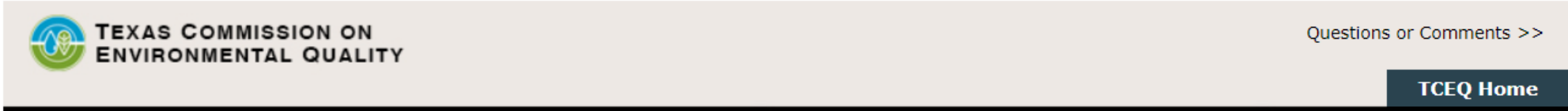




Quick Start Guide to Creating and Completing a Governmental Alternative Fuel Fleet (GAFF) Grant Application Online

Creating a GAFF Application

- Log in to SUNSS with your first name, last name, and email.



Welcome to TCEQ SUNSS,
the TCEQ Single-Use Non-CROMERR Submission System.

Here is what you can do online in SUNSS:

- » License Exam Registration (LEXR)
- » 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 **NEW**

This is SUNSS version 1.3. 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: **SUNSS**

Your First and Last Name:

E-mail:

Confirm E-mail:

Creating a GAFF Application

- Click on 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

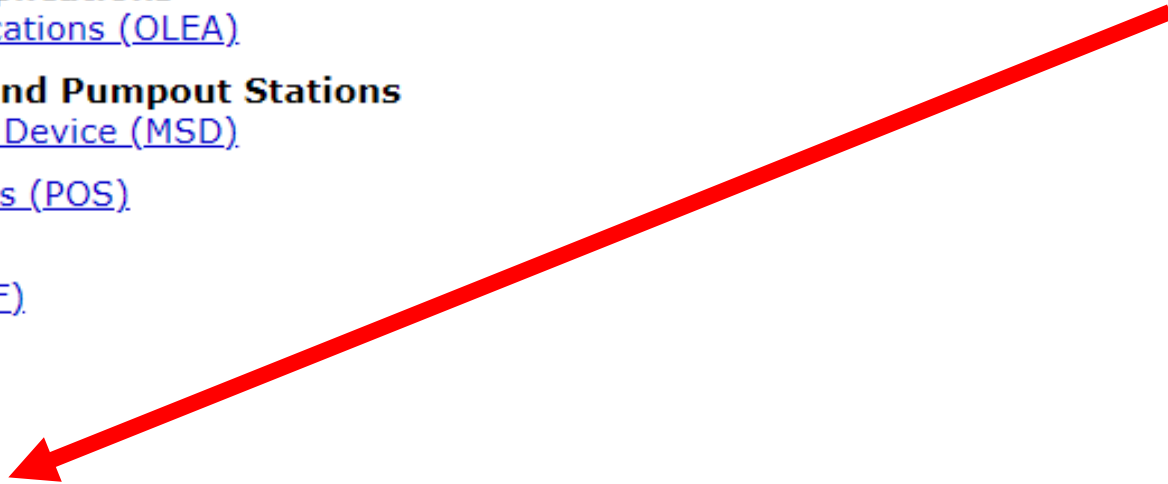
[Regulatory Assessment Fee Report \(RAF\)](#)

Surface Water Rights Data

[Annual Water Use Reports \(WUR\)](#)

