



Texas Clean School Bus (TCSB) Program SUNSS Online Application Instructions for Replacement Projects



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

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: 

Logout successful.

Your First and Last Name: 

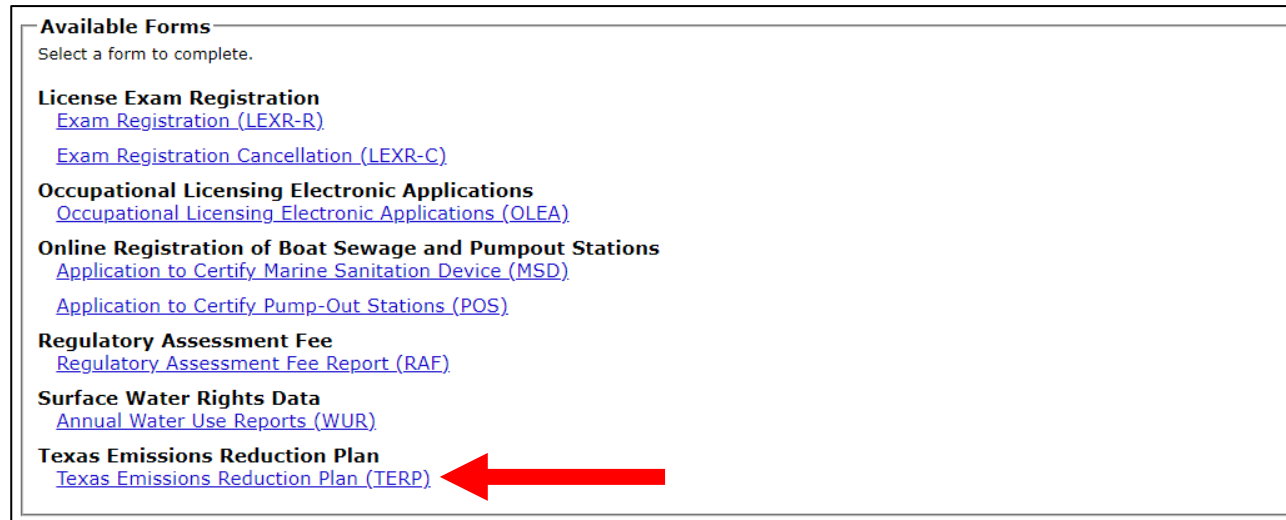
E-mail:

Confirm E-mail:

Login

Creating a New TERP Activity

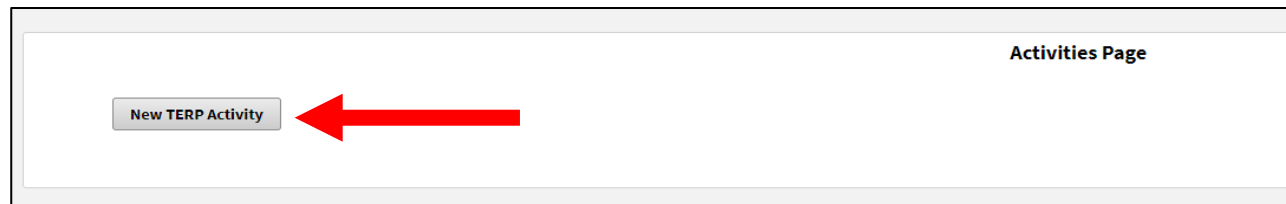
To begin the process of creating your TCSB online application, first you must create a new TERP Activity. Click on the link to **Texas Emissions Reduction Plan (TERP)**.



Available Forms
Select a form to complete.

- License Exam Registration**
 - [Exam Registration \(LEXR-R\)](#)
 - [Exam Registration Cancellation \(LEXR-C\)](#)
- Occupational Licensing Electronic Applications**
 - [Occupational Licensing Electronic Applications \(OLEA\)](#)
- Online Registration of Boat Sewage and Pumpout Stations**
 - [Application to Certify Marine Sanitation Device \(MSD\)](#)
 - [Application to Certify Pump-Out Stations \(POS\)](#)
- Regulatory Assessment Fee**
 - [Regulatory Assessment Fee Report \(RAF\)](#)
- Surface Water Rights Data**
 - [Annual Water Use Reports \(WUR\)](#)
- Texas Emissions Reduction Plan**
 - [Texas Emissions Reduction Plan \(TERP\)](#)

Click on **New TERP Activity**.



