Emissions Reduction Plan \(TERP\)](#) ←

- Click on **New TERP Activity**.

Activities Page

[New TERP Activity](#) ←

<Back To Top>

Select Program Application

- Select **GAFF Application**, then click **Next**.

Select Program Application or Reporting Form

Terp Online Usage Form

☐ TERP Online Usage Report

Texas Emission Reduction Plan (TERP)

 ☒ Governmental Alternative Fuel Fleet (GAFF) Application



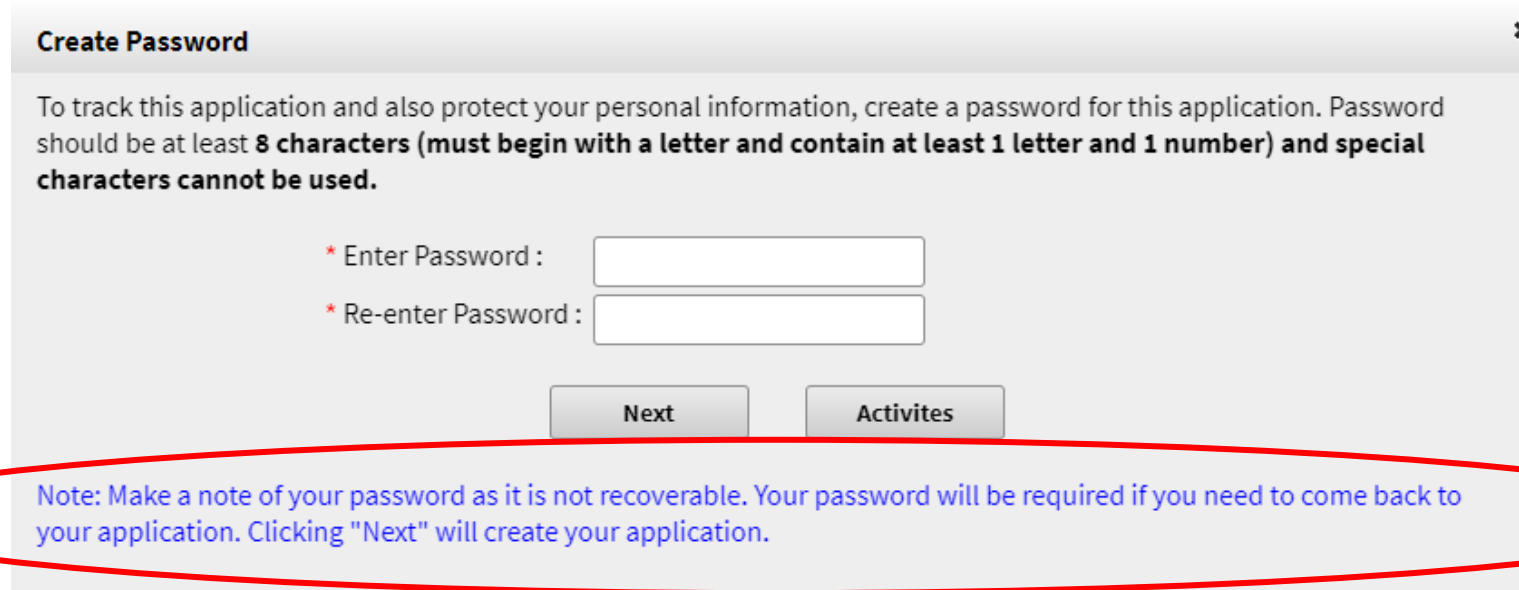
Next

Activites

[<Back To Top>](#)

Creating an Application Password

- Create a unique password and then click **Next**.



Create Password

To track this application and also protect your personal information, create a password for this application. Password should be at least **8 characters** (must begin with a letter and contain at least 1 letter and 1 number) and special characters cannot be used.

* Enter Password :

* Re-enter Password :

Next **Activites**

Note: Make a note of your password as it is not recoverable. Your password will be required if you need to come back to your application. Clicking "Next" will create your application.

IMPORTANT NOTE:

- Don't forget your password!
- You are unable to recover or reset it. If you forget your password, you will need to start over and create an entirely new application.

Creating a GAFF Application

- Once you have created a password to a new GAFF Application, a reference number will be assigned.
- Make note of this reference number along with your password.
- Click **Next** to start entering information into the application.

GAFF Application Created

Your **TERP Government Alternative Fuel Fleet** application has been created and assigned **Reference Number:**
1787.

Your application will appear on the Activities page as long as it is awaiting an action that you can perform.
In order to access your application later, please **remember the password** that you created for it.
Press **Next** to continue to fillout the application.

Next

Activities

Editing a GAFF Application

- Click **Edit** and then enter the password to edit an application in progress.

Activities Page

New TERP Activity

Pending application(s) that need to be completed.

Select	Edit	Reference Number	Applicant Legal Name	Authorized Official	Status ↕	Preview
☐	☐	2426			In Progress	
(1 of 1)   1   10  						

Sign

Delete

Enter Password

To access this application, enter the password that you set at the time of creating the application.

* Enter Password

Note: The password is not recoverable. If you don't remember your password, create a new application.

Next

Potential warning or error messages

- **Yellow warning messages.** It warns you something could be wrong in your application. If nothing is wrong, ignore and continue.

Our records show that a different legal name is associated to this FEIN. Please verify your input and correct if necessary

address provided is not recognized by the US Postal Service. Please review the address with [USPS.com](https://usps.com) and correct if necessary.

- **Red error messages.** Indicates an error in your application. You must correct the incorrect entry to continue.



Activity#1: Provide an answer to all questions.

Federal Employer Identification Number is incorrect. Please enter only numbers of Federal Employer Identification Number

- **Red asterisks.** Indicates a mandatory question. Some questions will not be marked with asterisks but become mandatory depending on how you answered other question(s).

