

# Project Application Form

## New Technology Implementation Grant (NTIG) Program

### Texas Emissions Reduction Plan (TERP) Texas Commission on Environmental Quality (TCEQ) Solicitation No. 582-23-41402-NG



**If you have questions on how to fill out this project application, please contact us at 512-239-4950 or [TERP@tceq.texas.gov](mailto:TERP@tceq.texas.gov).**

TCEQ invites applications for the New Technology Implementation Grant Program including Electricity Storage, New Technology, and Oil and Gas-related projects. The primary objective of the NTIG program is to offset the incremental cost of emissions reductions of pollutants from facilities and other stationary sources in Texas.

Project eligibility criteria and types of purchases eligible under this program are explained in TCEQ's NTIG Request for Grant Applications (RFGA). The RFGA can be found at [www.terpgrants.org](http://www.terpgrants.org). Applicants should review the RFGA before completing this application.

**Application Completeness:** All applications and project proposals for funding must be substantially complete. TCEQ will review applications and project proposals for completeness. If an application and/or project proposal is found incomplete, TCEQ will notify the applicant in writing and provide details about what is missing from the application and/or project proposal. Applicants will be provided a deadline of three (3) full business days to submit the missing information to TCEQ.

**Application Deadline:** Applications will be accepted for consideration during this grant period only if received by TCEQ via email at [NTIG-Apply@tceq.texas.gov](mailto:NTIG-Apply@tceq.texas.gov), upload to **TCEQ's file transfer protocol secure (FTPS) server**, or via mail at one of TCEQ's addresses **no later than 5:00 p.m. Central Time, April 4, 2023**. [Please see Section 9 of this application for complete application submission instructions](#). Only one project per application may be submitted.

**Do not submit any confidential / proprietary information except as instructed in Appendix C of the RFGA. Confidential information must be submitted separately from the Application Forms, and is subject to Attorney General (AG) review.**

Key Events	Date and Time
Program Opening Date	February 3, 2023
Application Submission Deadline	April 4, 2023

## Section 1: Applicant Information

### 1. Legal Name of Entity Applying for the Grant

If selected for a grant, the legal name of the applicant will be used for contracting purposes.

<b>Applicant Legal Name:</b> (Must Match W-9 Form)	
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### 2. Business Information

All business entities such as corporations or partnerships must have an active registration with the Texas Secretary of State by 5:00 p.m. CT on February 3, 2023. Businesses must maintain an active registration for the contract period.

<b>Ownership / Business Type:</b>	-Select-
<b>Federal Employer Identification Number (FEI):</b>	
<b>Social Security Number (SSN):</b> Individuals and Sole Proprietors only	

### 3. Authorized Official (AO)

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

<b>AO Prefix:</b>	-Select-
<b>AO First Name:</b>	
<b>AO Middle Initial:</b>	
<b>AO Last Name:</b>	
<b>AO Suffix (If applicable):</b>	
<b>AO Title:</b>	
<b>AO Primary Phone Number:</b>	
<b>AO Cell Phone Number:</b>	
<b>AO Email Address:</b>	
<b>AO Mailing Address (Street or PO Box):</b>	
<b>AO City, State, and Zip Code:</b>	

### 4. Designated Project Representative (DPR)

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

<b>Is the DPR the same person as the AO?</b> (If the DPR is the same as the AO, select Yes and continue to Section 2. Otherwise, enter DPR information)	-Select-
<b>DPR Prefix:</b>	-Select-
<b>DPR First Name:</b>	
<b>DPR Middle Initial:</b>	
<b>DPR Last Name:</b>	
<b>DPR Suffix (If applicable):</b>	
<b>DPR Title:</b>	
<b>DPR Primary Phone Number:</b>	
<b>DPR Cell Phone Number:</b>	
<b>DPR Email Address:</b>	
<b>DPR Mailing Address (Street or PO Box):</b>	
<b>DPR City, State, and Zip Code:</b>	

## Section 2: Third-Party Preparer Signature Page

### 1. Third-Party Preparer

A third-party preparer is someone other than the applicant or an employee of the applicant.

