

Alternative Fuels Incentive Grant Program



Application



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

www.depweb.state.pa.us

7000-BK-DEP4077 Rev. 7/2010



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SECRETARY

Dear Friend:

I am pleased to invite you to apply for the Alternative Fuels Incentive Grant Program (AFIG).

The AFIG Program is helping to create new markets for biofuels and other alternative fuels like compressed natural gas (CNG) in Pennsylvania so that we can enhance our energy independence and security. We are investing not only in alternative fuels, but the deployment of fuel saving vehicles, fleets and technologies.

This round of AFIG projects will promote and build markets for advanced or renewable energy technologies. The intent is to provide a stimulus for opportunities that better manage our fuel resources in a way that also improves our environment, supports economic development and enhances our quality of life.

Eligible proposals may include a variety of opportunities for the use or production of biofuels, alternative fuels and alternative fuel vehicles, as well as deployment of fuel saving technology for the transportation sector.

DEP is particularly interested in supporting proposals that are market-driven, create jobs, and produce economic development within the commonwealth. Applicants are encouraged to collaborate with organizations within Pennsylvania in completing their proposal.

Along with the attached application is detailed guidance to help develop project proposals. I encourage you to read through the entire package carefully to ensure your successful application.

The deadline for submittal of applications is Aug. 27, 2010.

The department looks forward to funding a variety of energy projects that are important to Pennsylvania and its economy. For more information, please contact the DEP Grants Center at 717-705-5400.

Sincerely,

John Hanger
Secretary

WHAT'S NEW

Changes to this round of the Alternative Fuels Incentive Grant Program (AFIG) are highlighted below:

Project Start Time and Duration

Projects need to start on or after July 1, 2010. No project may exceed 24 months. No projects applied for may end later than June 30, 2012.

New Application Format and Instructions (eGrants)

Applications will be evaluated based solely on the data provided; therefore, completeness and accuracy are important. Applications that do not meet the requirements for the program will not be reviewed and are not eligible for funding.

- The application, project description and budget sheets must:
 - Be submitted; along with all required attachments, via the environmental eGrants system (www.grants.dcnr.state.pa.us);
 - Be complete, including: project description and all items contained in the application instructions;
 - Include documentation supporting the anticipated energy savings; and
 - Be in compliance with all application conditions

Incremental Cost Requirement for the Purchase of Alternative Vehicles

Reimbursement cost of alternative fuel fleet vehicles will be limited to the incremental cost difference between the conventional fuel base model and the alternative fuel model.

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Alternative Fuels Incentive Grant General Guidelines

The Pennsylvania Department of Environmental Protection (DEP) is offering reimbursement grant funding for clean, alternative fuel projects in Pennsylvania, and investment in Pennsylvania's energy sector. The primary goals of the Alternative Fuels Incentive Grant Program (AFIG) are to improve Pennsylvania's air quality and reduce consumption of imported oil through the use of homegrown alternative fuels that will help the state's economy and environment. DEP is seeking applications for innovative, advanced fuel and vehicle technology projects resulting in cleaner transportation within the commonwealth. DEP will consider projects in all of the categories listed below.

The (AFIG) Fund was established under Act 166 of 1992 and is administered by the DEP through the Bureau of Energy, Innovations and Technology Deployment.

We encourage you to read and review The Alternative Fuels Incentive Act of 2004, P.L. 1376, no.178, available at www.depweb.state.pa.us, keyword: "Alternative Fuels".

General Eligibility

In accordance with Act 178, reimbursement funding is available to the following entities and for the following types of projects:

- School districts, municipal authorities, political subdivisions, incorporated nonprofit entities, corporations, limited liability companies or partnerships incorporated or registered in the commonwealth for:
 - the retrofit of vehicles to operate on alternative fuels (fleet only – see Definitions section below);
 - the incremental cost of the purchase of alternative fuel vehicles (fleet only – see Definitions section below);
 - the cost to install fleet refueling equipment for alternative fuel vehicles; and
 - next phase advanced research, development and training related to alternative fuels and alternative fuel vehicles.
- School districts, municipal authorities, political subdivisions and incorporated nonprofit entities for the incremental cost to purchase biofuel with or without the purchase of related refueling and storage equipment or tank cleaning.
- Qualified renewable fuel producers for the reimbursement of up to 10 cents per gallon of renewable fuels produced in a calendar year up to 12,500,000 gallons.

Definitions

The following are definitions of key terms that are used in this application package:

AFIG Grant – Monies allocated from the fund for a project approved by DEP.

American Society for Testing and Materials (ASTM) International – The nonprofit organization which develops consensus standards for materials, products, systems and services.

Biodiesel Fuel – Either of the following:

- A motor vehicle biofuel that is suitable for use in an internal combustion, compression-ignition engine derived from vegetable oils or animal fats that is designated B100 and meets the ASTM specification D6751.
- Motor vehicle fuel blend suitable for use in an internal combustion, compression-ignition engine comprised of 5, 10, or 20 percent biodiesel blended with 95, 90, or 80 percent diesel fuel that is designated as B5, B10, or B20; respectively.

Biofuels – A motor vehicle fuel derived from alcohols, ether, esters and other chemicals made from cellulosic biomass such as herbaceous and woody plants, agricultural and forestry residues and a large portion of municipal solid and industrial waste.

Diesel fuel – A fuel that is commonly or commercially known, sold, or represented as diesel fuel, including any mixture of primarily liquid hydrocarbons that is sold or represented as suitable for use in an internal combustion, compression-ignition engine and meets the ASTM specification D975.

- Note that as of May 1, 2010, all on-road transportation diesel fuel sold in the Commonwealth of Pennsylvania must contain 2% biodiesel. Therefore B2 is now considered conventional diesel fuel in the commonwealth.

Department – The Department of Environmental Protection of the Commonwealth of Pennsylvania.

Ethanol – An alcohol primarily produced from corn in the U.S. that can be used as an alternative vehicle fuel. “Cellulosic” ethanol is made from a wide variety of plant materials or non-food based feedstocks, including agricultural wastes such as corn stover, forest wastes such as saw dust and forest thinnings and energy crops, such as switchgrass.

Fleet – For the purposes of this grant program and the applicable project types, a fleet is defined as a group of 10 or more vehicles, comprised of passenger cars, light-duty trucks, buses and heavy-duty trucks up to 26,000 pounds gross vehicle weight, that is owned and operated by a single entity located within the commonwealth.

Fund – The Alternative Fuels Incentive Fund.

Grantee – An applicant that has an executed AFIG grant agreement with DEP.