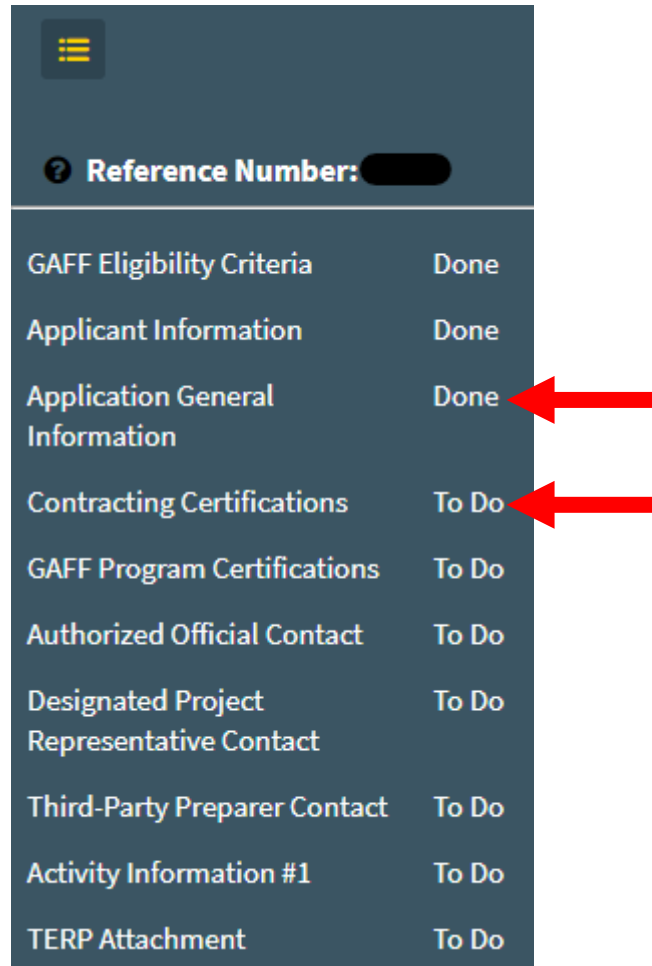
★ 2. Ownership Code (Business Type)

3. FEIN (Federal Employer Identification Number ##-#####)

Do not enter hyphen.

Federal Employer Identification Number is required.

Navigating a GAFF Application

A screenshot of the GAFF application's left-hand menu bar. At the top is a hamburger menu icon. Below it is a 'Reference Number' field with a question mark icon and a blacked-out value. The menu consists of a list of application sections, each with a status indicator to its right. Two red arrows point to the 'Application General Information' and 'Contracting Certifications' rows.

☰	
? Reference Number: [REDACTED]	
GAFF Eligibility Criteria	Done
Applicant Information	Done
Application General Information	Done
Contracting Certifications	To Do
GAFF Program Certifications	To Do
Authorized Official Contact	To Do
Designated Project Representative Contact	To Do
Third-Party Preparer Contact	To Do
Activity Information #1	To Do
TERP Attachment	To Do

- The menu bar on the left of the screen, shows you the different sections of the application.
- You are unable to jump forward in the application or skip sections. The application will automatically move to the next section once the current one is saved.
- The application is dynamic depending on the answers you provide; you may have more required sections appear.
- A "Done" indicates the section is completed.
- A "To Do" message indicates that this section needs to be completed.

GAFF Eligibility Criteria

- **Operation of a fleet.** Applicant must certify that they operate a fleet of more than 15 on-road motor vehicles. Select Yes/No from drop-down menu.
- **Organization type.** Applicant must confirm their organization is a state agency or a political subdivision. Select Yes/No from drop-down menu.

GAFF Eligibility Criteria

Items marked with an asterisk () are required.*

*** 1.** Does the applicant operate more than 15 on-road motor vehicles?

--Select One-- ▼

*** 2.** Is your organization a state agency or political subdivision?

For example, state agency, county, municipality, school district, junior college district, river authority, water or other special district, other political subdivision.

--Select One-- ▼

Applicant Information

- **Applicant Legal Name.** Legal name of the grant applicant. This name must match the name shown on IRS Form W-9.
- **Ownership Code.** Select from the drop-down list.
- **Texas Filing/Charter Number.** Certain Ownership Codes require entry of this number (ex: Texas Corporation).
- **Employer Identification Number (EIN).** Certain Ownership Codes require entry of this number (ex: School District).

Applicant Information

Items marked with an asterisk () are required.*

*** 1. Applicant Legal Name (must match W-9 form)**

*** 2. Ownership Code (Business Type)**

*** 2.1. Employer Identification Number (EIN ##-#####)**

Child Support Obligations

- **Application option.** Select the applicable option from the drop-down menu.
- **Certification statement.** Then select either **Agree/Do Not Agree** to the certification statement.

Certification Regarding Child Support Obligations

*An application for a grant paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent 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.

*3. Select the applicant option

Select One...

*4. I certify that the individual or business entity submitting this application is not ineligible to receive the specified grant and acknowledge that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

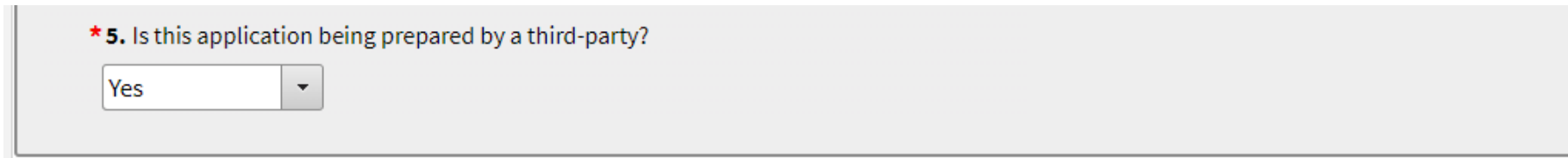
Select One...

