

Application Instructions for Clean Vehicles Grants

For On-Road Vehicle Projects

Effective March 28, 2018



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.

The application packet should include the following:

✓	Application Form	Description	Notes
	A	Basic Information Form	Required
	B1	On-Road Vehicle Data	Required for all on-road projects
	C	Acknowledgements and Signature Page	Required

Applications should be submitted both electronically and by paper copy.

Electronic copies may be provided either by inclusion of standard electronic media (DVD or USB flash drive [also known as a thumb drive]) with the paper application packet, or by emailing all completed forms to cleanvehicles@H-GAC.com. The packet should be sent using one of the following methods:

United States Postal Service	In person or by express delivery service
Attn: Clean Vehicles Program Houston-Galveston Area Council PO Box 22777 Houston TX 77227-2777	Attn: Clean Vehicles Program Houston-Galveston Area Council 3555 Timmons Ln Ste 100 Houston TX 77027-6470

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, such as the following:

- Identify whether applying as a business, government/public entity, or individual.
- **“Applicant Name”** should be the full legal name of the individual or organization with which H-GAC would execute a grant contract.
- **“Project Manager”** should be the Applicant’s primary point of contact for this project. This individual will receive all official H-GAC communications for the Applicant (unless H-GAC is otherwise directed).
- **“Number of Employees”** and **“Years in Operation”** should correspond to the individual or organization listed on the application, and are used for risk assessment purposes.
- **“Contract Signatory Name”** should be the person authorized to sign contracts. If that individual is not the Project Manager, clicking “No” to that question in the appropriate checkbox will open the “Contract Signatory” section.
- For businesses and individuals, the Contract Signatory’s **“Years of Professional Experience”** will factor into the project risk assessment.

By default, H-GAC staff will communicate with the Applicant’s designated Project Manager. If the Applicant wishes to have H-GAC staff include others in communications, there is a place to include these above the **“Financial Prospects”** section.

Application Form B1 – On-Road Vehicle Data

Columns relevant to the current vehicles to be replaced (also known as “baseline” vehicles) are shown under green headers, while columns relevant to future vehicles (anticipated replacement vehicles) are shown under purple headers. The row shaded dark gray is given as an example.

Only vehicles that fit the following profile will be considered for a CVP 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.
- Miles, hours, days and annual fuel consumption data should be specific rather than estimated, and should represent usage over the past twelve (12) months.
- Idling and operational data may be estimated, and should exclude idling occurring as a result of general traffic congestion.

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. Specifications and emission/fuel economy data should also be supplied to H-GAC regarding any baseline vehicle add-ons such as retrofits, if applicable.

Application Form C – Acknowledgements and Signature Page

Please read each statement in this form, answering “Yes” or “No” on whether the Applicant agrees with it, and then sign and date at the bottom. If someone from outside of the organization has helped put together the application, they should also sign at the bottom. **Original, hard copy signatures must be on file in order for the application to be considered complete.**

If the Applicant is an individual or a private or nonprofit organization, H-GAC strongly recommends also checking the box providing H-GAC with permission to run a credit check as part of our risk assessment. Otherwise, this may negatively impact the application evaluation.