

Instructions for Completing the Texas Clean School Bus 20804a Replacement Application Form

PURPOSE

These instructions are designed to guide applicants in preparing their application to apply for a grant from the Texas Commission on Environmental Quality (TCEQ) under the Texas Clean School Bus (TCSB) Program. Upon submission, all applications become the property of the state of Texas and, as such, become subject to public disclosure under the Texas Public Information Act (PIA), Texas Government Code, Chapter 552.

1.0 APPLICATION DOCUMENTS AND TOOLS

- To get started with the application, download the following application documents and tools from the Texas Emissions Reduction Plan (TERP) website at www.tceq.texas.gov/airquality/terp, click “Grant Programs”, then click “Texas Clean School Bus Program (TCSB)” followed by clicking the “How to Apply” section. TCSB Request for Grant Applications (RFGA)
- TCEQ-20804a Replacement Project Application
- Grant Tables found in Appendix C of the RFGA
- IRS W-9 form

2.0 IMPORTANT NOTE TO ALL APPLICANTS

- An applicant may apply for up to **five** activities during this application period. An activity is the individual replacement of a school bus.
- Application forms should never be altered.
- Applications must have wet ink (original) signatures or electronic signatures, where required, to avoid being ineligible for a grant.

3.0 STEPS TO COMPLETE AND SUBMIT AN APPLICATION

1. Review the eligibility requirements outlined in the RFGA.
2. Gather information for the new school bus. The application requires information on the new bus type, bus model year, bus engine year, and fuel type.
3. Determine your grant amount using these instructions and the Maximum Grant Amount Table in Appendix C of the RFGA.
4. Have the Authorized Official sign the TCEQ-20804a Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.

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5. Print or download and complete the TCEQ-20804a Replacement Project Application using the instructions outlined in section 3.1 below.
6. Using the checklist provided at the end of the application, complete, assemble, and submit the TCEQ-208204a Replacement Project Application and required attachments by the application deadline. Applications may be submitted via email or by mail to one of the addresses below:

Email:

TERPapply@tceq.texas.gov

Regular Mail:

Texas Commission on Environmental Quality
Air Grants Division
TCSB, MC-204
P.O. Box 13087
Austin, TX 78711-3087

Express Mail:

Texas Commission on Environmental Quality
Air Grants Division
TCSB, MC-204
12100 Park 35 Circle
Austin, TX 78753

3.1 HOW TO COMPLETE AN APPLICATION

TCEQ FORM 20804a - REPLACEMENT PROJECT APPLICATION FORM

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

FORM 1: APPLICANT INFORMATION

➤ Section 1 - Applicant Legal Name.

TIP: The legal name entered in Section 1 must match the name listed on the front of the school bus title. Please contact TCEQ if the legal names do not match.

- **Applicant Legal Name.** Enter the name of the school district/charter school applying for the grant. If awarded a grant, the contract will be an agreement between the school district/charter school and TCEQ.

➤ Section 2 - Business Information.

- **Ownership Code.** Select or enter the applicable Ownership Code (Business Type) from the drop-down menu.

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- **Federal Employer Identification Number.** Enter the Federal Employer's Identification (FEI) Number of the school district/charter school.

➤ **Section 3 – Authorized Official.**

The Authorized Official is an employee of the applicant or other person authorized to sign for the school district/charter school.

1. Enter the prefix name, title, phone number, **mailing address**, and email address of the Authorized Official.
2. If the physical address is the same as the mailing address, check the designated box indicating both addresses are the same.
3. If the physical address is different than the mailing address, enter the **physical address** of the Authorized Official.

➤ **Section 4 – Designated Project Representative.**

The Designated Project Representative is an employee of the applicant or other person who will serve as the point of contact for this application. This person may not be a consultant, dealer, or subcontractor.

1. Enter the prefix, name, title, phone number, **mailing address**, and email address of the designated project representative.
2. If the physical address is the same as the mailing address, check the designated box indicating both addresses are the same.
3. If the physical address is different than the mailing address, enter the **physical address** of the designated project representative.

➤ **Section 5 – Designated Location for Records Access and Review.**

The Designated Location for Records Access and Review is the location in which physical records for the bus or buses are kept.

1. Enter the physical address at which records of the bus or buses are kept.

FORM 2 – THIRD PARTY PREPARER CERTIFICATION FORM

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

A Third-Party Preparer is any consultant, dealer, or person not related to or currently employed by the applicant, who is assisting the applicant in the completion and submission of an application.

1. Mark “Yes” if a third-party prepared the application, and continue to Section 2.
2. Mark “No” if a third-party did not prepare the application, and continue to Form 3: Project Information.

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

By providing a signature, the third-party certifies that the information provided in the application is true and correct.

1. The Third-Party Preparer must enter their printed name including prefix, title, company name, street address, phone number, e-mail address, and date of signature. The third-party must sign this form.

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

FORM 3 – PROGRAM CERTIFICATION

- Read and include all three pages of the program certifications with the application submission.

