

**STATE OF TENNESSEE VOLKSWAGEN DIESEL SETTLEMENT  
ENVIRONMENTAL MITIGATION TRUST  
MEDIUM- AND HEAVY-DUTY VEHICLE  
GRANT PROGRAM MANUAL**



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## **LIST OF MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM MANUAL APPENDICES<sup>1</sup>**

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<sup>1</sup> Appendices are provided as separate attachments at the back of the Medium- and Heavy-Duty Vehicle Grant Program Manual.

## I. **Contracts**

### A. **Grant Contracts**

All Grantees of the Medium- and Heavy-Duty Vehicle Grant Program (***Class 4-7 Local Freight Trucks, Class 8 Local Freight Trucks and Port Drayage Trucks, Class 4-8 Transit and Shuttle, or Class 4-8 School Buses***)<sup>2</sup> must enter into a Grant Contract with the State of Tennessee, Department of Environment and Conservation (TDEC) to receive the allocated grant funds. Projects may include a variety of vehicle and/or fuel types. The Grant Contracts for each category contain the following sections:

- A. Scope of Services and Deliverables
- B. Term of Contract (not to exceed 24 months)
- C. Payment Terms and Conditions (including Budget)
- D. Standard Terms and Conditions
- E. Special Terms and Conditions

### B. **Grant Budget**

The Grant Budget, "Attachment 2" of the Grant Contract, contains line items detailing the total project amount, including the Grant Contract amount and the Grantee Participation amount. Expenditures, reimbursements, and/or payments under a Grant Contract must adhere to the Grant Budget. Section C.6. of the Grant Contract states that the Grantee may request revisions of Grant Budget line items greater than 20% by letter, giving full details supporting such request, provided that such revisions do not increase the total Grant Budget amount. Grant Budget line-item revisions greater than 20% may not be made without prior, written approval of the State in which the terms of the approved revisions are explicitly set forth. Written requests and justifications for such line-item variances must be sent to the TDEC Office of Energy Programs (see Contact Information on Page 10).

## II. **ADDITIONAL CONTRACT COMPLIANCE REQUIREMENTS**

### A. **Title VI Requirements**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance (42 U.S.C. §2000d). As a recipient of federal funding, TDEC is required to comply with the rules, laws, and regulations of Title VI.

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<sup>2</sup> All terms that are both bolded and italicized in this Grant Program Manual are defined in Appendix D-2 of the Environmental Mitigation Trust Agreement for State Beneficiaries, [https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/Modified\\_Environmental\\_Mitigation\\_Trust\\_Agreement\\_for\\_State\\_Beneficiaries\\_Effective\\_June\\_18\\_2020.pdf](https://www.tn.gov/content/dam/tn/environment/energy/documents/vw-resources/Modified_Environmental_Mitigation_Trust_Agreement_for_State_Beneficiaries_Effective_June_18_2020.pdf).

Title VI also applies to recipients of federal financial assistance that passes through TDEC in the form of grants, contracts, or subcontracts, as well as federal financial assistance that passes through another state agency to TDEC. To comply with Title VI requirements for TDEC subrecipients, the Grantee must show their completion of Title VI training and must provide TDEC with a copy of the certificate of training completion no later than **30 days** after the draft Grant Contract has been submitted to TDEC Contracts for approval (the Grantee will be notified when this has occurred). The Grantee must also complete and submit a **Title VI Training Certification form (Appendix F)** no later than **30 days** after the draft Grant Contract has been submitted to TDEC Contracts for approval. To do so, the Grantee organization will complete the Title VI Training Certification activity in the online [TDEC Grants Management System \(GMS\) \(https://tdec.smartsimple.com/\)](https://tdec.smartsimple.com/), which requires upload of the **Title VI Training Certification form (Appendix F)** and a corresponding certificate of completion from within the last six months by the entity's Title VI Coordinator and Supervisor. Examples of documentation to fulfill this requirement could include a dated certificate of completion for TDEC's online Title VI training (training [available here](#)); a dated certificate of completion for Title VI training provided by other State departments; a statement from the organization's HR department stating that Title VI training was held on a specific date in the past six months and the specific person was in attendance; or other proof of Title VI training completion.

Additional instructions for completing the Title VI Training Certification activity in the GMS are included within **Appendix J (GMS Guide)**.

## **B. Tennessee Department of Revenue Registration**

Section D.25. of the Grant Contract states that the Grantee shall comply with all applicable registration requirements contained in Tennessee Code Annotated sections 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of the Grant Contract.

For reference, Grantees that contract with the State of Tennessee must be registered to collect sales tax if they make sales that are subject to the Tennessee sales and use tax. If the Grantee does not make sales that are subject to the sales and use tax, the Grantee must provide a letter to the TDEC Office of Energy Programs from the Department of Revenue confirming that there is no registration requirement. To complete this requirement, please access the [Tennessee Taxpayer Access Point \(TNTAP\)](#), click "View Options" at the bottom of the page under Information/Help, then click "TN Vendor Contract Questions" and complete the questionnaire to determine your organization's status.

## **C. Audit Report Requirements**

Section D.19. of the Grant Contract states that all Grantees are subject to Audit Report requirements pursuant to Tennessee law. At least ninety (90) days before the end of its fiscal year, the Grantee must complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier portal) to notify the State whether or not the Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year.

Immediately after the fiscal year has ended, the Grantee must fill out the End of Fiscal Year (“EOFY”) (accessible through the Edison Supplier portal).

### III. REQUIRED REPORTING

The Grantee must submit quarterly, annual, and final reports through the [TDEC Grant Management System \(GMS\)](https://tdec.smartsimple.com/) (<https://tdec.smartsimple.com/>) before all established reporting deadlines, as outlined in Section A.2. of the Grant Contract. Additional instructions for completing the Required Reporting activity in the GMS are included in **Appendix J (GMS Guide)**. For Grantees with multiple fuel types and/or class vehicles under the Medium- and Heavy-Duty Vehicle Grant Program, the Grantee will report all activities for each vehicle project, adhering to the reporting schedules detailed by the program and determined by the vehicle projects’ progress.

#### A. Quarterly Reporting

Section A.2.d. of the Grant Contract states that the Grantee must submit quarterly reports that include updates on procurement, vehicle operator training, **Repower** Status, and refueling infrastructure until the grant-funded Eligible Mitigation Activities (EMA) Category (**Class 4-7 Local Freight Truck, Class 8 Local Freight Truck / Port Drayage Truck, Class 4-8 Transit and Shuttle Bus, and Class 4-8 School Bus**) vehicle is purchased, delivered, **Repowered** and put into service (if applicable); and the engines and vehicles to be **Repowered** or replaced are **Scrapped**. Such reports must include a complete description of the status of the project (including actual or projected termination date), development, implementation, and any modification. A quarterly report template, with prompts for all information required by the Grant Contract is provided in **Appendix A**. Quarterly reports must be submitted no later than January 10, April 10, July 10, and October 10 of each year of the Grant Contract term.

#### B. Annual Reporting

Section A.2.e. of the Grant Contract states that the Grantee must submit, within three (3) months of the conclusion of each year of the Grant Contract Term, an annual report. Such reports must include the items listed in Section D.18 (Annual and Final Reports) of the Grant Contract, as well as the demonstrated usage of fuel in purchased/**Repowered** vehicles, the number of diesel gallon equivalents (DGEs) or gallons purchased, purchase price, refueling locations, miles driven, driving or route habits, metrics regarding emissions reductions, and savings or cost avoidance.

In addition, the Grantee will be responsible for compiling and submitting annual reports on fuel usage and vehicle operations for a period of five years, to begin following vehicle procurement, delivery, and the placement of vehicles into service. These reports may be combined with the annual report requirements in Section D.18 during the Grant Contract Term, where possible. Following the close of the Grant Contract Term, these reports must be submitted no later than 30 days after the close of the Grantee's fiscal year. The obligations set forth in Section A.2.e. survive the expiration of the Grant Contract. An annual report template with prompts for all information required by the Grant Contract is provided in **Appendix B**.

### C. Final Report

Per Sections A.2.f. and D.18. of the Grant Contract, the Grantee must submit a final project report (a final report template with prompts for all information required by the Grant Contract is provided in **Appendix C**) within three (3) months of the completion of the Grant Contract Term. (Please note that this report may be combined with the annual report described above for the final year of the Grant Contract Term.) In addition to the information requested for the annual report, the final project report must also include cumulative financial information to match the final reimbursement request as well as inventory documentation for all equipment or vehicles purchased with funding through the Grant Contract. The inventory documentation must include, at a minimum, the following:

- a. Description of the equipment or vehicles;
- b. Manufacturer's serial number or other identification number, when applicable;
- c. Consecutive inventory equipment or vehicle tag identification;
- d. Acquisition date, cost, and check number;
- e. Fund source, State Grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or vehicles are used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

**NOTE:** Failure to submit quarterly, annual, or final reports may result in the required refund of any payments made to the Grantee by the State.

### D. Scrapage and Non-Repairable Certificate

Section A.2.b. of the Grant Contract states that all EMA Categories (***Class 4-7 Local Freight Truck, Class 8 Local Freight Truck / Port Drayage Truck, Class 4-8 Transit and Shuttle Bus, and Class 4-8 School Bus***) to be replaced under this program must be ***Scrapped*** within ninety (90) days of new vehicle delivery. Under the Environmental Mitigation Trust Agreement for State Beneficiaries and the Grant Contract, "***Scrapped***" means to render inoperable and available for recycling, and, at a minimum, to specifically cut a 3-inch hole in the engine block for all engines. If any eligible Truck will

be replaced as part of an eligible project, **Scrapped** also includes disabling the chassis by cutting the vehicle’s frame rails completely in half. Grant funding shall not cover costs associated with the scrapping of eligible Vehicles to be replaced.

