

# School Bus Retrofit Project Application

Texas Clean School Bus (TCSB) Program  
Texas Commission on Environmental Quality



A PROGRAM OF TCEQ

## Eligible Activities

Eligible projects include the purchase and installation of eligible retrofit systems on eligible school buses. The applicant must have continuously owned and registered the school bus for a minimum of two years immediately preceding the application signature date. A school bus proposed for retrofit must be operating on a regular daily route to and from a school in Texas during the regular school year and have at least five years of useful life remaining, unless the applicant agrees to remove the retrofit device at the end of the life of the bus and reinstall it on another bus.

## How to Apply

1. Submit a completed Retrofit Project Application Form TCEQ-20804b and all required attachments. Each project may include up to **5 activities**.
2. Complete an IRS W-9 form. We believe this to be a taxable grant and may be subject to withholding. Please consult with your tax advisor.

## Application Deadline

Applications will be accepted on a first-come, first-served basis via electronic mail to [TERPapply@tceq.texas.gov](mailto:TERPapply@tceq.texas.gov) or by mail to one of the addresses below, no later than 5:00 p.m. on October 20, 2022.

## Application Assistance

If you have questions on how to fill out this form or about the Texas Clean School Bus Program, please contact us at 1-800-919-TERP (8377), [TERP@tceq.texas.gov](mailto:TERP@tceq.texas.gov), or visit our website at [www.terpgrants.org](http://www.terpgrants.org).

### **Regular Post Delivery:**

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

### **Email Delivery:**

[TERPapply@tceq.texas.gov](mailto:TERPapply@tceq.texas.gov)



### **Express Delivery:**

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

# Form 1: Applicant Information

## 1. Applicant Legal Name

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## 2. Business Information

Ownership Code (Business Type):	
Federal Employer Identification Number:	

## 3. Authorized Official

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

Prefix:		First:		MI:		Last:		Suffix:	
Title:									
Primary Phone:					Cell Phone:				
Email Address:									
Mailing Address:									
City:				State:			Zip Code:		
Check here if the physical address is the same as the mailing address.									
Physical Address:									
City:				State:			Zip Code:		

## 4. Designated Project Representative

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

Check here if the Designated Project Representative is the same as the Authorized Official.									
Prefix:		First:		MI:		Last:		Suffix:	
Title:									
Primary Phone:					Cell Phone:				
Email Address:									
Mailing Address:									
City:				State:			Zip Code:		
Check here if the physical address is the same as the mailing address.									
Physical Address:									
City:				State:			Zip Code:		

## 5. Designated Location for Records Access and Review by the TCEQ or its Representative

Please provide the physical address where records relating to this project may be accessed and reviewed.

Physical Address:									
City:				State:			Zip Code:		

## Form 2: Third-Party Preparer Certification Form

### 1. Was this application prepared by a third-party?

A third-party preparer is someone who is assisting in the preparation of the grant application, but who is not related to or a current employee of the applicant.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### 2. Third-Party Preparer Certification

I hereby certify that to the best of my knowledge and belief, all information provided in this application and any attachments is true and correct, as represented to me by the applicant. I understand that failure to sign the application or signing it with a false statement may make the submitted offer or any resulting contracts voidable.

Print Name: (include Mr. or Ms.)	
Title:	
Company Name:	
Street Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	
<b>Signature of Third-Party Preparer:</b>	
<b>Date of Signature:</b>	

## Form 3: Program Certifications

This section includes specific requirements and statements for funding under TCSB. These terms apply to any contract awarded by TCEQ from this application. TCEQ urges applicants to download a copy of the example contract from [www.terpgrants.org](http://www.terpgrants.org) and review it so that any questions can be discussed early in the application review process. TCEQ will not normally change the contract language to deal with individual requests from grant recipients.