Incremental cost – Either of the following:

- The difference between the base price of conventional diesel fuel (B2) and biodiesel fuel blends of B5 or higher.
- The difference between E85 ethanol and conventional gasoline.
- The difference between the base price of a conventional model vehicle and its alternative fuel model.

Infrastructure – A permanent structure for transportation, storage or dispensing of alternative fuels. “Facilities” are buildings and other structures that involve new land development or result in a change to the existing use of land that may involve research, development, production and processing of alternative fuels, or manufacturing of alternative fuel vehicles and related technologies.

Municipal Authority – A body corporate and politic as defined by Section 5602 of the Municipality Authorities Act (53 Pa.C.S. §5602) or successor statutes.

Nonprofit Entity – Any association, as defined by Section 102 of the Associations Code, 15 Pa.C.S. §102, that is not organized for a purpose or purposes involving pecuniary profit, incidental or otherwise, to its shareholders or members, that is registered with the Pennsylvania Department of State's Bureau of Charitable Organizations, maintains 501(c)(3) status with the Internal Revenue Service, and is incorporated under the laws of Pennsylvania or has a certificate of authority from the Pennsylvania Department of State to conduct business in Pennsylvania.

Qualified Renewable Fuel Producer – A producer of a renewable fuel whose production facility is located within this commonwealth and produces a minimum of 100,000 gallons of biofuel annually for commercial sale.

General Conditions

The awarding of AFIG grants is subject to the following limitations and conditions:

- A single grantee cannot receive more than 10 percent of the funds available in any one funding year.
- The total dollar amount of awards to grantees operating within and including any county cannot exceed 15 percent of the funds available in any one funding year.
- DEP reserves the right to not award funds to applicants that have not completed projects previously funded with AFIG funds.
- Applicants must not have any outstanding obligations to the commonwealth and must not have any unresolved environmental violations.
- Applicants who have previously received grants and completed AFIG funded projects but have failed to submit the proper reporting forms may not be considered for funding.
- All projects must have a measurable environmental net benefit for the commonwealth.
- Written consent of property owners must grant DEP access to project sites.
- The activities funded must be conducted in Pennsylvania.
- Grantees must secure all permits or approvals otherwise required for the project to proceed.
- Grantees must comply with all commonwealth requirements in the implementation of the project.
- No project period of performance may begin before July 1, 2010. Your project may be as long as, but not to exceed, 24 months with an absolute end date of June 30, 2012.

General Application Criteria

Applications will be evaluated based solely on the data provided; therefore, completeness and accuracy are important. Applications that do not meet the requirements for the program will not be reviewed and are not eligible for funding.

- The application, project description and budget sheets must be complete and include: the project description and all items contained in the application instructions;
- The application must include documentation supporting the anticipated energy generation or fossil fuel displaced. Applicants must submit any applicable equipment specifications, maps, drawings or photos associated with the project.
- The application must contain letters supporting the financial commitment for any match claimed. These letters of commitment must be from both the applicant and any outside sources of funding, including clear documentation of amounts from each source.
 - Monies "applied for" from other sources may not be included.
 - Other DEP program funds cannot be used to comply with the project match.
- The application must include a spending plan for the project.
- AFIG funds cannot be used to cover the following costs:
 - Preparation of the AFIG application;
 - Land acquisition;
 - Permits;
 - Landscaping;
 - Advertising;
 - Business start-up costs;
 - Indirect costs (i.e., general administrative and overhead, contingency funds, etc.);
 - Travel, lodging, subsistence;
 - Conference or meeting expenses including catering, conference equipment and room rental; and
 - Any other cost not deemed acceptable to DEP.
- All projects must be consistent with the applicable provisions of the Keystone Principles for Growth, Investment, and Resource Conservation. A description of the Keystone Principles is available on the PEDDA Web site, www.depweb.state.pa.us keyword "PEDDA," or at www.phmc.state.pa.us/bhp/pkp.pdf.
- Building Permits:
 - If building permits are required for the project and the applicant has received a permit, the applicant must include a copy of the permit with the application.
 - If a permit has not yet been received prior to the application, a copy of the permit must be supplied to the department prior to the first payment.

General Application Recommendations

AFIG strongly encourages participation by small disadvantaged businesses as prime contractors, joint ventures, and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors. This recommendation refers to use of to the maximum extent possible, local Pennsylvania contractors, suppliers, products, services, labor, and minority and women-owned and disadvantaged business enterprises to successfully bring projects to fruition, greatly benefiting Pennsylvania's local communities and economy.

Small Disadvantaged Businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes:

- Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses; and
- United States Small Business Administration certified 8(a) small disadvantaged business concerns.

A database of BMWBO-certified minority- and women-owned businesses can be accessed at www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx. The federal vendor database can be accessed at www.ccr.gov by clicking on *Dynamic Small Business Search* (certified companies are so indicated).

- Applicants are strongly encouraged to contact the appropriate DEP staff to discuss the application before submittal. Contact information for DEP staff is included in this booklet on page 9.
- The use of Pennsylvania contractors, suppliers, labor and products is also strongly preferred.
- Applicants are encouraged to apply for eligible projects that create co-benefits for other renewable and alternative energy production projects within Pennsylvania.

General Grant Award and Contract Conditions

1. Projects selected for funding will receive a letter from the DEP Secretary or designee, addressed to the contact person specified in the application.
2. Grantees will be assigned a DEP project advisor and Grantees may be required to meet with DEP staff to review contract requirements.
3. After the announcement of a grant award, DEP will forward a grant agreement to the recipient. Grantees will be required to execute the grant agreement, including a detailed scope-of-work, project schedule, budget and other information.
4. Grantees that have not had previous contracts or grant agreements with the commonwealth will be required to obtain a vendor identification number through the Vendor Data Management Unit, <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx> (Non-Procurement Registration Link) and to submit a Form W-9, Request for Taxpayer Identification Number and Certification.