Scrappage may be completed by the Grantee or by a salvage yard, or similar service, provided all scrappage requirements are met and all necessary documentation is provided. The “Proof of Scrappage” activity within the GMS includes three tabs (“Proof of Scrappage,” “Photo Uploads,” and “Non-Repairable Certificate”) and must be completed by the Grantee and approved by the TDEC Office of Energy Programs prior to moving forward with the reimbursement process. An individual Proof of Scrappage activity must be completed for each vehicle **Scrapped** under the Grant Program (i.e., if your organization has been approved to replace five vehicles, your organization will complete five individual Proof of Scrappage activities, each complete with all required information and documentation).

Scrappage photo documentation submitted within the GMS must include image files of the following, with corresponding file names based on the content of the photo according to the chart below. Please append the last four digits of the Vehicle Identification Number (VIN) to the file name (e.g., SideProfile1234.jpg):

	<b>Photo</b>	<b>File Name (insert last four digits of VIN for “####”)</b>
1	Side profile of the Medium- or Heavy-Duty Vehicle	SideProfile####.jpg
2	VIN label	VIN####.jpg
3	Engine plate showing the EPA engine family name	EngineTag####.jpg
4	Chassis rail cut in half	Chassis####.jpg
5	Engine block, prior to the hole being drilled	EngineBlockPrior####.jpg
6	Engine block, after the hole has been drilled	EngineBlockAfter####.jpg

Please see **Appendix D** for example scrappage photos.

The Grantee must also provide a letter on its letterhead or on the letterhead of the salvage yard that performed the service confirming that the scrappage requirements have been met. The letter must be signed by the salvage yard that performed the service, or, if the Grantee performs the scrappage service, by the Grantee signatory listed in the Grant Contract. A template of the letter is provided in **Appendix E**. The letter must include:

- The date the vehicle or engine was **Scrapped**;
- A listing of the **Scrapped** Vehicles(s) with engine model year and VIN; and
- The name and contact information for the entity that **Scrapped** the Vehicle(s).

Grantees selected for funding under the **Volkswagen (VW) Environmental Mitigation Trust (EMT) Medium- and Heavy-Duty Vehicle Grant Program** will also be required to secure and submit a Non-Repairable Certificate for each replaced vehicle, which prevents the vehicle from being titled or registered in the State of Tennessee following scrappage. To obtain a Non-Repairable Certificate, a vehicle owner can mail a completed application (<https://www.tn.gov/content/dam/tn/revenue/documents/forms/titlereg/f1311801Fill-in.pdf>) to the Tennessee Department of Revenue, Special Investigations, Anti-theft Unit. There is no cost to obtain a Non-Repairable Certificate. The Grantee must upload the certificate to the corresponding vehicle's Proof of Scrappage activity in the GMS.

Additional instructions for completing the Proof of Scrappage activity with the GMS are included within **Appendix J (GMS Guide)**.

**Note:** Failure to provide the required photographic proof and other documentation of vehicle scrappage may impact the State's ability to provide reimbursement for the project.

#### **E. Vehicle Disposition**

Section D.27. of the Grant Contract addresses rules for the disposition of grant-funded vehicles. After termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the Grant Contract Term, the Grantee must request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles must be disposed of in such a manner as the parties may agree from among alternatives approved by TDEC as appropriate and by any applicable federal laws or regulations.

#### **IV. FINANCIAL REIMBURSEMENT REQUIREMENTS**

Grantees will be required to obtain a vendor identification number and will need to submit a **Form W-9, Request for Taxpayer Identification Number and Certification (Appendix G)**. Grantees will also be required to submit bank information via an original **Automated Clearing House (ACH) form (Appendix H)**, to receive grant reimbursements electronically. The ACH form must be signed by an authorized account representative and a representative of the associated financial institution.

The original W-9 and ACH forms should be mailed to:

State of Tennessee  
Attn: Supplier Maintenance  
Davy Crockett Tower, 9<sup>th</sup> Floor  
500 James Robertson Parkway  
Nashville, TN 37243  
(Mark envelope CONFIDENTIAL)

Electronic copies of the W-9 and ACH form should also be submitted to [Mark.Finlay@tn.gov](mailto:Mark.Finlay@tn.gov).

### **A. Accounting and Financial Controls**

Grantees must properly manage and account for funding received. A complete spending record for all expenditures will be required, including invoice receipts, logs of record, and other properly certified documents.

Only vehicles purchased within the Grant Contract Term of a fully executed and approved Grant Contract are eligible for reimbursement. No credit will be given for costs incurred before the start of the Grant Contract Term. Documentation will be required for all funds requested. Any applicant who starts a project and incurs costs before receiving a fully executed Grant Contract does so at its own risk. All funding must be spent per the Grant Contract. TDEC reserves the right to terminate the Grant Contract and/or recover funding from Grantees that TDEC determines are not in compliance with the conditions of this solicitation or the Grant Contract.

### **B. Cost Limits**

Eligible costs under this program are limited to (1) the purchase costs of eligible EMA Category vehicles (***Class 4-7 Local Freight Truck, Class 8 Local Freight Truck / Port Drayage Truck, Class 4-8 Transit and Shuttle Bus, and Class 4-8 School Bus***) and (2) the acquisition and installation costs for associated ***All-Electric*** infrastructure, if applicable. Grant administration costs are not allowable and will not be reimbursed.

The total purchase cost of the eligible EMA Category vehicle (***Class 4-7 Local Freight Truck, Class 8 Local Freight Truck / Port Drayage Truck, Class 4-8 Transit and Shuttle Bus, and Class 4-8 School Bus***) may include required costs to acquire the vehicle(s), such as taxes and delivery fees. Costs not integral to the vehicle(s) function (e.g., optional diesel after-treatment devices, etc.) cannot be considered allowable and will not be reimbursed. Invoices and supporting documentation submitted for reimbursement must be itemized and must clearly identify all allowable and unallowable costs.

Grant funding will not cover costs associated with the scrapping of eligible vehicle(s) and/or engines. If a Grantee receives money in return for scrapping a vehicle or engine, the Grantee may apply said funds toward the required cost share.

### **C. Bid Process**

Section D.20 of the Grant Contract requires that the procurement of equipment, including vehicles, be made on a competitive basis, including the use of competitive bidding procedures, where practical. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation must include a written justification for the

decision and the use of noncompetitive procurement. Documentation supporting the procurement method, including justifications for noncompetitive purchases, must be retained and made available to TDEC for review. The Grantee must obtain prior approval from the State before purchasing any vehicles or other equipment under the Grant Contract. To obtain this approval, Grantees must complete and submit a Procurement activity within the GMS for each proposed purchase. For Grantees with two Grant Contracts—one under multiple vehicle categories—the Grantee will submit Procurement activities for each contract separately (i.e., a Procurement activity can only pertain to purchases for one of the two programs at a time).

The Grantee shall proceed with purchasing equipment, including new vehicles, only after the State has reviewed and approved the corresponding Procurement activity for each vehicle or equipment purchase to be reimbursed under the Grant Contract. Additional instructions for completing the Procurement activity within the GMS are included in **Appendix J (GMS Guide)**.

#### **D. Reimbursement**

**The Grantee is limited to fulfillment of one reimbursement request per month** for expenditures within the scope of the project and the budgeted line items. If a reimbursement is requested, the request must include all necessary supporting documentation, as detailed in the Grant Contract.

**Note: Completion inspections will be conducted to verify completion of the Grant Contract scope of services and compliance with Grant Contract requirements before reimbursement. To expedite reimbursement, please notify the TDEC Office of Energy Programs after any vehicle and/or equipment purchases are made so that a corresponding completion inspection can be scheduled.**

#### **E. Reimbursement Request Procedures**

Section C.5 of the Grant Contract states that the Grantee may invoice the State no more often than monthly, with all necessary supporting documentation. Grantees must submit invoices to the State via the Request for Grant Reimbursement activity within the GMS.

Each invoice must clearly and accurately detail all of the following required information:

- a. Invoice/Reference Number (assigned by the Grantee);
- b. Invoice Date;
- c. Invoice Period (to which the reimbursement request is applicable);
- d. Grant Contract Number (assigned by the State);
- e. Grantor: Department of Environment and Conservation, Office of Energy Programs.
- f. Grantor Number (assigned by the Grantee to the above-referenced Grantor);
- g. Grantee Name;
- h. Grantee Tennessee Edison Registration ID Number Referenced in Preamble of the Grant Contract;
- i. Grantee Remittance Address;

- j. Grantee Contact for Invoice Questions (name, phone, or fax); and
- k. Itemization of Reimbursable Requested for the Invoice Period – it must detail, at minimum, all of the following:
  - i. The amount requested by Grant Budget line item;
  - ii. The amount reimbursed by Grant Budget line item to date;
  - iii. The total amount reimbursed under the Grant Contract to date; and
  - iv. The total amount requested (all line-items) for the Invoice.

A sample invoice from the Grantee to TDEC is provided in **Appendix I**. Invoices must be submitted with supporting documentation in the form of cancelled checks, confirmation of payment, and signed donation letters, to verify all expenditures and cost share contributions. Additional instructions for completing the Request for Grant Reimbursement activity within the GMS are included in **Appendix J (GMS Guide)**. All invoices and supporting documents must be retained by the Grantee for a minimum of five years. Grantees must ensure these documents are complete, accurate, and available for audit or review by the State.

Grant payments will be made electronically to the account specified on the **ACH form**, to be completed by the Grantee.

#### **F. Final Reimbursement Procedure**

The project must be physically completed by the last day of the Grant Contract Term. Final reimbursement must be submitted no later than **sixty (60) days** after the last day of the Grant Contract Term and shall contain no billings/invoices dated later than the last day of the Grant Contract Term. The TDEC Office of Energy Programs reserves the right to conduct a completion inspection to verify the completion of the scope of services before final reimbursement. The Grantee must ensure all final reimbursement documentation, including expenditure records and supporting documentation, is retained and made available for post-award monitoring, audits, or other compliance reviews.