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 change between submittal of the application and award of a contract, you will promptly notify TCEQ.**

### *Equipment and Activity Certifications*

**1. Ownership.** The school bus has been continuously owned for the two years immediately preceding the application signature date. In addition, the applicant has been listed on the front of the title document for the preceding two years.

**2. Operation & Registration.** The school bus has been continuously located and used in Texas for the two years immediately preceding the application signature date. In addition, the school bus has been continuously registered for operation in Texas for the two years immediately preceding the application signature date.

**3. Condition.** The school bus is currently 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 bus is capable of performing its primary function for at least five years from the application signature date, taking into account normal maintenance, repairs and upkeep.

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

**5. Destruction.** The applicant has the legal authority to complete the approved method of destruction (disposition) of the bus or engine being replaced. The old equipment, including the engine, must be rendered permanently inoperable within 90 days of receiving financial reimbursement.

**6. Not Otherwise Required.** To the best of the applicant's knowledge, the proposed activities are not required by any state or federal law, rule or regulation, memorandum of agreement, or other legally binding contract.

**7. No Emissions Reductions Credits.** Activities funded under this program are not eligible to generate marketable credits under state or federal emissions reduction credit averaging, banking, or trading programs. If the project is funded, the applicant waives, for all time, its right to claim or apply for any emissions reduction credits from the use of the low-emission technology funded under TCSB.

**8. Not to exceed 100% of Retrofit Equipment Cost.** The amount of the TCSB grant award plus any other public financial assistance, tax credits or deductions, or other grants may not exceed the total eligible costs of the retrofit equipment.

**9. Requirement to monitor.** The applicant will monitor the use of the grant-funded bus or retrofit equipment over the designated Activity Life. The applicant agrees to provide information on the use of the bus or equipment upon request of TCEQ.

**10. Insurance Coverage.** The applicant will maintain, for the term of the Activity Life, property loss insurance or self-insurance coverage on any bus or equipment acquired, leased, repowered, retrofitted, or constructed using these funds, in an amount enough to reimburse the grant.

**11. Legal Authority.** The applicant has 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 submit this application and to provide such additional information as may be required.

**12.** The applicant will notify the TCEQ of any termination of use, change in use, sale, transfer, or destruction of grant-funded equipment during the Activity Life. The applicant further agrees that, during the Activity Life, the TCEQ may be entitled to the return of all or a share of the grant funds for any loss of emissions reductions compared with the emissions reductions projected in awarding the grant.

### *Administrative and State Contracting Certifications*

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

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

**15. 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.

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

**17. Grant Administration.** The applicant will maintain an appropriate grant administration system to ensure that all terms, conditions, and specifications of the grant, including these certifications and assurances, are met.

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

**19. Debt to the State.** The applicant is not indebted to the state or has an outstanding tax delinquency. The applicant must comply with all State and Federal tax laws and fee requirements and is solely responsible for filing all State and Federal tax and fee forms.

**20. Contract.** The applicant understands that a copy of a blank example contract is available from the TCEQ and posted on TCEQ's web site at [www.terpgrants.org](http://www.terpgrants.org). The applicant further understands that TCEQ will not normally change the contract language to deal with individual requests from grant recipients.

**21. Contracting with an Executive of a State Agency.** Under Government Code Section 669.003, relating to contracting with an executive of a state agency, 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, then 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.

**22. Debarment and Excluded Parties.** Applicant certifies that the applying entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity. The applicant also certifies that it is not listed in the prohibited vendors lists authorized by

Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism," published by the U.S. Department of Treasury, Office of Foreign Assets Control.

**23. Abortion Funding Limitation.** The applicant represents and warrants that payments made by TCEQ to PERFORMING PARTY and PERFORMING PARTY's receipt of appropriated funds under the contract are not prohibited by Article IX, Section 6 of the General Appropriations Act, nor by Texas Government Code, Chapter 2273, *Prohibited Transactions*.

**24.** The applicant has not been adjudicated during the preceding three-year period to have committed substantive, non-clerical violations resulting in an actual release of hazardous waste that presented an imminent and substantial danger to the public health and safety or the environment.

