



SUNSS Online Application Instructions for Rebate Replacement Projects



How to Submit an Application

- **TERP Online SUNSS**
- **SUNSS Online Application Instructions (step-by-step guide)**

Logging into SUNSS

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

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Questions or Comments >>

TCEQ Home

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

Here is what you can do online in SUNSS:

- » 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

This is SUNSS version 1.4. 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](#)

Enter TCEQ SUNSS: **SUNSS**

Logout successful.

Your First and Last Name: ?

E-mail:

Confirm E-mail:

Login

Note for people completing an application for an Authorized Official (besides Third-Party Preparers): when an application is ready for the Authorized Official to review/sign, you will need to use your login credentials so the Authorized Official can sign it.

Creating a New TERP Activity

To begin the process of creating your Rebate online application, first you must create a new TERP Activity. Click on the link to **Texas Emissions Reduction Plan (TERP)**.

Available Forms
Select a form to complete.

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](#) ←

Select Program Application

Select **Rebate Grants Application**, then click **Next**.

Select Program Application or Reporting Form

TERP Online Usage Form

TERP Online Usage Report

Texas Emission Reduction Plan (TERP)

Dealer and Leasing Company Reservation Form

Emissions Reduction Incentive Grant (ERIG) Application

Governmental Alternative Fuel Fleet (GAFF) Application

Light-Duty Motor Vehicle Purchase or Lease Incentive Program (LDPLIP) Application

Rebate Grants Application

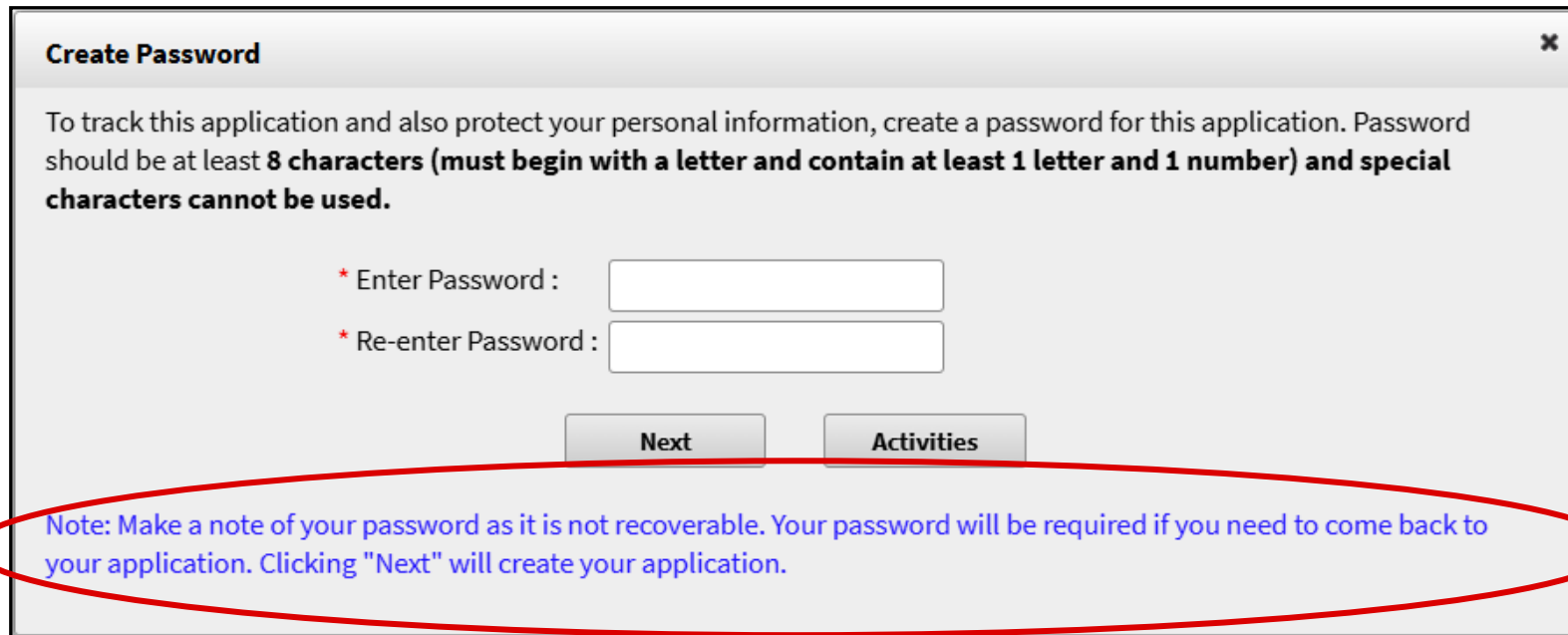
Texas Clean School Bus Program (TCSB) Grant Application

Next

Activities

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 :

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 your password. If you forget your password, you will need to start over and create an entirely new application.

Creating an Application

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

Rebate Grants Application Created

Your **Rebate Grants Application** has been created and assigned **Reference Number: 3728.**
Your application will appear on the Activities page as long as it is awaiting an action that you can perform.
Press **Next** to continue to fillout the application.



Next

Activities

Editing an Application In Progress

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

Activities Page

Pending application(s) that need to be completed.

Select	Edit	Reference Number	Grant Type	Applicant Legal Name	Authorized Official	Status	Preview
<input type="checkbox"/>	<input type="checkbox"/>	3728	Rebate Grants Application			In Progress	<input type="button" value="Preview"/>

(1 of 1)

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.](#)

Potential Warning or Error Messages

- **Yellow warning messages:** Warn that something could be wrong in the application. Check the entry, and if nothing is wrong, proceed with the application.

12100 PARK 35 CIR, AUSTIN, TX, 78753 address provided is not recognized by the US Postal Service. Please review the address with [USPS.com](https://www.usps.com) and correct if necessary.

- **Red error messages:** Indicate an error in the application. The entry must be corrected to continue.

 Please fix the errors on the page.

* 2.1. Texas Filing/Charter Number

Texas filing number is required.

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

Federal Employer Identification Number is required.

- **Red asterisks:** Indicate mandatory questions. Some questions will not be marked with asterisks but can become mandatory depending on how the other questions are answered.

Applicant Information

Items marked with an asterisk () are required.*

Navigating an Application

Reference Number: 3728	
Rebate Grant Eligibility Criteria	Done
Applicant Information	Done
Application General Information	Done
Rebate Equipment and Activity Certifications	Done
Rebate Administrative and State Contracting Certifications	Done
Rebate Program Replacement and Repower Certifications	Done
Authorized Official Contact	Done
Designated Project Representative Contact	Done
Third-Party Preparer Contact	To Do
Activity #1	To Do
TERP Attachment	To Do
Additional Information	To Do

- The navigation pane on the left of the screen shows you the different sections of the application.
- You are unable to jump forward or skip sections in the application.
- Be sure to save your progress if you need to step away. Your application will automatically time-out after 15 minutes of no activity.
- Once the current section is complete and saved, the application will automatically advance to the next section.
- The application is dynamic depending on the answers you provide. Additional required sections may appear.
- A “Done” status indicates the section is completed.
- A “To Do” status indicates that the section needs to be completed.

