



# **Texas Clean Fleet Program (TCFP) SUNSS Online Application Instructions**

# 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,

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 **New TERP Activity**.

**Activities Page**

[New TERP Activity](#) ←

<Back To Top>

# Select Program Application

- Select **TCFP 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

Texas Clean Fleet Program (TCFP) Grant Application

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

# Creating an TCFP Application

- Once you have created a password to a new TCFP 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.

**Texas Clean Fleet Program Created**

Your **Texas Clean Fleet Program** application has been created and assigned **Reference Number: 2565**.  
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.

# Editing an Application

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

**Activities Page**

Pending application(s) that need to be completed.

Select	Edit	Reference Number	Applicant Legal Name	Authorized Official	Status	Preview
<input type="checkbox"/>	<input type="checkbox"/>	2426	██████████		In Progress	<input type="button" value="Preview"/>

(1 of 1)   **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.** 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://www.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)**

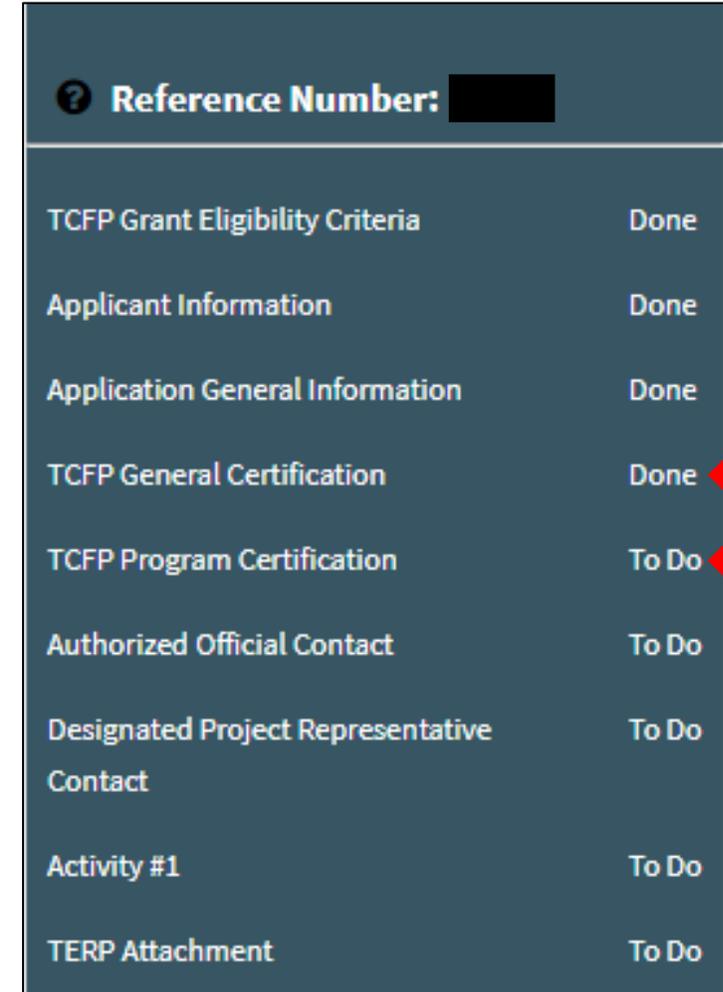
**3. FEIN (Federal Employer Identification Number ##-#####)**

*Do not enter hyphen.*

*Federal Employer Identification Number is required.*

# Navigating a TCFP Application

- 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.



Reference Number: [REDACTED]	
TCFP Grant Eligibility Criteria	Done
Applicant Information	Done
Application General Information	Done
TCFP General Certification	Done
TCFP Program Certification	To Do
Authorized Official Contact	To Do
Designated Project Representative Contact	To Do
Activity #1	To Do
TERP Attachment	To Do

# TCFP Eligibility Criteria

- **Replacement project.** Applicant must confirm the project involves replacing diesel-powered, light-duty or heavy-duty on-road vehicles.
- **Operation of a fleet.** Applicant must certify that they operate a fleet of 75 or more on-road motor vehicles. Select Yes/No from drop-down menu.
- **Submission minimum.** Applicant must confirm that they are planning to submit a minimum of 10 vehicles for replacement.

