

Instructions for Completing the Fiscal Year (FY) 2019 Texas Volkswagen Environmental Mitigation Program (TxVEMP) TCEQ-20829 Project Application Form

Purpose

These instructions are designed to guide applicants in preparing their grant application to apply for grants from the Texas Commission on Environmental Quality (TCEQ) under the TxVEMP. We are here to help. Please call Texas Volkswagen Environmental Mitigation Program (TxVEMP) staff at 1-833-215-TXVW (8989) with any questions about completing this application.

Application Documents and Tools

To get started with the application, download the following application documents and tools from the TxVEMP website at www.TexasVWFund.org:

1. Request for Grant Applications (RFGA): Grants for Projects to Replace or Repower School Buses, Transit Buses, and Shuttle Buses
2. TCEQ-20829 Project Application Form
3. IRS W-9 Form
4. Grant Tables

Important Note to All Applicants

1. Applicants may apply for the replacement or repower of up to 20 vehicles per Priority Area, either in one application or multiple applications, every three months. An activity is the individual repower or replacement of a vehicle.
2. An application should be limited to one project type (replacement or repower) and Priority Area.
3. Applications must have wet ink (original) signatures where required to avoid being ineligible for a grant. Photocopies, faxes, scanned copies, or other copies of signature pages will not be accepted.

How to Apply

1. Review the eligibility requirements outlined in the RFGA.
2. Complete the TCEQ-20829 Project Application and any applicable Supplemental Form using the instructions below.
3. Print two copies of the completed TCEQ-20829 Project Application and any applicable Supplemental Form.
4. Assemble two sets of the **required application attachments** using the checklist provided at the end of TCEQ-20829 Project Application.

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5. Have the Authorized Official sign both copies of the TCEQ-20829 Project Application where indicated. Use the checklist provided at the end of the application to ensure that you have not missed any signature pages.
6. To complete Section 9, a qualified mechanic must assess the condition of the equipment. By signing Section 9, the mechanic is certifying that the equipment is in good, operating condition.

Ⓢ A qualified mechanic is someone whose occupation is repairing, maintaining, reassembling, and restoring the mechanical parts of motor vehicles or equipment, including engines, transmissions, and suspension systems.

7. Submit the two signed copies of the TCEQ-20829 Project Application, any applicable Supplemental Form, and the two sets of required attachments by the application deadline:

Regular Mail:	Express Mail or Hand Delivery:
TCEQ Air Quality Division Implementation Grants Section, MC-204 TxVEMP P.O. Box 13087 Austin, TX 78711-3087	TCEQ Air Quality Division Implementation Grants Section, MC-204 TxVEMP 12100 Park 35 Circle Austin, TX 78753

How to Complete the TCEQ 20829 Project Application

Section 1: Applicant Information

1. Applicant Legal Name

The Applicant Legal name entered in Section 1 should be the name of the person/entity applying for funding under the TxVEMP program. The Applicant Legal name entered in Section 1 should match the name listed on the IRS W-9 form and vehicle title. The name that is entered in Section 1 will be used for contracting purposes.

2. Business Information

Ownership Code (Business Type): Use the descriptions below to identify the applicant type. Select the applicable applicant type from the drop-down list.

- **Individual:** A person not owning a business. The applicant must provide a Social Security Number (SSN).
- **Sole Proprietor:** A person operating as a business that has not been incorporated. The applicant may be registered under an assumed name (commonly referred to as

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a DBA). The applicant must provide a SSN or Federal Employers Identification Number (FEIN) registered with the Texas Secretary of State (SOS).

- **Partnership:** A legal relationship that exists between two or more persons or other legal entities contractually associated as a business. The applicant must provide an FEIN registered with the Texas SOS.
- **Limited Partnership:** Partnership formed by two or more persons and having one or more general partners and one or more limited partners. The applicant must provide a FEIN registered with the Texas SOS.
- **Texas Corporation:** A profit or non-profit Corporation chartered by the State of Texas. The applicant must provide a FEIN registered with the Texas SOS.
- **Professional Association:** An entity that provides a professional service requiring a state license, such as medical doctors and related professional organizations. The applicant must provide a FEIN registered with the Texas SOS.
- **Professional Corporation:** An entity that provides a professional service requiring a state license, other than those related to the practice of medicine. The applicant must provide a FEIN registered with the Texas SOS.
- **Out-of-State Corporation:** A profit or non-profit Corporation chartered by a governmental entity outside the state of Texas, with the right to transact business in the state of Texas. The applicant should have an 11-digit Texas Taxpayer Number active with the Texas Comptroller's Office and a Texas SOS File Number. The applicant must provide a FEIN.
- **Governmental Entity:** Any county or legal government agency not created by the Texas Legislature, such as city governments and federal agencies. Does not include Texas state agencies or institutions of higher education. The applicant must provide a FEIN.
- **State Agency/University:** Any Texas state agency or institution of higher education created by the Texas Legislature. The applicant must provide a FEIN. Does not include federal agencies or state agencies of other states.
- **Other:** Organizations not defined within one of the other ownership types; such as estates, or informal organizations not chartered by the Texas Secretary of State. The applicant must provide a FEIN.