Please note:

If you select **One or more individuals own 25% or more of the business entity** as the **applicant option**, you will need to provide those individual names and their Social Security Numbers.

Use of a Third-Party Preparer

- **Third-Party Preparer.** Select **Yes/No** to indicate if the online application is being filled out by a third-party preparer.
- If **Yes** is selected, please note that a required Third-Party Preparer Contact section will appear in the application menu.



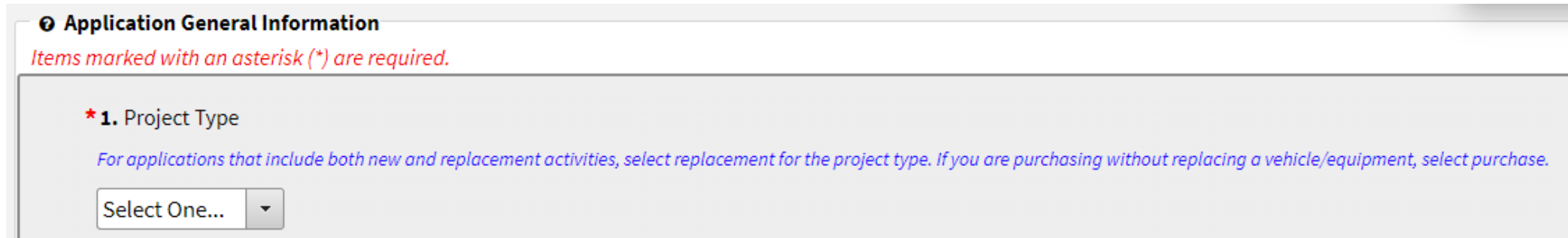
A screenshot of a web form. The question is "5. Is this application being prepared by a third-party?". Below the question is a dropdown menu with "Yes" selected. The form is set against a light gray background.

IMPORTANT NOTE:

- If you select **Yes** –
 - The Third-Party Preparer (TPP) and Authorized Official (AO) must electronically sign the application.
 - The TPP must share the SUNSS password they used to create the application with the AO.
 - The AO will login with the name and email address listed in the application, using the password the TPP provided to complete their signature page.

Project Type Selection

- **Project Type.** Select **Replacement** or **Purchase** as the primary project type.



The screenshot shows a web form titled "Application General Information". Below the title is a red note: "Items marked with an asterisk (*) are required." The form contains a section labeled "* 1. Project Type" with a blue instruction: "For applications that include both new and replacement activities, select replacement for the project type. If you are purchasing without replacing a vehicle/equipment, select purchase." Below this instruction is a dropdown menu with the text "Select One..." and a downward arrow.

Please note:

- For applications that include both New Purchase and Replacement activities, select **Replacement** for the project type.
- If you are purchasing without replacing a vehicle/equipment, select **Purchase** for the project type.

Project Emission Source & Fuel Type Selection

- **Project Emission Source.** Select **On-Road** (non-road vehicles cannot receive GAFF grant funding).
- **Project Fuel Type.** Select the fuel type that would primarily be used by the new grant-funded equipment.
- **Business Description.** (Optional) Enter a brief description of how the proposed vehicles and/or refueling infrastructure will be used in the routine operations of the applicant.

* 2. Project Emission Source

Select One... ▼

* 3. Project Fuel Type

Please refer to the Request for Grant Applications for clarification of fuel type acronyms.

Select One... ▼

4. Business Description

Provide a detailed description of how the vehicle(s)/equipment included in the project application will be used in the routine operations of the applicant.

Primary Area & Usage Percentage

- **Primary Area.** Select the area(s) where the grant-funded equipment would be used.
 - Highlight the Area in the Available column, then click the “Add arrow” button to move it to the Selected column.
- **Enter % in Area.** Enter the usage percentage in the selected area.
 - Be sure to confirm that your intended county selection is listed in blue text.

*** 5.2. Primary Area**

Available		Selected
Austin	→	Dallas/Fort Worth (nonattainment counties)
Beaumont/Port Arthur	→	
Corpus Christi	←	
Dallas/Fort Worth (affected counties)	←	
El Paso	←	
Houston/Galveston/Brazoria	←	