<b>Was this application prepared by a third party?</b>	
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### 2. Third-Party Preparer 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.

### 3. Third-Party Preparer Information

<b>Third-Party Preparer Printed Name:</b> (First, Last)	
<b>Title:</b>	
<b>Company Name:</b>	
<b>Mailing Address:</b> (Street or PO Box)	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Primary Phone Number:</b>	
<b>Cell Phone Number:</b>	
<b>Email Address:</b>	
<b>Third-Party Preparer Signature*:</b>	
<b>Third Party Signature Date:</b>	

\*If using an electronic signature, please complete the entire application before signing electronically. The ability to edit, add, or remove information will not be available after the application is electronically signed.

### Section 3: Certification of Eligibility to Receive a State-Funded Grant

All applicants must complete this section of the 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-funded 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% or more 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.

#### Please Check One of the Following Applicant Options (Check only one).

<b>1. Individual or Sole Proprietor</b>	
<b>2. One or more individuals own 25% or more of the business entity</b>	
<b>3. No individual owns 25% or more of the business entity</b>	
<b>4. Governmental Entity</b>	

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

<b>Name</b>		<b>Social Security Number (SSN)</b>	
<b>Name</b>		<b>Social Security Number (SSN)</b>	
<b>Name</b>		<b>Social Security Number (SSN)</b>	
<b>Name</b>		<b>Social Security Number (SSN)</b>	
<b>Name</b>		<b>Social Security Number (SSN)</b>	

#### Applicant Certification

By signing this application in Section 11: Project Summary Page, under Section 231.006, Family Code, the applicant certifies that the individual or business entity named in this application is not ineligible to receive a grant and acknowledges that any contract may be terminated, and any payments withheld if this certification is inaccurate.

## Section 4: Healthy/Safety and Environmental Impact Certification

The applicant assures that it has made a reasonable effort to identify safety and health issues that might arise from the implementation, testing, or use of the proposed technology. (Please mark one box with a check mark).

<b>1. The applicant is not aware of any safety and health issues that might arise from the implementation, testing, or use of the proposed technology.</b>	
<b>2. The applicant is aware of one or more safety and health issues that might arise from the implementation, testing, or use of the proposed technology and has identified those issues in this application.</b>	

The applicant assures that it has made a reasonable effort to identify adverse environmental impacts, such as increased emissions of pollutants or creation of a hazardous waste that might arise from the implementation, testing, or use of the proposed technology. (Please mark one box below with an X).

<b>1. The applicant is not aware of any adverse environmental impacts, such as increased emissions of pollutants or creation of a hazardous waste, that might arise from the implementation, testing, or use of the proposed technology.</b>	
<b>2. The applicant is aware of one or more adverse environmental impacts, such as increased emissions of pollutants or creation of a hazardous waste, that might arise from the implementation, testing, or use of the proposed technology and has identified those issues in the Project Proposal.</b>	

## Section 5: Project Budget Summary

Refer to Section 3.0 of the NTIG RFGA for a detailed description of each eligible budget category. Complete the relevant Project Budgets Sections 5.1 through 5.7 as needed. List all expenses by budget category, including a description of each line item and its purpose in the project. For Electricity Storage projects, clearly distinguish between costs related to the storage project and costs related to the renewable energy source in Sections 5.1 through 5.7. Costs related to the renewable energy source are not reimbursable but may be submitted for matching costs.

The Total Proposed Matching Cost must meet or exceed the overall Proposed Grant Reimbursement Cost Total, not the individual budget categories.

The project budget cannot be held confidential for any reason. Applicants may supply supporting documentation for the budget that details confidential information, for example salaries or benefits for specific employees, but the overall budget must provide sufficient detail to demonstrate the eligibility of expenses and allow for clear connections to the supporting documentation for reimbursement.

A supplemental budget for major subcontractors should also be included with the application. This is particularly recommended for projects in which the subcontractor will be completing a major portion of the proposed grant-funded work.