5. Project activities and payment requests may begin after the grantee and the commonwealth have signed the grant agreement.
6. DEP will make payment to the successful grantee based on review of the required Application for Reimbursement form, accompanying invoices, and adequate proof of payment documentation. DEP will not fund costs in excess of the requested grant amount.
7. For biofuels incremental buy down grants, the following must also be submitted in order to secure reimbursement:
 - Invoice(s) documenting the following:
 - Gallons of biodiesel blended fuel or E85 purchased;
 - The price of the biodiesel blended fuel or E85. Supplier must show any federal tax credit pass through in the price of the fuel; and
 - The price of the diesel fuel or gasoline on the invoice date of delivery.
 - Documentation from the supplier that the biodiesel fuel delivered meets ASTM D6751 specification
 - Period of time (MM –DD -YY) covered by request for reimbursement
8. For biofuels incremental buy down grants, the actual amount of reimbursement may be less than the estimated amount indicated in the grant agreement due to amounts purchased or price paid. The specific terms of reimbursement for each participant will be contained in the grant agreement.
9. Grantees will be paid for funds expended only during the period of performance.
10. Reporting and Invoices:
 - The grantee must submit Monthly Report Forms for the duration of the grant period, a Final Report within 30 days of when the grant is completed, and a One-Year Follow-Up Report as detailed in the special conditions of the grant agreement.
 - Grantees must ensure current Monthly Report Forms are on file with DEP for the periods covered by each Application for Reimbursement, as outlined in the grant agreement.
 - The grantee will use the report forms provided by the DEP. These forms will be referenced in the grant agreement, but not attached to the grant agreement.
 - The grantee will be responsible for providing all the information required to complete the grant report.
 - Grantees will be required to submit a One-Year Follow-Up Report including performance measures and jobs created or retained one year after the project completion date.
11. Completion of Project:
 - The project must be completed as described in the grant document. Modifications to the project will not be considered, except for limited scope and budget changes approved by the department.
 - Changes may include replacements of equal quality and function, and reallocation of contract budget category dollar amounts to and from other budget categories, as long as the maximum contract dollar amount payable by DEP to the recipient is not exceeded.

12. Permits:

- Grantees must secure all permits or approvals otherwise required for the project to proceed. This includes any permits required by DEP.
- If building permits are required for the project, copies of the permits shall be submitted prior to the first payment request. DEP will not make payments to the grantee prior to receiving a copy of the required permit. The final building inspection report must be signed, and a copy must be submitted to DEP, before the grantee applies for final payment.
- Grantees must comply with all applicable laws and local ordinances including local, commonwealth and federal requirements in the implementation of the project.

13. Grantees who claimed the use of a Small Disadvantaged Business certified by BMWBO as an MBE/WBE must provide a photocopy of their BMWBO certificate.

14. 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.
- **Matching funds provided by the applicant must be spent during the period of performance. No credit will be given for funds spent prior to the period of performance. Matching funds must correspond to eligible categories as outlined in the project budget.** Documentation will be required for matching funds as well as DEP funds.
- All funding must be spent in accordance with the spending plan included in the grant agreement. **DEP reserves the right to terminate the project and/or recover funding from grant recipients not properly managing the funding in accordance with the conditions of the program and the grant agreement.**
- If any other grant condition is not adhered to, DEP reserves the right to terminate the project and/or recover funding from grantees that are not properly managing the funding in accordance with the conditions of the program and the grant agreement.
- Extensions will not be granted, unless the department concludes it to be necessary by determination or request.
- Requests for extensions to the period of performance must be received sixty days prior to the end date of the period of performance on a DEP Change Scope, Change Budget, or Extension Request form. Change Scope, Change Budget, or Extension Request forms may be obtained from the grant project advisor.
- DEP reserves the right to inspect projects financed with AFIG funds and to audit or require a third-party audit of any project's financial transactions or compliance with agreement terms.
- AFIG grant proposals are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the commonwealth to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary.

15. Projects may be subject to Pennsylvania Prevailing Wage Act requirements.

- Grantees shall insure where necessary that construction projects with a cost in excess of \$25,000, which are subject to Pennsylvania's Prevailing Wage Act requirements, are paid appropriate wages commensurate with the Act.
- For information about the applicability of Prevailing Wage, applicants are encouraged to contact the Department of Labor and Industry at (717) 705-7256 or (800) 932-0665 or visit the Web site at www.dli.state.pa.us. It is solely the responsibility of a grantee to ensure the Act is followed if applicable.

Costs associated with a project to be reimbursed with AFIG cannot have been incurred **before** July 1, 2010. The Alternative Fuels Incentive Grant Program is a competitive program and an application may fail to receive funding or be determined unacceptable due to application inadequacies. ***Any applicant who begins a project and incurs costs before receiving a fully executed grant agreement does so at his or her own risk.***

DEP CONTACTS

Project-Related Inquiries (Regional Offices):

Northcentral Region: Matthew Nuss – 570-327-3636

(Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union)

Northeast Region: Janet Warnick – 570-826-2511

(Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming)

Northwest Region: Geoff Bristow – 814-332-6681

(Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Vanango, and Warren)

Southcentral Region: Robert Zaccano – 717-705-4703

(Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York)

Southeast Region: Heidi Kunsch – 484-250-5900

(Counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia)

Southwest Region: Maggie Hall – 412-442-4137

(Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland)

Grants Processing, Application Submission and Deadlines:

DEP Grants Center – 717-705-5400

For Statewide Projects:

Project-Related Inquiries (Central Office):

Carmen LaRosa or Mark Brojakowski – 717-783-8411

Questions regarding the grant program and application materials may be directed to the Grants Center at (717) 705-5400 or e-mail at epafiginfo@state.pa.us.



PA Alternative Fuels Incentive Grant

Fleet Vehicle Purchases, Retrofits and Refueling Equipment for Alternative Fuel Vehicles

Eligibility and Evaluation Criteria

Eligibility – Cost to Purchase, Retrofit and Install Fleet Refueling Equipment for Alternative Fuel Vehicles

School districts, municipal authorities, political subdivisions, incorporated nonprofit entities, corporations, limited liability companies or partnerships incorporated or registered in the commonwealth to retrofit fleet vehicles to operate on alternative fuels, the cost of the purchase of alternative fuel fleet vehicles and cost to install refueling equipment for alternative fuel fleet vehicles.

- **Eligible applicants include:**
 - **Businesses** – corporations, partnerships, sole proprietorships, limited liability companies, business trusts, or other legal business entities incorporated in the commonwealth
 - **Non-Profit Corporations** – Incorporated not-for-profit organizations that maintain 501(c)(3) status with the U.S. Internal Revenue Service and are also registered with the PA Bureau of Charitable Organizations
 - **School Districts**
 - **Political Subdivisions** – A Pennsylvania municipality or county
 - **Municipal Authorities**

- **Eligible projects include, but are not limited to:**
 - Fleet purchases of CNG Transit Authority Buses, Refuse Trucks and CNG Refueling Stations;
 - Fleet conversion of trucks to propane vehicles;
 - Fleet purchase of hybrid electric vehicles (HEVs); and
 - Fleet electrification of airport ground service equipment (GSE) and chargers.