Rebate Eligibility Criteria

- Access the Online Application Instructions via the link in the Rebate Eligibility Criteria section.
- Only one project type, one primary area, and one emission source may be included in a single application.
- Please reference the Rebate Request for Grant Applications ([RFGA](#)) to determine if you are eligible.

Rebate Grant Eligibility Criteria

Items marked with an asterisk () are required.*

Review the Online Application Instructions for more detailed guidance on how to complete and submit a Rebate Grants Program online application.

[Online Application Instructions](#)

This section includes specific questions that ensure eligibility for funding under the Rebate Grants Program. Refer to the Rebate Grants Program Request for Grant Application (RFGA) for further information on eligible project types.

Only one project type, primary area, and/or emission source may be included per application.

[Click here for Rebate Grants Program RFGA](#)

Rebate Eligibility Criteria (Continued)

There are 3 Project Types for the Rebate Grants Program:

- Replacement or Repower
- New Purchase
- On-Vehicle Electrification

Use the **Rebate Grant Amount Lookup Tool** to determine if your vehicle or equipment type is eligible under Rebate.

*1. Select the appropriate application for your project type.

Select Replacement or Repower for projects that include replacing an existing vehicle or piece of equipment.

Select New Purchase for projects that do not include replacing an existing vehicle or piece of equipment.

Select On-Vehicle Electrification for projects that include the purchase and installation of equipment that enables an existing vehicle or piece of equipment to use electric power instead of power normally supplied by the propulsion engine or another onboard internal combustion engine.

Select One... ▼

*2. Is your equipment type listed within the drop-down menu of the Rebate Grant Amount Lookup Tool?

If you are looking to replace or repower a locomotive, marine vessel, stationary equipment, or non-road equipment not listed in [the Grant Amount Lookup Tool](#), the Emissions Reduction Incentive Grant Program (ERIG) may be the program for you.

Select One... ▼

Applicant Information

- **Applicant Legal Name:** Legal name of the grant applicant. This must match the name shown on the IRS Form W-9.
- **Ownership Code:** Select from the drop-down list.

Applicant Information

Items marked with an asterisk () are required.*

* **1. Applicant Legal Name (must match IRS Form W-9)**
The Applicant Legal Name must match the IRS Form W-9 exactly.

John Q Public

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

Individual (not owning a business)

* **2.1. First Name**

John

2.2. Middle Initial

Q

* **2.3. Last Name**

Public

Certification of Eligibility to Receive a State-Funded Grant

- **Applicant option:** Select the applicable option from the drop-down list.
- **Certification statement:** Select whether you **Agree** or **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)(3) 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

Individual or sole proprietorship

* 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.

Agree

Use of a Third-Party Preparer (TPP)

Third-party Preparer: Select **Yes** or **No** to indicate if the online application is being completed by a third party.

- If Yes is selected, please note that a required Third-Party Preparer Contact section will appear in the navigation pane.

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

Yes

IMPORTANT NOTE:

If **Yes** is selected:

- Both the Third-Party Preparer (TPP) and the Authorized Official (AO) must electronically sign the SUNSS application when it is complete and ready to be submitted.
- The TPP must share with the AO the SUNSS password used to create the application.
- The AO will login with their first name, last name, and email address listed in the application, using the password provided by the TPP to complete their signature page.

Application General Information

- **Project Type:** Select your project type from the drop-down list.
- **Project Emission Source:** Select **On-Road** or **Non-Road** from the drop-down list.
- **Project Fuel Type:** Select the primary fuel type of the **new vehicles** or **equipment** from the drop-down list.

Application General Information

Items marked with an asterisk () are required.*

*** 1. Project Type**

Select Replacement for projects that replace an existing vehicle or piece of equipment with a newer model.

Select Repower for projects that include repowering an existing engine with a new, used, rebuilt, or remanufactured engine, or electric motors, drives, or fuel cells.

Select New Purchase for projects that do not include replacing existing vehicles or equipment.

Select On-Vehicle Electrification for the purchase and installation of equipment enabling the use of electric power instead of power supplied by the propulsion engine or another onboard internal combustion engine.

Select One... ▾

*** 2. Project Emission Source**

Reminder: Only one project type, primary area, and/or emission source may be included per application.

Select One... ▾

*** 3. Project Fuel Type**

Select the primary fuel type of the new vehicles. Please refer to the Request for Grant Applications (RFGA) for clarification of fuel type acronyms.

Select One... ▾

Eligible Area & Usage Percentage

- **Unit of Measurement/Annual Operation:** Select “Yes,” if the operation of the grant-funded equipment would be the same for all activities.
- **Eligible Area:** Select the area(s) where the grant-funded equipment will be used.
 - Highlight the Area in the Available column, then click the “add arrow” button to move it into the Selected Column.

* 5. Is the Unit of Measurement and the Percent of Annual Operation the same for all activities?
Yes