Activities Page

[New TERP Activity](#)

Select Program Application

Select **TCSB 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

☐ Governmental Alternative Fuel Fleet (GAFF) Application

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

 ☐ Texas Clean School Bus Program (TCSB) 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 Application

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

Texas Clean School Bus Program Created

Your **Texas Clean School Bus Program** application has been created and assigned **Reference Number: 2995.**
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.

New TERP Activity

Pending application(s) that need to be completed.

Select	Edit	Reference Number	Grant Type ▾	Applicant Legal Name	Authorized Official	Status ▾	Preview
☐	☐	2995	Texas Clean School Bus Program			In Progress	

(1 of 1)   **1**   10 ▾ 

Enter Password ✕

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

* Enter Password

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

Next

Potential Warning or Error Messages

- **Yellow warning messages:** Warns that something could be wrong in the application. Check the entry, if nothing is wrong, proceed with 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://usps.com) and correct if necessary.
- **Red error messages:** Indicates an error in the application. The entry must be corrected 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 the other question(s) are answered.

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

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

Do not enter hyphen.

Federal Employer Identification Number is required.

Navigating an Application

? Reference Number: 2995	
TCSB Grant Eligibility Criteria	Done
Applicant Information	Done
Application General Information	Done
TCSB General Certification	Done
TCSB Administrative and State Contracting Certification	Done
Authorized Official Contact	Done
Designated Project Representative Contact	To Do
Third-Party Preparer Contact	To Do
Activity #1	To Do
TERP Attachment	To Do
Additional Information	To Do

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

Eligibility Criteria

To determine if you are eligible, please reference the Request for Grant Applications ([RFGA](#)).

TCSB 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 Texas Clean School Bus (TCSB) online application.

[Online Application Instructions](#)

***1. Is the applicant a public school district or open-enrollment charter school in Texas, or a transportation system provided by a Texas county-wide school district?**

Private schools do not qualify for funding.

Select One... ▼

***2. Are the buses being replaced at least a year model 2006 or older? (bus year, not engine year)**

Select One... ▼

***3. Are you purchasing and installing a retrofit system on a school bus?**

A retrofit application must be submitted via pdf as described on the [TCSB webpage](#).

Select One... ▼

Eligibility Criteria (Continued)

Requirements for current bus(es).

* 4. Are the buses being replaced powered by a diesel engine?

Select One... ▼

* 5. Are the buses being replaced in good operating condition?

Select One... ▼

* 6. Do the buses being replaced currently operate on a regular, daily route to and from a school during the regular school year?

Select One... ▼

* 7. Have the buses being replaced been owned, or commercially financed, and operated by the applicant in Texas for at least the two years immediately preceding the signature date on the application?

Buses that are under a lease agreement or a lease-purchase agreement, as opposed to being financed or owned outright, do not qualify under this TCSB Replacement Project. Buses under a lease agreement or a lease-purchase agreement are only eligible under a Retrofit Project; please see the [TCSB webpage](#) for Retrofit Application instructions.

Select One... ▼

Applicant Information

- **Applicant Legal Name:** Legal name of the grant applicant. This must match the name shown on IRS Form W-9.
- **Ownership Code:** Select from the drop-down list.
- **Employer Identification Number (EIN):** This nine-digit number, also referred to as a Federal Employer Identification Number (FEIN), must match the W-9 referenced later in the application.

Applicant Information

Items marked with an asterisk () are required.*

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

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

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

Certification of Eligibility to Receive a State-Funded Grant

- **Applicant option:** Select the applicable option from the drop-down menu.
- **Certification statement:** Select either **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)(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...

Use of a Third-Party Preparer

Third-Party Preparer: Select **Yes** or **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 **Yes** is selected:

- 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 & Fuel Type Selection

- **Project Fuel Type:** This is the fuel type for the new bus.
- **Percent of Annual Operations:** If applying for multiple busses and they all operate in the same area, the answer should be yes.

Application General Information
Items marked with an asterisk () are required.*

***1. Project Type**
Replacement

***2. Project Emission Source**
On-Road

***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... ▼

***4. Is the Percent of Annual Operation the same for all activities?**
Select One... ▼

Primary Area & Usage Percentage

- **Primary 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 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.

* 4.1. Activity Unit of Measurement
Miles

* 4.2. Primary Area

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

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

100

* 4.3. Total % in Eligible Areas
100.0

Selection of Other for Primary Area

If **Other** is selected for the Primary Area, enter the **Primary County of Operation**.