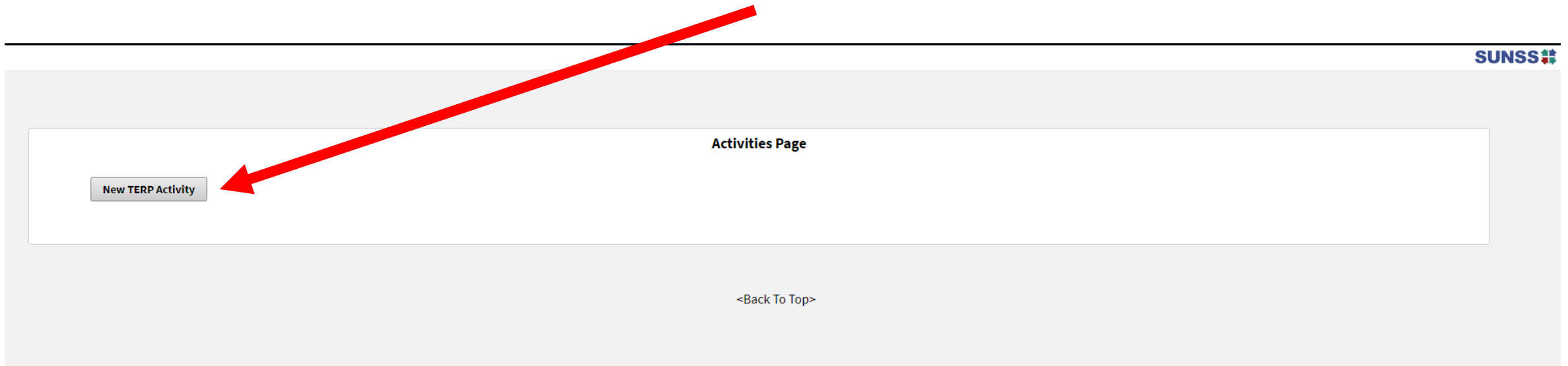
Texas Emissions Reduction Plan

[Texas Emissions Reduction Plan \(TERP\)](#)



Creating a GAFF Application

- Click **New TERP Activity**



Creating a GAFF Application

- Click **GAFF Application**

Select Program Application or Reporting Form

Terp Online Usage Form

TERP Online Usage Report

Texas Emission Reduction Plan (TERP)

Governmental Alternative Fuel Fleet (GAFF) Application

Next

Activites

<Back To Top>

Creating a GAFF Application

- Create a 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 can't change it, and you can't recover/reset it. If you forget your password, you will need to create a new application.

Creating a GAFF Application

- Once you have created a GAFF Application, a reference number will be assigned. Click **Next** to start entering information into the application.

GAFF Application Created

Your **TERP Government Alternative Fuel Fleet** application has been created and assigned **Reference Number: 1787.**

Your application will appear on the Activities page as long as it is awaiting an action that you can perform. In order to access your application later, please **remember the password** that you created for it. Press **Next** to continue to fillout the application.

Next

Activities


When Completing an Application

- **Yellow warning messages.** It warns you something could be wrong in your application. If nothing is wrong, ignore and continue.

Our records show that a different legal name is associated to this FEIN. Please verify your input and correct if necessary

address provided is not recognized by the US Postal Service. Please review the address with [USPS.com](https://www.usps.com) and correct if necessary.

- **Red error messages.** Indicates an error in your application. Correct in order to continue.

 Activity#1: Provide an answer to all questions.

New Vehicle Type is required.

Federal Employer Identification Number is incorrect. Please enter only numbers of Federal Employer Identification Number

When Completing an Application

- **Red asterisks.** Indicates a mandatory question. Some questions will not be marked with asterisks but become mandatory depending on how you answered other question(s).

* 1. Applicant Legal Name

* 2. Ownership Code (Business Type)

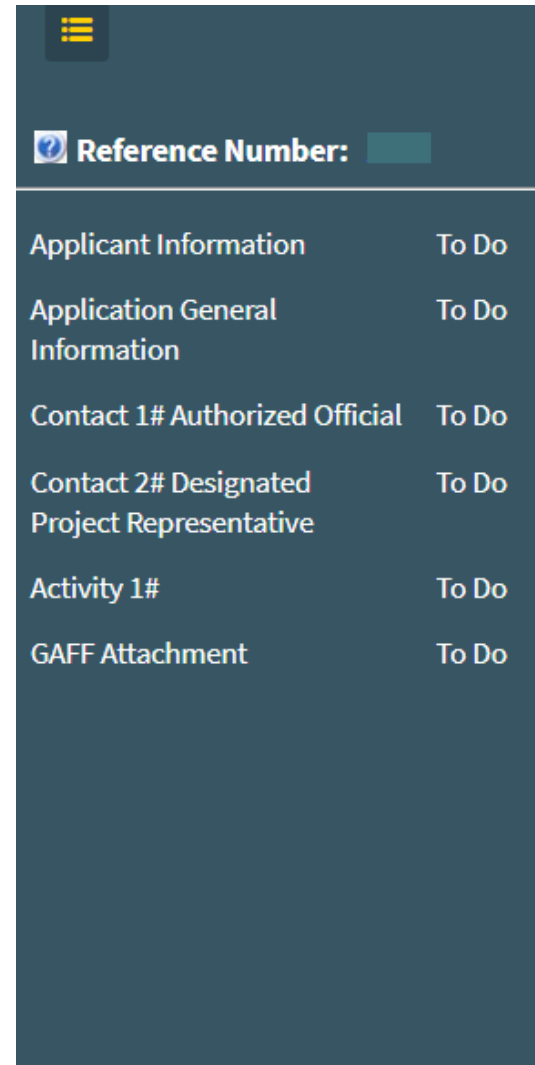
3. FEIN (Federal Employer Identification Number ##-#####)