- **Projects that are not eligible include:**
 - Projects already completed prior to submitting an application to DEP;
 - Projects located outside of Pennsylvania;
 - Projects that are solely feasibility studies; and
 - Projects that only convert from one alternative fuel to another alternative fuel.

- **Projects must comply with the following in order to be funded:**
 - All projects must be physically located in Pennsylvania.
 - No project proposal may exceed \$1 million.
 - Projects must have match cost share.
 - Only the incremental cost difference between the conventional and AFV model will be funded for purchases.
 - Applies to Fleet only:
 - For the purposes of this grant program and the applicable project types, a fleet is defined as a group of 10 or more vehicles, comprised of passenger cars, light-duty trucks, buses and heavy-duty trucks up to 26,000 pounds gross vehicle weight that is owned and operated by a single entity located within the commonwealth.

- The number of fleet alternative fuel vehicles purchased or converted must be a minimum of two vehicles.
 - A non-profit political subdivision may aggregate vehicles from two or more, smaller local governments within its jurisdiction to meet the minimum number (10) of vehicles required for fleet eligibility.
- DEP will limit reimbursement for consultant costs to a maximum of 5 percent of the total eligible project costs less the cost of the consultant.
- **AFIG funds cannot be used to cover the following costs:**
 - Preparation of the AFIG application;
 - Land acquisition;
 - Permits;
 - Landscaping;
 - Advertising;
 - Business start-up costs;
 - Indirect costs (i.e., general administrative and overhead, contingency funds, etc.);
 - Travel, lodging, subsistence;
 - Conference or meeting expenses including catering, conference equipment and room rental; and
 - Any other cost not deemed acceptable to DEP.

Application Evaluation

DEP will conduct a comprehensive review of the grant applications and supporting documentation (i.e., cost estimates). DEP will not accept and will not review an application that is incomplete or contains inaccurate information. All complete applications will be reviewed and evaluated by the DEP using the criteria defined below.

Evaluation Considerations

- Technical feasibility; proven proposed technology;
- Whether the applicant has demonstrated that it can carry out the proposal;
- Financial feasibility;
- Environmental benefits, avoided emissions;
- Potential to reduce conventional energy consumption or increase energy production from alternative energy sources;
- Number of vehicles;
- Likely creation or retention of jobs;
- Promotion of Pennsylvania's indigenous energy resources;
- Promotion of Pennsylvania's energy diversity and security;
- Encouragement of alternative energy production and use;

- Economic benefits for the commonwealth, including savings to consumers and/or revenue generation for other beneficiaries such as farmers or other landowners;
- Quality and relevance of the research and next phase technology demonstration, if applicable;
- Whether the project is consistent with the Keystone Principles. A description of the Keystone Principles is available on the PEDA Web site, www.depweb.state.pa.us keyword “PEDA,” or at : www.phmc.state.pa.us/bhp/pkp.pdf);
- The amount of matching funds; letters of financial commitment documenting matching funds or in-kind services should be provided to verify matching fund claims. Note: Letters supporting the project are not considered letters of financial commitment for matching funds;
- Whether the project will utilize a Disadvantaged Business Enterprise, which includes disadvantaged, minority, women-owned and small business enterprises;
- Amount of education outreach which is planned to be accomplished as well as if significant partnerships have been created to implement the project (include any letters of recommendation or identify partners with support letters);
- Promotion and use of Pennsylvania businesses, products and services; and
- Public access of refueling stations.



PA Alternative Fuels Incentive Grant

Innovative Technology Grants

Eligibility and Evaluation Criteria

Eligibility – Innovative Technology Grants

Innovative Technology Grants are: costs to perform research, development or training, as well as demonstration of new applications or advanced next phase technology related to alternative fuels and alternative fuel vehicles.

- **Eligible applicants include:**
 - **Businesses** – corporations, partnerships, sole proprietorships, limited liability companies, business trusts, or other legal business entities incorporated in the commonwealth
 - **Non-Profit Corporations** – Incorporated not-for-profit organizations that maintain 501(c)(3) status with the U.S. Internal Revenue Service and are also registered with the PA Bureau of Charitable Organizations
 - **School Districts**
 - **Political Subdivisions** – A Pennsylvania municipality or county
 - **Municipal Authorities**
- **Eligible Innovative Technology projects include, but are not limited to:**
 - Research, development and testing of advanced fuel cell engines;
 - Installation and demonstration of new methanol recovery equipment in biodiesel production;
 - Development and testing of advanced electric drive controllers, batteries and components;
 - Demonstration of conversion of waste coal into liquid fuels;
 - Research, development and testing of advanced catalysts, enzymes or fuels; and
 - Production and extraction of biogas (methane) from waste for use in transportation vehicles.
- **Projects that are not eligible include:**
 - Projects supporting the building or deployment of a **conventional** biofuel or alternative fuels production facility will not be considered under this grant category. Note: Please refer to the Pennsylvania Energy Development Authority (PEDA) Grant Program for support of new biofuel or alternative fuels enterprises at: <http://www.depweb.state.pa.us/enintech/cwp/view.asp?a=1415&q=504241>;
 - Projects already completed prior to submitting an application to DEP;
 - Projects located outside of Pennsylvania;
 - Projects that are solely feasibility studies;
 - Projects that only convert from one alternative fuel to another alternative fuel; and
 - Projects that only result in the development of computer software/models.
- **Projects must comply with the following in order to be funded:**
 - All projects must be physically located in Pennsylvania.
 - No project proposal may exceed \$1 million.
 - Technology Innovation Projects at biofuel or alternative production facilities will only be considered if they:
 - Are research and/or demonstration projects, or are retrofits or expansions of existing biofuel or alternative fuels facilities in Pennsylvania; and

- Demonstrate or deploy a technology that is not currently in widespread commercial use.
- Projects must have match cost share.
- Projects must ultimately result in a significant increase in effectiveness or efficiency of production and commercial success of alternative fuels or alternative fuel vehicles.
- DEP will limit reimbursement for consultant costs to a maximum of 5 percent of the total eligible project costs less the cost of the consultant.

Application Evaluation

DEP will conduct a comprehensive review of the grant applications and supporting documentation (i.e., cost estimates). DEP will not accept and will not review an application that is incomplete or contains inaccurate information. All complete applications will be reviewed and evaluated by the DEP using the criteria defined below.