*** 4.2. Primary Area**
The primary area is defined as the county of the school drop-off location.

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

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

100

*** 4.2.2. Primary County of Operation**

Anderson ←

*** 4.3. Total % in Eligible Areas**

100.0

TCSB General Certifications

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

TCSB General Certification

Items marked with an asterisk () are required.*

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

[Click here for TCSB 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 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.

TCSB General Certifications (Continued)

- Read through and agree to all the certifications.
- Continuous registration means no gaps in registration of more than 30 days.
 - Select **No** if there is a gap over 30 days in the previous two years and submit a waiver request for each bus.

* **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.

Select One... ▼

* **2. Operation.** The school bus has been continuously located and used in Texas for the two years immediately preceding the application signature date.

Select One... ▼

* **3. Registration.** The school bus has been continuously registered for operation in Texas for the two years immediately preceding the application signature date.

Select One... ▼

* **4. Condition.** The school bus is in good operating condition and currently being used on a regular, daily route to and from a school.

Select One... ▼

* **5. Disposition.** The applicant has the legal authority to complete the approved method of disposition of the bus or engine being replaced. If selected for a grant, the grantee is responsible for completing the disposition of the old bus and engines being replaced within 90 days after the reimbursement is issued by the TCEQ.

Select One... ▼

* **6. 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.

Select One... ▼

TCSB General Certifications (Continued)

Please read through and agree to the certifications.

* **7. 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.

Select One... ▼

* **8. 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 bus or low-emission technology funded under TCSB.

Select One... ▼

* **9. Not to Exceed 100% of Bus 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 bus.

Select One... ▼

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

Select One... ▼

* **11. 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.

Select One... ▼

* **12. 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 act in connection with the application and to provide such additional information as may be required.

Select One... ▼

TCSB Administrative and State Contracting Certifications

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

TCSB Administrative and State Contracting Certification

Items marked with an asterisk () are required.*

*** 1. 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. TCEQ-20804a (Rev. Feb. 2024) Page 5 of 11

Select One...

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

Select One...

*** 3. Risk Review.** The applicant's prior performance under other TCEQ contracts; its 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...

*** 4. Texas Public Information Act.** Information, documentation, and other material in connection with this solicitation or any resulting contract or grant may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code. In accordance with Section 2252.907 of the Texas Government Code, applicant is required to make any information created or exchanged with the State pursuant to the contract and grant, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.

[Click here for Chapter 552 of the Texas Government Code](#)
[Click here for Section 2252.907 of the Texas Government Code](#)

Select One...

*** 5. Debt to the State.** The applicant is not indebted to the state nor 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.

Select One...

*** 6. Contract.** The applicant understands that a PDF of the draft contract may be viewed and downloaded from the TCSB 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 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 TCSB webpage and the Electronic State Business Daily.

[Click here for TCSB webpage](#)

Select One...

Executive of a State Certification

Contracting with an Executive of a State Agency:

- First, select **Applies** or **Does Not Apply** in the drop-down menu.
- If **Does Not Apply** is selected, move on to certification #8.
- If this **Applies**, then further information will be required.

*** 7. Contracting with an Executive of a State Agency.** Under 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, then applicant shall provide the following information: TCEQ-20804a (Rev. Feb. 2024) Page 6 of 11 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 Government Code Section 669.003](#)

Applies ▼

*** 7.1. Name of the former executive**

*** 7.2. Name of the state agency**

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

*** 7.4. Position with applicant**

*** 7.5. Date of employment with applicant**

Authorized Official (AO) Contact

- AO has signing authority for changes to the contract.
- Enter all required fields with the AO information.
 - First & Last Name
 - Title
 - Email Address
 - Primary Phone Number
 - Mailing Address, including City, State, Zip Code, and County

Authorized Official Contact

Items marked with an asterisk () are required.*

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

IMPORTANT NOTE FOR THIRD-PARTY PREPARERS:

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

Designated Project Representative (DPR) Contact

- The DPR will be the first point of contact for application questions.
- Enter all required fields with the DPR information.
 - 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

12. Same Address As

Select One...

Select One...
* AO-MAILING

Please note:

If the DPR and AO are the same individual, select **AO-CONTACT** in the drop-down menu to copy the AO's contact information into the DPR fields. Under the Mailing Address section, select **AO-MAILING** to copy the AO's mailing address into the DPR fields.