*** 5.2.1. % in Dallas-Fort Worth (nonattainment counties) Area**

Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties

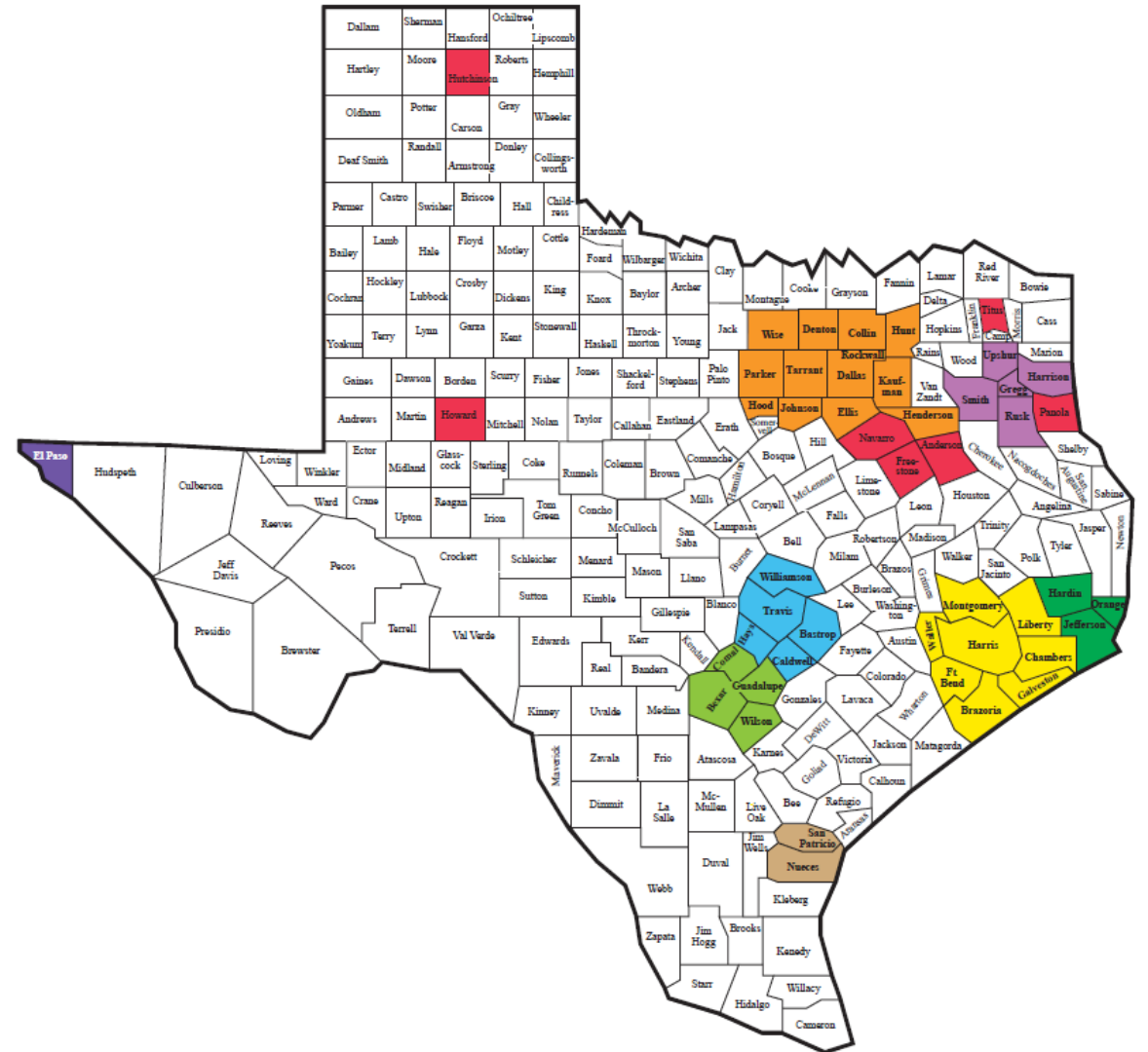
100

*** 6. Total % in Eligible Areas**

100.0

Project Primary Areas

- **Primary Areas** are defined as nonattainment and/or affected counties in the map provided within the Request for Grant Applications (RFGA).
- The RFGA provides lists of the nonattainment and the affected counties.
- **Please note:** To receive points for the Project Primary Area, the vehicle(s) included in this application must operate at least 51% of their total annual mileage in a nonattainment or affected county. However, all counties in Texas are eligible for GAFF grants.



Nonattainment & Affected Counties

Nonattainment Counties:

- **Dallas-Fort Worth Area:** Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, Wise
- **El Paso Area:** El Paso
- **Houston-Galveston-Brazoria Area:** Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller
- **San Antonio Area:** Bexar
- **Tyler-Longview Area:** Rusk
- **Other:** Anderson, Freestone, Howard, Hutchinson, Navarro, Panola, Titus

Affected Counties:

- **Austin Area:** Bastrop, Caldwell, Hays, Travis, Williamson
- **Beaumont-Port Arthur Area:** Hardin, Jefferson, Orange
- **Corpus Christi Area:** Nueces, San Patricio
- **Dallas-Fort Worth Area:** Henderson, Hood, Hunt
- **San Antonio Area:** Comal, Guadalupe, Wilson
- **Tyler-Longview Area:** Gregg, Harrison, Smith, Upshur

Selection of Other for Primary Area

- If you select **Other** for the Primary Area, enter the **Primary County of Operation** and the percent usage in this county into **% in Other Area**.
 - **Other** includes these nonattainment counties: Anderson, Freestone, Howard, Hutchinson, Navarro, Panola, and Titus.
 - **Other** will also be used for all other counties in Texas. Select appropriate county from drop-down menu.

*** 5.2. Primary Area**

Available		Selected
Austin	→	Other ←
Beaumont/Port Arthur	→	
Corpus Christi	←	
Dallas/Fort Worth (affected counties)	←	
Dallas/Fort Worth (nonattainment counties)		
El Paso		

*** 5.2.1. % in Other Area**

All remaining counties in Texas not part of one of the Primary Areas, including these nonattainment counties: Anderson, Freestone, Howard, Hutchinson, Navarro, Panola, and Titus Counties.

100

*** 5.2.2. Primary County of Operation**

Angelina ←

Request for Refueling Infrastructure

- **Refueling Infrastructure, Equipment, and Services.**
 - Select **Yes/No** from the drop-down menu.
- If **Yes**, you must answer additional questions later in the application.
 - Is the Applicant the owner of the property where the infrastructure will be installed? Select Yes/No from drop-down menu.
 - If the applicant is NOT the property owner, the GAFF Supplemental Form – Property Ownership Certification will be an additional required document attachment.

* 7. Are you proposing projects that include the purchase, lease, or installation of refueling infrastructure or equipment, or the procurement of refueling services?

* 7.1. Is the Applicant the owner of the property where the infrastructure will be installed?

Applicants are required to be the owner of the site where the equipment will be installed unless the applicant establishes permission to install and operate the grant-funded equipment at the site during the contract period.

If no is selected, the property owner will be required to complete and sign the GAFF Refueling Infrastructure Property Ownership Certification supplemental form acknowledging and consenting to the installation and operation of equipment on their property. This form will be a required TERP Attachment.

Contracting Certifications

- **Contracting Certifications.** By selecting **Agree** to these certifications, you are certifying that you understand and certify compliance with the listed statements.