### 1. Eligible Budget Categories

Budget Category	Proposed Grant Reimbursement Cost Totals	Proposed Matching Cost Totals	Category Total
<b>Equipment:</b> Use the columns to the right to list the Proposed Equipment Cost Totals from Section 5.1			
<b>Supplies &amp; Materials:</b> Use the columns to the right to list the Proposed Supplies and Materials Cost Totals from Section 5.2			
<b>Construction:</b> Use the columns to the right to list the Proposed Construction Cost Totals from Section 5.3			
<b>Contract Services:</b> Use the columns to the right to list the Proposed Contract Services Cost Totals from Section 5.4			
<b>Salaries and Fringe Benefits:</b> Use the columns to the right to list the Proposed Salaries and Fringe Benefits Cost Totals from Section 5.5			
<b>Operation and Maintenance:</b> Use the columns to the right to list the Proposed Operations and Maintenance Cost Totals from Section 5.6			
<b>Travel:</b> Use the columns to the right to list the Proposed Travel Cost Totals from Section 5.7			
<b>Requested Grant Amount and Total Proposed Matching Cost:</b> The requested grant amount should match what is listed in Section 7: Project Summary			
<b>Total Matching Cost % of Project Total</b>			

### 2. Additional Funding Sources (Refer to the RFGA, Section 3.0 Available Funding and Costs)

In determining the amount of a grant, TCEQ shall reduce the incremental cost of a proposed project by the value of any existing financial incentive that directly reduces the cost of the proposed project, including tax credits or deductions, other grants, or any other public financial assistance. If the applicant has received, or anticipate receiving, any additional financial incentives, indicate the dollar amount: \_\_\_\_\_

## Section 5.1: Equipment Project Budget

[Click here for additional pages](#) ±

- Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed matching costs.
- Expenses that are ineligible for reimbursement are not allowable as matching expenses. Refer to Section 3.3 of the [NTIG RFGA](#) for information regarding ineligible costs. Costs incurred prior to the opening of the grant round are not eligible for reimbursement.

Description and Purpose	Costs Proposed for Grant Reimbursement	Proposed Matching Costs
<b>Subtotal</b>		
<b>Total Eligible Costs</b>		

## Section 5.2: Supplies and Materials Project Budget

[Click here for additional pages](#) ±

- Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed matching costs.
- Expenses that are ineligible for reimbursement are not allowable as matching expenses. Refer to Section 3.3 of the [NTIG RFGA](#) for information regarding ineligible costs. Costs incurred prior to the opening of the grant round are not eligible for reimbursement.

Description and Purpose	Costs Proposed for Grant Reimbursement	Proposed Matching Costs
<b>Subtotal</b>		
<b>Total Eligible Costs</b>		



## Section 5.3: Construction Project Budget

[Click here for additional pages ±](#)

- Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed matching costs.
- Expenses that are ineligible for reimbursement are not allowable as matching expenses. Refer to Section 3.3 of the [NTIG RFGA](#) for information regarding ineligible costs. Costs incurred prior to the opening of the grant round are not eligible for reimbursement.

Description and Purpose	Costs Proposed for Grant Reimbursement	Proposed Matching Costs
<b>Subtotal</b>		
<b>Total Eligible Costs</b>		

## Section 5.4: Contract Services (Consultants and Subcontractors) Project Budget

[Click here for additional pages](#) ±

- Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed matching costs.
- Expenses that are ineligible for reimbursement are not allowable as matching expenses. Refer to Section 3.3 of the [NTIG RFGA](#) for information regarding ineligible costs. Costs incurred prior to the opening of the grant round are not eligible for reimbursement.

Description and Purpose	Costs Proposed for Grant Reimbursement	Proposed Matching Costs
<b>Subtotal</b>		
<b>Total Eligible Costs</b>		

## Section 5.5: Salaries and Fringe Benefit Project Budget

[Click here for additional pages](#) ±

- Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed matching costs.
- Expenses that are ineligible for reimbursement are not allowable as matching expenses. Refer to Section 3.3 of the [NTIG RFGA](#) for information regarding ineligible costs. Costs incurred prior to the opening of the grant round are not eligible for reimbursement.