FORM 4 – CERTIFICATION OF ELIGIBILITY

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

- Check the box that applies:
- Check **Box 1** if applying as an individual or sole proprietorship. If checked, enter the name and SSN of the individual or sole owner.
 - Check **Box 2** if applying as an entity owned by one or more individuals who own more than 25% of the entity. If checked, enter the name and SSN of each individual who owns 25% or more of the entity applying for a grant.
 - Check **Box 3** if applying as an entity owned by one or more individuals who own less than 25% of the entity.
 - Check **Box 4** if applying as a governmental entity. For the purposes of this application, school districts are considered a governmental entity.

The Authorized Official must initial this form.

FORM 5 – BUS INFORMATION

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

Activity Number: Enter the activity number

➤ **Section 1 – Old Bus Information.**

Enter the following information for the old school bus (the school bus being replaced):

- **School Bus Description.** Use the drop-down box to select the type of school bus (i.e. Type A, B, C, or D). See Appendix B of the RFGA for a definition of each school bus type.
- **School Bus Make.** Enter the name of the school bus make. The make entered into the application should match the make listed on the title for each individual bus.

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- **School Bus Model Year.** Enter the model year of the school bus. To be eligible for replacement, the model year must be pre-2007.
- **Vehicle Identification Number (VIN).** Enter the last 4 digits of the Vehicle Identification Number listed on the school bus title.
- **Gross Vehicle Weight Rating (GVWR).** Enter the GVWR of the school bus as it appears on the registration renewal receipt. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.
- **Engine Make.** Enter the name of the engine manufacturer.
- **Engine Model.** Enter the specific engine model name and/or number assigned by the manufacturer. This information can be found on the engine plate, or label.
- **Engine Year.** Enter the year that the engine was produced. This information can be found on the engine plate, or label,
- **Engine Identification Number.** Enter the unique identification number for the engine. This information can be found on the engine plate, or label.
- **Fuel Type.** Enter the type of fuel that is powering the engine.
- **Engine Family Code.** Enter the 12-character engine family code (EFC) assigned by the Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) to identify the engine for certification and compliance purposes. For engines 2003 and newer, the **EFC must be provided** and can be found on the engine plate.

➤ **Section 2 – New Bus Information.**

Enter the following information for the new school bus (or the school bus to be purchased if awarded a grant):

- **School Bus Description.** Use the drop-down box to select the type of school bus (i.e., Type A, B, C, or D). See Appendix B of the RFGA for a definition of each school bus type.
- **School Bus Model Year.** Enter the model year of the school bus. To be eligible, the new bus must be of the current or previous model year at the time the application is submitted.
- **Engine Model Year.** Enter the calendar year that the new engine will be produced.
- **Fuel Type.** Enter the type of fuel that will be powering the engine.

➤ **Section 3 – Requested Grant Amount.**

1. Enter the grant amount requested for each individual bus using the Maximum Grant Amount Table in Appendix C of the RFGA.

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FORM 6 – PROGRAM INFORMATION

➤ **Section 1 – Activity Life and Percentage of Annual Use**

1. Select one of the primary areas from the drop-down menu if applicable.
Enter the county in which the replacement bus will operate.

➤ **Section 2 – Location/Facility Description.**

1. In the box provided, describe the daily route that the school bus takes to and from school including the cities and counties traveled between.

➤ **Section 3 – Project and Activity Information.**

1. Enter the total number of buses/activities in the application.
2. Enter the total requested grant amount for the entire application.

FORM 7 – DISPOSITION OF OLD VEHICLE/ENGINE BEING REPLACED

Unless an alternative disposition method is approved by TCEQ, the old bus/engine must be rendered permanently inoperable within 90 days of receiving financial reimbursement by completely crushing the bus/engine or cutting a 3” diameter hole or larger in the engine block on both sides (or otherwise destroying it) and cutting both frame rails in half (or perform other structural damage to the vehicle) rendering it permanently inoperable. Mark the method of disposition you are proposing for the activities listed in this application.

➤ **Section 1 – Method of Disposition**

- If you are proposing the Standard Disposition, check the box and continue to Form 9.
- If you are proposing Alternative Disposition, check the box and complete sections 2 and 4.
- If you are proposing Permanent Removal from North America, check the box and complete sections 3 and 4.

FORM 8 – SUMMARY PAGE

This form must be completed and signed and dated by the Authorized Official.

FORM 9 - CHECKLIST

Use this checklist to ensure that all forms have been signed and that all required attachments have been included with the application including:

- W-9
- Color Photographs of Old Bus
 - Be sure to clearly indicate which photo is the front, right side, left side, rear, engine, and engine plate of the old bus.
 - Ensure photos are in focus and taken during the day for optimum clarity.
- Copy of Current Title or Lease Agreement for the old bus
- Copy of the Registration Documents for old bus
- Supplemental Forms and Documentation (if applicable)