#### **V. PROJECT MONITORING**

The TDEC Office of Energy Programs will conduct desktop and onsite monitoring visits to verify that the projects are developed, completed, and maintained according to contractual guidelines. Grantees are required to maintain all supporting documentation related to project development, completion, and ongoing maintenance for a minimum of five years. This includes, but is not limited to, procurement records, invoices, vehicle usage logs, photographic evidence, and monitoring reports. The types of inspections are as follows:

- a. Desktop Monitoring (as needed) – remote monitoring that includes examination of quarterly and annual reports to assess progress and determine compliance with Grant Contract requirements.
- b. Completion Inspection (as needed) – onsite monitoring visit to verify completion of Grant Contract scope of services and compliance with Grant Contract requirements.
- c. Post-Completion Inspections (as needed) – onsite monitoring visit to verify usage of

grant-funded vehicles and compliance with Grant Contract requirements.

If subrecipients are involved, the primary Grantee is responsible for ensuring subrecipient compliance with monitoring requirements and must make all related records available for review by the State upon request. All records and supporting documentation related to project monitoring and inspections are subject to audit or review by the State.

## **VI. PROPRIETARY INFORMATION**

The TDEC Office of Energy Programs is required by Tenn. Code Ann. § 4-3-514(b)(1) to “maintain the confidentiality of all proprietary information it may acquire.” Proprietary information is defined in Tenn. Code Ann. § 4-3-514(b)(2) as “trade secrets and commercial or financial information that is used either directly or indirectly in the business of any person submitting information to the office under this chapter, and that gives such person an advantage or an opportunity to obtain an advantage over competitors who do not know or use such information.”

Grantees under the Combined Vehicle Grant Programs shall identify any proprietary information in submitted documents. The TDEC Office of Energy Programs will review information identified as proprietary to determine that it fits within the statutory definition of proprietary information.

Further, the TDEC Office of Energy Programs will maintain a log of the documents that contain proprietary information to ensure that such is redacted prior to being produced in response to a records request or disseminated for other purposes.

## **VII. COMMUNICATION**

All communication related to Grant Contracts under the VW Medium- and Heavy-Duty Vehicle Grant Program must be in writing and must be made by either certified, first-class mail, return receipt requested; overnight courier service with an asset tracking system; or by email with recipient confirmation to the following contact as appropriate:

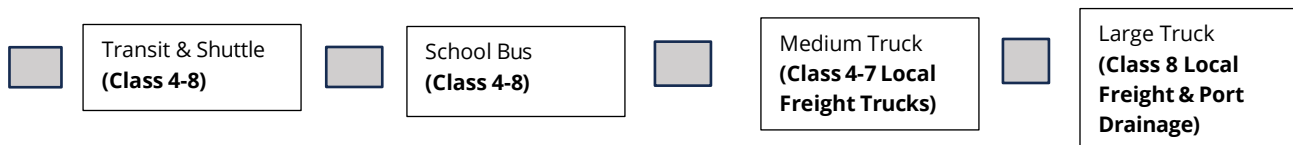
The Office of Energy Programs – Volkswagen Diesel Settlement Environmental Mitigation Trust  
Tennessee Department of Environment and Conservation  
Mark Finlay, Senior Energy Analyst  
Davy Crockett Tower, 9th Floor  
500 James Robertson Parkway  
Nashville, TN 37243  
615-772-6011  
[Mark.Finlay@tn.gov](mailto:Mark.Finlay@tn.gov)

**QUARTERLY REPORT TEMPLATE  
STATE OF TENNESSEE  
VOLKSWAGEN DIESEL SETTLEMENT  
ENVIRONMENTAL MITIGATION TRUST  
MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM**

**Note:** All terms that are both bolded and italicized are defined in Appendix D-2 of the Environmental Mitigation Trust Agreement for State Beneficiaries.<sup>2</sup>

Section A.2.d. of the Grant Contract states that the Grantee must submit quarterly reports that include updates on procurement, vehicle operator training, **Repower** status, and refueling infrastructure until the grant funded vehicle(s) (**Class 4-7 Local Freight Truck, Class 8 Local Freight Truck / Port Drayage Truck, Class 4-8 Transit and Shuttle Bus, and Class 4-8 School Bus**) are purchased, delivered, and put into service; **Repowered** and put into service (if applicable); and the engines and/or vehicles to be **Repowered** or replaced are **Scrapped**. Such reports shall include a complete description of the status of the project (including actual or projected termination date), development, implementation, and any modification. Quarterly reports must be submitted within the online Tennessee Department of Environment and Conservation TDEC Grants Management System ([https://tdec.smartsimple.com/s\\_Login.jsp](https://tdec.smartsimple.com/s_Login.jsp)) and must be submitted no later than January 10, April 10, July 10, and October 10 of each year of the Grant Contract Term.

The following information must be submitted to maintain compliance with projects funded by the TDEC Office of Energy Programs. Grantees must retain all submitted quarterly reports and supporting documentation for a minimum of five years after the final payment, to ensure audit readiness and compliance with State record retention requirements. Refer any questions to Mark Finlay at 615-772-6011 or [Mark.Finlay@tn.gov](mailto:Mark.Finlay@tn.gov).



Grantee Information:

Grantee Name: \_\_\_\_\_

Agency Tracking Number: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Quarter being reported on: \_\_\_\_\_

**Project Description and Status:** Describe your progress toward completion of the project scope as outlined in your Grant Contract with TDEC. Provide a complete description of the status of the project (including actual or projected termination date), development, implementation, and any modification. If more space is needed, use extra sheets of paper and attach to this document.

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Address any updates concerning vehicle/equipment procurement, vehicle operator training (if needed), and fueling infrastructure. Provide an explanation for any variance from your expected progress.

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What is the estimated project completion date? \_\_\_\_\_

Have you experienced any unforeseen delays? If yes, please explain:

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Please detail the Grantee's proposed plan for scrappage of vehicles to be replaced:

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Has the Grantee completed the TDEC Subrecipient Title VI training and submitted to TDEC a completed Title VI Training Certification? \_\_\_\_\_

Has the Grantee submitted documentation to TDEC to comply with the Tennessee Department of Revenue Registration requirements (outlined in Section D.25 of the Grant Contract)? \_\_\_\_\_

Has the Grantee completed the Information for Audit Purposes form (if applicable)? \_\_\_\_\_

**Note: Attach and submit an invoice and supporting documentation to this Quarterly Report if any vehicle/equipment purchases and/or infrastructure purchases/installation were made within the quarter.**

**Proprietary Information:**

The TDEC Office of Energy Programs is required by Tenn. Code Ann. § 4-3-514(b)(1) to “maintain the confidentiality of all proprietary information it may acquire.” Proprietary information is defined in Tenn. Code Ann. § 4-3-514(b)(2) as “trade secrets and commercial or financial information that is used either directly or indirectly in the business of any person submitting information to the office under this chapter, and that gives such person an advantage or an opportunity to obtain an advantage over competitors who do not know or use such information.” Grantees under the VW Medium- and Heavy-Duty Vehicle Grant Program must identify any proprietary information in submitted documents. The TDEC Office of Energy Programs will review information identified as proprietary to determine that it fits within the statutory definition of proprietary information. Further, the TDEC Office of Energy Programs will maintain a log of the documents that contain proprietary information in order to ensure that such is redacted prior to being produced in response to a records request or disseminated for other purposes.

**Note:** Any information included as part of this quarterly report that the Grantee wishes the TDEC Office of Energy Programs to consider as proprietary must be attached separately and must be clearly marked as proprietary.

## QUARTERLY FINANCIAL REPORT TEMPLATE

**Important:** The following table should only include the amount that has been paid to date to the Grantee from the TDEC Office of Energy Programs. Do not include reimbursement requests that have not been paid or expenses that are estimated for future periods. Grantees must retain all supporting financial records (including invoices, payment confirmations, and any documentation supporting expenditures) for a minimum of five years from the date of final payment. These records must be made available to TDEC or auditors upon request. Only actual, paid expenditures may be reported. All amounts entered are subject to review and audit by the State. Any discrepancies or unsupported costs may result in reimbursement being denied or funds being recouped.

<b>Applicable Period:</b>		<b>BEGIN:</b>	<b>END:</b>		
POLICY 03 Object  Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	TOTAL GRANT CONTRACT	FUNDS REIMBURSED THIS QUARTER	CUMULATIVE FUNDS REIMBURSED	REMAINING GRANT CONTRACT FUNDS
4, 15	Professional Fee, Grant & Award				
20	Capital Purchase				

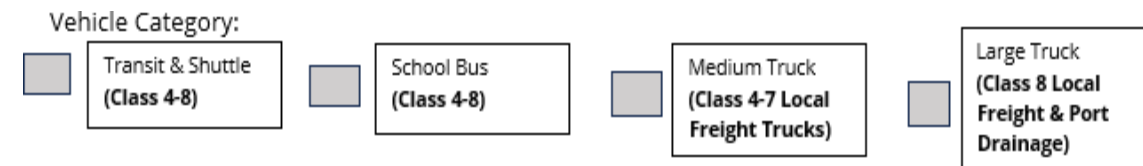
**ANNUAL REPORT TEMPLATE  
STATE OF TENNESSEE  
VOLKSWAGEN DIESEL SETTLEMENT  
ENVIRONMENTAL MITIGATION TRUST  
MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM**

**Note:** All terms that are both bolded and italicized are defined in Appendix D-2 of the Environmental Mitigation Trust Agreement for State Beneficiaries.

Section A.2.e. of the Grant Contract states that the Grantee shall submit an annual report within three (3) months of the conclusion of each year of the Grant Contract Term. Such reporting must include those items listed in Section D.18 (Annual and Final Reports) of the Grant Contract, as well as the demonstrated usage of fuel in purchased/**Repowered** vehicles, the number of diesel gallon equivalents (DGEs), purchase price, refueling locations, miles driven, driving or route habits, metrics regarding emissions reductions, and savings or cost avoidance.