Description and Purpose	Costs Proposed for Grant Reimbursement	Proposed Matching Costs
<b>Subtotal</b>		
<b>Total Eligible Costs</b>		

## Section 5.6: Operation and Maintenance Project Budget

[Click here for additional pages](#) ±

- Include detailed information in the columns indicated for both costs budgeted for TCEQ reimbursement and the proposed matching costs.
- Expenses that are ineligible for reimbursement are not allowable as matching expenses. Refer to Section 3.3 of the [NTIG RFGA](#) for information regarding ineligible costs. Costs incurred prior to the opening of the grant round are not eligible for reimbursement.

Description and Purpose	Costs Proposed for Grant Reimbursement	Proposed Matching Costs
<b>Subtotal</b>		
<b>Total Eligible Costs</b>		



## Section 6: Program Conditions, General Certifications and Assurances

This section includes specific requirements and statements for funding under New Technology Implementation Grant Program. These terms apply to any contract awarded by TCEQ from this application. The New Technology Implementation Grant Program RFGA and the draft contract, located on the New Technology Implementation Grant Program [webpage](#), contain additional terms and conditions that the applicant should review before submitting an application.

By signing this application, you understand and certify compliance with all the statements below, as well as with any state statutes, regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of funds for this project. If any of these certifications materially change after submittal of the application, you will provide prompt written notification to TCEQ within three (3) business days of becoming aware of the change. Failure to notify TCEQ and/or any changes to your certifications may make the application ineligible and may make any resulting contracts voidable.

### New Technology Implementation Grant Project Provisions

1. The applicant's proposed technology project application includes a substantial implementation plan.
2. If selected for award, the applicant agrees to maintain and operate the proposed technology for 5 years after the final reimbursement is paid by TCEQ.
3. The applicant has informed TCEQ of all permits, including but not limited to permits with TCEQ, the Public Utility Commission of Texas (PUCT), and the Railroad Commission of Texas (RRC), and certifies that applicant is in compliance with all permits.
4. The proposed activities are not required by any state or federal law, rule, or regulation, memorandum of agreement, or other legally binding document.

### Oil & Gas Stationary Compressor Project Provisions

1. **Ownership.** The equipment has been continuously owned for the preceding two years prior to the application signature date.
2. **Operation** The equipment has been continuously located and used in Texas for the two years prior to the application signature date
3. **Condition.** On the application signature date, the equipment is currently in good operating condition and capable of performing its primary function in the routine operations of the applicant. To the best of the applicant's knowledge, the equipment is capable of continuing to perform its primary function for the duration of the Contract Period, 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 equipment in Texas for at least the duration of the Contract Period and the applicant otherwise would not have planned to replace the equipment.

### General Provisions

1. **Legal Authority.** The applicant has the 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.
2. If awarded a grant, the applicant certifies that it will provide written notification to TCEQ within 30 calendar days of any termination of use, change in use, sale, transfer, or accidental or intentional destruction of grant-funded vehicles during the activity life. The applicant further agrees that TCEQ may be entitled to the return of all or a prorated share of the grant funds for any loss of emissions reductions compared with the emissions reductions projected in awarding the grant.