Contracting Certifications

Items marked with an asterisk () are required.*

***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.**

[Click here for GAFF Program webpage](#)

***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.**

Executive of a State Certification

- **Contracting with an Executive of a State Agency.**
 - First, select **Applies/Does Not Apply** in the drop-down menu.
 - If you select **Does Not Apply**, move on to certification #10.
 - If you select **Applies**, then further information will be required.

*** 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.

Applies ▼

*** 9.1.** Name of the former executive

*** 9.2.** Name of the state agency

*** 9.3.** Date of separation from state agency

*** 9.4.** Position with applicant

*** 9.5.** Date of employment with applicant

GAFF Program Certifications

- **GAFF Program Certifications.** By selecting **Agree** to these certifications, you are certifying that you understand and certify compliance with the listed statements.

GAFF Program Certifications

Items marked with an asterisk () are required.*

***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.**

[Click here for GAFF Program webpage](#)

***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.**

Use of Funds Certification

- **Use of Funds.**
 - First select **I Understand/I Do Not Understand** in the drop-down menu.
 - Then select **Yes/No** in the drop-down menu for sub-questions 1.1, 1.2, and 1.3.
 - **Please note:** You must select **Yes** to at least one of these sub-questions.

* **1. Use of Funds** Applicants must prioritize the following activities when using grant funds. Applicants must indicate priority activities by selecting Yes to one of the child questions below.

I Understand ▼

* **1.1.** 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

--Select One-- ▼

* **1.2.** 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

--Select One-- ▼

* **1.3.** 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)

--Select One-- ▼

Authorized Official Contact

- Enter all required fields with the authorized official's (AO) information.
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, ZIP Code, and County

 Authorized Official Contact

Items marked with an asterisk () are required.*

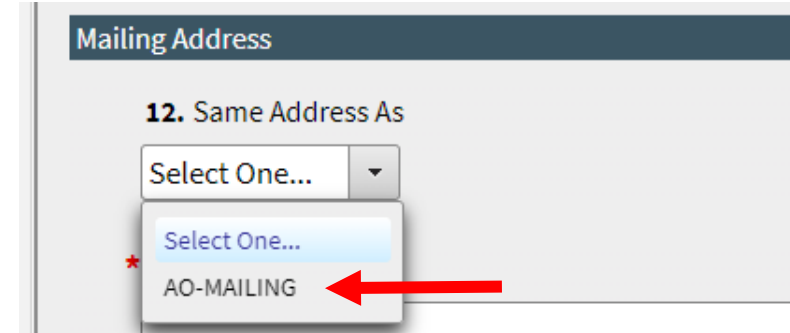
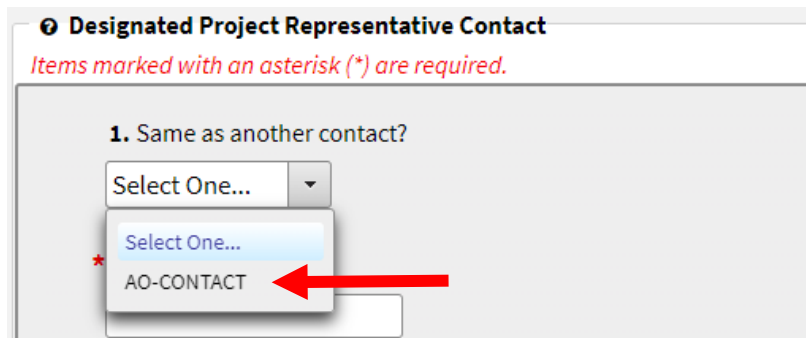
***The applicant or an employee who has legal authority to sign for or speak on behalf of the applicant.**

IMPORTANT NOTE FOR THIRD-PARTY PREPARERS:

- **Once you complete and electronically sign the application, the authorized official MUST log into SUNSS using the first name, last name, and email address that you entered on this screen.**

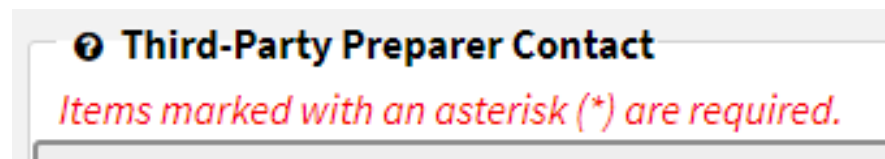
Designated Project Representative Contact

- Enter all required fields with the designated project representative's (DPR) information.
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, ZIP Code, and County
- **Please note:**
 - If the DPR and AO are the same individual, select **AO-CONTACT** in the drop-down menu to copy the AO's contact information into the DPR fields. Under the Mailing Address section, select **AO-MAILING** to copy the AO's mailing address into the DPR fields.



Third-Party Preparer Contact

- Enter all required fields with the third-party preparer's (TPP) information.
 - Company Name
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, ZIP Code, and County

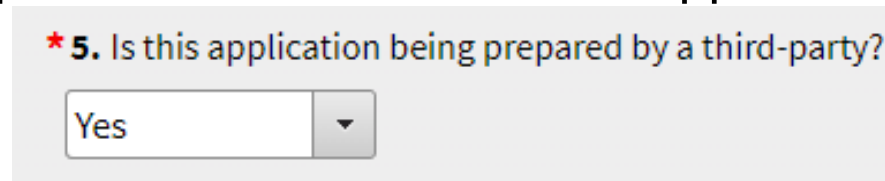


Third-Party Preparer Contact

Items marked with an asterisk () are required.*

- **Please note:**

- This type of contact section will only appear and be required in your application if **Yes** was selected for question #5 listed under the Applicant Information section.