Third-Party Preparer (TPP) Contact

- The TPP can assist with the application process.
- 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

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

Yes

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.

Activity Information

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

Activity Information #1
Items marked with an asterisk () are required.*

?

Total number of activities for this grant

10

Update Total

?

Number of saved Activity question set(s) : 0

Please note:

10 activities is the max number of activities per application. If you have more than 10 activities, an additional application(s) will be required.

Activity Entry

Enter information about the Old Vehicle.

Old Vehicle/Equipment Information

*** 2.2. Bus Description**
Select One...

*** 2.3. Vehicle/Equipment Type**
School Buses

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

*** 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...

*** 2.12. Engine Model Year**
Select One...

*** 2.13. Fuel Type**
Diesel

2.14. Engine Family Code
12-digit emissions code required for engines 2003 and newer

Activity Entry (Continued)

- **Daily route:** Explain the route the bus takes to transport students to and from the school, including the city and county.
- **Continuous Registration:** For any bus(es) with a registration gap of more than 30 days, an applicant must submit a waiver request. These are reviewed on a case-by-case basis.

*** 2.15.** Describe the current, daily route that the old school bus (i.e., the school bus being replaced) takes to and from school, including the cities and counties travelled between.

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

If not, waiver form must be filled out and uploaded for the registration requirement.

Select One... ▼

Activity Entry (Continued)

Enter information about the **New Vehicle**:

The most common type of bus replacement project has the same old and new type bus. Refer to the [Maximum Grant Amount Tables](#) for allowable exceptions.

New Vehicle/Equipment Information

*** 2.17. Bus Description**

Select One... 

*** 2.18. Vehicle/Equipment Type**

School Buses

2.19. Vehicle/Equipment Model Year

Select One...

2.20. Gross Vehicle Weight Rating (GVWR)

*** 2.21. Engine Model Year**

Select One...

*** 2.22. Fuel Type**

Select One...

Disposition of Equipment and Engine Being Replaced

 *** 2.23. Method of Disposition**

Select One...

Disposition Types:

- Standard Disposition involves destroying the equipment in alignment with the requirements outlined in the [RFGA](#).
- Alternative Disposition allows for the applicant to propose different destruction methods.
- Permanent Removal from North America cannot include Mexico or Canada.

Grant Amounts by Vehicle Class

TCEQ has established pre-determined grant amounts for Bus Types A through D:

- **School Bus Type A**

A van conversion or body constructed utilizing a cutaway front-section vehicle with a left side driver's door. The Type A bus shall be **no less than 10,000 lbs. and may not exceed 19,500 Gross Vehicle Weight Rating (GVWR)**. The entrance door is behind the front wheels. No single rear wheel vehicles will be allowed.

- **School Bus Type B**

A school bus constructed utilizing a stripped chassis. The entrance door is behind the front wheels and has a GVWR of **greater than 10,000 lbs.**

- **School Bus Type C**

A body installed upon a flat back cowl chassis or an integrated conventional chassis/body combination, with a hood and front fender assembly and a GVWR of **more than 10,000 lbs.** The engine is in front of the windshield and the entrance door is behind the front wheels. This type is also known as a "conventional school bus."

- **School Bus Type D**

A body installed upon a chassis, with the engine mounted in the front, mid-bus, or rear with a GVWR of **more than 10,000 lbs.** The engine may be behind the windshield and beside the driver's seat; at the rear of the bus, behind the rear wheels; or between the front and rear axles. The entrance door is ahead of the front wheels. This type is also known as "transit-style school bus".

Grant Amounts by Vehicle Class (Continued)

FY26 Texas Clean School Bus Program (TCSB) [Maximum Grant Amount Tables](#). These tables may also be found in the [RFGA](#).