**TCFP Grant Eligibility Criteria**

*Items marked with an asterisk (\*) are required.*

\* 1. Does your project involve Replacement of a diesel-powered, light-duty or heavy-duty on-road vehicle?

Select One... ▼

\* 2. Does the applicant have a fleet of 75 or more on-road vehicles registered in Texas?

Select One... ▼

\* 3. Is the applicant planning to submit a minimum of 10 vehicles for Replacement?

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)

JaneDoe Independent School District

\* 2. Ownership Code (Business Type)

School District

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

# Child Support Obligations

- **Applicant 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... ▼

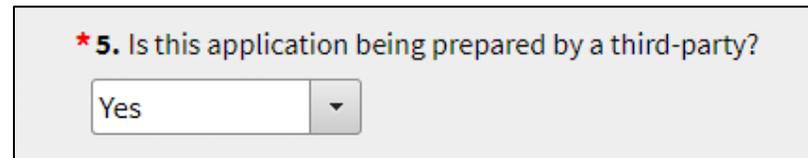
\* 4. I certify that the individual or business entity submitting this application is not ineligible to receive the specified grant and acknowledge that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

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.



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

Yes

## **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** as the primary project type.

**Application General Information**

*Items marked with an asterisk (\*) are required.*

**\* 1. Project Type**

*Select replacement for the project type.*

Select One... ▼

\* Select One... Source

Replacement

Select One... ▼

# Project Emission Source & Fuel Type Selection

- **Project Emission Source.** Select **On-Road** (non-road vehicles cannot receive TCFP 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

*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... ▼

# 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. Activity Unit of Measurement  
Miles

\* 5.3. Primary Area

Available	Selected
Austin	San Antonio (Bexar county)
Beaumont/Port Arthur	Clean Transportation Zone
Corpus Christi	
Dallas/Fort Worth (nonattainment counties)	
El Paso	
Houston/Galveston/Brazoria	

\* 5.3.1. % in San Antonio (Bexar county) Area  
*Bexar County*

\* 5.3.2. % in Other Counties in the Clean Transportation Zone (CTZ) not included above.  
*Anderson, Aransas, Atascosa, Austin, Bee, Bell, Brazos, Burleson, Calhoun, Colorado, Comal, DeWitt, Duval, Falls, Fayette, Freestone, Frio, Goliad, Gonzales, Grimes, Guadalupe, Henderson, Hill, Hood, Hunt, Howard, Hutchinson, Jackson, Jim Wells, Karnes, La Salle, Lavaca, Lee, Leon, Limestone, Live Oak, Madison, Matagorda, McLennan, McMullen, Medina, Milam, Navarro, Panola, Refugio, Robertson, Titus, Victoria, Walker, Washington, Webb, Wharton, and Wilson Counties*

\* 5.4. Total % in Eligible Areas  
95.0



# Selection of Clean Transportation Zone for Primary Area

- If you select **Clean Transportation Zone** for the Primary Area, enter the percent usage into **% in Other Counties in the Clean Transportation Zone**.
  - **Other** includes these nonattainment counties:

\* 5.2. Activity Unit of Measurement  
Miles

\* 5.3. Primary Area

Available	Selected
Austin	San Antonio (Bexar county)
Beaumont/Port Arthur	Clean Transportation Zone ←
Corpus Christi	
Dallas/Fort Worth (nonattainment counties)	
El Paso	
Houston/Galveston/Brazoria	

\* 5.3.1. % in San Antonio (Bexar county) Area  
*Bexar County*

\* 5.3.2. % in Other Counties in the Clean Transportation Zone (CTZ) not included above.  
*Anderson, Aransas, Atascosa, Austin, Bee, Bell, Brazos, Burlison, Calhoun, Colorado, Comal, DeWitt, Duval, Falls, Fayette, Freestone, Frio, Goliad, Gonzales, Grimes, Guadalupe, Henderson, Hill, Hood, Hunt, Howard, Hutchinson, Jackson, Jim Wells, Karnes, La Salle, Lavaca, Lee, Leon, Limestone, Live Oak, Madison, Matagorda, McLennan, McMullen, Medina, Milam, Navarro, Panola, Refugio, Robertson, Titus, Victoria, Walker, Washington, Webb, Wharton, and Wilson Counties*  
 ←