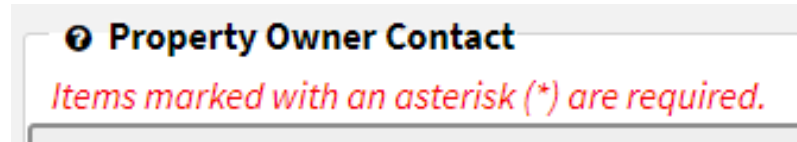


*** 5. Is this application being prepared by a third-party?**

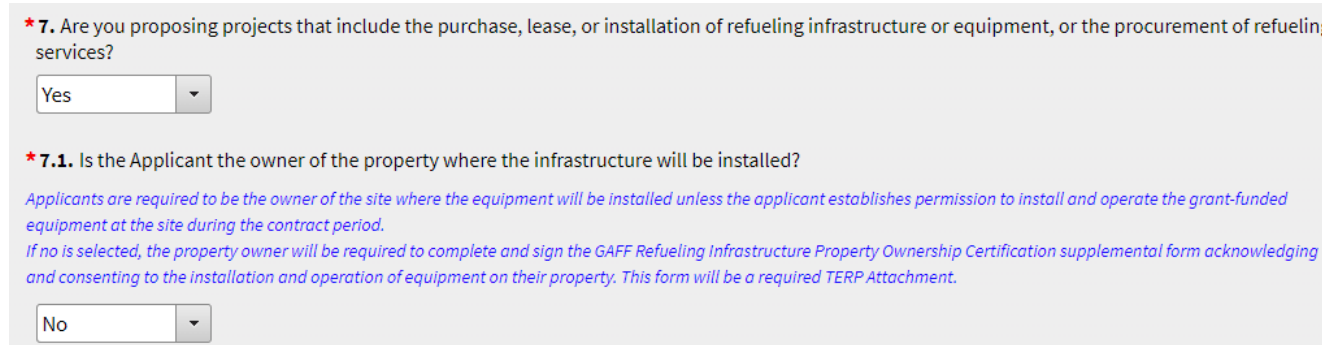
Yes

Property Owner Contact

- Enter all required fields with the property owner's (PO) information.
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, ZIP Code, and County
- **Please note:**
 - This type of contact section will only appear and be required in your application if **Yes** was selected for question #7 listed under the Application General Information section.
 - If **NO** is selected for question #7.1, the GAFF Refueling Infrastructure Property Ownership Certification Supplemental form will be a required attachment.



Property Owner Contact
Items marked with an asterisk () are required.*



***7.** Are you proposing projects that include the purchase, lease, or installation of refueling infrastructure or equipment, or the procurement of refueling services?

Yes

***7.1.** Is the Applicant the owner of the property where the infrastructure will be installed?

Applicants are required to be the owner of the site where the equipment will be installed unless the applicant establishes permission to install and operate the grant-funded equipment at the site during the contract period.

If no is selected, the property owner will be required to complete and sign the GAFF Refueling Infrastructure Property Ownership Certification supplemental form acknowledging and consenting to the installation and operation of equipment on their property. This form will be a required TERP Attachment.

No

Activity Information

- Enter the total number of activities for this grant, then click **Update Total**.
 - **Please note:**
 - 10 activities is the max number of activities per application. If you have more than 10 activities, an additional application(s) will be required.
 - **Examples:**
 - Purchasing 6 new, grant-funded vehicles = **6 activities**.
 - Replacing 6 old vehicles, with 6 new, grant-funded vehicles and purchasing 2 additional new, grant-funded vehicles = **8 activities**.

Activity Information #1

Items marked with an asterisk () are required.*

❓ Total number of activities for this grant Update Total

❓ Number of saved Activity question set(s) : 0

Grant Amounts by Vehicle Class

- TCEQ has established pre-determined grant amounts for the purchase or lease of new motor vehicles.
 - **Class 1 Vehicles = \$17,000**
 - Class 1: $\leq 6,000$ lbs.
 - **Class 2-3 Vehicles = \$23,000**
 - Class 2: 6,001 – 10,000 lbs.
 - Class 3: 10,001 – 14,000 lbs.
 - **Class 4-6 Vehicles = \$40,000**
 - Class 4: 14,001 – 16,000 lbs.
 - Class 5: 16,001 – 19,500 lbs.
 - Class 6: 19,501 – 26,000 lbs.
 - **Class 7-8 Vehicles, School Buses, and Transit Buses = \$80,000**
 - Class 7: 26,001 – 33,000 lbs.
 - Class 8: $\geq 33,001$ lbs.

Activity Entry - Purchase

- Enter information about the **New Vehicle**:
 - Class/Type of New Vehicle
 - Fuel Type of New Vehicle
 - Select **Purchase** for Activity Type
- Enter Grant Amount Requested for this Activity:
 - Select grant amount from the drop-down menu
 - Selection must match the Class/Type of New Vehicle
- **Please note:**
 - If you are purchasing without replacing a new vehicle/equipment, select **Purchase** for the Activity Type
 - You may utilize the **Copy Prev Activity** button if multiple activities have the exact same information listed

Activity #: 2

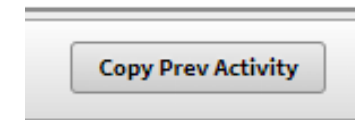
*1. Activity
002

*2. New Vehicle Type
School Buses

*3. Fuel Type of New Vehicle
LPG

*4. Select Activity Type
Purchase

*5. Grant Amount Requested for this Activity
\$80,000 (Class 7 - 8 Vehicles, School Buses, Transit Buses)



Activity Entry - Replacement

- Enter information about the **New Vehicle**:
 - Class/Type of New Vehicle
 - Fuel Type of New Vehicle
 - Select **Replacement** for Activity Type
- Enter information about the **Old Vehicle**:
 - Class/Type of Old Vehicle
 - Model Year of Old Vehicle
 - Fuel Type of Old Vehicle
- Enter Grant Amount Requested for this Activity:
 - Select grant amount from the drop-down menu
 - Selection must match the Class/Type of New Vehicle
- **Please note:**
 - If you are purchasing a new vehicle to replace an old vehicle/equipment, select **Replacement** for the activity type

Activity #: 1

* 1. Activity
001

* 2. New Vehicle Type
School Buses

* 3. Fuel Type of New Vehicle
LPG

* 4. Select Activity Type
Replacement

* 4.1. Old Vehicle Type
School Buses

* 4.2. Old Vehicle Model Year
2006

* 4.3. Fuel Type of Old Vehicle
Diesel

* 5. Grant Amount Requested for this Activity
\$80,000 (Class 7 - 8 Vehicles, School Buses, Transit Buses)

Refueling Infrastructure

- The purchase of refueling infrastructure or refueling services must be made in conjunction with the purchase of a new vehicle within the same application **and** using the same alternative fuel type.