Payee Identification Number – Provide one of the following numbers:

- **SSN:** If applying as an individual or sole proprietor, enter the applicant's Social Security Number (SSN).
- **FEI:** If applying as a company or other entity, enter the FEI.

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3. Authorized Official

The Authorized Official is the applicant, or an employee of the applicant authorized to apply for funding under the TxVEMP. Provide the name, title, address, phone number, and email address of the Authorized Official. If different, provide both the mailing and physical address.

4. Designated Project Representative

The designated project representative is the applicant or an employee of the applicant who will serve as the point of contact for this application. This person may not be a consultant, dealer, or subcontractor. Provide the name, title, address, phone number, and email address of the Designated Project Representative. If different, provide both the mailing and physical address.

Ⓞ Are the Authorized Official and the Designated Project Representative the same? Mark the box with an "X" and continue to 5 Designated Location for Records Access.

5. Designated Location for Records Access

Provide the physical address where the records for the project will be kept.

Section 2: Third-Party Preparer Signature Page

Was the application prepared by a Third-Party Preparer? Mark Yes or No. A Third-Party Preparer is assisting the applicant in the preparation of a grant application. A third-party may include consultants, dealers, or anyone who is not related to or a current employee of the applicant.

If YES, the third-party preparer must complete and sign this form. It is still the applicant's responsibility to ensure that the information listed in the application is true and accurate.

Section 3: Program Information

1. Activity Life and Percentage of Annual Use

Select the Priority Area where the vehicle will be used the greatest percentage of total annual use over the five-year activity life.

2. Location/Facility Description

Provide a description of the:

- location or facility where the vehicle will be based;
- areas where the vehicle will be used; or
- typical daily routes.

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3. Activity Information

- Total number of Activities: Enter the number of activities in your project application.
- Activity Type: Select the activity type, repower or replacement, from the drop-down menu.
- Is Electric or Hydrogen Infrastructure Included: Select yes or no from the drop-down menu to identify if the activity includes electric or hydrogen Infrastructure.
- Estimated Completion Period: Enter the estimated timeframe, in number of months, for completing the project being proposed. The timeframe should also include the purchase and installation of any infrastructure included in the project.

Section 4: Certification of Eligibility

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

If box 1 is checked, you must fill in the individual's name and SSN.

If box 2 is checked, you must provide the individuals' names and SSNs that own 25% or more of the business.

If box 3 or 4 is checked, the Authorized Official must initial and date the page.

Once the application has been printed, the Authorized Official must provide an original initial. Photocopies, stamps, or electronic signatures will not be accepted

Section 5: Equipment/Vehicle Certification

Enter the following information for each vehicle being replaced. Enter the activity number at the beginning of each page and **press the + sign to add additional activity pages**. If completing the application by hand, print additional copies of this page.

1. Old Equipment/Vehicle Information

- Equipment Description: Enter the type of equipment (e.g., school bus, transit bus, shuttle bus).

Ⓞ For school buses, include the class of bus (A, B, C, or D) in the equipment description. For shuttle buses, include the size of the bus (Small: 20-23 feet in length, Medium: 24-28 feet in length, or Large: 29-40 feet in length).

- Equipment Make: Enter the name of the equipment manufacturer.
- Equipment Model: Enter the specific equipment model name and/or number assigned by the manufacturer.

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- Equipment Year: Enter the specification or model year for the equipment.
- Equipment Identification Number or Vehicle Identification Number: Enter the last four digits of the VIN.
- Gross Vehicle Weight Rating (GVWR): Enter the GVWR. The GVWR is the total allowable or recommended vehicle weight, including the loaded weight of the vehicle, driver, passengers, and cargo.