Evaluation Considerations

- Technical feasibility; proven proposed technology;
- Whether the applicant has demonstrated that it can carry out the proposal;
- Financial feasibility;
- Environmental benefits; avoided emissions;
- Potential to reduce conventional energy consumption or increase energy production from alternative energy sources;
- Potential for the creation or retention of jobs;
- Potential for commercialization;
- Promotion of Pennsylvania's indigenous energy resources;
- Promotion of Pennsylvania's energy diversity and security;
- Encouragement of alternative energy production and use;
- Whether the project is consistent with the Keystone Principles. A description of the Keystone Principles is available on the PEDA Web site, www.depweb.state.pa.us keyword "PEDA," or at : www.phmc.state.pa.us/bhp/pkp.pdf);
- The amount of matching funds. Letters of financial commitment documenting matching funds or in-kind services should be provided to verify matching fund claims. Note: Letters supporting the project are not considered letters of financial commitment for matching funds;
- Whether the applicant has demonstrated that it can carry out the project proposal;
- Whether the project will utilize a Disadvantaged Business Enterprise, which includes disadvantaged, minority, women-owned and small business enterprises;
- Amount of education outreach which is planned to be accomplished as well as if significant partnerships have been created to implement the project. (Include any letters of recommendation or identify partners with support letters.); and
- Promotion and use of Pennsylvania businesses, products and services.



PA Alternative Fuels Incentive Grant

Incremental Cost to Purchase Biofuels with Equipment Purchase or Tank Cleaning and without Equipment Purchase or Tank Cleaning

Eligibility and Evaluation Criteria

Eligibility – Incremental Cost to Purchase Biofuels with Equipment Purchase or Tank Cleaning and without Equipment Purchase or Tank Cleaning

School districts, municipal authorities, political subdivisions and incorporated nonprofit entities for the incremental cost to purchase biofuel with or without the purchase of related refueling and storage equipment or tank cleaning

- **Eligible applicants include:**
 - **Non-Profit Corporations** – Incorporated not-for-profit organizations that maintain 501(c)(3) status with the U.S. Internal Revenue Service and are also registered with the PA Bureau of Charitable Organizations
 - **School Districts**
 - **Political Subdivisions** – A Pennsylvania municipality or county
 - **Municipal Authorities**

- **Eligible projects include:**
 - Purchase of biodiesel or E85
 - **Example:** School District A purchases 3,000 gallons of B20 or E85 and takes delivery of the B20 or E85 on Jan 1, 2008. On the day of the alternative fuel delivery, the price of the conventional fuel (diesel or gasoline) was \$3.00 per gallon. The price for the alternative fuel for the same date was \$3.11 per gallon, with an upcharge of \$.15 per gallon, for a total price of \$3.26 per gallon. The incremental cost to School District A of purchasing the alternative fuel in lieu of diesel or gasoline is ($\$3.26 - \3.00) = \$.26 per gallon. Total reimbursement for this delivery is (3000 gallons) X (\$.26/gallon) = \$780.
 - Costs associated with the cleaning of existing fuel storage tanks to make them useable as storage for biodiesel or E85
 - The purchase price and associated costs for the equipment necessary to store fuel and refuel vehicles that operate on biodiesel or E85
 - The costs associated with the design, site preparation and construction of refueling or storage equipment

- **Projects that are not eligible include:**
 - Projects already completed prior to submitting an application to DEP;
 - Projects locate outside Pennsylvania;
 - Projects that are solely feasibility studies; and
 - Projects that convert from one alternative fuel to another.

- **Projects must comply with the following in order to be funded:**
 - All projects must be physically located in Pennsylvania;
 - No project proposal may exceed \$1 million;
 - Refueling and storage equipment must be owned and operated by an entity who is an eligible applicant;
 - Refueling and storage equipment must be located in Pennsylvania;
 - The entity must be committed to using the equipment for dispensing biodiesel or E85 for the entire grant period;

- Biodiesel must be purchased as a transportation fuel and must be biodiesel blends that range from a blend of 5 percent biodiesel and 95 percent diesel (B5) to a blend of 20 percent biodiesel and 80 percent diesel (B20). A B2 blend is not eligible for funding;
- Biodiesel used in all blends must meet the ASTM D6751 specification;
- Ethanol must be used as a blend of 85 percent ethanol with 15 percent gasoline (E85);
- The applicant must supply the incremental cost difference between the base price of conventional diesel and biodiesel blended diesel fuel, or the incremental cost difference between conventional gasoline and E85; and
- Projects with equipment must have match cost share.

Application Evaluation

DEP will conduct a comprehensive review of the grant applications and supporting documentation (i.e., cost estimates). DEP will not accept and will not review an application that is incomplete or contains inaccurate information. All complete applications will be reviewed and evaluated by the DEP using the criteria defined below.

Evaluation Considerations

- The blend of biodiesel: use of higher blends will score higher;
- Whether the applicant has demonstrated that it can carry out the proposal;
- Financial feasibility;
- Environmental benefits: avoided emissions as related to total volume and blend use;
- Potential to reduce conventional energy consumption or increase energy production from alternative energy sources;
- Potential for the creation or retention of jobs;
- Promotion of Pennsylvania's indigenous energy resources;
- Promotion of Pennsylvania's energy diversity and security;
- Encouragement of alternative energy production and use;
- Whether the project is consistent with the Keystone Principles. A description of the Keystone Principles is available on the PEDDA Web site, www.depweb.state.pa.us keyword "PEDDA," or at : www.phmc.state.pa.us/bhp/pkp.pdf);
- The amount of matching funds. Letters of financial commitment documenting matching funds or in-kind services should be provided to verify matching fund claims. Note: Letters supporting the project are not considered letters of financial commitment for matching funds;
- Whether the project will utilize a Disadvantaged Business Enterprise, which includes disadvantaged, minority, women-owned and small business enterprises;
- Amount of education outreach which is planned to be accomplished as well as if significant partnerships have been created to implement the project. (Include any letters of recommendation or identify partners with support letters.); and
- Promotion and use of Pennsylvania businesses, products and services.



PA Alternative Fuels Incentive Grant

Reimbursement for Biofuel Production

Eligibility and Evaluation Criteria

Eligibility – Reimbursement for Biofuel Production

Qualified renewable fuel producers for the reimbursement of up to 10 cents per gallon of renewable fuels produced in a calendar year up to 12,500,000 gallons.

Note: This reimbursement is for ethanol and for smaller producers of biodiesel that may not qualify for the Biomass-Based Diesel Production Incentive, the production incentive of \$0.75 per gallon as per Section 3.1 (a)(2)(B) of the Act of November 292004 (P.L. 1376, No. 178).