Do not enter hyphen.

Federal Employer Identification Number is required.

When Completing an Application

- The menu bar on the left of the screen, shows you the different sections of the application. A "To Do" message indicates that this section needs to be completed. "Done" indicates the section is completed.



A screenshot of a mobile application interface. At the top left is a yellow hamburger menu icon. Below it is a search bar with a magnifying glass icon and the text "Reference Number:" followed by a dark teal input field. Below the search bar is a list of application sections, each with a status indicator "To Do".

| | |
|--|-------|
| Applicant Information | To Do |
| Application General Information | To Do |
| Contact 1# Authorized Official | To Do |
| Contact 2# Designated Project Representative | To Do |
| Activity 1# | To Do |
| GAFF Attachment | To Do |

Applicant Information

- **Applicant Legal Name.** Legal name of the grant applicant. This name must match the name shown on IRS Form W-9.
- **Ownership Code.** Select from the dropdown list.
- **Texas Filing/Charter Number.** Certain Ownership Codes require entry of this number (ex: Texas Corporation).
- **FEIN.** Certain Ownership Codes require entry of this number (ex: School District).

Applicant Information

* 1. Applicant Legal Name

* 2. Ownership Code (Business Type)

3. FEIN (Federal Employer Identification Number ##-#####)
Do not enter hyphen.

Certification Regarding Child Support Obligations

- **Application option and certification.** Select the applicable **applicant option** from the dropdown list and then answer **Yes** or **No** to the certification statement.

Certification Regarding Child Support Obligations

- * 4. Select the applicant option

Governmental entity

- * 5. I certify that to the best of my knowledge and belief that the individual or business entity submitting this application is not ineligible to receive a grant. I acknowledge that the grant contract may be terminated, and any payments withheld if this certification is inaccurate

Yes

Note: If you select **One or more individuals own 25% or more of the business entity** as the **applicant option**, you will need to provide those individual names and their Social Security Numbers.

Third-Party Preparer

- **Third-Party.** Select **Yes** if you are completing the online application for the applicant.