Refueling Infrastructure

Items marked with an asterisk () are required.*

***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.**

- **Please note:**
 - This section will only appear and be required in your application, if **Yes** was selected for question #7 listed under the Application General Information section.

***7.** Are you proposing projects that include the purchase, lease, or installation of refueling infrastructure or equipment, or the procurement of refueling services?

Yes



Refueling Infrastructure Project Details

- Enter all required fields related to the **Refueling Infrastructure**

*** 4. Select Fuel Type**

LPG ▼

*** 5. What is the charge rate (kW) or throughput rate (kg/day) of the refueling infrastructure?**

1200

*** 6. What is the Charge Rate Unit of Measure?**

kg/day ▼

*** 7. Infrastructure Project Details**

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.

Refueling Infrastructure Physical Location

- Enter all required fields related to the **Physical Project Location** of the proposed refueling infrastructure

Project Location

*** 8. Location or Facility Name**

*** 9. Physical Address**

*** 10. City**

*** 11. State**

Select One... ▼

*** 12. Zip Code**

*** 13. County**

Select One... ▼

*** 14. Current Access to Refueling Infrastructure or Equipment**

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.

Use of Third-Party Service Provider

- If the applicant will be using a third-party service provider for refueling infrastructure services:
- Enter all fields related to the **Proposed Third-Party Service Provider** section

Proposed Third-Party Service Provider Information

15. Service Provider Name

16. Service Provider Address

17. City

18. State

19. Zip Code

20. Zip+4

21. County

22. Service Term

Requested Grant Amount for Infrastructure

- **Requested Grant Amount for Refueling Infrastructure, Equipment, or Services**
 - Enter the amount, not to exceed 10% of the total requested grant amount for the vehicles
- **Example:**
 - Application includes 3 new school buses. The total requested grant amount for the vehicles = \$240,000. ($\$80,000 \times 3 = \$240,000$)
 - The amount requested for refueling infrastructure is not to exceed 10% of total requested grant amount for the vehicles. The total requested grant amount for the refueling infrastructure = \$24,000. ($\$240,000 \div 10 = \$24,000$)

*** 23. Requested Grant Amount for 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.

Required TERP Attachment(s)

- Upload a completed and signed **IRS Form W-9**
 - This form is required and must be submitted with the application.
- If the equipment has already been purchased, upload the purchase, lease, or financing agreement showing the price paid.
 - **Reminder:** The vehicle may not have been purchased prior to September 1, 2024.
- If applicable, upload a completed and signed **GAFF Property Owner Form**
 - This form is required if the applicant is **not** the owner of the property where the infrastructure is proposed to be installed and operated.

The screenshot shows a web interface titled "TERP Attachment". Below the title, a red note states: "Items marked with an asterisk (*) are required." There are three required upload sections, each with a red asterisk and a link to the form:

- *Upload the completed and signed W-9 Form**
[Click here for IRS Form W-9](#)
Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic
+ Choose..
- If the Equipment has already been purchased, upload the purchase, lease or financing agreement showing the price paid**
Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic
+ Choose..
- *Property Owner Form**
[Click here for GAFF Supplemental Form](#)
Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic
+ Choose..

Electronically Signing the Application

- On the **Activities Page** the system will indicate when all sections of your application have been completed and saved.
- The status of the application will show it's ready to be signed.
- Select the application, click the **Sign** button, and then enter your password for that application.

 All sections for Reference Number 1809 have been saved. The application is now ready to be signed. 

Activities Page

[New TERP Activity](#)

Pending application(s) that need to be completed.

Select	Edit	Reference Number	Applicant Legal Name	Authorized Official	Status ▾	Preview
☐		1809	Baustin ISD	John Wayne	Ready to Sign	

(1 of 1)   **1**   10  

 [Sign](#) [Delete](#)

Third-Party Preparer Signature

- This section will only appear and be required if the application **was completed** by a third-party preparer.
 - It is recommended that the TPP click **View/Print Application** to print a copy of the application for their records.
 - The TPP will need to apply checkmarks to the certification statements, type their name exactly as it appears in the application, and click **Electronically Sign your Application**.
 - The TPP must share the unique password they used to create the application with the AO.
 - The AO will login with the name and email address listed in the application, using the password the TPP provided to complete their signature page.

The screenshot shows the 'Signature Page' of an application. At the top, it says 'Please verify the information you provided is correct before you sign your application.' Below this, a table of information is displayed: Reference Number: 2483, Applicant Legal Name: Cypress-Fairbanks Independent School District, Third-Party Preparer: Karesa Browder, and Application Summary: View/Print Application. A red arrow points to the 'View/Print Application' link. Under the 'Certification:' section, there are two checkboxes. The first checkbox is for certifying the information is true and correct, and the second is for certifying that entering the name in the signature box constitutes an electronic signature. Red arrows point to both checkboxes. Below the certifications, there is a 'Third-Party Preparer's Signature' field and a 'Date' field showing 11/21/2024. A red arrow points to the signature field. At the bottom, there are two buttons: 'Activities' and 'Electronically Sign your Application'. A red arrow points to the 'Electronically Sign your Application' button. There are also two notes at the bottom: 'Note: Your electronic signature must be consistent with your name.' and 'Note: This agency acknowledges and complies with the American with Disabilities Act. TCEQ is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services, programs, or activities.'