- **Eligible applicants include:**
 - Qualified Pennsylvania producers whose production facilities of alternative fuel are located within the Commonwealth of Pennsylvania.
 - Qualified biodiesel or ethanol production facility that produces a minimum of 100,000 gallons annually for commercial sale.
- **Eligible projects include:**
 - Reimbursement of up to 10 cents for every gallon of biodiesel or ethanol produced by the applicant for use as an alternative transportation fuel.
- **Projects that are not eligible include:**
 - Projects that only convert from one alternative fuel to another alternative fuel
- **Projects must comply with the following in order to be funded:**
 - All projects must be physically located in Pennsylvania.
 - The maximum number of gallons eligible for reimbursement for a single qualifying producer in a calendar year is 12,500,000 gallons.
 - The applicant may only request reimbursement for the production of biodiesel or ethanol used as a transportation fuel covering the grant period of performance.
 - The biodiesel transesterification process must occur in Pennsylvania. Any volume of biodiesel fuel transesterified outside the commonwealth that is added to augment the in-state produced volume does not qualify as Pennsylvania-produced fuel.
 - A qualifying producer must submit a “certificate of analysis” from an accredited laboratory for every 500,000 gallons of biodiesel produced as evidence that the biodiesel meets the ASTM D6751 standard.
 - A “certificate of analysis” for reduced specification testing according to the following schedule must be submitted for each interim 100,000 gallons produced.

Reduced Specification Testing Schedule

Property	Test Method	Limits
Flash Point, °C	Per ASTM D6751	Per ASTM D6751
Water and Sediment, volume percent	Per ASTM D6751	Per ASTM D6751
Cloud point, °C	Per ASTM D6751	Per ASTM D6751
Acid number, mg KOH/gm	Per ASTM D6751	Per ASTM D6751
Free glycerin, percent mass	Per ASTM D6751	Per ASTM D6751
Total glycerin, percent mass	Per ASTM D6751	Per ASTM D6751
Visual appearance	ASTM D4176 Procedure 2	2 max (outlet sample)

Biomass-Based Diesel Production Incentive

- Biodiesel facilities located within the commonwealth that produce a minimum of 25,000 gallons of biodiesel per month may participate in a Biomass-Based Biodiesel Production Incentive. This incentive reimburses producers at the rate of 75 cents per gallon for neat biodiesel sold to a qualified Pennsylvania buyer. There is a maximum incentive of \$1.9 million per producer and a program total maximum of \$5.3 million ending June 30, 2011.
- A qualifying biodiesel producer that has been awarded a 10 cents per gallon AFIG grant may participate in either the 10 cents per gallon AFIG grant **or** the 75 cents per gallon Biomass-Based Biodiesel Production Incentive, but not participate in both programs.
- The Application and Guidelines for the 75 cents per gallon Biomass-based Diesel production Incentive may be downloaded from the AFIG website. Go to www.depweb.state.pa.us, keyword "AFIG" and select "Biodiesel Production Incentive Program."

Application Evaluation

DEP will conduct a comprehensive review of the grant applications and supporting documentation (i.e., cost estimates). DEP will not accept and will not review an application that is incomplete or contains inaccurate information. All complete applications will be reviewed and evaluated by the DEP using the criteria defined below.

Evaluation Considerations

- Environmental benefits, avoided emissions;
- Potential to reduce conventional energy consumption or increase energy production from alternative energy sources;
- Potential for the creation or retention of jobs;
- Promotion of Pennsylvania's indigenous energy resources;
- Promotion of Pennsylvania's energy diversity and security;
- Encouragement of alternative energy production and use;
- Whether the project is consistent with the Keystone Principles. A description of the Keystone Principles is available on the PEDA Web site, www.depweb.state.pa.us keyword "PEDA," or at : www.phmc.state.pa.us/bhp/pkp.pdf);
- Whether the applicant has demonstrated that it can carry out the project proposal;
- Whether the project will utilize a Disadvantaged Business Enterprise, which includes disadvantaged, minority, women-owned and small business enterprises;
- Amount of education outreach which is planned to be accomplished as well as if significant partnerships have been created to implement the project. (Include any letters of recommendation or identify partners with support letters.); and
- Promotion and use of Pennsylvania businesses, products and services.

Alternative Fuels Incentive Grant Program eGrants Application Step by Step Guide

Go to www.grants.dcnr.state.pa.us

Click on **Log in/Register** and create a **User Account**.

Click on *Find a Grant* on the left navigation bar.

Scroll down to AFIG and click on **Apply for this Grant**.

Complete the **Standard Application for Grant Funds**.

Download and complete project-specific forms: **Supplemental Application Information, Project Narrative Information, and Detailed Budget Information**.

Upload all required forms and attachments.

Submit completed application.

Project type: [Required] Select Project Type. Note: Biofuel Production Reimbursement grants, please select "Implementation."

Applicant Profile Section

Applicant Legal Name: [Required] Use the legal name of the entity applying for the grant. Must be the same as the name used to register for an SAP Number.

Fed Employer ID Number: [Required] Self-explanatory.

SAP Vendor Number: [Required] Call the Payable Services Center at 717-214-2868 (Harrisburg area) or 866-775-2868 (toll free) if you are not sure if you have an SAP Number or do not know what it is. If you do not have one, you may enter ones or nines. If awarded a grant, you will be required to register as a Non-Procurement Vendor at <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx> and an SAP number will be issued.

Organizational DUNS: [Required] The federal government requires Pennsylvania to provide the DUNS number for grantees to whom federal grant funds are awarded. For information on how to get a DUNS number, visit <http://www.dnb.com.us>. The Dun & Bradstreet toll free customer service number is 800-234-3867. If you do not have a DUNS number, enter ones or nines.

Department/Bureau Name: [Not Required] Department or Bureau of Applicant that is applying for the grant if applicable.

Division/Office Name: [Not Required] Division or Office of the above Department or Bureau if applicable.

Address: [Required] Address MUST match the address associated with your SAP number.

Applicant Type Section

Applicant Types: [Required] Check any Applicant Types that apply to your organization.

Non-Profit Information: [Required] **If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section.**

Project Coordinator [Required] This is the primary contact for the application and project.

Project Information – General

Project Title: [Required] Please give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence regarding this project.

Project Start and End Date: [Required] Projects must be completed within 24 months and no later than June 30, 2012.

Commonwealth Adviser [Not Required] Not applicable.

Project Scope: [Required] Limited to 1,000 characters. Describe how the project will contribute to the desired outcomes of the program. Include a description of the type and size of project, the amount of fuel produced or displaced (if applicable), and any anticipated reductions in emissions as a result of the project.

Budget Information

Name of Match Source: Match cannot include funds or in-kind services provided by DEP.