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

Yes

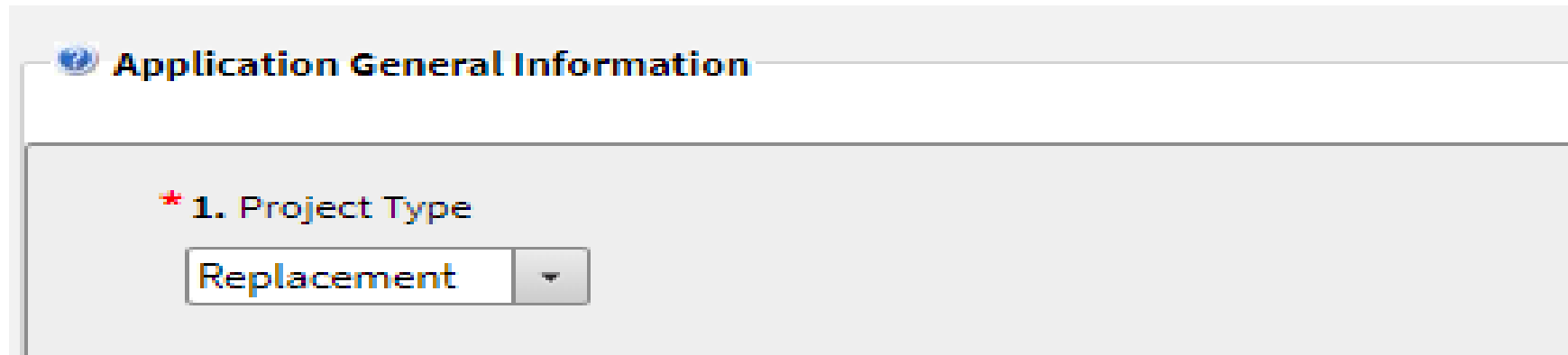
Next/Save

Activities

IMPORTANT NOTE: If you select Yes, the Third-Party Preparer and Authorized Official must electronically sign the application.

Application General Information

- **Project Type.** Select **Replacement** or **Purchase** as the primary project type.



The screenshot shows a web form titled "Application General Information". Below the title, there is a required field labeled "* 1. Project Type". The dropdown menu for this field is open, and the option "Replacement" is selected.

Example: For applications that include both New Purchase and Replacement activities, select **Replacement** for the project type.

Application General Information

- **Project Emission Source.** Select **On-Road** (non-road vehicles cannot receive GAFF grant funding).
- **Project Fuel Type.** Select the fuel type that would primarily be used by the grant-funded equipment.
- **Business Description.** Field optional.

*2. Project Emission Source

On-Road ▼

*3. Project Fuel Type

Compressed Natural Gas (CNG) ▼

4. Business description

Application General Information

- **Primary Area.** Select the area(s) where the grant-funded equipment would be used. The **Total % in Eligible Areas** should be 51% or more.
- **% in _____ Area.** Enter the usage percentage in that area.