**25.** Applicant, nor any of its officers, have been adjudicated by a court of law to have violated the Texas Deceptive Trade Practices Act.

**26.** Under Section 2155.006 of the Texas Government Code, the applicant certifies that the individual or business entity named in this application is not ineligible to receive the specified contract.

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

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

**If any of these certifications change between submittal of the application and award of a contract, the applicant will promptly notify TCEQ.**

## Form 4: Certification of Eligibility

All applicants must complete this form to certify eligibility to receive a grant under this program, even if child support obligations do not apply to the applicant. Failure to submit this form may result in rejection of the application.

### Certification Regarding Child Support Obligations

Under Section 231.006, Texas Family Code, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive a state grant or loan. All applicants must include in the application the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of 25% 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), Texas Family Code.

### Please check one of the following applicant options

1. Individual or sole proprietorship:	
2. One or more individuals owns 25% or more of the business entity:	
3. No individual owns 25% or more of the business entity:	
4. Governmental entity:	

### If option 1 or 2 is checked, list the name(s) and social security number(s) SSN below.

Name	Social Security Number (SSN)

I certify to the best of my knowledge and belief that the individual or business entity submitting this application is eligible to receive a grant. I acknowledge that the grant contract may be terminated, and any payments withheld if this certification is inaccurate.

Initial:		Date:	
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## Form 5: Bus Information

Activity Number		<a href="#">Click here for additional pages</a>	
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### 1. Bus/Vehicle Information

Bus Description: (Type A, B, C, or D)			
Retrofit Type (DOC, CCFS, DPF)			
Bus Make:			
Bus Model Year:			
Last 4 Digits of Vehicle ID Number (VIN):			
Gross Vehicle Weight Rating (GVWR):			
Engine Make:			
Engine Model:			
Engine Model Year:			
Engine ID Number:			
Fuel Type:	Diesel		
Engine Family Code: (12-digit emissions code for engines 2003 and newer)			

### 2. Requested Grant Amount

Total Retrofit Equipment and Installation Cost for this Activity:	
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## Form 6: Program Information

### 1. Activity Life and Percentage of Annual Use

Select the Primary Area and county where the bus on this application will be used.

Area:	County:
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### 2. Location/Facility Description

A school bus being retrofitted must be currently, and for the two years immediately preceding the application signature date, operating on a regular daily route to and from a school during the regular school year. Please describe the daily route that the school bus takes to and from school, including the cities and counties travelled between.

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### 3. Project & Activity Information

Equipment Type	Number of Buses	Vendor	Manufacturer(s)	Part #
Diesel Particulate Filter (DPF)				
Diesel Oxidation Catalysts (DOC)				
Closed Crankcase Filtration Systems (CCFS)				
<b>Total Number of Buses Retrofitted</b>				

## Form 7: Leasing Company Certification

### 1. Information of Authorized Bus Leasing Company

Is the bus being retrofitted currently being leased? Please select Yes or No.

Yes/No:
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If the applicant is leasing the buses, the leased buses are eligible for retrofits if the company that owns the leased buses consents to be a party to the grant agreement between TCEQ and the applicant. This form is to be completed by the leasing company that owns the school buses in order to certify that the company is willing to be a party with the applicant in the contract with TCEQ.

If you selected Yes in Section 1, the Leasing Company must complete and sign Section 2 below. If you marked No in Section 1, you may continue to Form 8: Retrofit Budget and Plan.