Total Grant Amount Requested: [Required] This is the amount you are requesting.

Project Location (Add as many site locations as needed)

Location Name: [Required] Enter a brief 15 character name, e.g. "Town Hall"

Address Block: Fill out all required information. Street Address 1 can be a U.S. Postal Address or a general site location if a postal address is not available.

Select one or more counties as appropriate for the location.

Select one or more municipalities as appropriate for the Selected counties (you can select Countywide too for any or all selected counties).

Select at least one Pennsylvania House and one Pennsylvania Senate district.

Mapping Information: [Required]

Attachments: [Not Required]

Download Forms

Download the available forms to your PC. Then complete them and save them on your computer.

Supplemental Application Information: [Required]
Project Narrative Information: [Required]
Detailed Budget Information Form: [Required]

Upload Attachments

Attachments: [Required] Click on **Browse...** for each file that is required to be uploaded and locate the form you completed that you have saved on your PC then click on **Upload this file.** Upload your files one at a time. **NOTE: It is required for this grant program that you must upload ALL attachments for the submission of this application. No hard copy or e-mailed materials will be accepted.**

Supplemental Application Information: [Required] Fill out the Supplemental Application Information Form.

Outstanding Obligations: Confirm that the applicant has no outstanding obligations to the commonwealth.

Unresolved Compliance Issues: Confirm that the applicant has no unresolved compliance issues with DEP.

Project Subtype: Choose a project subtype.

DEP Staff: Provide the name of the DEP staff person with whom you discussed your application, if applicable.

Fuel Produced/Displaced: Indicate whether alternative fuels will be produced or utilized in PA, and/or whether conventional fuels will be displaced or conserved. If yes, please provide details of any fuel production or purchase in the Project Narrative Form.

Brownfield: Indicate whether the project is located on a brownfield area.

Targeted Area: Indicate whether the project is located in a targeted area: (Keystone Opportunity Zone (KOZ), Keystone Opportunity Expansion Zone (KOEZ), Keystone Innovation Zone (KIZ), Enterprise Zone (EZ), Federal Enterprise Zone (FED EZ)) or an Agricultural Security Area, Farmland Preservation Area or an area that experienced a recent major plant closing.

DBE: Indicate whether the project makes use of DBEs. A DBE is a disadvantaged business enterprise, which include disadvantaged, minority, women owned and small business enterprises.

Permits: Indicate whether any Federal, State or Local permit(s) will be required for the project.

Facility or Infrastructure Projects: For projects that involve developing facilities and infrastructure, state law requires DEP to consider local comprehensive plans and zoning ordinances in funding decisions. All applicants must answer the related question on the application.

“Facilities” are buildings and other structures that involve new land development or result in a change to the existing use of land that may involve research, development, production and processing of alternative fuels, or manufacturing of alternative fuel vehicles and related technologies. “Infrastructure” is a permanent structure for transportation, storage or dispensing of alternative fuels.

Other Funding Sources: Indicate other sources of funding applied for and the anticipated award dates, if applicable.

Other Potential Funding: Indicate whether DEP is permitted to share this proposal with other potential public or private funding sources.

Keystone Principles for Growth, Investment, and Resource Conservation: Applicants must confirm that their project will be consistent with the Keystone Principles. A description of the Keystone Principles is available on the PEDAs Web site at www.depweb.state.pa.us, keyword: PEDAs, or at www.phmc.state.pa.us/bhp/pkp.pdf.

Spending Plan: Please identify the calendar period for which payment will be requested. This information will assist DEP in budgeting for grant payments. Projects are not to exceed 24 months. NOTE – No payment will be made for any expenses incurred prior to the period of performance.

Summary Statistics: Summarize the expected energy, economic and environmental results or benefits and define measures of success in quantitative terms in the Proposed Annual Project Summary Statistics tables.

Detailed Project Narrative:

[Required] Provide a detailed project narrative on the Project Narrative Form focusing on the following items:

1. Goals and objectives: Describe the project’s goals and objectives, including energy, economic and environmental benefits.

2. Business Plan: Applicants must show their ability to complete the project through a written business plan as well as show their need for funding through economic analysis and demonstration of cost-effectiveness. These elements should be provided in a concise manner that relates directly to the project.

3. Environmental and Energy Benefits: Applicants should include a clear description of expected environmental and energy benefits. Such enumeration of benefits should include careful estimates and calculations. Estimates and calculations include the economics (e.g., the cost per gallon) and the environmental improvements (e.g., pounds of pollutant reduction). Provide data to demonstrate the project's potential payback. Emphasis should be placed on reductions in nitrogen oxides, volatile organic compounds, sulfur oxides, and toxic pollutants. There are many Web sites that can help you determine the environmental benefits of reducing your conventional energy use. The following Web site is an example: <http://www.biodiesel.org/tools/calculator>. Others exist at www.epa.gov.

4. Need for the Grant: Applicants should identify the problem or need the proposal is intended to address. Explain why the problem or need exists, and how your proposal addresses the problem or need. Explain why your proposal should be funded, and elaborate on its cost-effectiveness and environmental and energy benefits. Provide literature references where appropriate.

5. Economic benefits: Applicants should identify the economic benefit of the project. Potential benefits such as savings to consumers, and revenue generation for the commonwealth, reduced dependence on foreign oil, or decreased transportation, production or operating costs should be included and explained. Such enumeration of benefits should include careful estimates and calculations.

6. Partnerships: Applicants should identify any other organizations that will help to complete the project and specify the nature of their participation. Discuss in-kind services or match contributions. When calculating volunteer salaries, please use values commensurate with professional ability and qualifications.

7. Work Plan with Schedule: Applicants should provide an implementation schedule identifying sub-tasks, schedule for their completion, and naming parties responsible for their accomplishment. If DEP or other permits will be required, include a schedule for applying and receiving these permits in the work plan.

8. Equipment Disposition: If applicable, Applicants should describe how property or equipment acquired with the grant will be disposed of or converted for continued grantee use. The Grantee agrees that, for the term of the grant period of performance, including any extensions thereto, the grantee will not lease, sell, transfer or assign any and all property, whether real or personal, that is purchased in whole or in part with grant funds provided by DEP. The Grantee agrees to obtain the prior written approval of DEP prior to leasing, selling, transferring or assigning such property, in whole or in part, during the period of performance, including any extensions thereto.

Letters of Commitment:

Attach any letters of financial commitment. Credit for match will not be given unless all of the matching funds have been confirmed. Letters of financial commitment from outside entities should clearly state the nature of their participation with dollar amounts, work tasks, etc. in addition to the amounts identified.