* 5. Primary Area

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

* 5.1. % in Dallas/Fort Worth Area

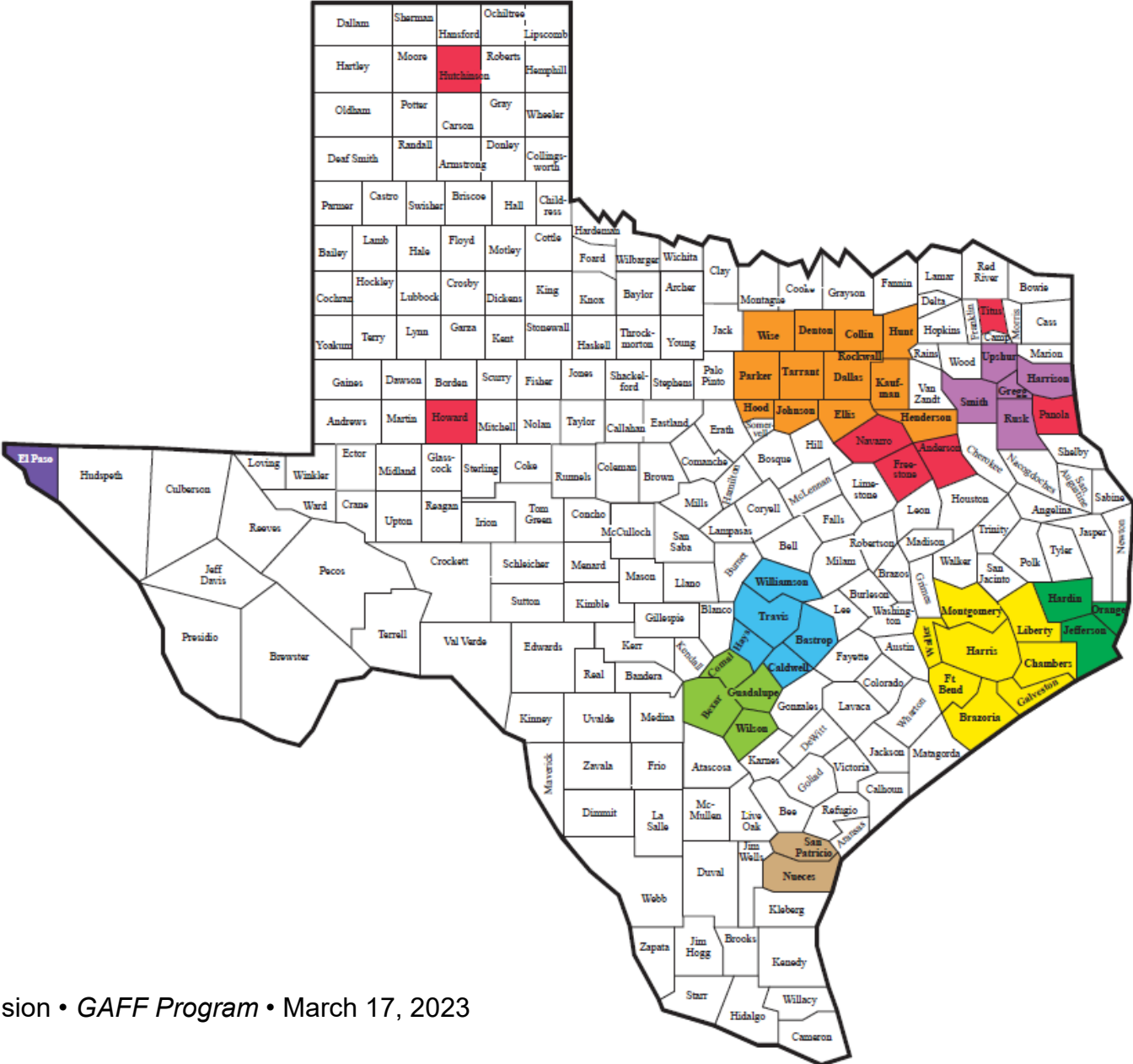
75

* 6. Total % in Eligible Areas

75.0

Primary Areas

- The “areas” are defined in the map provided within the Request for Grant Applications (RFGA).
- **Example.** The area “Dallas/Fort Worth” includes Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties.



Primary Areas (by County)

Austin Area:

Bastrop
Caldwell
Hays
Travis
Williamson

Beaumont-Port Arthur Area:

Hardin
Jefferson
Orange

Corpus Christi Area:

Nueces
San Patricio

Dallas-Fort Worth Area:

Collin
Dallas
Denton
Ellis
Henderson
Hood
Hunt
Johnson
Kaufman
Parker
Rockwall
Tarrant
Wise

El Paso Area:

El Paso

Houston-Galveston-Brazoria Area:

Brazoria
Chambers
Fort Bend
Galveston
Harris
Liberty
Montgomery
Waller

San Antonio Area:

Bexar
Comal
Guadalupe
Wilson

Tyler-Longview Area:

Gregg
Harrison
Rusk
Smith
Upshur

Other:

All remaining counties in Texas.

Please note the following counties within this **Other** category are nonattainment counties:

Anderson
Freestone
Howard
Hutchinson
Navarro
Panola
Titus

Application General Information

- If you select **Other** for the Primary Area, enter the **Primary County of Operation** and its percent usage in this county into **% in Other Area**.

* 5. Primary Area

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

* 5.1. % in Other Area

* 5.2. Primary County of Operation

* 6. Total % in Eligible Areas

55.0

Application General Information

- **Refueling Infrastructure, Equipment, and Services.** Select **Yes** or **No**. If **Yes**, you must answer additional questions later in the application.

* 7. Are you proposing projects that include the purchase, lease or installation of refueling infrastructure or equipment, or the procurement of refueling services?

Application General Information

- **Activity Certifications.** Select **Yes** to at least one of the following questions. Then click **Next/Save**.

Activity Certifications

Applicants must indicate their priority activity by selecting Yes to at least one of the questions below.

- * 8. The purchase or lease of new motor vehicles, including new motor vehicles that are converted to operate on an alternative fuel, when replacing vehicles or adding vehicles to the fleet

No

- * 9. The purchase of new motor vehicles, including new motor vehicles that are converted to operate on an alternative fuel, to replace vehicles that have the highest total mileage and do not use an alternative fuel

Yes

- * 10. To the extent feasible, obtaining, whether by purchase, purchase and conversion, or lease, motor vehicles that use Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), or Liquefied Petroleum Gas (LPG)

Yes

Next/Save

Activities

Contact #1 Authorized Official

- Enter the authorized official's (AO) name and contact information.