In addition, the Grantee will be responsible for compiling and submitting annual reports on fuel usage and vehicle operations for a period of five years, to begin following vehicle procurement, delivery, and the placement of vehicles into service. These reports may be combined with the annual report requirements noted in Section D.18 during the Grant Contract Term, where possible. Following the close of the Grant Contract Term, these reports must be submitted no later than 30 days after the close of the Grantee's fiscal year. The obligations set forth in Section A.2.e. shall survive the expiration of the Grant Contract. Annual reports shall be submitted within the online Tennessee Department of Environment and Conservation (TDEC) Grants Management System (<https://tdec.smartsimple.com/>).

The following information must be submitted to maintain compliance with projects funded by the TDEC Office of Energy Programs. Refer any questions to Mark Finlay at 615-772-6011 or [Mark.Finlay@tn.gov](mailto:Mark.Finlay@tn.gov).



Grantee Name: \_\_\_\_\_

Grant Contract Edison Identification Number: \_\_\_\_\_

Agency Tracking Number: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Total Contract Amount: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year being reported on: \_\_\_\_\_

Please describe the following: (Attach supporting documentation as needed)

1. Number of vehicles/equipment purchased under the Grant Contract to date, as well as the demonstrated usage of compressed natural gas (CNG), propane autogas (LPG), or electricity by these vehicles over the course of the year.
2. Total number of DGE, CNG, or LPG purchased, as well as the purchase price and total amount spent in dollars. For All-Electric vehicles, provide the total number of kWh of electricity utilized, the price of electricity, and the total amount spent in dollars.
3. List of refueling sites and locations used over the course of the past year.
4. Number of vehicle miles traveled for each vehicle, as well as a description of the routes and driving habits for each vehicle.
5. Estimate of the expected lifetime NOx emission reduction for each VEHICLE replacement conducted to date, calculated using the Argonne National Laboratory Heavy-Duty Vehicle Emissions Calculator (accessible at <https://afleet.esia.anl.gov/hdv-emissions-calculator>).

When utilizing the calculator, take the following steps:

- a. For "Project Type," select, "Environmental Mitigation with Scrappage."
- b. For "State," select, "Tennessee."
- c. For "Vehicle Type," select one of the following options based on the duty cycle and Eligible Mitigation Activities (EMA) vehicle category that was replaced or

**Repowered:**

- **Medium Truck (Class 4-7 Local Freight Trucks)**
  - **Large Truck (Class 8 Local Freight Trucks and Port Drayage Trucks)**
  - **School Bus (Class 8)**
  - **Transit and Shuttle Bus (Class 8)**
- d. For "Number of Vehicles," insert "1."
  - e. For "Model Year of **Scrapped** Vehicle," insert the engine model year of the vehicle that was replaced or **Repowered**.

- f. For “Estimate Years for Early Retirement of Scrapped Vehicle,” assume that the useful life of the Medium- and/or Heavy-Duty Vehicle is 18 years. (i.e., If a 2007 engine model year Medium- or Heavy-Duty Vehicle is to be **Scrapped** and retired in 2025, the Medium- or Heavy-Duty Vehicle will be retired 2 years early).
- g. For “Estimate Lifetime of New Vehicle,” insert “18.”
- h. For “Annual Miles of **Scrapped** Vehicle,” insert the average annual mileage of the vehicle to be replaced.
- i. For “Annual Miles of New Vehicle,” insert the actual annual mileage of the new vehicle.
- j. Select “Diesel In-Use Multiplier.”
- k. Only select and fill in the option for “Custom Fuel Economy” if a diesel Medium- or Heavy-Duty Vehicle was replaced with a **Bi-fuel**. After selecting the “Custom Fuel Economy” checkbox, insert the average fuel economy for the **Bi-fuel** Medium- or Heavy-Duty Vehicle as provided by the OEM within the “New Diesel (MPDGE)” field.
- l. For “Funding Options,” insert the amount of grant funding provided for the specific Medium- or Heavy-Duty Vehicle replacement.
- m. For “Natural Gas Feedstock Source,” select “North American NG,” unless the project is utilizing natural gas from landfill gas, anaerobic digester (AD) gas of animal waste, AD gas of wastewater sludge, or AD gas of municipal solid waste.
- n. For **All-Electric** Medium- or Heavy-Duty Vehicles, for “Source of Electricity,” select “Custom Mix.” Within the Custom Mix section, insert the following:

Heavy Duty Vehicle Emissions Calculator Power Source Inputs	Percent Share (in 2023)*
Residual Oil	0.1%
Natural Gas	19.3%
Coal	20.2%
Nuclear	48.8%
Biomass	0.1%
Renewable (e.g., wind, solar)	11.5%
Total must add up to 100%	

\*Data collected by the U.S. Energy Information Administration, net generation for electric power in Tennessee, 2023.

- o. Select “Calculate Results,” and then “Export Results.” Save the file and provide it as an attachment to the annual report.
  - p. Repeat this process for each Vehicle replacement.
6. Savings or cost avoidance from using CNG, LPG, or electricity, as compared to gasoline or diesel. Calculate the estimated payback for the grant project, given the fuel savings to date.
  7. Whether the Grantee used benchmarks or indicators within the reporting period to determine progress toward goals and objectives, as described in the grant application.

8. List any ways in which the Grantee acknowledged funding for the project (e.g., newspaper, magazine, website, social media, etc.) and provide attachments if possible.
9. Describe any measurable ancillary benefits from the project for this reporting period. Examples include additional economic development activity, increased productivity, reduced maintenance costs, greater employee satisfaction, etc.
10. What impact has the project had to date?
11. Do you have any stories that capture the impact of this project? If so, please share one or two examples.
12. During the continued operation, has anything transpired that differed from what you anticipated?
13. When considering the implementation of this project, what lessons did you learn that might help other grantees implement similar work?
14. Have there been organizational changes within the past year? If so, what are they?

**Proprietary Information:**

The TDEC Office of Energy Programs is required by Tenn. Code Ann. § 4-3-514(b)(1) to “maintain the confidentiality of all proprietary information it may acquire.” Proprietary information is defined in Tenn. Code Ann. § 4-3-514(b)(2) as “trade secrets and commercial or financial information that is used either directly or indirectly in the business of any person submitting information to the office under this chapter, and that gives such person an advantage or an opportunity to obtain an advantage over competitors who do not know or use such information.” Grantees under the Trust Medium- and Heavy-Duty Vehicle Program must identify any proprietary information in submitted documents. The TDEC Office of Energy Programs will review information identified as proprietary to determine that it fits within the statutory definition of proprietary information.

Further, the TDEC Office of Energy Programs will maintain a log of the documents that contain proprietary information to ensure that such is redacted prior to being produced in response to a records request or disseminated for other purposes.

**Note:** Any information included as part of this annual report that the Grantee wishes the TDEC Office of Energy Programs to consider as proprietary must be attached separately and must be clearly marked as proprietary.

**FINAL REPORT TEMPLATE**  
**STATE OF TENNESSEE**  
**VOLKSWAGEN DIESEL SETTLEMENT**  
**ENVIRONMENTAL MITIGATION TRUST**  
**MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM**

**Note:** All terms that are both bolded and italicized are defined in Appendix D-2 of the Environmental Mitigation Trust Agreement for State Beneficiaries.

Per Sections A.2.f. and D.18. of the Grant Contract, the Grantee must submit a final project report within three months of the completion of the Grant Contract Term. (This report may be combined with the annual report for the final year of the Grant Contract Term.) The final report must be submitted within the online Tennessee Department of Environment and Conservation (TDEC) Grants Management System (<https://tdec.smartsimple.com/>).

The following information must be submitted to maintain compliance with projects funded by the TDEC Office of Energy Programs. Refer any questions to Mark Finlay at 615-772-6011 or [Mark.Finlay@tn.gov](mailto:Mark.Finlay@tn.gov).

Vehicle Category:

<input type="checkbox"/>	Transit & Shuttle (Class 4-8)	<input type="checkbox"/>	School Bus (Class 4-8)	<input type="checkbox"/>	Medium Truck (Class 4-7 Local Freight Trucks)	<input type="checkbox"/>	Large Truck (Class 8 Local Freight & Port Drainage)
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Grantee Name: \_\_\_\_\_

Grant Contract Edison Identification Number: \_\_\_\_\_

Agency Tracking Number: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Total Contract Amount: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year being reported on: \_\_\_\_\_

Final report requirements are detailed in Sections A.2.f. and D.18. of the Grant Contract. Please describe the following: (Attach supporting documentation as needed)

1. Number of vehicles/equipment purchased under the Grant Contract to date, as well as the demonstrated usage of diesel, compressed natural gas (CNG), propane autogas (LPG), or electricity by these vehicles over the course of the year.
2. Total number of gallons or diesel gallon equivalents (DGE) of diesel, CNG, or LPG purchased, as well as the purchase price and total amount spent in dollars. For All-Electric vehicles, provide the total number of kWh of electricity utilized, the price of electricity, and the total amount spent in dollars.
3. List of vehicle refueling sites and corresponding refueling site locations used over the course of the past year.
4. Number of vehicle miles traveled for each vehicle, as well as a description of the routes and driving habits for each vehicle.
5. Estimate of the expected lifetime NO<sub>x</sub> emission reduction for each vehicle replacement conducted to date, calculated using the Argonne National Laboratory Heavy-Duty Vehicle Emissions Calculator (accessible at <https://afleet.esia.anl.gov/hdv-emissions-calculator>).  
When utilizing the calculator, take the following steps:

- a. For "Project Type," select, "Environmental Mitigation with Scrappage."
- b. For "State," select, "Tennessee."
- c. For "Vehicle Type," select one of the following categories.
  - 1. Medium Truck (Class 4-7 Local Freight Trucks)**
  - 2. Large Truck (Class 8 Local Freight Trucks and Port Drayage Trucks)**
  - 3. School Bus (Class 8)**
  - 4. Transit and Shuttle Bus (Class 8)**
- c. For "Number of Vehicles," insert "1."
- d. For "Model Year of **Scrapped** Vehicle," insert the **engine model year** of the vehicle that was replaced.