### 2. Information of Authorized Bus Leasing Company

Applicant Name: <i>Please print name</i>	
Name of Authorized Bus Leasing Company:	
Printed Name of Authorized Bus Leasing Company Representative:	
Signature of Authorized Bus Leasing Company Representative:	
Date of Signature:	

# Form 8: Retrofit Budget Plan

Activity Number		<a href="#">Click here for additional pages</a>	
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Device Type	Budget Category	Unit Price	Number of Units	Total
<b>Total Retrofit Equipment Cost:</b>				

# Form 9: Summary Page

## Applicant Information

<b>Applicant Legal Name:</b>					
<b>Applicant Type:</b>					
<b>FEI or SSN:</b>		<b>Emission Source:</b>	On-Road		
<b>Primary Area:</b>		<b>Requested Grant Amount:</b>			
<b>Total # of Activities:</b>		<b>Activity Type:</b>	Retrofit		
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>How did you hear about us?</b>					

## Authorized Official

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

I hereby certify that to the best of my knowledge and belief all information provided in this application and any attachments is true and correct. I certify that I have read the complete application after all forms and information were completed, I agree with the information provided, and the date provided below is the date I signed the form. I further understand that prior to incorporating these forms and information into a contract, the data and information may be revised by TCEQ for accuracy, and the acceptance of a contract will constitute agreement with those revisions. My signature also constitutes acceptance of the certifications in Form 3, the terms of the RFGA, and any other changes posted through addenda on the Electronic State Business Daily. Failure to sign the application or signing it with an incorrect statement may make the submitted application or any resulting contracts voidable.

<b>Printed Name of Authorized Official:</b>	
<b>Authorized Official Title:</b>	
<b>Signature of Authorized Official:</b>	
<b>Date of Signature:</b>	

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

**Intentional falsification of these forms will be prosecuted to the extent allowed under the law and may be used as an adverse factor in future grant selection decisions.**

Upon submission, all proposals become the property of the State of Texas and as such become subject to the Texas Public Information Act, Texas Government Code Chapter 552.

Personal Information Policy: Individuals are entitled to request and review their personal information that the agency gathers on its forms. Individuals may also have any errors in their information corrected. To review such information, contact the TCEQ TERP program at [TERP@tceq.texas.gov](mailto:TERP@tceq.texas.gov) or 1-800-919-TERP (8377).

## Form 10: Application Checklist

All applications require the documents listed below. Please ensure that you have read and attached all of the required documents for your grant application. All pages that must be signed are indicated below. The application may be submitted via email, or by mail. If a signature page is missing or has been altered, the application will not be considered.

Application Form Checklist (All Applications):		
<b>Form 1: Applicant Information</b>	Please fill out entirely.	
<b>Form 2: Third-Party Preparer Certification</b>	If a Third-Party Preparer was used, <b>Signature Required.</b>	
<b>Form 3: Program Certifications</b>	Please read and include with application.	
<b>Form 4: Certification of Eligibility</b>	<b>Initials Required.</b>	
<b>Form 5: Bus Information</b>	Please fill out entirely.	
<b>Form 6: Program Information</b>	Please fill out entirely.	
<b>Form 7: Leasing Company Certification</b>	Please fill out entirely. <b>Signature Required</b> (if applicable).	
<b>Form 8: Retrofit Budget Plan</b>	Please fill out entirely.	
<b>Form 9: Summary Page</b>	Please fill out entirely. <b>Signature Required.</b>	
<b>Form 10: Application Checklist</b>	Please read and include with application.	
Required Attachment Checklist:		
<b>W-9 Form</b>	<b>Signature Required.</b> <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a>	
<b>Color Photographs of Old Bus</b>	Please attach color photographs of the front, right side, left side, rear, engine, and engine plate of the old bus.	
<b>Copy of Current Title or Lease Agreement for Old Equipment</b>	Please document ownership for the 2 years immediately preceding the application signature date.	
<b>Copy of Registration Documents for Old Equipment</b>	Please include documentation of continuous registration for the 12 months immediately preceding the application signature date.	
Supplemental Forms and Documentation (if applicable):		
<b>Alternative Destruction Request Form</b>	If an applicant is requesting an alternative method of destruction other than the approved method noted in the RFGA, the request must be submitted prior to or with the application submission.	