3. **Texas Grant Management Standards.** In accordance with Chapter 783, Texas Government Code, if the applicant is a local government, state entity, or political subdivision, it will comply fully with the Texas Grant Management Standards (TxGMS). This includes compliance with the 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: <https://www.comptroller.texas.gov/purchasing/grant-management/>.
4. **Procurement of Goods and Services.** In procuring goods and services, the applicant will comply with Part II. Cost Principles for State and Local Governments and Other Affected Parties and Part III. State Uniform Administrative Requirements for Grants. All procurement transactions will be conducted in a manner providing full and open competition.
5. **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.
6. **Nondiscrimination.** The applicant will comply with all State and Federal statutes relating to nondiscrimination.
7. **Grant Administration.** The applicant will maintain an appropriate grant administration system to ensure that they meet all terms, conditions, and specifications of the grant, including these certifications and assurances.
8. **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 from TCEQ 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.
9. **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.
10. **Contract.** The applicant understands that a PDF of the draft contract may be viewed and downloaded from the [NTIG 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 [NTIG webpage](#) and the Electronic State Business Daily.
11. **Contracting with an Executive of a State Agency.** Under Texas Government Code Section 669.003, relating to contracting with an executive head of a state agency, 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, the applicant shall provide the following information: name of former executive, name of state agency, date of separation from state agency, position with applicant, and date of employment with applicant.
12. **Debarment.** The 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 and its principals are not listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts, or the System for Award Management (SAM) maintained by the General Services Administration as 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.
13. **Abortion Funding Limitation.** The applicant represents and warrants it is not an abortion provider or an affiliate of an abortion provider under Texas Government Code, Chapter 2273, *Prohibited Transactions*.

- 14. 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.
- 15.** 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
- 16. 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.
- 17. 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 this program.
- 18. Not to exceed 50% of the implementation cost.** The amount of the grant award plus any other public financial assistance, tax credits or deductions, or other grants may not exceed 50% of the implementation cost of the proposed project.
- 19. Requirement to Monitor.** The applicant will monitor the use of the grant-funded activities over the designated Contract Period. The applicant agrees to provide information on the use of the equipment upon request of TCEQ.
- 20. Insurance Coverage.** The applicant will maintain, for the term of the Contract Period, insurance levels in accordance with the contract requirements.
- 21.** The applicant will notify TCEQ of any termination of use, change in use, sale, transfer, or destruction of grant-funded new technology or the facilities in which it will be installed, during the Contract Period. TCEQ may be entitled to the return of all or a share of the grant funds for any non-compliance with these Assurances, any Contract terms, or misuse of grant funds during the Contract Period.
- 22. Historically Underutilized Businesses (HUBs).** Qualified HUBs, as defined and designated under state law, shall have the maximum practicable opportunity to participate in the performance of the work arising out of this project.
- 23.** 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 and acknowledges that any contract resulting from this RFGA may be terminated and payment withheld if this certification is inaccurate.
- 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.** The applicant, nor any of its officers, have been adjudicated by a court of law to have violated the Texas Deceptive Trade Practices Act.
- 26.** In addition to the specific Texas state certifications listed above, the applicant is in compliance with any additional applicable Texas laws.
- 27.** If any of these certifications change between submittal of the Application and award of a contract or cancellation of the Solicitation, you will promptly notify TCEQ.



## Section 7: Project Summary Page

### 1. Applicant Information

<b>Applicant Legal Name:</b>	
<b>Applicant Type:</b>	
<b>Applicant Mailing Address:</b> (Street or PO Box)	
<b>Applicant City:</b>	
<b>Applicant State:</b>	
<b>Applicant Zip Code:</b>	

### 2. Project Information

<b>Project Location Street Address:</b> (Please provide the physical location of the proposed project)	
<b>Project Location City, State, Zip Code</b>	
<b>Project Location County:</b>	
<b>How did you hear about us?</b>	
<b>Project Type:</b>	
<b>Total Project Cost in this Application:</b> (This number should match the information in Section 5 forms)	
<b>Total Requested Grant Amount:</b> (Total requested grant amount of all activities from Section 5)	

### 3. 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 to the best of my knowledge and belief that all information provided in this application and any attachments is true and correct, including any representations made by a third-party preparer. My signature also constitutes acceptance of the certifications in Section 6 of this application, the terms of the RFGA, and any other changes posted through addenda on the Electronic State Business Daily. **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 or civil penalties.**

<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.***

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 request to have their provided personal information updated. To review such information, contact TERP program staff at [TERP@tceq.texas.gov](mailto:TERP@tceq.texas.gov) or 1-800-919-TERP (8377).

\*If using an electronic signature, please complete the entire application before signing electronically. The ability to add, edit, or remove information will not be available after the application is electronically signed.