- e. For “Estimate Years for Early Retirement of **Scrapped** Vehicle,” assume that the useful life of the vehicle is 15 years. (i.e., If a 2007 engine model year vehicle is to be **Scrapped** and retired in 2020, the vehicle will be retired 2 years early).
- f. For “Estimate Lifetime of New Vehicle,” insert “15.”
- g. For “Annual Miles of **Scrapped** Vehicle,” insert the average annual mileage of the vehicle to be replaced.
- h. For “Annual Miles of New Vehicle,” insert the actual annual mileage of the new vehicle.
- i. For “Funding Options,” insert the amount of grant funding provided for the specific vehicle replacement.
- j. For “Natural Gas Feedstock Source,” select “North American NG,” unless the project is utilizing natural gas from landfill gas, anaerobic digester (AD) gas of animal waste, AD gas of wastewater sludge, or AD gas of municipal solid waste.
- k. For **All-Electric** Vehicles, for “Source of Electricity,” select “Custom Mix.” Within the Custom Mix section, insert the following:

Heavy Duty Vehicle Emissions Calculator Power Source Inputs	Percent Share (in 2023)*
Residual Oil	0.1%
Natural Gas	19.3%
Coal	20.2%
Nuclear	48.8%
Biomass	0.1%
Renewable (e.g., wind, solar)	11.5%
Total must add up to 100%	

\*Data collected by the U.S. Energy Information Administration, net generation for electric power in Tennessee, 2023.

- l. Select “Calculate Results,” and then “Export Results.” Save the file and provide it as an attachment to the annual report.
  - m. Repeat this process for each Medium- or Heavy-Duty Vehicle replacement.
6. Savings or cost avoidance from using CNG, LPG, or electricity, as compared to gasoline or diesel. Calculate the estimated payback for the grant project, given the fuel savings to date.
  7. Whether the Grantee used benchmarks or indicators within the reporting period to determine progress toward goals and objectives, as described in the grant application.
  8. List any ways in which the Grantee acknowledged funding for the project (e.g., newspaper, magazine, website, social media, etc.) and provide attachments if possible.
  9. Describe any measurable ancillary benefits from the project for this reporting period. Examples include additional economic development activity, increased productivity, reduced maintenance costs, greater employee satisfaction, etc.
  10. What impact has the project had to date?

11. Do you have any stories that capture the impact of this project? If so, please share one or two examples.
12. During the continued operation, has anything transpired that differed from what you anticipated?
13. When considering the implementation of this project, what lessons did you learn that might help other grantees implement similar work?
14. Have there been organizational changes within the past year? If so, what are they?

### **Inventory Documentation:**

Provide the following information for all equipment or motor vehicles purchased/converted with funding through the Grant Contract:

- a. Description of the equipment or motor vehicles;
- b. Manufacturer's serial number or other identification number, when applicable;
- c. Consecutive inventory equipment or motor vehicles tag identification;
- d. Acquisition/conversion date, cost, and check number;
- e. Fund source, State Grant number, or other applicable fund source identification;
- f. Percentage of purchase or conversion covered by grant funding;
- g. Location within the Grantee's operations where the equipment or motor vehicles is used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

### **Proprietary Information:**

The TDEC Office of Energy Programs is required by Tenn. Code Ann. § 4-3-514(b)(1) to "maintain the confidentiality of all proprietary information it may acquire." Proprietary information is defined in Tenn. Code Ann. § 4-3-514(b)(2) as "trade secrets and commercial or financial information that is used either directly or indirectly in the business of any person submitting information to the office under this chapter, and that gives such person an advantage or an opportunity to obtain an advantage over competitors who do not know or use such information." Grantees under the Trust Medium- and Heavy-Duty Vehicle Grant Program must identify any proprietary information in submitted documents. The TDEC Office of Energy Programs will review information identified as proprietary to determine that it fits within the statutory definition of proprietary information. Further, the TDEC Office of Energy Programs will maintain a log of the documents that contain proprietary information to ensure that such is redacted prior to being produced in response to a records request or disseminated for other purposes.

**Note:** Any information included as part of this final report that the Grantee wishes the TDEC Office of Energy Programs to consider as proprietary must be attached separately and must be clearly marked as proprietary.

## FINAL FINANCIAL REPORT TEMPLATE

**Important:** The following table should include cumulative financial information for the entire Grant Contract Term, to match the final reimbursement request. The following table should only include the amount that has been paid to date to the Grantee from the TDEC Office of Energy Programs. Do not include reimbursement requests that have not been paid.

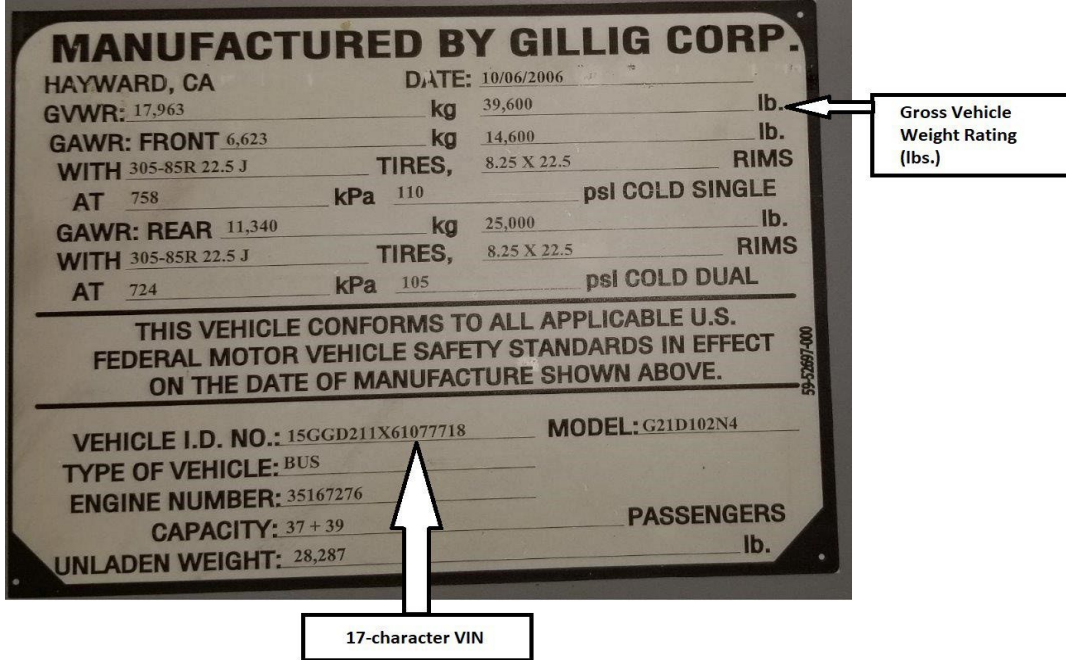
<b>Applicable Period:</b>		<b>BEGIN:</b>	<b>END:</b>
POLICY 03 Object  Line-item Reference	EXPENSE OBJECT LINEITEM CATEGORY	TOTAL GRANT CONTRACT	CUMULATIVE FUNDS REIMBURSED
4, 15	Professional Fee, Grant & Award		
20	Capital Purchase		

**SAMPLE SCRAPPAGE IMAGES  
STATE OF TENNESSEE  
VOLKSWAGEN DIESEL SETTLEMENT  
ENVIRONMENTAL MITIGATION TRUST  
MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM**

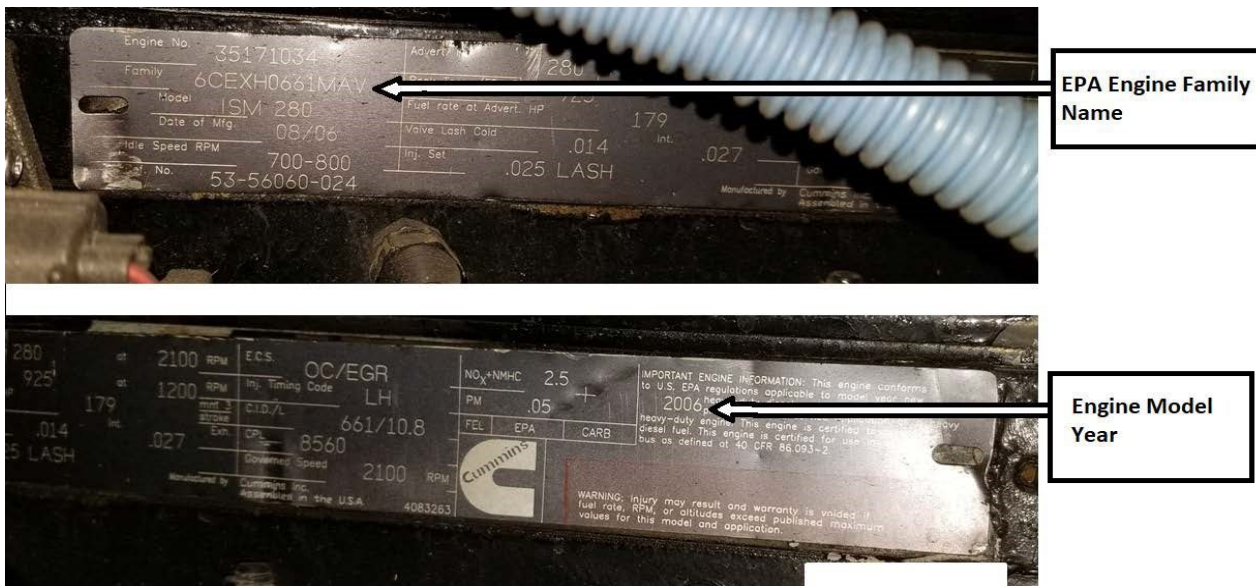
1. Side profiles of the Medium- and/or Heavy-Duty Vehicles  
– SideProfile####.jpg (Add last four digits of VIN in place of ####)<sup>5</sup>