Contact #: 1 Delete this Contact

* 1. Type of Contact
AUTHORIZED OFFICIAL

2. Same as another contact

* 3. Salutation

* 4. First Name

5. Middle Initial

* 6. Last Name

7. Suffix

8. Title

* 9. Primary Phone Number
Do not enter hyphens.

10. Primary Phone Extension

11. Secondary Phone Number
Do not enter hyphens.

12. Secondary Phone Extension

* 13. Email Address

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.

Contact #1 Authorized Official

- Enter AO's mailing address.

Mailing Address

14. Same Address As

* 15. Address 1

16. Address 2

* 17. City

* 18. State

* 19. Zip

20. Zip 4

21. County

Contact #1 Authorized Official

- Enter AO's physical address. You may use the **Same Address As** dropdown to copy-and-paste previous address entries.

Physical Address

22. Same Address As
--Select One--
--Select One--
AO-MAILING

24. Address 2

25. City

26. State
--Select One--

27. Zip

28. Zip 4

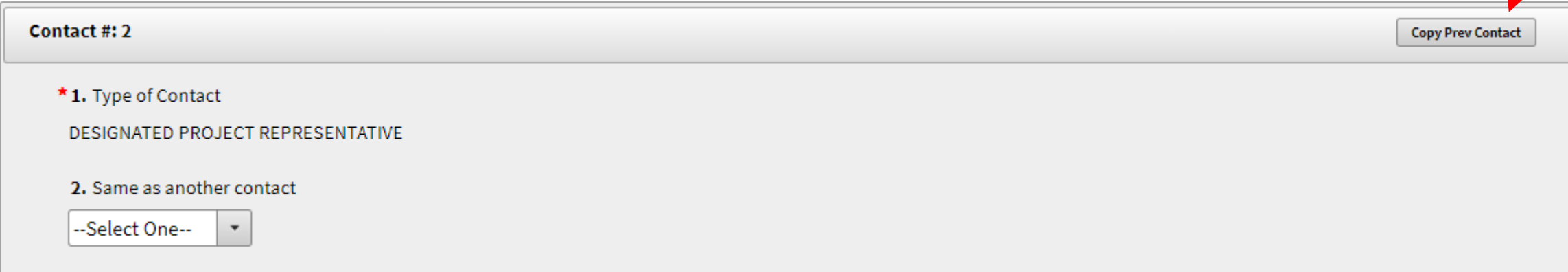
29. County
--Select One--

Next/Save

Activities

Contact #2 Designated Project Representative

- Following the same procedures for the AO, enter the Designated Project Representative's (DPR) name, contact information, mailing address, and physical address.
- Note that the DPR can be the applicant or employee who will serve as the point of contact for the application.
- **Copy Prev Contact.** Use this button to copy all the AO's information into the DPR.
- **Same as another contact.** You may copy-and-paste previous contact entries.



The screenshot shows a web form titled "Contact #: 2". In the top right corner of the form, there is a button labeled "Copy Prev Contact". A red arrow points to this button from the right side of the slide. Below the title bar, the form contains two sections:

- * 1. Type of Contact**
DESIGNATED PROJECT REPRESENTATIVE
- 2. Same as another contact**
--Select One--

Contact #3 Third Party Preparer

- Only applicable if you answered **Yes** to the question “**is the application being prepared by a third-party?**”
- **Copy Prev Contact.** Use this button to copy all the DPR’s information into the Third-Party Preparer.

Contact #: 3 Copy Prev Contact

* 1. Type of Contact
THIRD PARTY PREPARER

2. Same as another contact

Mailing Address


15. Same Address As


Physical Address


23. Same Address As

Activity Entry

- Enter the total number of activities for this grant (not to exceed 10).
 - **Example:** Wanting to replace six vehicles (with six new, grant-funded vehicles) is **six activities**.
 - **Example:** Wanting to replace six vehicles (with six new, grant-funded vehicles) and purchase two additional vehicles with grant funds is **8 activities**.

 **Activity 1#**

 Total number of activities for this grant.

