



CLEAN VEHICLES PROGRAM APPLICATION CHECKLIST

Effective March 15, 2011

Administered by the Air Quality Group of the Houston-Galveston Area Council

Potential applicants are encouraged to contact staff prior to submitting an application with any questions they may have regarding program requirements and/or to receive a qualitative assessment of their prospects for receiving funding under the Clean Vehicles Program.

There are no application deadlines and so organizations may submit their application at any time. Once an application is submitted, it should not be substantively amended¹ with the exception of the correction of inadvertent errors (i.e. typos, etc.). Awards will be granted on a first-come, first-serve basis until funds are exhausted. Only one application is necessary per organization; however, organizations can choose to submit multiple applications.

Application packets must include the following information:

- Basic Information Form (Application Form A, pages 1-2)
- Fleet Data Form(s)
 - On-Road Vehicles Data (Application Form B1, if applicable)
 - Off-Road Equipment Data (Application Form B2, if applicable)
 - Connectivity Mapping Form (optional, Application Form B3 - see Section 3.1.3 of the Program Guidelines)
- Attachments Checklist (Application Form C)
- Good Citizen's Incentive Form (optional, Application Form D - see Section 3.1.6 of the Program Guidelines)
- Signed Application Acknowledgement Form (Application Form E)
- Electronic Copy of Application

(either by inclusion of a CD with the mailed application packet, or by emailing all completed forms to cleanvehicles@h-gac.com)

Submit the hard-copy application packet to H-GAC at the following address:

Houston-Galveston Area Council
Attn: Clean Vehicles Program
3555 Timmons, Suite 120
Houston, TX 77027

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

¹ H-GAC is not responsible for ensuring the compatibility and/or proper installation of technologies that are to included in the application. H-GAC strongly encourages participants to discuss any 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.