2. Vehicle Identification Number (VIN) label - VIN####.jpg



3. Engine tag - EngineTag####.jpg



4. Chassis rail cut in half - Chassis####.jpg



5. Engine block, prior to hole being drilled - EngineBlockPrior####.jpg



6. Engine block, after hole has been drilled - EngineBlockAfter####.jpg



**SAMPLE SCRAPPAGE CERTIFICATION LETTER**  
**STATE OF TENNESSEE**  
**VOLKSWAGEN DIESEL SETTLEMENT**  
**ENVIRONMENTAL MITIGATION TRUST**  
**MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM**

[MUST BE PRINTED ON THE GRANTEE'S OR SCRAPPING REPRESENTATIVE'S LETTERHEAD]

[DATE]

The following vehicle(s) was/were **Scrapped** in accordance with the scrappage requirements detailed in the State of Tennessee Volkswagen Diesel Settlement Environmental Mitigation Trust Medium- and Heavy-Duty Vehicle Grant Programs Manual. Appendix D-2 of the [Environmental Mitigation Trust Agreement for State Beneficiaries](#) provides that the term "**Scrapped**" shall mean to render inoperable and available for recycling, and, at a minimum, to specifically cut a 3-inch hole in the engine block for all engines. If any eligible vehicle will be replaced as part of an eligible project, **Scrapped** shall also include the disabling of the chassis by cutting the vehicle's frame rails completely in half.

I confirm that the scrappage requirements have been met and that scrappage occurred within ninety (90) days of new vehicle delivery.

[NAME OF ENTITY THAT SCRAPPED THE VEHICLE] performed the vehicle scrappage on [DATE]. The phone number of the organization is [PHONE NUMBER].

[VEHICLE 1 VIN]      [ENGINE MODEL YEAR]

[VEHICLE 2 VIN]      [ENGINE MODEL YEAR]

[SIGNATURE OF AUTHORIZED GRANTEE SIGNATORY]

[SIGNATURE OF SALVAGE YARD REPRESENTATIVE, MOBILE SCRAPPING OPERATOR, OR OTHER CERTIFYING PARTY CAPABLE OF PERFORMING SCRAPPAGE REQUIREMENTS]



DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
 OFFICE OF POLICY AND SUSTAINABLE PRACTICES  
 William R. Snodgrass TN Tower  
 312 Rosa L. Parks Avenue, 2nd Floor  
 Nashville, TN 37243  
[TDEC.TITLEVI@TN.GOV](mailto:TDEC.TITLEVI@TN.GOV)  
**TITLE VI TRAINING CERTIFICATION**

Name of entity:

Phone number:

Type of entity (select one):

Government/Municipality

Private Business

Non-Profit

Address:

City:

State:

Zip Code:

County:

**The Tennessee Department of Environment and Conservation (TDEC) is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC's federal funds, your agency is required to comply with Title VI and related nondiscrimination laws and regulations.**

**Title VI regulations require sub-recipients to complete Title VI training; *your agency must preserve class rosters or comparable evidence of periodic Title VI training for audit purposes.***

**Below, the sub-recipient program administrator and its Title VI Coordinator (if a different person) must certify the date (within the last six months) of their completion of Title VI training, attach a copy of the class roster or certificate of completion from their training, and certify that Title VI training is provided for staff, including new hires, within 30 days of notification of your agency's grant award.<sup>1</sup>**

As one acceptable means of completing Title VI training, your entity may use TDEC's online Title VI training module: <https://tdec.tn.gov/title6/index.html> and retain Certificates of Completion for staff.

**Declaration of Individual Serving as Sub-Recipient Title VI Coordinator:** I completed Title VI training on \_\_\_\_\_, my entity provides Title VI training for staff, including new hires, and to the best of my knowledge and belief the class roster and/or certificates of completion for Title VI training attached are true, correct, and complete.

Printed Name and Title:

Signature:

Date:

**Declaration of Individual Serving as Administrator of the TDEC Funding Opportunity:** I completed Title VI training on \_\_\_\_\_, my entity provides Title VI training for staff, including new hires, and that the class roster and/or certificates of completion for Title VI training attached are to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Sec. 39-16-702(a)(4), this declaration is made under penalty of perjury.

Printed Name and Title:

Signature:

Date:

<sup>1</sup> If the sub-recipient program supervisor or its Title VI Coordinator is replaced during the contract term, the replacement must take Title VI training and provide evidence of completion to the TDEC grant or loan administering program.

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b>  <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b>	Business name/disregarded entity name, if different from above.	
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b>	City, state, and ZIP code	
	<b>7</b>	List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
------------------	--------------------------	------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).
- B—The United States or any of its agencies or instrumentalities.
- C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



**STATE OF TENNESSEE  
DEPARTMENT OF FINANCE & ADMINISTRATION  
SUPPLIER DIRECT DEPOSIT AUTHORIZATION  
(NOT WIRE TRANSFERS)**

Mail the **ORIGINAL** form to the address below **DIRECTLY** from your financial institution. Please have them mark the outside of the envelope "**CONFIDENTIAL**".

**State of Tennessee  
Attn: Supplier Maintenance  
21st Floor WRS Tennessee Tower  
312 Rosa L Parks Ave  
Nashville, TN 37243**

<b>SECTION 1: TYPE OF REQUEST</b>		
New		
Change Existing Account: Enter Existing Routing No:		Existing Account No:
<b>SECTION 2: ACCOUNT HOLDER INFORMATION</b>		
Name (as shown on your income tax return):		
Business Name, if different from above:		
Federal Employer Identification Number (FEIN):		or Social Security Number (SSN):
Enter the address that should be associated with the account number::		
Address Line 1:		
Address Line 2:		
City:	State:	Zip Code:
Contact Name:	Telephone:	
Enter the email address to which the remittance advices should be routed:		
Email:		
<b>SECTION 3: AUTHORIZATION</b>		
Are payments deposited into this account subject to being transferred, in its entirety, to a financial institution outside of the United States? Yes No		
Account Type: Checking Savings		
Financial Institution Name:		
Routing Number:	Account Number:	
I authorize my financial institution to verify any information provided on this form with the State of Tennessee. I also authorize the state to initiate credit entries and to initiate if necessary, debit entries and adjustments for any credit entries in error, to my account indicated above. This authorization will remain in effect until the state has received written notification of its termination and has adequate time to act upon the request.		
Authorized Signatory Printed Name:		
Authorized Signature:		Date:
<b>SECTION 4: FINANCIAL INSTITUTION VERIFICATION</b>		
I certify the account and routing numbers in Section 3 are for the above specified account holder and is signed by an authorized signatory on the account.		
Representative Name:	Representative Signature:	
Title of Representative:	Date:	
Business Fax Number:	Business Phone Number: <input type="text"/>	
Mailing Address:		
City:	State:	Zip Code:



**STATE OF TENNESSEE  
DEPARTMENT OF FINANCE & ADMINISTRATION  
SUPPLIER DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS  
(NOT WIRE TRANSFERS)**

As a supplier to the state of Tennessee you are offered the security and convenience of having payments automatically deposited into your bank account. The Supplier Direct Deposit Authorization is required to process payments electronically. The information on this form is confidential and subject to verification by the state. The completed form must contain original signatures and be received by the state in a timely manner. Electronic signatures are not accepted.

**SECTION 1: TYPE OF REQUEST**

- Check the appropriate box.
  - New: Initial set up of supplier direct deposit.
  - Change Existing Account: Bank account information will not be changed unless the existing routing and account numbers currently on file with the state have been entered.

**SECTION 2: ACCOUNT HOLDER INFORMATION**

- The Name, Business Name, and Federal Employer Identification Number (FEIN) or Social Security Number (SSN) on the Supplier Direct Deposit Authorization form must match the W-9 submitted, or the information already on file with the state.
- Enter the address that should be associated with the account number identified in Section 3. For example, if the business has different locations, each with separate bank accounts, enter the address of the location to which this account applies. If the account is to be added to multiple addresses, list each address on an additional sheet.
- Enter the contact information of an authorized signatory on the account.

**SECTION 3: AUTHORIZATION**

- All fields in this section must be completed.

**SECTION 4: FINANCIAL INSTITUTION VERIFICATION**

- This section must be completed by the financial institution representative.

**Mail the ORIGINAL form to the address below. Mark the outside of the envelope "CONFIDENTIAL".**

**State of Tennessee  
Attn: Supplier Maintenance  
21st Floor WRS Tennessee  
Tower 312 Rosa L Parks Ave  
Nashville, TN 37243**

**Cancellation of Direct Deposit:**

To cancel direct deposit, mail a written request to the address above. The request must contain the payee's name, FEIN or SSN, routing and account numbers, that matches the information already on file with the state, and an original signature of an authorized signatory.