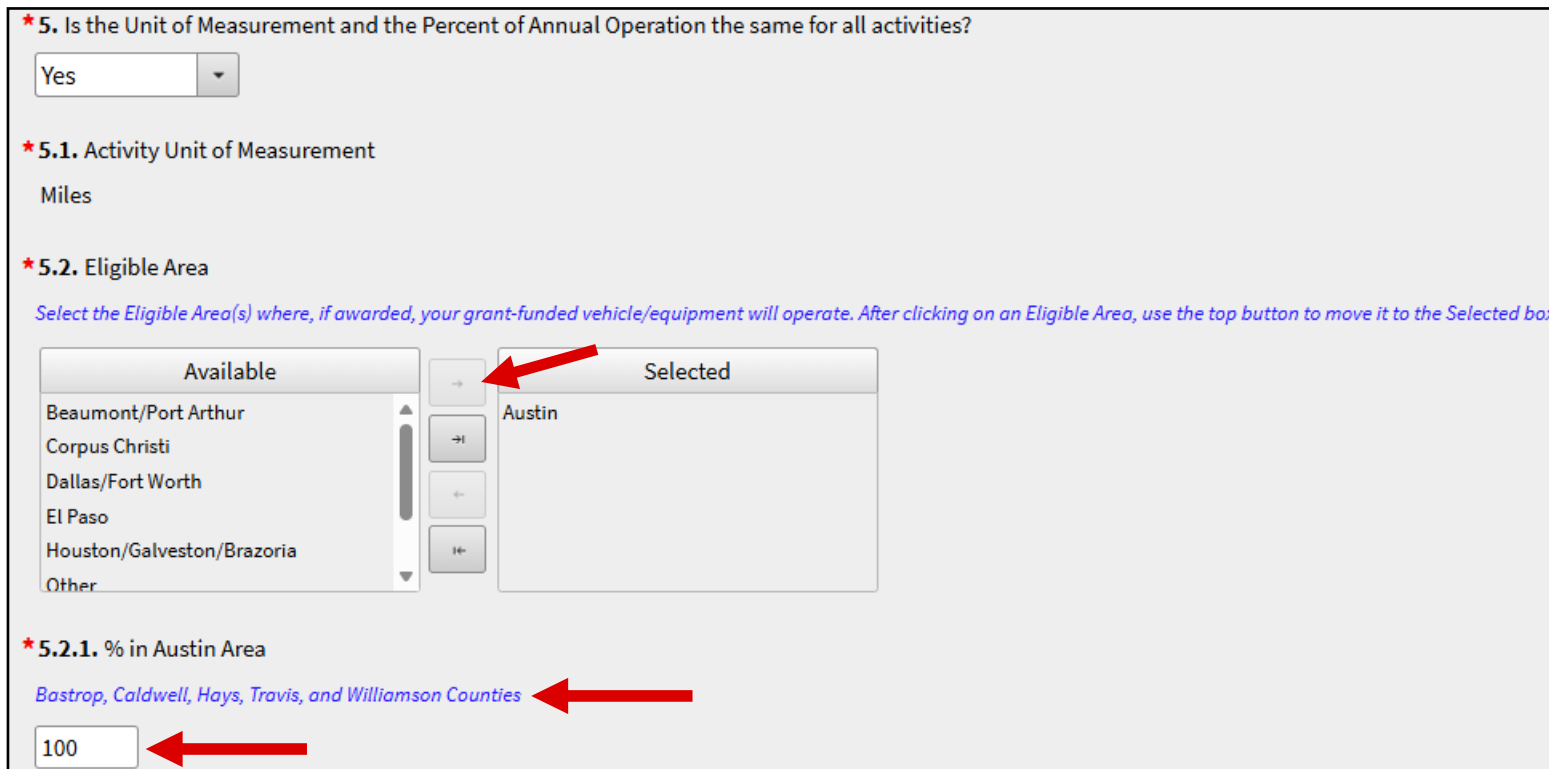
* 5.1. Activity Unit of Measurement
Miles

* 5.2. Eligible Area
Select the Eligible Area(s) where, if awarded, your grant-funded vehicle/equipment will operate. After clicking on an Eligible Area, use the top button to move it to the Selected box.

Available	Selected
Beaumont/Port Arthur	Austin
Corpus Christi	
Dallas/Fort Worth	
El Paso	
Houston/Galveston/Brazoria	
Other	

* 5.2.1. % in Austin Area
Bastrop, Caldwell, Hays, Travis, and Williamson Counties

100



- **% in Area:** Enter the usage percentage for the selected area.
 - Be sure that your intended county of operation is listed in the blue text.

Selecting Other for Eligible Area

If **Other** is selected for the Eligible Area, your county must be one of the six counties listed in the blue text under **% in Other Area**.

- If this is correct, select your county from the drop-down list under **Other County**.

*** 5.2. Eligible Area**
Select the Eligible Area(s) where, if awarded, your grant-funded vehicle/equipment will operate. After clicking on an Eligible Area, use the top button to move it to the Selected box.

Available	Selected
Austin	Other
Beaumont/Port Arthur	
Corpus Christi	
Dallas/Fort Worth	
El Paso	
Houston/Galveston/Brazoria	

*** 5.2.1. % in Other Area**
Anderson, Freestone, Howard, Hutchinson, Navarro, and Titus Counties

*** 5.2.2. Other County**
Since you selected "% in Other Area," please select the specific county. If you would operate in more than one "Other Area" county, select the one in which the grant-funded equipment would primarily be used.

*** 5.3. Total % in Eligible Areas**
100.0

Projects Including Refueling Infrastructure

Applicants proposing to purchase vehicles or equipment powered by an **alternative fuel** may request additional funding for onsite refueling infrastructure.

- The refueling infrastructure must support the new vehicle or equipment.
- The applicant must be the owner of the property where the infrastructure will be installed.

Note:

- If the applicant indicates they do not own the property where the refueling infrastructure will be installed, the Property Owner Contact section will appear in the navigation pane.
- Applicant must also download the Property Ownership Certification Form, to be completed and signed by the property owner, consenting to the installation.
- The completed form must be uploaded to the TERP Attachment section before submitting the application.

* 6. Are you proposing projects that include the purchase and installation of refueling infrastructure or equipment?
Refueling infrastructure or equipment must support new equipment powered by an alternative fuel.

Yes

* 6.1. Is the Applicant the owner of the property where the infrastructure will be installed?
If the applicant is not the owner of the property where the infrastructure will be installed, [click here to download the Property Ownership Certification Form](#), to be completed and signed by the owner of the property, consenting to the installation.

No

Rebate Equipment and Activity Certifications

Equipment and Activity Certifications:

By selecting **Agree** to each of the certifications, you are confirming that you understand and certify compliance with the listed statements.

Rebate Equipment and Activity Certifications

Items marked with an asterisk () are required.*

This section includes specific requirements and statements for funding under Rebate Grants Program. These terms apply to any contract awarded by TCEQ from this application. The Rebate Grants Program RFGA and the draft contract, located on the Rebate Grants Program webpage, contain additional terms and conditions that the applicant should review before submitting an application.

[Click here for Rebate Grants 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 within three business days of becoming aware of the change. Failure to notify TCEQ and/or any changes to your certifications may make the application ineligible and may make any resulting contracts voidable. If awarded a grant, failure to comply with these certifications may result in TCEQ seeking repayment of grant funds.

Rebate Equipment and Activity Certifications (Cont.)

Read through and agree to each of the certifications.

Note: The **Ownership** and **Operation and Registration** certifications offer the additional option of **Requesting a Waiver**.

* **1. Ownership.** The equipment the applicant proposes to replace or repower has been continuously owned, leased, or otherwise commercially financed by the applicant for the two years immediately preceding the application signature date. For on-road equipment, the applicant must have been listed as the owner on the title document or the lessee on the lease agreement for the preceding two years.

Requesting Waiver ▾

* **2. Operation and Registration.** The equipment has been continuously located and used in Texas in its primary function in the routine operations of the applicant for the two years immediately preceding the application signature date. In addition, on-road equipment has been continuously registered for operation in Texas for the two years immediately preceding the application signature date. See Section 2 of the Rebate RFGA regarding apportioned registration.