School Bus Type A

Model Year of Old Bus	Fuel Type of New Bus	Maximum Grant Amount
2003 or older	Diesel	N/A
2003 or older	LNG, LPG, CNG, Gasoline	\$104,720
2003 or older	Electric	\$238,000
2004 to 2006	Diesel	N/A
2004 to 2006	LNG, LPG, CNG, Gasoline	\$65,450
2004 to 2006	Electric	\$148,750

School Bus Type B

Model Year of Old Bus	Fuel Type of New Bus	Maximum Grant Amount
2003 or older	Diesel	\$101,620
2003 or older	LNG, LPG, CNG, Gasoline	\$103,768
2003 or older	Electric	N/A
2004 to 2006	Diesel	\$62,734
2004 to 2006	LNG, LPG, CNG, Gasoline	\$64,855
2004 to 2006	Electric	N/A

School Bus Type C

Model Year of Old Bus	Fuel Type of New Bus	Maximum Grant Amount
2003 or older	Diesel	\$106,721
2003 or older	LNG, LPG, CNG, Gasoline	\$126,616
2003 or older	Electric	\$333,200
2004 to 2006	Diesel	\$63,366
2004 to 2006	LNG, LPG, CNG, Gasoline	\$79,135
2004 to 2006	Electric	\$208,250

School Bus Type D

Model Year of Old Bus	Fuel Type of New Bus	Maximum Grant Amount
2003 or older	Diesel	\$116,676
2003 or older	LNG, LPG, CNG, Gasoline	\$153,510
2003 or older	Electric	\$380,800
2004 to 2006	Diesel	\$70,508
2004 to 2006	LNG, LPG, CNG, Gasoline	\$95,944
2004 to 2006	Electric	\$238,000

Required Attachments

Attachments

Click the link for acceptable photograph submission guidance.
[TCSB Photograph Submission Guidance](#)

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

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

+ Choose..

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

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

+ Choose..

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

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

+ Choose..

* 2.28. Attach color photograph of the rear of the vehicle.

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

+ Choose..

* 2.29. Attach color photograph of the engine.

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

+ Choose..

* 2.30. Attach color photograph of the engine data plate.

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

+ Choose..

Please Note:

Refer to our [School Bus Photo Guidance](#) for examples of acceptable photos.

Required Attachments (Continued)

- The applicant must provide 12 months of continuous registration prior to the submission date. Most will need to upload two years of registration to meet this requirement.
- Applicant must upload a copy of the bus title to show ownership for at least the two years prior to the application submission date.

*** 2.31. Registration**

Please upload registration documents for the 12 months immediately preceding the application signature date.

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

+ Choose..

*** 2.32. Vehicle Title (On-Road)**

Please include proof of ownership for the 2 years immediately preceding the application signature date.

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

+ Choose..

Required Attachments (Continued)

Upload a completed and signed **IRS Form W-9**.

- This form is required and must be submitted with the application.

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

Additional Information

- If **Yes** is selected for **Question 1** signifying an interest in advanced funding, TERP staff will evaluate the request on a case-by-case basis and contact the applicant with next steps.
- **Question 2** is an opportunity for the applicant to add any additional relevant information for the project that was not already covered.

Additional Information

Items marked with an asterisk () are required.*

***1.** As a governmental entity, if awarded a grant, would you be interested in the option to receive funding before purchasing the new vehicle(s)/equipment?

See Reimbursement of Expenses in Section 4.6 of the [Request for Grant Applications](#).

▼

2. Additional Information

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

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 when the application is ready to be signed.
- Select the application, click the **Sign** button, and enter the password was created for the application.

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 [REDACTED] have been saved. The application is now ready to be signed.' A red arrow points to this message. Below the banner, there is a 'New TERP Activity' button and a heading 'Pending application(s) that need to be completed.' A table lists the pending application:

Select	Edit	Reference Number	Grant Type	Applicant Legal Name	Authorized Official	Status	Preview
☐		[REDACTED]	Texas Clean School Bus Program	[REDACTED]	John J Johnson II	Ready to Sign	

A red arrow points to the 'Select' checkbox for the application. The 'Status' column for this application is circled in red, showing 'Ready to Sign'. Below the table, a pagination bar indicates '(1 of 1)' and includes navigation controls. At the bottom of the page, there are 'Sign' and 'Delete' buttons, with a red arrow pointing to the 'Sign' button.

Third-Party Preparer (TPP) Signature

This section will only appear and be required if the application was completed by a TPP.

- 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.
- It is recommended that the TPP click **View/Print Application** to print a copy of the application for their records.

Signature Page

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

*** All Fields are required.

Reference Number : [REDACTED]

Applicant Legal Name : [REDACTED]

Third-Party Preparer : [REDACTED]

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 written signature.

Third-Party Preparer's Signature : [REDACTED]

Date
11/21/2024

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

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

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

Authorized Official (AO) Signature

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

- The AO will login with the name and email address listed in the application if TPP was used, using the password the TPP provided to complete their signature page.
- 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** to submit it.
- It is recommended that the AO click **View/Print Application** to print a copy of the application for their records.