**Should you have any questions or need assistance, contact Supplier Maintenance at 615-741-9745.**

Tennessee Department of Environment and Conservation  
 Office of Energy Programs  
 Davy Crockett Tower, 9th Floor  
 500 James Robertson Parkway,  
 Nashville, TN 37243  
 PH: 615-741-1340 | TDEC.OEP@tn.gov

**SAMPLE GRANTEE INVOICE**  
**STATE OF TENNESSEE**  
**VOLKSWAGEN DIESEL SETTLEMENT**  
**ENVIRONMENTAL MITIGATION TRUST**  
**MEDIUM- AND HEAVY-DUTY GRANT PROGRAM**

BILL TO:	FROM:	DATE:
Tennessee Department of Environment and Conservation, c/o Mark Finlay Davy Crockett Tower, 9th Floor 500 James Robertson Parkway, Nashville, TN 37243 PH: 615-741-1340   mark.finlay@tn.gov	Grantee Name Point of Contact Mailing Address Telephone Number Email Address	Month Date, Year

- If a Grantee's project includes associated charging infrastructure for **All-Electric** Medium- and/or Heavy-Duty Vehicles, eligible reimbursement costs for the acquisition and installation of such shall be addressed in a separate invoice.
- Costs not integral to Medium- or Heavy-Duty Vehicle function (e.g., idle reduction technologies, diesel after treatment devices, heated seats, extended warranties, etc.) cannot be considered eligible for reimbursement. Receipts provided as supporting documentation for the Grantee Invoice must detail any such costs in an itemized fashion. Such costs should be reflected in the "Subtotal (Non-Reimbursable)" row(s) below.
- The costs below are hypothetical estimates and do not reflect true costs of an actual Medium or Large Truck replacement project.

MEDIUM- or HEAVY-DUTY VEHICLE #1 (insert VIN)	
2021 Kenworth T880	\$210,342.00
Heated driver's seat, fabric ducting	\$5,000.00
Complete truck extended warranty	\$8,000.00
Recommended spare parts	\$5,000.00
Vehicle Delivery Fees	\$3,000.00
Taxes	\$12,000.00
Subtotal (Non-Reimbursable)	\$18,000.00
Subtotal (Reimbursable)	\$225,342.00
Total	\$243,342.00

MEDIUM- or HEAVY-DUTY VEHICLE #2 (insert VIN)	
2021 Kenworth T880	\$210,342.00
Vehicle Delivery Fees	\$3,000.00
Taxes	\$12,000.00
Subtotal (Non-Reimbursable)	\$0.00
Subtotal (Reimbursable)	\$225,342.00
Total	\$225,342.00

All Non-Reimbursable Costs <sup>1</sup>	\$18,000.00
All Reimbursable Costs <sup>2</sup>	\$450,684.00
All Total Costs <sup>3</sup>	\$468,684.00
<b>AMOUNT DUE<sup>4</sup></b>	<b>\$351,513.00</b>

<sup>1</sup> Add all "Subtotal (Non-Reimbursable)" rows to calculate "All Non-Reimbursable Costs" sum.

<sup>2</sup> Add all "Subtotal (Reimbursable)" rows to calculate "All Reimbursable Costs" sum.

<sup>3</sup> Add all "Total" rows to calculate "All Total Costs" sum.

<sup>4</sup> Multiply "All Reimbursable Costs" by the eligible funding cap requested to calculate "Amount Due" total. The example above assumes an eligible funding cap of 75%. Please note that the "Amount Due" total must be at or below the Total Grant Contract amount detailed in the Grant Budget.



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The Tennessee Department of Environment and Conservation (TDEC) Office of Energy Programs is required by Tenn. Code Ann. § 4-3-514(b)(1) to “maintain the confidentiality of all proprietary information it may acquire.” Proprietary information is defined in Tenn. Code Ann. § 4-3-514(b)(2) as “trade secrets and commercial or financial information that is used either directly or indirectly in the business of any person submitting information to the office under this chapter, and that gives such person an advantage or an opportunity to obtain an advantage over competitors who do not know or use such information.” Grantees under the Trust

Medium- and Heavy-Duty Vehicle Grant Program must identify any proprietary information in submitted documents. The TDEC Office of Energy Programs will review information identified as proprietary to determine that it fits within the statutory definition of proprietary information.

Further, the TDEC Office of Energy Programs will maintain a log of the documents that contain proprietary information to ensure that such is redacted prior to being produced in response to a records request or disseminated for other purposes.

**Note:** Any information included as part of an invoice that the Grantee wishes the TDEC Office of Energy Programs to consider as proprietary must be attached separately and must be clearly marked as proprietary.

**GRANTS MANAGEMENT SYSTEM (GMS) GUIDE**  
**STATE OF TENNESSEE**  
**VOLKSWAGEN DIESEL SETTLEMENT**  
**ENVIRONMENTAL MITIGATION TRUST**  
**MEDIUM- AND HEAVY-DUTY VEHICLE GRANT PROGRAM**

The Tennessee Department of Environment and Conservation ([Tennessee Department of Environment and Conservation \(TDEC\) Grants Management System \(GMS\)](#)) contains a number of activities that Grantees are required to complete and submit for TDEC Office of Energy Programs approval throughout the duration of the Grant Contract. These activities include Title VI Training Certification, Procurement, Proof of Scrappage, Request for Grant Reimbursement, and Required Reporting.

**Title VI Training Certification Activity** – *to be completed no later than 30 days after a draft Grant Contract has been submitted to TDEC Contracts for approval*

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance (42 U.S.C. §2000d). As a recipient of federal funding, TDEC is required to comply with the rules, laws, and regulations of Title VI. Title VI also applies to recipients of federal financial assistance that passes through TDEC in the form of grants, contracts, or subcontracts, as well as federal financial assistance that passes through another state agency to TDEC. To comply with Title VI requirements for TDEC Grantees, the Grantee must show their completion of Title VI training and must provide TDEC with a copy of the certificate of training completion no later than **30 days** after the draft Grant Contract has been submitted to TDEC Contracts for approval (the Grantee will be notified when this has occurred). The Grantee must also complete and submit a **Title VI Training Certification form (Appendix F)** no later than **30 days** after the draft Grant Contract has been submitted to TDEC Contracts for approval.

To do so, the Grantee will complete the Title VI Training Certification activity in the GMS for their organization, which requires upload of the **Title VI Training Certification form (Appendix F)** and a corresponding certificate of completion from within the last six months by the entity's Title VI Coordinator and Supervisor. Examples of documentation to fulfill this requirement could include a dated certificate of completion for TDEC's online Title VI training (training [available here](#)); a dated certificate of completion for Title VI training provided by other State departments; a statement from the organization's HR department stating that Title VI training was held on a specific date in the past six months and the specific person was in attendance; or other proof of Title VI training completion.

Contact [TDEC.TITLEVI@tn.gov](mailto:TDEC.TITLEVI@tn.gov) if you have any questions on TDEC's Title VI training and other requirements.

## **Procurement Activity** - *to be completed prior to submitting a purchase order for new vehicles*

Section D.20. of the Grant Contract requires that the procurement of vehicles/equipment/services be made on a competitive basis, including the use of competitive bidding procedures, where practical. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a noncompetitive procurement. The Grantee shall obtain prior approval from the State before purchasing any equipment under the Grant Contract. Do not purchase any equipment under the Medium- and Heavy-Duty Vehicle Grant Program until the State has reviewed and approved this Procurement activity in the TDEC GMS. The Procurement activity must be completed prior to the Grantee submitting a purchase order for new vehicles and/or equipment to be reimbursed under the Grant Programs. The Grantee must complete this activity for each individual purchase order submitted for new vehicles under the Grant Programs.

**Competitive Bidding Procedure:** If the Grantee used a competitive bidding procedure, this option must be selected under the “Procurement Guidelines & Uploads” tab within the Procurement activity. Then, the Grantee must upload the following:

- All bids received via the competitive bidding procedure, with each file labeled with the correct vendor name.
- Copies of your organization’s bid solicitation or bid advertisement.
- A written description which includes the name of the vendor and equipment/services your organization proposes to secure under the Grant Program.
- A written justification for selection of a quote or bid which is not the lowest quote or bid received, if applicable.

**Alternative Procurement Procedure:** If the Grantee used an alternative, noncompetitive procurement procedure, this option must be selected under the “Procurement Guidelines & Uploads” tab within the Procurement activity. Then, the Grantee must upload the following:

- A written justification as to why a competitive bidding procedure was not used, and why it was not practical for your organization.
- A copy of the bid or quote received by your organization from your proposed vendor.
- A written description including the name of the vendor and the equipment/services your organization proposes to secure under the Grant Programs.

**Debarment Status:** Any entity receiving TDEC grant funds must provide non-debarment verification if total goods or services for the open contract are equal to or greater than \$25,000. Under the “Debarment Status” tab within the Procurement activity, all Grantees must verify that both their own organization and the vendor from which the Grantee is securing equipment/services are not on the federal debarment list. Search for each organization’s name to confirm that the entity is not on the

Debarment List by using the [System for Award Management \(SAM\)](#). Directions for doing this are as follows:

- Go to the [SAM](#)
- Click "Sign in" and log in to your account (you will need to create an account if you do not already have one).
- Click the "Search" tab.
- In the search bar, type in the Entity name or use an exclusion search term, Unique Entity Identifier (UEI) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a UEI or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.
- Click the magnifying glass to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled with "Active Registration" in green do not have exclusions. Either print the webpage as a PDF or take a screenshot of the results and upload it to the activity.

### **Proof of Scrappage Activity** - *to be completed following delivery of new vehicles and prior to a request for reimbursement*

Section A.2.b. of the Grant Contract states that all eligible Medium- and Heavy-Duty Vehicles to be replaced under this program must be **Scrapped** within ninety (90) days of new vehicle delivery. Engines from eligible Medium- or Heavy-Duty Vehicles to be **Repowered** must be **Scrapped** within ninety (90) days of vehicle **Repower** (if the applicant will perform the **Repower**) or within ninety (90) days of **Repowered** vehicle delivery (if an external, third-party will perform the **Repower**). "**Scrapped**" shall mean to render inoperable and available for recycle, and, at a minimum, to specifically cut a 3-inch hole in the engine block for all engines. If any eligible Truck will be replaced as part of an eligible project, **Scrapped** shall also include the disabling of the chassis by cutting the vehicle's frame rails completely in half. Grant funding shall not cover costs associated with scrappage of eligible Medium- and Heavy-Duty vehicles to be replaced/Medium- or Heavy-Duty engines to be **Repowered**.