[Click here for Rebate RFGA](#)

Requesting Waiver ▾

* **3. Condition.** The equipment is in good operating condition and capable of performing its primary function in the routine operations of the applicant at the time of application signature. To the best of the applicant's knowledge, the equipment is capable of continuing to perform its primary function for at least five years from the application signature date, taking into account normal maintenance, repairs, and upkeep.

Agree ▾

* **4. Continued Operation and Use.** If the grant funds were not available, the applicant expects to otherwise continue to operate the equipment in Texas for at least five years from the application signature date, and the applicant otherwise would not have planned to replace the equipment.

Agree ▾

Rebate Administrative and State Contracting Certifications

Administrative and State Contracting Certifications: By selecting **Agree** to these certifications, you are confirming that you understand and certify compliance with the listed statements.

Rebate Administrative and State Contracting Certifications

Items marked with an asterisk () are required.*

- * **1. 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.

Select One... ▼

- * **2. 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.

Select One... ▼

- * **3. Nondiscrimination.** The applicant will comply with all State and Federal statutes relating to nondiscrimination. If the applicant is an employer under the Texas Labor Code, it must not discriminate on the basis of race, color, disability, religion, sex, national origin, age, or genetic information in its employment decisions.

[Click here for Texas Labor Code](#)

Select One... ▼

- * **4. Risk Review.** The applicant's prior performance under other TCEQ contracts or applications may be considered in determining eligibility. Applicants with outstanding invoices from TCEQ or those who are classified as "high risk" will not be eligible for a grant until all outstanding invoices are resolved or until they are no longer considered "high risk". Additionally, an applicant's overall compliance history and any federal, state, or local enforcement action for violation of environmental laws or permit conditions may be considered in determining eligibility.

Select One... ▼

Administrative and State Contracting Certifications (Cont.)

Read through and agree to each of the certifications.

Note: the **Contract** certification requires an **I Understand** or **I Do Not Understand** response.

*** 7. Contract.** The applicant understands that a PDF of the draft contract may be viewed and downloaded from the TERP webpage. 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. Certain provisions, including commercial insurance coverage, are non-negotiable. Self-insurance will not be accepted from non-governmental entities. 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 webpage and the Electronic State Business Daily.

[Click here for TERP webpage](#)

I Understand

Note: the **Contracting with an Executive of a State Agency** certification requires an **Applies** or **Does Not Apply** response.

*** 8. 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, applicant represents that no person who, in the past four years, served as an executive of 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.

[Click here for Texas Government Code Section 669.003](#)

Does Not Apply

Rebate Program Replacement and Repower Certifications

Applicants must agree to the Replacement and Repower Certifications

- **On-Road Certifications:** The example below shows the additional certifications specific for On-Road Replacement or Repower Projects.
- Non-Road Replacement and Repower projects will also have specific certifications.

Rebate Program Replacement and Repower Certifications

Items marked with an asterisk () are required.*

On-Road Certifications

* 1. An on-road vehicle eligible for replacement or repower must be a heavy-duty on-road vehicle with a gross vehicle weight rating (GVWR) greater than 8,500 pounds (lbs.).

Agree

* 2. An on-road vehicle eligible for replacement or repower must have a diesel engine certified to the United States (US) Environmental Protection Agency (EPA) or California Air Resources Board (CARB) heavy-duty engine emissions standards.

Agree

Authorized Official (AO) Contact

- The AO is the applicant or employee that has legal authority to sign for or speak on behalf of the applicant.
- Enter the AO's information in the required fields.
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, Zip Code, and County

Authorized Official Contact
<i>Items marked with an asterisk (*) are required.</i>
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 the application and sign electronically, 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 (DPR) Contact

- The DPR will be the primary point of contact for application questions.
- Enter the DPR's information in the required fields.
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, Zip Code, and County

Designated Project Representative Contact
Items marked with an asterisk () are required.*

1. Same as another contact?

Select One...
* Select One...
* AO-CONTACT

Mailing Address

13. Same Address As

Select One...
* Select One...
* AO-MAILING

Please note:

If the DPR and AO are the same individuals, select **AO-Contact** from the dropdown 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's fields.

Third-Party Preparer (TPP) Contact

- Applicants may enlist a private consultant or third party to assist with completing and submitting the application.
- Make sure that **Yes** was selected for Question #5 of the Applicant Information section of the application so that the TPP Contact section appears.

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

Yes

Third-Party Preparer Contact

Items marked with an asterisk () are required.*

- Enter the TPP's contact information into the required fields.
 - Company Name
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, Zip Code, and County

Property Owner Contact

As mentioned earlier, the Property Owner Contact section must be completed if the applicant is requesting additional funding for alternative refueling infrastructure but does not own the property where the infrastructure will be installed.

- Enter the Property Owner's information in the required fields.
 - Company Name
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, Zip Code, and County

REMINDER:

- Don't forget to download the Property Ownership Certification Form for the property owner to complete and sign.
- Upload the completed and signed form to the TERP Attachment section before submitting the application.

Activity Information Section

Enter the total number of activities for this application, then click **Update Total**.

Activity #1

Items marked with an asterisk () are required.*

❓ Total number of activities for this application

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

Please note:

- Applicants may include up to 10 activities in a single application.
- If you have more than 10 activities, an additional application(s) will be required.
- As mentioned earlier, only one project type, one eligible area, and one emission source may be included in a single application.

Activity Entry – Old Vehicle/Equipment

Enter all the information for the old equipment into the required fields.

Old Vehicle/Equipment Information

*** 2.2. Vehicle/Equipment Type**
*Select your equipment or vehicle type from the dropdown list. Use the [Equipment and Vehicle Glossary](#) to determine which type to select.
For on-road vehicles: if there are no vehicle types that accurately describe your vehicle, select the appropriate vehicle class for your vehicle based on its Gross Vehicle Weight Rating (GVWR).*

Select One...

? * 2.3. Vehicle/Equipment Identification Number
Click on the "?" icon for more information.

*** 2.4. Vehicle/Equipment Make**
Select your response from the drop-down list. If you can't find it on the list, select Other and type your response in the space provided.

Select One...

*** 2.5. Vehicle/Equipment Model**
Select your response from the drop-down list. If you can't find it on the list, select Other and type your response in the space provided.

Select One...

*** 2.6. Vehicle/Equipment Model Year**

Select One...

Activity Entry – Old Vehicle/Equipment (Cont.)

Ownership, Registration, and Operation

- Applicants must meet continuous ownership, registration, and operation requirements in Texas for the 2 years preceding the application signature date.