 Number of saved Activity question set(s) : 0

Activity Entry - Replacement

- Enter basic information about the new vehicle (that you're requesting grant funds for) and the old vehicle that is being replaced.
- **Grant Amount Requested for this Activity.** Select from the dropdown the option that matches the **New Vehicle Type**.
 - **Example:** If the New Vehicle Type is **School Buses**, select **\$80,000 (Class 7 - 8 Vehicles, School Buses, Transit Buses)**.

Activity #: 1

* 1. Activity
001

* 2. New Vehicle Type
School Buses

3. Fuel Type of New Vehicle
Compressed Natural Gas (CNG)

* 4. Select Activity Type
Replacement

* 4.1. Old Vehicle Type
School Buses

* 4.2. Old Vehicle Model Year
1993

* 4.3. Fuel Type of Old Vehicle
Diesel

5. Grant Amount Requested for this Activity
\$80,000 (Class 7 - 8 Vehicles, School Buses, Transit Buses)

Activity Entry - Purchase

- Enter basic information about the new vehicle.
- **Grant Amount Requested for this Activity.** Select from the dropdown the option that matches the **New Vehicle Type**.

Activity #: 2

* 1. Activity
002

* 2. New Vehicle Type
School Buses

3. Fuel Type of New Vehicle
Compressed Natural Gas (CNG)

* 4. Select Activity Type
Purchase

5. Grant Amount Requested for this Activity
\$80,000 (Class 7 - 8 Vehicles, School Buses, Transit Buses)

Refueling Infrastructure

- If you answered **Yes** to **Refueling Infrastructure, Equipment, and Services** (in the Application General Information Section), complete the **Refueling Infrastructure** section.
- For more information about this section, please see the RFGA.

* 1. Project Description

* 2. Current Access to Refueling Infrastructure or Equipment

Refueling Infrastructure

- **Proposed Refueling Infrastructure or Equipment Location.** Enter the required information.

Proposed Refueling Infrastructure or Equipment Location

* 3. Location or Facility Name

* 4. Physical Address

* 5. City

* 6. State

* 7. Zip Code

8. County

* 9. Is the Applicant the Property Owner?

IMPORTANT NOTE: If the applicant is not the property owner, then the property owner will need to sign a statement provided by the TCEQ.

* 9. Is the Applicant the Property Owner?

This will require the property owner to sign a statement. TCEQ will contact you after we receive your application.

Refueling Infrastructure

- **Proposed Third-Party Service Provider Information.** If applicable, enter this information.
- **Requested Grant Amount for Refueling Infrastructure, Equipment, or Services.** Enter the amount, not to exceed 10% of the total requested grant amount for the vehicles (i.e., activities).

Proposed Third-Party Service Provider Information

10. Service Provider Name

11. Service Provider Address

12. City

13. State

14. Zip Code

15. Zip 4

16. County

17. Service Term

* 18. Requested Grant Amount for Refueling Infrastructure, Equipment, or Services

GAFF Attachment

- Upload a completed and signed IRS Form W-9. This form is required and must be submitted with the application.
- If the equipment has already been purchased, upload the purchase, lease, or financing agreement showing the price paid.
 - **NOTE:** The vehicle may not have been purchased prior to September 1, 2022.

*Upload the completed and signed W-9 Form

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

+ Choose..


If the Equipment has already been purchased, upload the purchase, lease or financing agreement showing the price paid.

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

+ Choose..

Sign Application


- The system will indicate, on the **Activities Page**, when your application is complete. Select the application, click **Sign**, and then enter your password for that application.



 All sections for Reference Number 1809 have been saved.
The application is now ready to be signed.

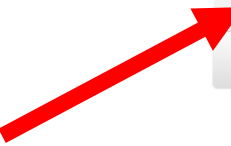
Activities Page

New TERP Activity

Pending application(s) that need to be completed.

| Select | Edit | Reference Number | Applicant Legal Name | Authorized Official | Status | Preview |
|--------------------------|---|------------------|----------------------|---------------------|---------------|---|
| <input type="checkbox"/> |  | 1809 | Baustin ISD | John Wayne | Ready to Sign |  |

(1 of 1)  10 



Sign

Delete

Third-Party Preparer Signature

- If the application **was completed** by a third-party preparer, they will need to electronically sign it first. Afterwards, the Authorized Official must log into SUNSS (using the name and email address in the application) and sign it. The application is then submitted to the TCEQ.