Please note that scrappage is required by the Volkswagen Diesel Settlement [State Trust Agreement](#). Scrappage may be completed by the Grantee or by a salvage yard or similar service, provided all scrappage requirements are met and all necessary documentation is provided.

This activity includes three tabs ("Proof of Scrappage," "Photo Uploads," and "Non-Repairable Certificate") and must be completed by the Grantee and approved by the TDEC Office of Energy Programs prior to moving forward with the reimbursement process. An individual Proof of Scrappage activity must be completed for each vehicle **Scrapped** under the Grant Program (i.e., if your organization has been approved to replace five vehicles, your organization will complete five individual Proof of Scrappage activities, each complete with all required information and documentation).

**Proof of Scrappage:** Under this tab within the activity, the Grantee must provide the following information:

- The **Scrapped** Vehicle Identification Number (VIN)
- The **Scrapped** vehicle engine model year
- The date the vehicle was **Scrapped**
- The entity that performed the vehicle scrappage
- A Scrappage Certification Letter for the **Scrapped** vehicle (please see **Appendix E** of this Grant Program Manual for an example letter). This letter must include the following:
  - Grantee or Scraping Representative letterhead
  - Date
  - Paragraph(s) stating that the vehicle(s)\* was **Scrapped** in accordance with the Grant Program within 90 days of new vehicle delivery
  - Name of entity that **Scrapped** the vehicle
  - Date of scrappage
  - VIN of vehicle(s)\*
  - Engine model year of vehicle(s)\*
  - Signature of authorized Grantee signatory
  - Signature of salvage yard representative, mobile scrapping operator, or other certifying party capable of performing scrappage requirements
  - Name and contact information of the entity that performed the scrappage

\*If a Scrappage Certification Letter verifies the scrappage of more than one funded vehicle replacement, Grantees must upload said letter for each vehicle's corresponding Proof of Scrappage activity.

**Photo Uploads:** In addition to the above information, the Grantee must provide photo documentation of the scrappage of each vehicle, detailed below. Photos must be clear and free of obstruction. Please see **Appendix D** of this Grant Programs Manual for examples of **Scrapped** vehicle photo requirements. All uploaded files must be labeled correctly, following the naming conventions listed below (replacing "####" with the last four digits of the corresponding VIN).

**Failure to provide the required photographic proof of vehicle scrappage may impact the State's ability to provide reimbursement for this project.**

Required photo documentation includes:

- Side profile of the vehicle (SideProfile####.jpg)
- VIN label (VIN####.jpg)

- Engine plate showing the EPA engine family name (EngineTag####.jpg)
- Chassis rail cut in half (Chassis####.jpg)
- Engine block, prior to the hole being drilled (EngineBlockPrior####.jpg)
- Engine block, after hole has been drilled (EngineBlockAfter####.jpg)

**Non-Repairable Certificate:** Finally, Grantees selected for funding under the Medium- and Heavy-Duty Vehicle Grant Program will also be required to secure and submit a Non-Repairable Certificate for each replaced vehicle, which prevents the vehicle from being titled or registered in the State of Tennessee following scrappage. To obtain a Non-Repairable Certificate, a vehicle owner can mail a completed application

(<https://www.tn.gov/content/dam/tn/revenue/documents/forms/titlereg/f1311801Fill-in.pdf>) to the Tennessee Department of Revenue, Special Investigations, Anti-theft Unit. There is no cost to obtain a Non-Repairable Certificate. The Grantee will upload a digital copy of the certificate to the corresponding vehicle's Proof of Scrappage activity in the GMS.

### **Request for Grant Reimbursement Activity** - *to be completed following onsite and desktop monitoring and completion of all Grant Contract requirements*

Following onsite and desktop new vehicle monitoring by the TDEC Office of Energy Programs and completion of all Grant Contract requirements under the Grant Program, the Grantee may submit a Request for Reimbursement activity through the GMS.

This activity includes a number of required uploads as follows:

- Expenditures and Individual Accountability Report (click the blue button saying "Enter Expenditures" to complete, filling in costs only for the line items listed in your Grant Contract Budget)
- Reimbursement Form

This includes the Grantee's current remittance address. Only if the remittance address has changed since the start of the Grant Contract must the Grantee update and resubmit a [Request for Taxpayer Identification Number and Certification form](#) (see **Appendix G**) to the address below, with the outside of the envelope marked "CONFIDENTIAL." Please also email [Mark.Finlay@tn.gov](mailto:Mark.Finlay@tn.gov) confirming that you have submitted an updated remittance address to Supplier Maintenance. Expect a minimum of 10-15 business days for processing.

State of Tennessee  
Attn: Supplier Maintenance  
Davy Crockett Tower, 9<sup>th</sup> Floor  
500 James Robertson Parkway,  
Nashville, TN 37243  
PH: 615-741-1340 | [Mark.finlay@tn.gov](mailto:Mark.finlay@tn.gov)

If the Grantee's current remittance address matches what was originally submitted during the grant contracting process, enter it in the GMS and skip the instructions on submitting a new form to Supplier Maintenance.

- The Grantee will also have to provide information on the service date period. For capital purchases, this is typically the date you received the vehicle/equipment to the date that monitoring was completed. For professional fees & services—to be paid only for Grantees that are **Repowering** vehicles or having **All-Electric** charging equipment installed under Grant Contract scope—this is typically the date range wherein the service was performed by a third party.
- Based on the service date period, the Grantee must then indicate whether the reimbursement is considered an accrued liability. Accrued liabilities represent expenses a business has incurred during a specific period but has yet to be billed for. For reference, the State Fiscal Year runs from July 1 – June 30. Therefore, an expense incurred by TDEC prior to June 30 (i.e., a Grantee's grant-funded vehicle is delivered/**Repowered** and/or **All-Electric** charging infrastructure is installed) but billed to TDEC by the Grantee after July 1 would be considered an accrued liability.
- Supporting Documentation, including:
  - Itemized invoices from the vendor to the Grantee for all expenses, showing both reimbursable and non-reimbursable line-item details
  - Itemized invoices from the Grantee to TDEC for all expenses, demonstrating reimbursable versus non-reimbursable costs and requesting an amount due not to exceed the Grantee's maximum Grant Contract liability / not to exceed the percentage of reimbursable expenses threshold established by the Grant Program (50%-90%, depending on the applicant and project type)
    - Refer to **Appendix I** for a template invoice to TDEC
  - Documentation for Grantee staff workforce (only required if an in-kind item is identified in the Grant Contract)
  - Proof of payment to vendor for each line item (upload one of the following for each contracted payment: check register, copy of check issued, canceled check, or credit card statement)
  - Proof of payment for in-kind labor (if applicable; upload copies of the following: signed timesheets, signed list of employees, hours worked)
- Certification
  - The Grantee's authorized signatory will certify to the best of the signatory's knowledge and belief that the data submitted is correct, that all expenditures were made in accordance with the Grant Contract conditions, and payment is due and has not been previously requested.

## **Required Reporting Activity** – *to be completed prior to all established Grantee reporting deadlines for Quarterly Reporting, Annual Reporting, and Final Reporting*

Quarterly, Annual, and Final Reporting must be submitted by the Grantee through the GMS prior to established deadlines throughout the Grant Contract Term. Within this activity, the Grantee will select “Quarterly,” “Annual,” or “Final” and then provide the required information.

### **Failure to submit quarterly, annual, or final reports may result in the required refund of any and all payments made to the Grantee by the State.**

**Quarterly Reporting:** Section A.2.d. of the Grant Contract states that the Grantee must submit quarterly reports to include updates on procurement, vehicle operator training, **Repower** status, and refueling infrastructure until the grant funded Medium- or Heavy-Duty Vehicle are purchased, delivered, and put into service; **Repowered** and put into service (if applicable); and the engines and/or vehicles to be **Repowered** or replaced are **Scrapped**. Quarterly reports must be submitted no later than January 10, April 10, July 10, and October 10 of each year of the Grant Contract Term. Please see **Appendix A** of this Grant Program Manual for the Quarterly Reporting Template and the required information the Grantee must provide.

**Annual Reporting:** Section A.2.e. of the Grant Contract states that the Grantee shall submit an annual report within three (3) months of the conclusion of each year of the Grant Contract Term. Such reporting must include those items listed in Section D.18 (Annual and Final Reports) of the Grant Contract, as well as the demonstrated usage of fuel in purchased/Repowered vehicles, the number of diesel gallon equivalents (DGEs) or gallons purchased, purchase price, refueling locations, miles driven, driving or route habits, metrics regarding emissions reductions, and savings or cost avoidance.

In addition, the Grantee will be responsible for compiling and submitting annual reports on fuel usage and vehicle operations for a period of five years, to begin following vehicle procurement, delivery, and the placement of vehicles into service. These reports may be combined with the annual report requirements noted in Section D.18 during the Grant Contract Term, where possible. Following the close of the Grant Contract Term, these reports must be submitted no later than 30 days after the close of the Grantee's fiscal year. The Grantee expressly understands and agrees that the obligations set forth in A.2.e. shall survive the expiration of this Grant Contract. The following information must be submitted to maintain compliance with projects funded by the TDEC Office of Energy Programs. Please see **Appendix B** of this Grant Programs Manual for the Annual Report Template and the required information the Grantee must provide.

**Final Reporting:** Per Sections A.2.f. and D.18. of the Grant Contract, the Grantee must submit a final project report (Appendix C) within three (3) months of the completion of the Grant Contract Term. (Please note that this report may be combined with the annual report described above for the final year of the grant period.) In addition to the information requested for the annual report, the final project report must also include cumulative financial information to match the final reimbursement request as well as inventory documentation for all equipment or vehicles purchased

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with funding through the Grant Contract.

Please see **Appendix C** of this Grant Programs Manual for the Final Report Template and the required information the Grantee must provide.