*** 2.15.** Does the applicant currently own this old vehicle/equipment?

If No, the waiver form must be filled out and signed by both the applicant and the current owner. This waiver form indicates consent from the current owner that, if awarded a grant, the applicant has permission to dispose of this specific vehicle/equipment according to the grant contract requirements. Waiver requests not submitted with this application will not be accepted. All waiver requests are considered on a case-by-case basis.

Select One... ▼

*** 2.16.** Has the applicant continuously owned the vehicle/equipment for the two years immediately preceding the application signature date?

If No, the waiver form must be filled out and uploaded for the ownership requirement. Waiver requests not submitted with this application will not be accepted. All waiver requests are considered on a case-by-case basis.

Select One... ▼

*** 2.17.** Was the vehicle/equipment being replaced continuously registered in Texas for the past two years?

If No, the waiver form must be filled out and uploaded for the registration requirement. Waiver requests not submitted with this application will not be accepted. All waiver requests are considered on a case-by-case basis.

Select One... ▼

*** 2.18.** Was the vehicle/equipment being replaced operated in Texas for the two years immediately preceding the application signature date?

If No, the waiver form must be filled out and uploaded for the usage requirement. Waiver requests not submitted with this application will not be accepted. All waiver requests are considered on a case-by-case basis.

Select One... ▼

Activity Entry – New Vehicle/Equipment

Enter the new vehicle/equipment information into the required fields.

New Vehicle/Equipment Information

*** 2.19. Vehicle/Equipment Type**
Select your equipment or vehicle type from the dropdown list. Use the [Equipment and Vehicle Glossary](#) to determine which type to select.
For on-road vehicles: if there are no vehicle types that accurately describe your vehicle, select the appropriate vehicle class for your vehicle based on its Gross Vehicle Weight Rating (GVWR).

Select One... ▾

*** 2.20. Vehicle/Equipment Model Year**

Select One... ▾

2.21. Gross Vehicle Weight Rating (GVWR)

*** 2.22. Engine Model Year**

Select One... ▾

*** 2.23. Fuel Type**

Select One... ▾

? * 2.24. Federal NOx Emissions Rate (g/bhp-hr)
Look up the federal NOx emissions standard of the new vehicle or equipment being purchased:
[On-Road Engine Emission Standards](#)
[Non-Road Engine Emission Standards](#)

Note:

The New Vehicle/Equipment Type will auto-fill to match the Old Vehicle/Equipment Type entered above.

Activity Entry – Apportioned Registration Mileage

Applicants operating vehicles under apportioned registrations must list the total annual mileage in Texas and outside Texas for each of the 2 years immediately preceding the application submission date.

Apportioned Registration Mileage

*** 2.25.** Does the old vehicle have Apportioned Registration?

An apportioned registration for operation in several states may be accepted as proof of continuous registration and operation in Texas if the applicant can document that at least 55% of the vehicle's annual operation occurred in Texas over the two years immediately preceding the application signature date. Supporting documentation must be uploaded to the activity attachment section of this application.

Yes

*** 2.25.1.** Mileage in Texas for Year 1
 ←

*** 2.25.2.** Mileage outside of Texas for Year 1
 ←

*** 2.25.3.** Mileage in Texas for Year 2
 ←

*** 2.25.4.** Mileage outside of Texas for Year 2
 ←


Please Note:
Supporting documentation for the apportioned registrations must be uploaded to the Activity Attachments section of this application.

Activity Entry (Cont.)


Disposition of Equipment and Engine Being Replaced

- Select the method of disposition you will use to dispose of the old equipment and engine if awarded a grant. Refer to the RFGA for more information.

Disposition of Equipment and Engine Being Replaced

 * 2.25. Method of Disposition


See the Disposition Section within the [Request for Grant Applications](#) for an explanation of each method of disposition.

Select One... 

Grant Amount

- The maximum grant amount will auto-fill based on the old and new equipment details that you provided. **Click the “?” icon** for more information on grant amounts.

Grant Amount

 * 2.26. Grant Amount from Table

Click the “?” icon for explanation of grant amount being auto-populated or links to look up the grant amount from grant tables.

Replacement/Repower
Based on the old and new vehicle/equipment details you provided above, the maximum eligible grant amount is automatically entered below. For more information on how these amounts are determined, see the [Rebate Grant Amount Lookup Tool](#).
If the grant amount is not automatically entered: verify entry of the old and new vehicle/equipment details above. If you must manually enter a grant amount, TCEQ will contact you to verify this grant amount.

Activity Entry – Required Attachments

Attachments

Click the link for acceptable photograph submission guidance.

[Application Photograph Submission Guidance](#)

* 2.28. Attach color photograph of the front of the Vehicle/Equipment.

Allowed file types: txt, csv, pdf, doc, docx, xls,xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

* 2.29. Attach color photograph of the right side of the Vehicle/Equipment.

Allowed file types: txt, csv, pdf, doc, docx, xls,xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

* 2.30. Attach color photograph of the left side of the Vehicle/Equipment.

Allowed file types: txt, csv, pdf, doc, docx, xls,xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

* 2.31. Attach color photograph of the rear of the Vehicle/Equipment.

Allowed file types: txt, csv, pdf, doc, docx, xls,xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

IMPORTANT TIME SAVER:

Before you upload your photos, click on the link to the Application Photograph Submission Guidance to review the examples of acceptable photos.

Activity Entry – Required Attachments (Cont.)

Waiver Form

- Applicants requesting a waiver for ownership, registration, or usage requirements must download, complete, sign, and upload a waiver form.

*** 2.36. Waiver Form**

Complete Part A of the form for all ownership, usage or registration waiver requests.
Complete Part B of the form if you plan to purchase the vehicle/equipment from another entity for the purpose of replacing and disposing of this vehicle/equipment.
[Click here for the Waiver Form.](#)

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

Apportioned Registration – Supporting Documentation

- Applicants operating under apportioned registrations must provide supporting documentation for the previous 2 years.

*** 2.37. Document supporting Apportioned Registration Mileage**

[Attach annual usage summaries for the two years immediately preceding the date you submit your application.](#) *must include accurate dates and miles driven in each registered state. Acceptable usage documentation may include Individual Vehicle Distance Records (IVDR) required under the International Registration Plan (IRP), and other similar travel records.*

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

Refueling Infrastructure

Refueling Infrastructure
Items marked with an asterisk () are required.*

The purchase of refueling infrastructure must be made in conjunction with the purchase of an alternative fuel vehicle proposed for funding under this program. Applicants are required to be the owner of the refueling infrastructure equipment.

*1. Project Type
Purchase

*2. Project Emission Source
On-Road

*3. Equipment Type
Refueling Infrastructure

*4. Number of dispensing units

*5. Number of connectors or refueling nozzles

*6. Select Fuel Type
Select One... ▾

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

*8. What is the Charge Rate Unit of Measure?
Select One... ▾

*9. Infrastructure Project Details
Provide a brief description of the purchase and installation of refueling infrastructure or equipment. 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.