\* 5.4. Total % in Eligible Areas  
95.0

# General Certifications

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

**TCFP General Certification**

*Items marked with an asterisk (\*) are required.*

**\*This section includes specific requirements and statements for funding under TCFP. These terms apply to any contract awarded by TCEQ from this application.**

**\*The TCFP RFGA and the draft contract, located on the TCFP webpage, contain additional terms and conditions that the applicant should review before submitting an application. The draft contract is for reference only and contains terms and conditions which are standard provisions for grants awarded under this program. Any requested changes to the draft contract must be received by TCEQ no later than the date of the submission of this application. However, TCEQ will not normally change the contract language in response to individual requests from grant recipients and is under no obligation to do so. TCEQ reserves the right to modify the draft contract terms as necessary due to statutory, rule, or policy changes. Modifications will be posted to the TCFP webpage and the Electronic System Business Daily.**

[Click here for TCFP 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 the TCEQ within three (3) 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.**

# 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**

# TCFP Program Certifications

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

**TCFP Program Certification**

*Items marked with an asterisk (\*) are required.*

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

[Click here for TCFP 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 the TCEQ within three (3) 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.**

**\* 1. Ownership.** Unless a waiver is granted by TCEQ on a finding of good cause, each vehicle being replaced must have been owned, leased, or otherwise commercially financed by the applicant in Texas for at least the two years immediately preceding the application signature date.

*If you are requesting to waive ownership requirements, refer to the RFGA on the [TCFP webpage](#). Download and complete a copy of the Supplemental Form – Waiver, and include the completed form with this application.*

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

<b>Authorized Official Contact</b>
<i>Items marked with an asterisk (*) are required.</i>
<b>*The applicant or an employee who has legal authority to sign for or speak on behalf of the applicant.</b>

## **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.

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

1. Same as another contact?

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

**Mailing Address**

12. Same Address As

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

# 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

# Activity Information

- Enter the total number of activities for this grant, then click **Update Total**.
  - **Please note:**
    - 10 activities is the minimum number of activities per application. You cannot submit an application with less than 10 activities.
    - 20 activities is the max number of activities per application. If you have more than 20 activities, an additional application(s) will be required.

**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**

# Old Activity Entry

- Enter information about the **Old Vehicle**:

**Activity #: 1**

**\* 1. Activity**  
001

**\* 2. Activity Type**  
Replacement

**\* 2.1. Emission Source**  
On-Road

**Old Vehicle/Equipment Information**

**\* 2.2. Vehicle Category**  
Heavy Duty Vehicles

**\* 2.3. Vehicle/Equipment Type**  
Delivery Trucks

**\* 2.4. Vehicle/Equipment Identification Number**

*Vehicle/Equipment Identification Number is required.*

**\* 2.5. Vehicle/Equipment Make**  
*Select the vehicle make from the drop-down list. If the vehicle make is not listed, select Other from the list and enter the vehicle make in the space provided.*  
Select One...

**\* 2.6. Vehicle/Equipment Model**  
*Select the vehicle model from the drop-down list. If the vehicle model is not listed, select Other from the list and enter the vehicle model in the space provided.*  
Select One...

**\* 2.7. Vehicle/Equipment Model Year**  
Select One...

**\* 2.8. Gross Vehicle Weight Rating (On-Road Only)**

**2.9. Engine Identification Number**

**2.10. Engine Make**  
*Select the engine make from the drop-down list. If the engine make is not listed, select Other from the list and enter the engine make in the space provided.*  
Select One...

**2.11. Engine Model**  
*Select the engine model from the drop-down list. If the engine model is not listed, select Other from the list and enter the engine model in the space provided.*  
Select One...