The GVWR entered may not exceed the gross combined weight authorized by the vehicle registration.

- Engine Make: Enter the name of the engine manufacturer.
- Engine Model: Enter the specific engine model name and/or number assigned by the manufacturer.
- Engine Year: Enter the calendar year that the engine was manufactured. A school bus, transit bus, or shuttle bus being replaced must have a diesel engine with a model year of 2009 or older.
- Engine Identification Number: Enter the complete engine ID number, if known. If unknown, enter unknown.
- Engine Horsepower: Select the unit of measure from the drop-down list and enter the brake horsepower (bhp) for the vehicle.
- Fuel Type: Enter the type of fuel that is powering the engine. An eligible vehicle must be powered by a diesel engine.
- Engine Family Code: Enter the 12-character engine family code assigned by the Environmental Protection Agency and the California Air Resources Board to identify the engine for certification and compliance purposes.
- Federal NO_x Emissions (g/bhp-hr): Normally, an engine will be certified to meet the emission standard of the year in which the engine was manufactured. See Appendix C of the RFGA for a list of engine emission standards by manufacture year and some exceptions that may apply.

2. New Vehicle/Equipment Information

- Equipment Description: Enter the type of equipment (e.g., school bus, transit bus, shuttle bus). The replacement vehicle must be of the same type, weight category, and body and axle configuration as the vehicle being replaced. The replacement vehicle must be configured and intended for use in the same way. For example, the replacement bus should be a bus of similar length and passenger capacity compared to the bus being replaced.

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Ⓞ For school buses, include the class of bus (A, B, C, or D) in the equipment description. For shuttle buses, include the size of the bus (Small: 20-23 feet in length, Medium: 24-28 feet in length, or Large: 29-40 feet in length).

- Equipment Year: Enter the specification or model year for the equipment.
- Engine Year: Enter the calendar year that the engine was manufactured. The engine model year of the replacement vehicle must be of the previous model year or newer with respect to the year the application is submitted
- Fuel Type: Enter the type of fuel that is powering the engine.
- Federal NO_x Emissions (g/bhp-hr): If known, enter the federal NO_x emissions for the new engine. The engine must be certified by the EPA or CARB to a NO_x emissions standard or family emissions limit (FEL) of 0.2 g/bhp-hr or lower. An all-electric model will be considered to have 0.0 NOX emissions for purposes of this requirement. For a hybrid vehicle that operates on a combination of electricity and diesel or alternative fuel, the diesel or alternative fuel engine must meet these emissions certification requirements.

3. Requested Grant Amount

- For replacement activities, reference Section 2.7 and Appendix B of the RFGA for guidance on determining the requested grant amount.
- For repower activities, reference Section 2.8, Appendix B, and Appendix D of the RFGA for guidance on determining the requested grant amount.
- For infrastructure activities, reference Section 2.9, Appendix B, and Appendix D of the RFGA for guidance on determining the requested grant amount.

Section 6: Equipment Certification

Equipment Inspected

Enter the activity number and the last four digits of the VIN for each activity. The activity number and identification number should match the number(s) listed in Section 5 of the application.

Mechanic Certification

This form must be completed and signed by a mechanic qualified to assess the condition of the old vehicle/equipment. The mechanic assessing the equipment may not be a consultant or employee of the applicant.

The mechanic must certify to the statements listed on the form by completing the contact and qualifications details and signing and dating the form. Photocopies will not be accepted.

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Section 7: Program Certifications

Read the entire form. By signing the form, the Authorized Official indicates that they understand and agree to the program-specific certifications.

Once the application has been printed, the Authorized Official must provide an original signature. Photocopies, stamps, or electronic signatures will not be accepted.

Section 8: Signature Page

The Authorized Official listed in Section 1 should sign and date this form. Faxed or photocopied signatures will not be accepted.

Checklist

Review and complete this form to ensure that all appropriate forms are signed, and all additional documents are included in the application packet.

Supplemental Forms 1a and 1b: Infrastructure Information

Complete Supplemental Forms 1a and 1b if electric or hydrogen infrastructure activities are being included with the replacement or repower project.

Supplemental Forms 2a: Repower Budget

Complete Supplemental Form 2a if the project includes repower activities.

Questions? We are here to help. Contact TxVEMP staff at 1-833-215-TXVW (8989).