Please Note:

- Applicants requesting additional funding for alternative fueling infrastructure must complete all required fields in this section.
- **Reminder:** funding for alternative fueling infrastructure will only be considered if it supports the alternative fuel type for the proposed new vehicle or equipment in this application.
- Refer to the RFGA for eligibility.

Refueling Infrastructure (Cont.)

Provide the physical location of the proposed refueling infrastructure project.

Project Location

* **10.** Physical Address

* **11.** City

* **12.** State

* **13.** Zip Code

* **14.** County

Refueling Infrastructure (Cont.)

Grant Amount for Refueling Infrastructure, Equipment, or Services

See the **Eligible Costs** section of the Request for Grant Applications (RFGA) to understand the cost categories listed below.

*15. Equipment Total

*16. Supplies and Materials Total

*17. Construction Total

*18. Contract Services Total

*19. Other Financial Incentives and Tax Credits

This amount will be subtracted from the total eligible project costs.

*20. Total Eligible Project Costs

\$0.00

*21. Refueling Infrastructure Grant Amount

If awarded, applicants will receive the lesser of:

- 1. \$100,000 plus \$100,000 for each grant-funded on-road vehicle or non-road piece of equipment that is fueled by the associated infrastructure in the project;*
- 2. 50% of the eligible incremental cost of the refueling infrastructure project; or*
- 3. \$600,000.*

Eligible Costs for Refueling Infrastructure Projects

Refer to the Eligible Costs section of the RFGA for specific details about the different cost categories.

TERP Attachments

TERP Attachment

Items marked with an asterisk () are required.*

*** 1.** Enter your name exactly as it appears in the IRS Form W-9.

*** 2.** Upload the completed and signed IRS Form W-9

[IRS Form W-9](#)
The name in the IRS Form W-9 must match exactly as entered in the Applicant Legal Name field.

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

*** 3.** Driver's License (Individuals and Sole Proprietors)

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

*** 4.** Site Plan for Infrastructure Projects

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

Upload all the required attachments listed in this section.

Reminder:
Site plans are required for all infrastructure projects.

TERP Attachments (Cont.)

Refueling Infrastructure Ownership Documentation: provide ownership records, lease agreements or other legal documents showing applicant's ability to install and operate the refueling equipment at the proposed site.

Property Owner Form: as mentioned earlier, this is the place to upload the form signed and completed by the property owner, consenting to the installation and operation of the refueling infrastructure equipment.

*** 5. Refueling Infrastructure Ownership Documentation**

Attach documentation, such as property ownership records, lease agreements or other legal agreements, that can show the following: the ability to complete any required construction on the proposed site, and the ability to operate the refueling infrastructure on the proposed property for the duration of the contract if awarded a grant.

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

*** 6. Property Owner Form**

Click here for supplemental form to be signed by the owner of the property where the infrastructure will be installed.

Allowed file types: txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic

+ Choose..

Additional Information

The space here provides an opportunity for the applicant to add any additional relevant project information that was not already covered.

Additional Information

Items marked with an asterisk () are required.*

1. Additional Information

This is a place to let the TERP application review team know any important information that was not covered.

[Next/Save](#) [Activities](#)

Electronically Signing the Application

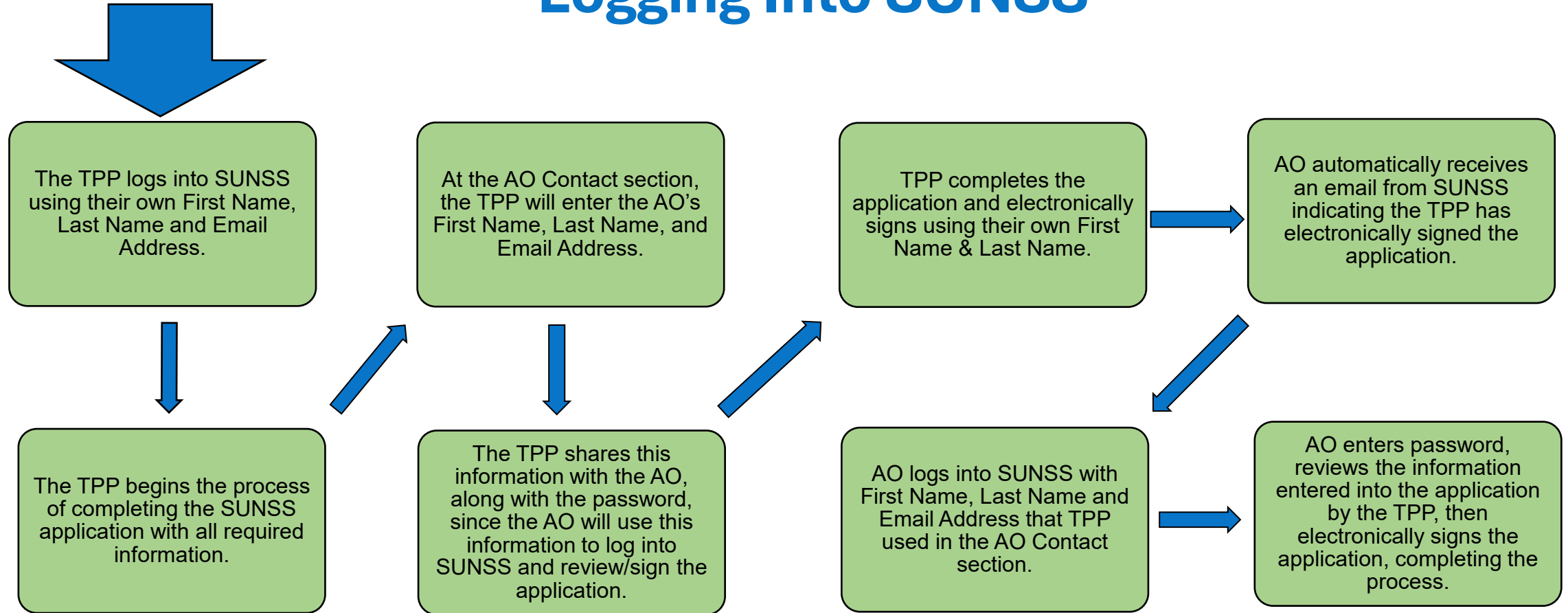
- The **Activities Page** indicates when all sections of the application have been completed and saved.
- The status of the application will show that it is **Ready to Sign**.
- Select the application, then click the **Sign** button. You will be prompted to enter the password that was used when the application was first created.

