

Application Instructions for Clean Vehicles Grants

For On-Road Vehicle Projects

Effective July 10, 2019



Clean Vehicles Program
Houston-Galveston Area Council
PO Box 22777
Houston TX 77227-2777

713-993-2488 *phone*
713-993-4508 *fax*

cleanvehicles@H-GAC.com

www.mysolutionis.com/fleet-resources/clean-vehicles-program

Clean Vehicles Program

Application Instructions for Clean Vehicles Grants

1.0 Application Packet and Submission

Prior to submitting an application, prospective applicants should contact Clean Vehicles Program (CVP) staff members by phone at 713-993-2488 or email at cleanvehicles@h-gac.com with any questions regarding program requirements and/or to receive a qualitative assessment of possible grant funding. The Houston-Galveston Area Council (H-GAC) is not responsible for ensuring the compatibility and/or proper installation of technologies that are included in CVP applications. H-GAC also strongly encourages prospective applicants to discuss questions relating to the operation and/or compatibility of equipment with the product vendor and other qualified personnel prior to including it in the application.

There are no application deadlines, so individuals and organizations may apply at any time. Awards will be granted on a first-come, first-served basis until funds are exhausted. Only one (1) application per project is necessary, and individuals and organizations may apply for a new project at any time, even if they have one or more projects already underway. There is a limit of 25 vehicles per application, and the Clean Vehicles Program will not replace engines that are older than 25 years.

The application packet as submitted should include the following:

| ✓ | Application Form | Description |
|---|------------------|---|
| | A | Basic Information Form |
| | B1 | On-Road Vehicle Data |
| | | Vendor Quote for Anticipated New Vehicle(s) |
| | | Current Title of Ownership for Old Vehicle(s) |
| | | JPEG Photo of Entire Vehicle Profile that shows the unit number |
| | D | Signature Page |

Please see the following page for instructions on how to access these three forms.

You will see the screen below upon opening the application. This is only the first of three forms that together make up the application. To access Forms B1 and Form D, click on the tabs indicated below. Next, follow the instructions and prompts in completing each form.

The screenshot displays the Microsoft Excel interface. The title bar shows 'Application Form A'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Developer', 'Help', 'Acrobat', and 'Tell me what you want to do'. The formula bar contains the formula: `=IF(OR(D3="(select business, government or individual)",D3=""),"Begin by choosing a selection below:", "")`. The spreadsheet content includes:

- Row 1: **Begin by choosing a selection below:** (highlighted in black)
- Row 2: **Basic Applicant Information (Application Form A)** (centered, bold)
- Row 3: *This form must be completed electronically and submitted as an Excel document.* (centered, italicized)
- Row 4: **I am applying as (select business, government or individual)** (highlighted in black)

Callout boxes with red arrows point to the bottom tabs:

- Box 1: "The application opens for **Form A** (what you see here)." points to the **Application Form A** tab.
- Box 2: "Click here to access and complete **Form B1**." points to the **Application Form B1** tab.
- Box 3: "Click here to access and complete **Form D**." points to the **Application Form D** tab.

At the bottom, a note reads: "NOTE: The purpose of H-GAG's Clean Vehicles Program is to reduce air pollutant emissions in the Houston-Galveston-Brazoria eight-county nonattainment area, which..."

Applications should be submitted electronically via email attachments for all required documents to cleanvehicles@h-gac.com, in addition to hard copy signed Form D.

Applicants may withdraw an application at any time by notifying staff in writing.

2.0 Application Form Instructions

Application Form A – Basic Applicant Information

Applicants should fill in as many of the fields as are applicable to their projects:

- Identify whether applying as a business, government or individual. Making this selection will reveal the cells to be completed with the appropriate information. *All white cells must be filled in* with the exception of the bottom portion that is for H-GAC use only. Enter “N/A” if a field does not apply to your situation. As each section is completed, more fields will be revealed until the entire form is complete.
- The following notes will provide some clarification on a few key items required in the form; contact H-GAC staff for any other questions you may have.
 - **“Applicant Name”** should be the full legal name of the individual or organization with which H-GAC would execute a grant contract. This should be the same name that appears on the vehicle title of ownership.
 - **“Project Manager”** (PM) should be the applicant’s primary point of contact for this project. By default, H-GAC staff will communicate with the applicant’s designated Project Manager.
 - It is best to include at least one other person (besides the PM) in the chain of communication. There is a place to indicate these further down on Form A. If any of these is a vendor or dealership, that individual will be included in communications only during the application phase.
 - **“Contract Signatory Name”** should be the person authorized to sign contracts. If that individual is not the Project Manager, select “No” in the drop-down where it asks if the two are the same.

Application Form B1 – On-Road Vehicle Data

Columns relevant to the current vehicles to be replaced are shown under green headers, while columns relevant to anticipated replacement vehicles are shown under purple headers. The row along the top shaded dark gray is given as an example.

Only vehicles that fit the following profile will be considered for a Clean Vehicles Program project:

- Those that are currently roadworthy and in good operating condition;
- Those that can reasonably expect to have a minimum of two (2) years of useful life remaining on-road;
- Those for which the engine family code and serial number are easily identified.
- Those that meet all other requirements as outlined in the application and ancillary materials.

Please fill in as many of the fields as are applicable to the project, noting the following:

- Vehicle and engine information should be as specific as possible. This information will be used to confirm the emission certification data for proper implementation of the project. *The application will not be considered complete unless all fields are completed in the vehicle and engine sections.*
- Annual mileage is automatically calculated based on average usage over the life of the engine. **“In-Region Annual Miles”** miles should only include miles traveled in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller counties. **“Total Accumulated Engine Mileage”** should represent the total number of miles traveled using the specified engine. In most cases (where the engine is original to the vehicle), this should be the current odometer meter reading, plus/minus any miles not reflected in the odometer due to vehicle repairs and/or odometer roll-over. If the odometer is inoperable, other qualifying documentation will be necessary to verify mileage.
- All data entered should be specific rather than estimated, and verifiable via documentation that will be examined by H-GAC staff during inquiries and site visits.
- Please note the three required attachments listed on the far-right side of the form: Vendor Quote, Current Title of Ownership, and Profile Photo of the entire vehicle showing the unit number. These can all be submitted via emailed PDF attachments with the exception of the photo, which should be in JPEG format.

Supporting documentation such as engine specifications, emission certification data, and vendor quotes should be supplied to H-GAC for all future/replacement vehicles. H-GAC staff can assist the Applicant in locating emission certification data as needed.

Application Form D – Acknowledgements and Signature Page

Please read each statement in this form, and then have the signatory sign and date at the bottom. Next submit the signed form via emailed PDF attachment plus either of the two methods below:

| Delivery Method | Mailing/Delivery Address |
|-------------------------------|---|
| United States Postal Service | [H-GAC staff name here] Clean Vehicles Program, Transportation Houston-Galveston Area Council (H-GAC) PO Box 22777 Houston TX 77227-2777 |
| Special or in person delivery | [H-GAC staff name here] Clean Vehicles Program, Transportation Houston-Galveston Area Council (H-GAC) 3555 Timmons Ln Ste 100 Houston TX 77027 |