# New Activity Entry

- Enter information about the **New Vehicle:**

**New Vehicle/Equipment Information**

\* **2.17. Vehicle/Equipment Type**  
School Buses

**2.18. Vehicle/Equipment Model Year**  
2024

**2.19. Gross Vehicle Weight Rating (GVWR)**  
38800

\* **2.20. Engine Model Year**  
2025

\* **2.21. Fuel Type**  
Electricity

**2.22. Federal NOX Emissions Rate (g/mi or g/bhp-hr)**  
*Emission Rates are listed on [TCFP webpage](#) within the Technical Supplement.*  
0

# Requested Grant Amount Entry

- Enter Grant Amount Requested for this Activity:
  - Enter Total Eligible Cost of the New Vehicle
  - Enter Requested Grant Amount

### Waivers

**?** \* 2.23. Are you requesting a waiver for this activity?  
*If yes, download and complete a copy of the Supplemental Form – Waiver from the [TCFP webpage](#), and include the completed form with this application. Refer to the RFGA for waiver requirements.*

No

### Disposition of Equipment and Engine Being Replaced

**?** \* 2.24. Method of Disposition

Standard Destruction

### Grant Amount

\* 2.25. Total Eligible Cost of the New Vehicle

\$100,000.00

\* 2.26. Maximum Eligible Grant Amount

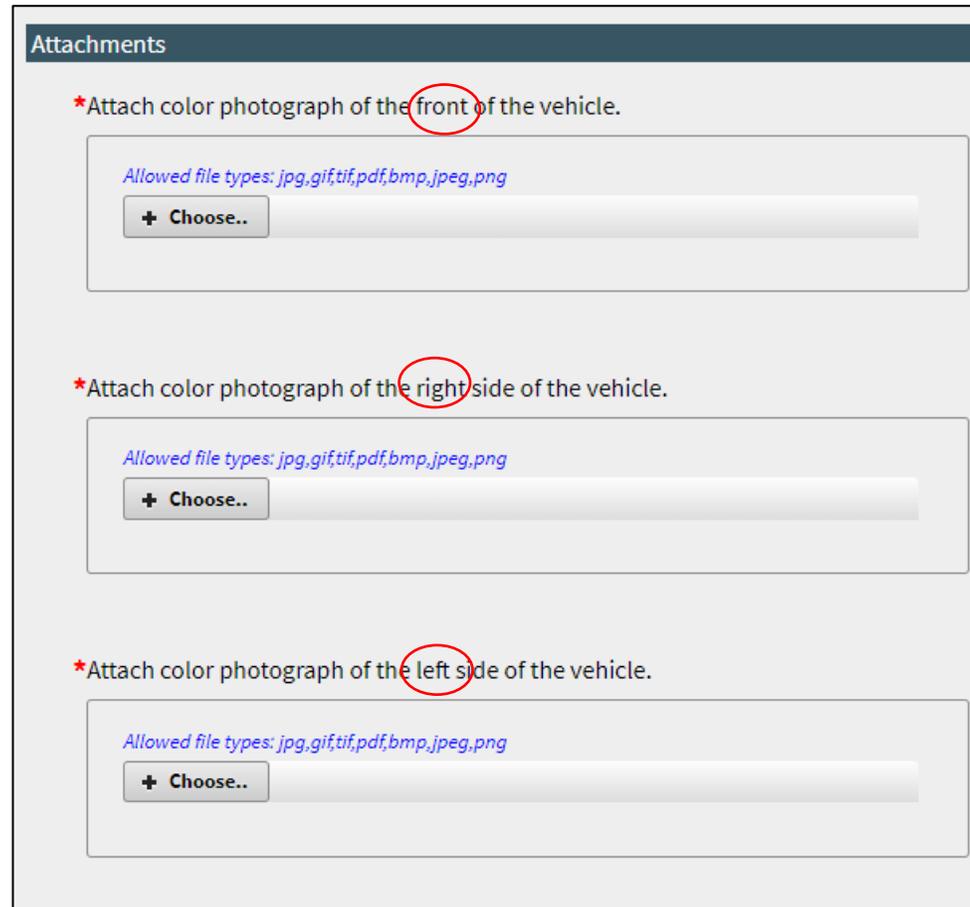
\$80,000.00

\* 2.27. Grant Amount Requested for this Activity  
*The requested grant amount cannot exceed the maximum eligible grant amount. Please refer to the Request for Grant Applications for calculating your requested grant amount.*

\$75,000.00

# Required Activity Attachments

- Upload color photographs of the old vehicle.
  - Note: pay attention to which side of the vehicle the prompt is asking for.