Signature Page

Signature Page

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

***** All Fields are required.**

| | |
|------------------------|--|
| Reference Number : | 1814 |
| Applicant Legal Name : | Baustin ISD |
| Third Party Preparer : | Wayne Gretzsky |
| Application Summary : | View/Print Application |

Affidavit :

I hereby certify that to the best of my knowledge and belief, all information provided in this application and any attachments is true and correct. I certify that I have read the complete application after all forms and information were completed. I agree with the information provided, and the date provided below is the date I signed the form. I further understand that prior to incorporating these forms and information into a contract the data and information may be revised by the TCEQ for accuracy, and the acceptance of a contract will constitute agreement with those revisions. My signature also constitutes acceptance of the certifications in Section 4 of the GAFF application posted online at <https://tceq.texas.gov/airquality/terp/gaff>, the terms of this grant, and any changes posted through addenda on the Electronic State Business Daily. Failure to sign the application or signing it with an incorrect statement may make the submitted offer or any resulting contracts voidable.

Entering your name in the signature box constitutes an electronic signature and is legally equivalent to your written signature.

Third Party Preparer's Signature :

Date
03/16/2023

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.

Authorized Official Signature

- If the application was **not** completed by a third-party preparer, the Authorized Official will type their name into the blank field and then click **Electronically Sign your Application**. The application is then submitted to the TCEQ.

Signature Page

Signature Page

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

**** All Fields are required.*

| | |
|------------------------|--|
| Reference Number : | 1814 |
| Applicant Legal Name : | Baustin ISD |
| Authorized Official : | John Wayne |
| Application Summary : | View/Print Application |

Affidavit :

I hereby certify that to the best of my knowledge and belief, all information provided in this application and any attachments is true and correct. I certify that I have read the complete application after all forms and information were completed. I agree with the information provided, and the date provided below is the date I signed the form. I further understand that prior to incorporating these forms and information into a contract the data and information may be revised by the TCEQ for accuracy, and the acceptance of a contract will constitute agreement with those revisions. My signature also constitutes acceptance of the certifications in Section 4 of the GAFF application posted online at <https://tceq.texas.gov/airquality/terp/gaff>, the terms of this grant, and any changes posted through addenda on the Electronic State Business Daily. Failure to sign the application or signing it with an incorrect statement may make the submitted offer or any resulting contracts voidable.

Entering your name in the signature box constitutes an electronic signature and is legally equivalent to your written signature.

Authorized Official Signature :


Date
03/16/2023

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.

Application Submitted

- Once electronically signed, the application is submitted to the TCEQ.

 The application(s) 1809 have been successfully Signed and Submitted.

Please take a moment to print your completed application if you would like a copy. This is the only opportunity you will have to print it.

[View/Print Application](#)

To print your application while viewing, right click anywhere on the text and select "Print" or Use Ctrl+P to print the application.

[Activities](#)

- You may click the **View/Print Application** to download a copy of the submitted application.

Application Submitted

- You should receive an automated email confirming the application was submitted.

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

Sent: Wednesday, March 15, 2023 12:47 PM

To: JohnWayne@noreply.com

Subject: UAT:GAFF Application Submitted

This confirms the submittal of your Governmental Alternative Fuel Fleet (GAFF) Application to the TCEQ.

Your application was successfully submitted at 03/15/2023 12:46:34 AM.

The confirmation number for this submittal is : 1470

The hash code for this submittal is 1AD9927564353C021970D4ACA48D9C0FC3874FDC363A32867B5FFBB986B0DD5A

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://www3tst.tceq.texas.gov/sunss/>

If you have any questions, please contact the STEERS Help Line at 512-239-6925 or by e-mail at steerstst@tceq.texas.gov.

Questions

- If you have any questions, please see the Request for Grant Applications (RFGA) online at www.tceq.texas.gov/airquality/terp/gaff
- 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