The screenshot shows the 'Certification' section of the application. It contains three checkboxes, each with a red arrow pointing to it from the left. The first checkbox is for certifying the information is true and correct. The second checkbox is for understanding that the application may be revised by TCEQ. The third checkbox is for understanding that entering the name in the signature box constitutes an electronic signature. Below these is a text box for the 'Authorized Official Signature' with a red arrow pointing to it, and a 'Date' field showing '09/10/2025'. There are three blue notes: one about electronic signature consistency, one about TCEQ's commitment to the Americans with Disabilities Act, and one about the application deadline. Below the notes is a paragraph stating that once signed by TCEQ, a digital copy of the contract will be emailed. At the bottom, there are two buttons: 'Activities' and 'Electronically Sign your Application', with a red arrow pointing to the latter.

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 written signature.

Authorized Official Signature : Date: 09/10/2025

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.

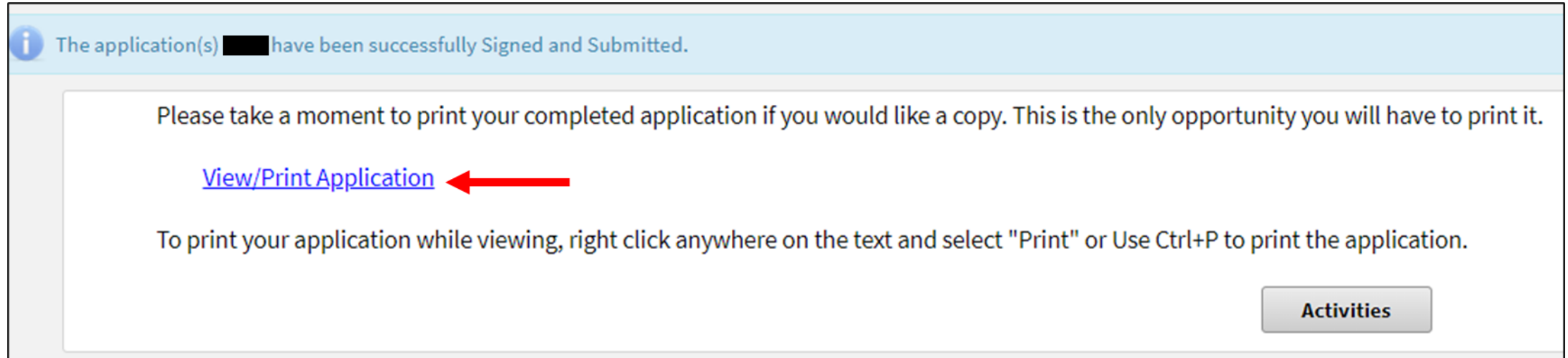
Once signed by TCEQ, a digital copy of the contract will be emailed to the applicant as confirmation of contract formation and notice that the grant payment is being processed.

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).

Application Signed & Submitted

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



IMPORTANT NOTE:

Click **View/Print Application** to download a copy of the submitted application for your records.

Email Confirmation of Submission

An automated email will be sent to confirm the application was submitted.

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

Sent: Wednesday, September 10, 2025 10:01 AM

To: JaneDoe@noreply.com

Subject: UAT:TCSB Application Submitted

TO: [REDACTED]

CC:

BCC:

This confirms the submittal of your Texas Clean School Bus Program (TCSB) Grant Application to the TCEQ.

Your application was successfully submitted at 09/10/2025 10:01:12 AM. ←

The confirmation number for this submittal is : 2189 ←

The hash code for this submittal is D600AE3F5B0A802F978AC362D94E49E52510F7B942B435B72997D3A7879836B9