## Section 8: Application Checklist

All applications and project proposals for funding must be substantially complete and include:

- all pages of the application;
- all required attachments;
- applicant contact information;
- all required signatures; and
- all information necessary for TCEQ to review the application for selection according to the program requirements listed in the RFGA.

TCEQ will review applications and project proposals for completeness. If an application and/or project proposal is found to be incomplete, TCEQ will notify the applicant in writing and provide details about what is missing from the application and/or project proposal. Applicants will be provided a deadline of three (3) full business days to submit the missing information to TCEQ. The deadline will begin on the first full business day following the date the applicant was notified by TCEQ and will end at 5:00 p.m. CST on the third full business day. If the missing information is not received by TCEQ by 5:00 p.m. CST on the third full business day, the application will be determined ineligible by TCEQ.

### Application Section Checklist (All Applications)

<b>Section 1: Applicant Information</b>	Please fill out entirely.	
<b>Section 2: Third-Party Preparer Signature Page</b>	Please fill out entirely if application was prepared by a third party. <b>Signature Required.</b>	
<b>Section 3: Certification of Eligibility</b>	Please fill out entirely.	
<b>Section 4: Health/Safety and Environmental Impact Certification</b>	Please read and fill out entirely.	
<b>Section 5: Project Budget Summary and Budget Category pages</b>	Please fill out entirely.	
<b>Section 6: Program Conditions, General Certifications and Assurances</b>	Please read and include with application.	
<b>Section 7: Project Summary Page</b>	Please read and fill out entirely. <b>Signature Required.</b>	
<b>Section 8: Application Checklist</b>	Please fill out entirely and include with application.	
<b>Section 9: Application Submission Instructions</b>	Please read important submission instructions.	

### Required Attachments Checklist (All Applications)

<a href="#"><u>W-9 Form</u></a>	Please download, fill out entirely, and include with application. <b>Signature Required.</b>	
<b>Copy of State or Federal Identification Card</b>	Include only if applying as an Individual or Sole Proprietor.	
<b>Project Proposal</b>	Submit a proposal using the instructions for your project type.	
<b>Implementation Plan</b>	Submit a complete, detailed implementation plan for the project following the outline in the project proposal instructions for your project type.	
<b>Timeline</b>	Submit a Gantt chart or other timeline of all major project milestones and deliverables.	
<b>Supplemental Form 1: Waiver Request (if applicable)</b>	Complete entirely and include with application. <b>Signature Required.</b>	

## Section 9: Application Submission Instructions

### Electronic Application Submissions

Applications may be submitted electronically using one of the methods listed below. It is preferable that the application and its attachments be submitted as a single PDF, but it is not required. If the attachments for an application will be submitted as separate files, each attachment must be grouped by activity and clearly labeled with the activity number at the top of each page.

- a) **Submitting Applications via Email.** For applications that are submitted via email to [NTIG-Apply@tceq.texas.gov](mailto:NTIG-Apply@tceq.texas.gov), please use the following naming convention for your application file in the subject line: 'FY23 NTIG and [your legal name].' Only one application may be submitted per email at a maximum total file size of 25MB.
- b) **Submitting Applications via TCEQ's FTPS Server.** If the application is larger than 25MB, please submit by uploading the file to TCEQ's file transfer protocol secure (FTPS) server **and selecting the share file(s) button**. Enter [NTIG-Apply@tceq.texas.gov](mailto:NTIG-Apply@tceq.texas.gov) as the email address. Detailed directions for using TCEQ's FTPS Server can be found at <https://ftps.tceq.texas.gov/help/>. **Please note: Applications uploaded to TCEQ's FTPS server without completing the share file(s) step will not be considered as submitted. [Click here](#) for detailed instructions on how to share files via TCEQ's FTPS server.**

### Physical Application Submissions

Applications may also be submitted by mailing a physical copy to one of these addresses:

#### Standard Mail:

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

#### Express Mail:

Texas Commission on Environmental Quality  
Air Grants Division, MC-204 (NTIG)  
12100 Park 35 Circle, Building F, 1st Floor, Suite 1301  
Austin, TX 78753