The screenshot displays the 'Activities Page' interface. At the top, a light blue banner contains an information icon and the text: 'All sections for Reference Number 3728 have been saved. The application is now ready to be signed.' A red arrow points to this message. Below the banner, the page title 'Activities Page' is circled in red. A 'New TERP Activity' button is visible. Underneath, it says 'Pending application(s) that need to be completed.' A table lists the application details:

Select	Edit	Reference Number	Grant Type	Applicant Legal Name	Authorized Official	Status	Preview
<input type="checkbox"/>		3728	Rebate Grants Application	John Q Public	John Q Public	Ready to Sign	

A red arrow points to the 'Select' checkbox for the application. Below the table, a pagination bar shows '(1 of 1)' and navigation controls. At the bottom of the interface, there are two buttons: 'Sign' and 'Delete'. A red arrow points to the 'Sign' button.

Third-Party Preparers (TPP) and Authorized Officials (AO) Logging Into SUNSS



Third-Party Preparer (TPP) Signature

This section will appear if the application was completed by a TPP.

- Click View/Print Application to save a copy of the application for your records.
- The TPP must checkmark the certification statements, then type their name as it appears in the application.

Signature Page

Signature Page

Please verify the information you provided is correct before you sign your application.

**** All Fields are required.*

Reference Number : 3728
Applicant Legal Name : John Q Public
Third-Party Preparer : John Q Smith
Application Summary : [View/Print Application](#)

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.

Entering your name in the signature box constitutes an electronic signature and is legally equivalent to your handwritten signature.

Third-Party Preparer's Signature : Date : 03/22/2026

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

Note: TCEQ is committed to complying with the Americans with Disabilities Act. TCEQ is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in employment or in the provision of services, programs, or activities.

REMINDER:

The TPP must share with the AO the unique password they used when the application was created.

Authorized Official (AO) Signature

If the application was not completed by a TPP, the only signature required will be that of the AO.

- Click View/Print Application to save a copy of the application for your records.
- The AO will login with the name and email address listed in the application and use the same password that was used when the application was created.

Authorized Official : **John Q Public**
Application Summary : [View/Print Application](#)

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 understand that providing false or inaccurate information may make this application or any resulting contracts voidable. **Intentionally providing false information in this application will be prosecuted to the extent allowed under the law and may be used as an adverse factor in future grant selection decisions.**

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 handwritten signature.

Authorized Official Signature : Date: 03/22/2026

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

Note: TCEQ is committed to complying with the Americans with Disabilities Act. TCEQ is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status 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.

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.

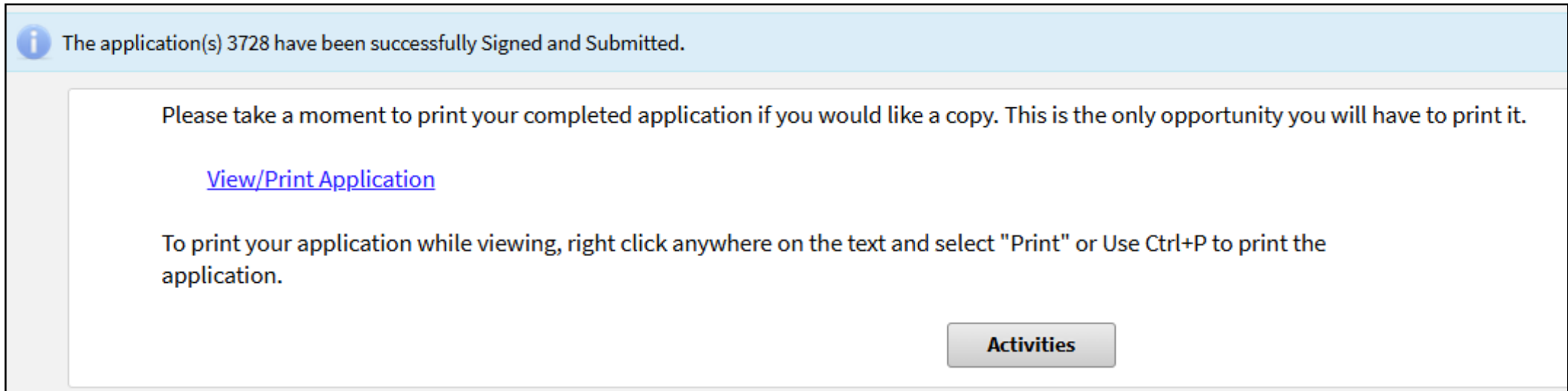
To review such information, contact the TCEQ TERP program at TERP@tceq.texas.gov or 1-800-919-TERP (8377).

- The AO must checkmark the certification statements, type their name as it appears in the application, and click **Electronically Sign your Application.**

Application Signed & Submitted

Once the application is electronically signed, the system will indicate that the application has been successfully signed and submitted.

You will have another opportunity at this stage to View/Print to PDF (recommended).



The screenshot shows a notification box with a light blue header and a white body. The header contains an information icon and the text "The application(s) 3728 have been successfully Signed and Submitted." The body contains a message: "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." Below this is a blue hyperlink "View/Print Application". Further down, 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." At the bottom right of the body is a grey button labeled "Activities".

i The application(s) 3728 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

Email Confirmation of Submission

After the AO signs the application, an automated email is sent confirming submission. Another automated email is sent later to confirm TCEQ received the application.

From: noReply@tceq.texas.gov
Sent: Sunday, March 22, 2026 5:00 PM
To: JohnQPublic@noreply.com
Subject: UAT:REBATE Application Submitted

TO: johnqpublic@noreply.com
CC:
BCC:

This confirms the submittal of your Rebate Grants Application to the TCEQ.