Authorized Official Signature

- If the application **was not completed** by a third-party preparer, the only signature required will be Authorized Official.
 - It is recommended that the AO click **View/Print Application** to print a copy of the application for their records.
 - The AO will need to apply checkmarks to the certification statements, type their name exactly as it appears in the application, and click **Electronically Sign your Application**.
 - The application is then submitted to the TCEQ.

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. I certify that I have read the complete application after all forms and information were completed, and I agree with the information provided. Providing false or inaccurate information may make the application or any resulting contracts voidable.
- ☒ My signature also constitutes acceptance of the terms of this grant as stated in the GAFF Request for Grant Applications (RFGA), and any changes posted through addenda on the Electronic State Business Daily.
- ☒ I further understand that the submitted application information may be revised by TCEQ for accuracy prior to incorporating the information into a contract, and the acceptance of a contract will constitute agreement with those revisions.
- ☒ Entering your name in the signature box constitutes an electronic signature and is legally equivalent to your written signature.

Authorized Official Signature : Date 11/21/2024

Note: Your electronic signature must be consistent with your name.

Note: This agency acknowledges and complies with the American with Disabilities Act. TCEQ is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services, programs, or activities.

Note: 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.

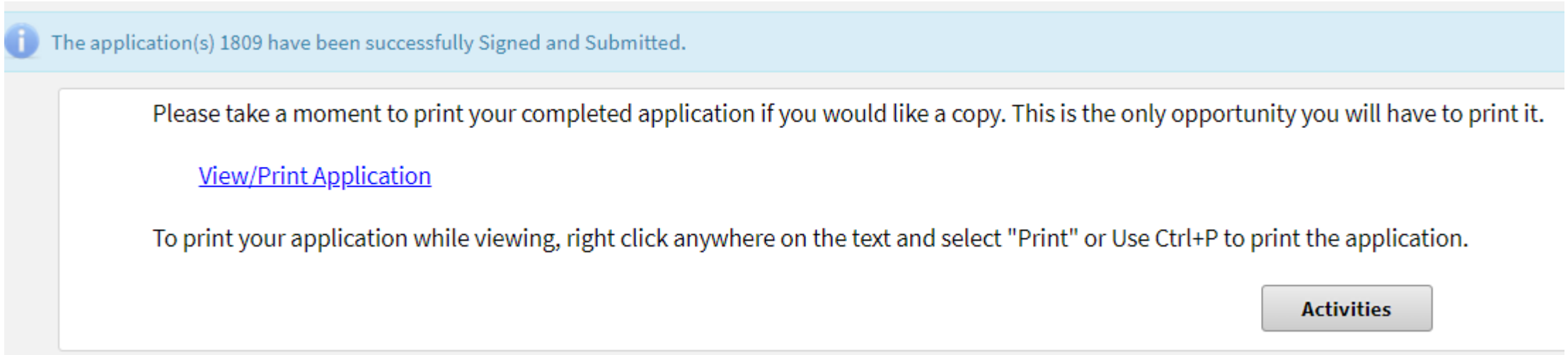
Personal Information Policy: Individuals are entitled to request and review their personal information that the agency gathers on its forms. Individuals may also have any errors in their information corrected.

To review such information, contact the TCEQ TERP program at TERP@tceq.texas.gov or 1-800-919-TERP (8377).

[Activities](#) [Electronically Sign your Application](#)

Application Signed & Submitted

- Once electronically signed, the system will indicate that the application has been successfully submitted to the TCEQ.

A screenshot of a web application interface showing a confirmation message. At the top, a light blue banner contains an information icon and the text "The application(s) 1809 have been successfully Signed and Submitted." Below this, a white box contains the instruction "Please take a moment to print your completed application if you would like a copy. This is the only opportunity you will have to print it." followed by a blue underlined link "View/Print Application". Below the link, it says "To print your application while viewing, right click anywhere on the text and select 'Print' or Use Ctrl+P to print the application." In the bottom right corner of the white box is a grey button labeled "Activities".

 The application(s) 1809 have been successfully Signed and Submitted.

Please take a moment to print your completed application if you would like a copy. This is the only opportunity you will have to print it.

[View/Print Application](#)

To print your application while viewing, right click anywhere on the text and select "Print" or Use Ctrl+P to print the application.

Activities

- You may click the **View/Print Application** to download a copy of the submitted application.

Email Confirmation of Submission

- You should receive an automated email confirming the application was submitted.

From: noReply@tceq.texas.gov <noReply@tceq.texas.gov>

Sent: Wednesday, March 15, 2023 12:47 PM

To: JohnWayne@noreply.com

Subject: UAT:GAFF Application Submitted

This confirms the submittal of your Governmental Alternative Fuel Fleet (GAFF) Application to the TCEQ.

Your application was successfully submitted at 03/15/2023 12:46:34 AM. ←

The confirmation number for this submittal is : 1470 ←

The hash code for this submittal is 1AD9927564353C021970D4ACA48D9C0FC3874FDC363A32867B5FFBB986B0DD5A

You may access the copy of record (submitted report) from the submit log which is available by selecting Submissions from the Home page of SUNSS <https://www3tst.tceq.texas.gov/sunss/> ←

If you have any questions, please contact the STEERS Help Line at 512-239-6925 or by e-mail at steerstst@tceq.texas.gov.

Questions

- If you have any questions, please see the Request for Grant Applications (RFGA) online at www.tceq.texas.gov/airquality/terp/gaff
- Applicants with questions regarding eligibility to apply for a grant should contact TERP staff at 1-800-919-TERP (8377) or TERP@tceq.texas.gov