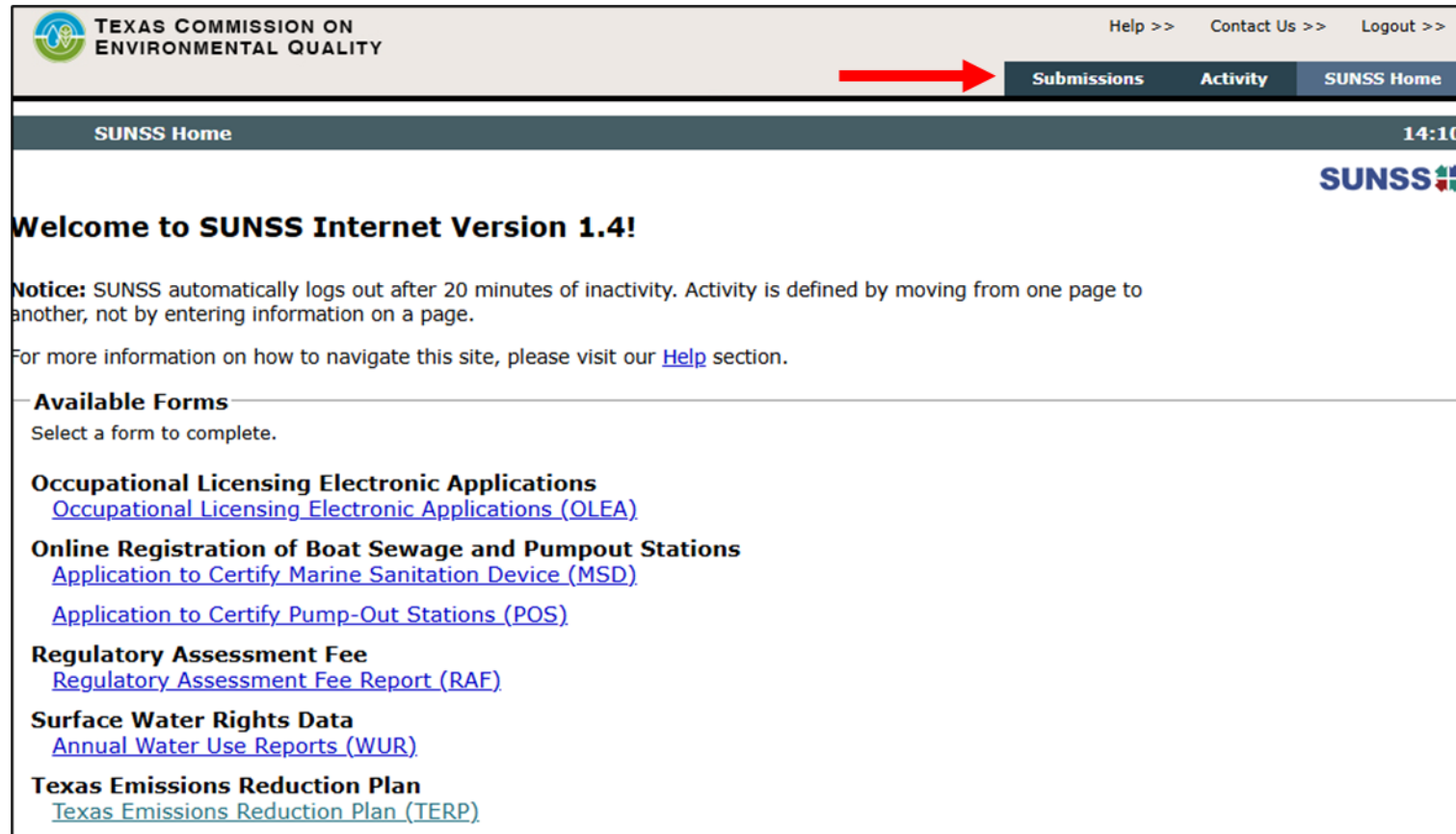
You may access the copy of record (submitted report) from the submit log which is available by selecting Submissions from the Home page of SUNSS

<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. ←

Retrieving a Submission

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



Retrieving a Submission (Continued)

In 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 14:02

Search Again New Search

SUNSS

Your Search Returned 1 Records

Form	Type	Submit Date	Processed	Conf.#	Ref.#	Pgm Area ID	Action
Texas Clean School Bus Program	NEW	09/12/2025 02:06 PM	09/12/2025 02:06 PM	2202	3014	2026-15-0010-CB	View COR View COR Save COR View Attachments Save XSL

Go

The following search criteria was entered:
User Name: MICHELLE HUCKABEE
User Email: MICHELLE.HUCKABEE@TCEQ.TEXAS.GOV
Program Area: TERP
Form(s): TERP TCSB
Confirmation Number: 2202

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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/tcsb.
- 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.



Ryan Delzell, Michelle Huckabee & Erica Lozano

Grant Specialists, Air Grants Division

800-919-TERP (8377)

TERP@tceq.texas.gov

www.TERPgrants.org