The screenshot shows a form titled "Attachments" with three required fields. Each field has a red circle around the side of the vehicle mentioned in the prompt. The first field is for the front, the second for the right side, and the third for the left side. Each field includes a "Choose.." button and a list of allowed file types: jpg, gif, tif, pdf, bmp, jpeg, png.

Attachments

\*Attach color photograph of the front of the vehicle.

Allowed file types: jpg,gif,tif,pdf,bmp,jpeg,png

+ Choose..

\*Attach color photograph of the right side of the vehicle.

Allowed file types: jpg,gif,tif,pdf,bmp,jpeg,png

+ Choose..

\*Attach color photograph of the left side of the vehicle.

Allowed file types: jpg,gif,tif,pdf,bmp,jpeg,png

+ Choose..

# Required TERP Attachment(s)

- Upload a completed and signed **IRS Form W-9**
- Copy of Registration documents for old vehicles
- Copy of Vehicle Title for old vehicles
- 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.
- Waiver form (if applicable)

The screenshot shows a web form titled "TERP Attachment". At the top, it says "Items marked with an asterisk (\*) are required." Below this, there are two main sections for file uploads:

- The first section is titled "\*Upload the completed and signed W-9 Form". It includes a link "Click here for IRS Form W-9" and a list of allowed file types: "txt, csv, pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, tif, png, heic". There is a "+ Choose.." button.
- The second section is titled "New Vehicle Purchase Documentation". It also lists the same allowed file types and has a "+ Choose.." button.

# 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**

Pending application(s) that need to be completed.

Select	Edit	Reference Number	Applicant Legal Name	Authorized Official	Status ▾	Preview
<input type="checkbox"/>		1809	Baustin ISD	John Wayne	Ready to Sign	