Your application was successfully submitted at 03/22/2026 04:59:33 PM. ←

The confirmation number for this submittal is : 2623 ←

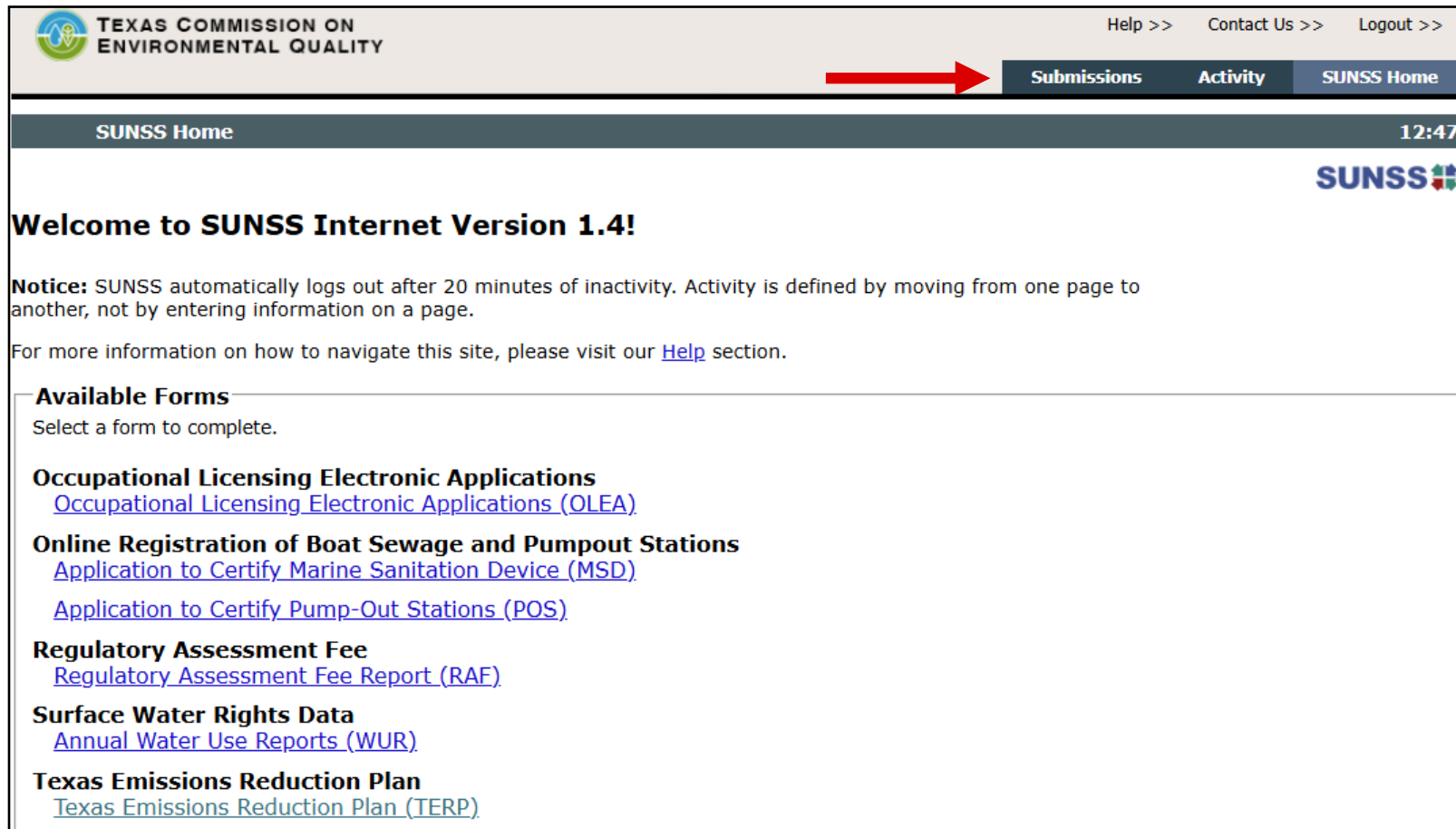
The hash code for this submittal is
6863DF2FB8BC0956CBBB1225D6CB5FDE3FFF6AA190CBA5824A64B75FE8F1959C

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://www3.tceq.texas.gov/sunss/>.

If you have questions about this grant program or your submission, contact the Texas Emissions Reduction Plan (TERP) at 800-919-TERP (8377) or terp@tceq.texas.gov. For questions about the online SUNSS system, contact the STEERS Help Line at 512-239-6925 or steerstst@tceq.texas.gov. ←

Retrieving a Submission

Using the Confirmation Number provided in the submission email, log into SUNSS with your password and select the **Submissions** button.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Submissions Activity SUNSS Home

SUNSS Home 12:47

SUNSS

Welcome to SUNSS Internet Version 1.4!

Notice: SUNSS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our [Help](#) section.

Available Forms

Select a form to complete.

- 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 \(TERP\)](#)

Retrieving a Submission (Cont.)

From the drop-down menu, select View COR (copy of record) to access a downloadable version of the application that was submitted.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Submissions Activity SUNSS Home

Search Results for Submit Log 13:13

Search Again New Search

Search Again New Search

Your Search Returned 1 Records

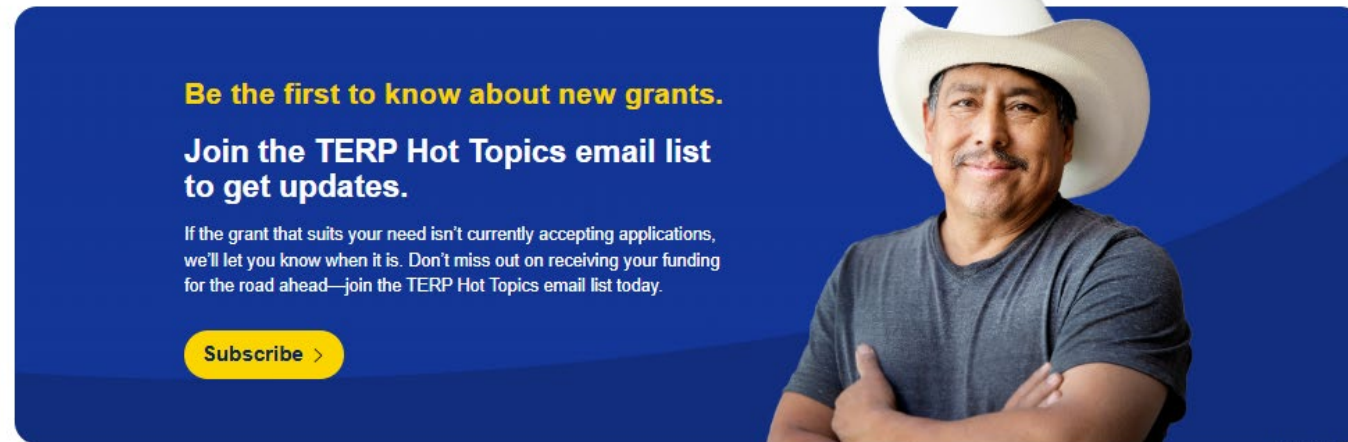
Form	Type	Submit Date	Processed	Conf.#	Ref.#	Pgm Area ID	Action
Rebate Grants Application	NEW	03/22/2026 04:59 PM	03/22/2026 04:59 PM	2623	3728	2026-03-1000-RG	<ul style="list-style-type: none">View CORView CORSave CORView AttachmentsSave XSL

The following search criteria was entered:
User Name: JOHN Q PUBLIC
User Email: RON.HIESER@TCEQ.TEXAS.GOV
Program Area: TERP
Form(s): TERP REBATE
Confirmation Number: 2623

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Questions?

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



Jack Frink & Cindy Valdez

Grant Specialists

Air Grants Division

TERP@tceq.texas.gov

800-919-TERP (8377)