(1 of 1)  10 

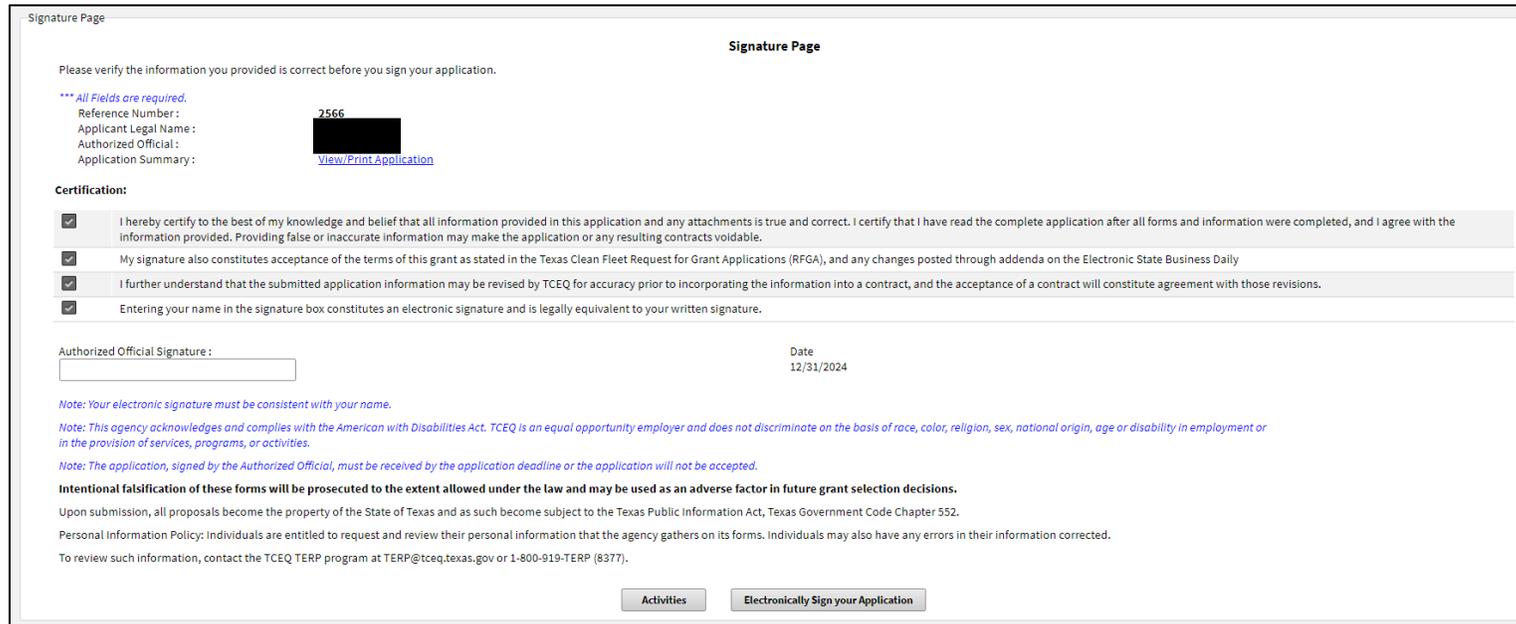
# Third-Party Preparer Signature

- 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 a web form titled "Signature Page". At the top, it says "Please verify the information you provided is correct before you sign your application." Below this, there is a note: "\*\*\* All Fields are required." The form displays the following information: Reference Number: 2483; Applicant Legal Name: [REDACTED]; Third-Party Preparer: [REDACTED]; Application Summary: [View/Print Application](#). Under the "Certification:" section, there are two checkboxes. The first checkbox is for certifying the information is true and correct. The second checkbox is for certifying that entering the name in the signature box constitutes an electronic signature. Below the certifications, there is a field for "Third-Party Preparer's Signature" and a "Date" field showing "11/21/2024". At the bottom, there are two buttons: "Activities" and "Electronically Sign your Application". Red arrows point to the "View/Print Application" link, the two certification checkboxes, the signature input field, and the "Electronically Sign your Application" button.

# 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.



The screenshot shows the 'Signature Page' of an application. At the top, it says 'Signature Page' and 'Please verify the information you provided is correct before you sign your application.' Below this, there is a note: '\*\*\* All Fields are required.' The form fields are: Reference Number: 2566; Applicant Legal Name: [redacted]; Authorized Official: [redacted]; Application Summary: [View/Print Application](#). The 'Certification' section has four items, each with a checked checkbox: 1. '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.' 2. 'My signature also constitutes acceptance of the terms of this grant as stated in the Texas Clean Fleet Request for Grant Applications (RFGA), and any changes posted through addenda on the Electronic State Business Daily.' 3. '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.' 4. 'Entering your name in the signature box constitutes an electronic signature and is legally equivalent to your written signature.' Below the certification is the 'Authorized Official Signature' field (empty) and the 'Date' field (12/31/2024). There are three notes: '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.' A warning states: '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.' Below that, it says: '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.' The 'Personal Information Policy' states: '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).' At the bottom, there are two buttons: 'Activities' and 'Electronically Sign your Application'.

# Application Signed & Submitted

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

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.

UAT: Application Submitted

 noReply@tceq.texas.gov  
To [REDACTED]

Retention Policy TCEQ Inbox (30 days) Expires 1/16/2025

 This item will expire in 17 days. To keep this item longer apply a different Retention Policy.

TO: [REDACTED]  
CC:  
BCC:

This confirms the submittal of your Texas Clean Fleet Program (TCFP) Grant Application to the TCEQ.

Your application was successfully submitted at 12/17/2024 08:49:59 AM. 

The confirmation number for this submittal is : 1930 

The hash code for this submittal is BAEFE9FB64D62E410F5D8A108009FD020ADA02CC9AEBAA08D28CBC2966F2ADA7

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 any questions, please contact the STEERS Help Line at 512-239-6925 or by e-mail at [steersts@tceq.texas.gov](mailto:steersts@tceq.texas.gov).

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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/tcfp](http://www.tceq.texas.gov/airquality/terp/tcfp)
- 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](mailto:TERP@tceq.texas.gov)



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