Building Permits:

Attach building permits, if applicable.

Detailed Budget Information:

[Required] Complete the Budget Summary and Detailed Budget Information worksheet included with the application form. The worksheet included as part of the application form must be used. Please include sheets that provide additional clarification. The worksheet must be completed in full; and the Detailed Budget Worksheet must be consistent with the Budget Summary. The budget worksheet is intended to support, and provide detail to the budget summary. Please provide sufficiently detailed budget information to illustrate the cost effectiveness of the proposal.

Only monies being requested of the Alternative Fuels Incentive Grant Program are included under the heading of "Grant Request" on the budget summary and items 1-6 on the budget worksheet. Matching funds are to be placed in the second column of the budget summary and the source of any matching funds identified on part 7 of the Budget Worksheet. All in-kind and cash match contributions must be substantiated by commitment letters. Match cannot include funds or in-kind services provided by DEP. All match must be expended during the grant period. Funds expended prior to the grant period of performance cannot be claimed as match.

All costs incurred directly should be identified on the budget worksheet in items 1-6. All costs incurred by the applicant's contractor and then billed to the applicant go under budget worksheet item 2-A and B.

The following costs are not allowed under any circumstances:

Preparation of the AFIG application

Land acquisition

Permits

Landscaping

Advertising

Business start-up costs

Indirect costs (i.e. general administrative and overhead, contingency funds, etc.)

Travel, lodging, and subsistence

	<p>Conference or meeting expenses including catering, conference equipment and room rental, and</p> <p>Any other cost not deemed acceptable to DEP.</p>
Summary Statistics Calculations:	[Required] Please explain in detail how the project summary statistics listed in the Summary Statistics Table on the Supplemental Application Information Form were calculated, and how these results will be measured upon completion of the project.
Keystone Principles:	[Required] Please provide a separate detailed report on how the project will be consistent with the Keystone Principles. Please see the Commonwealth of Pennsylvania Keystone Principles for Growth, Investment & Resource Conservation, available at www.phmc.state.pa.us/bhp/pkp.pdf
Add more Attachments:	Browse for any additional files you wish to upload and upload these files.
<u>Certification</u>	
Authorized Organizational Rep:	[Required] Certification must be made by the appropriate person authorized to represent the applicant.
Certification:	Check the circle stating that an executive officer agrees to the terms stated.
Submit Application:	Ensure all information is complete and accurate. Click the <u>Submit this Application</u> button.

If you have any problems with the eGrant application please contact DEP and DCNR's Grants Customer Service Center at 1-800-326-7734. For AFIG-specific questions, contact the appropriate individual listed on the DEP Contacts Page.



DCNR

Grants Customer Service Center
1-800-326-7734

COMMONWEALTH OF PENNSYLVANIA

Standard Application for Grant Funds



DEP

eGrants - Grants Online
www.dcnr.state.pa.us/grants

*Indicates required information

Application Information (for internal use only)

Type of Submission: (check one)

- Preapplication
- Application
- Changed/Corrected Application

Type of Application

- New
- Continuation
- Revision

If Revision, check all that apply

- Change in Scope
- Change in Award Amount
- Change in Time

Grant Program Opportunity

[Insert Grant Program Opportunity]

Applicant Information

Applicant Legal Name:*

Federal Employer ID Number:*

SAP Vendor Number:*(If you do not have or do not know if you have an SAP Vendor Number, call 1-866-775-2868 (toll free) for assistance.)

Organizational DUNS:

Applicant Organizational Unit:

Department / Bureau Name:

Division / Office Name:

Applicant Address:* (Must match the SAP Vendor Address)

Street 1:

Street 2:

City:

State:

Zip:

Municipality:

County:

Type of Applicant:* (Check all that apply. Refer to grant program guidelines for applicant eligibility.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> Higher Educational Institution | <input type="checkbox"/> Volunteer Fire Organization |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Other Educational Institution | <input type="checkbox"/> Individual |
| <input type="checkbox"/> County or Municipal Government | <input type="checkbox"/> Non-profit with 501(c)3 IRS Status | <input type="checkbox"/> Other |
| <input type="checkbox"/> Prequalified Land Trust | <input type="checkbox"/> Non-profit without 501(c)3 IRS Status | |
| <input type="checkbox"/> For Profit Organization | <input type="checkbox"/> Non-profit with PA Bureau of Charitable Organizations Status | Specify Other: |

Non-profit Information: (Refer to grant program guidelines for required non-profit information.)

501(c)3 Information:		PA Bureau of Charitable Organizations Information:	
Organization Name:		Organization Name:	
Registration Number:		Registration Number:	
Approval Date:		Expiration Date:	

Local Project Coordinator:* (Name and contact information of person to be contacted on matters involving this project.)

Prefix (Mr., Ms., Dr., etc.):		Telephone Number: (daytime):	
First Name:		Telephone Extension:	
Middle Initial:		Fax Number:	
Last Name:		Email:	
Suffix (Jr., Sr., etc.):			
Title:			
Organization (if different than applicant):			

Project Information

Project Title:*

Start Date:	End Date:
Commonwealth Adviser Name:	Adviser Agency:

Is this a Statewide project?* Yes No

Project Scope:* (Enter a brief description of the overall project - less than 1,000 characters.)

Project Narrative:* (Attach a project narrative to this application. Refer to grant program guidelines for required narrative information.)

Project Type:* (Select only one that best describes your project.)

<input type="checkbox"/> Planning	<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Land Acquisition
<input type="checkbox"/> Development (Construction)	<input type="checkbox"/> Educational Materials	<input type="checkbox"/> Equipment Purchase
<input type="checkbox"/> Implementation	<input type="checkbox"/> Training	<input type="checkbox"/> Management
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Special Studies	<input type="checkbox"/> Research

General Grant Budget:* (Attach additional pages if more than six match sources)

List Local Match sources and cash and/or non-cash amounts below; (Refer to grant program guidelines for required eligible match.)

<i>Name of Match Source</i>	<i>Cash Amount</i>	<i>Pending (P) or Secured (S)</i>	<i>Non-Cash Value</i>	<i>Pending (P) or Secured (S)</i>
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

Total of Local Cash and Non-Cash Match		\$
Grant Amount Requested		\$
Total Project Cost (Local Match plus Grant Amount)		\$

Application Signature

By signing this application, I certify that I am authorized to sign on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.

** I Agree

Authorized Representative:* (Check grant program guidelines for required authorized representative information.)

Prefix (Mr., Ms., Dr., etc.):		Telephone Number: (daytime)	
First Name:		Telephone Extension:	
Middle Initial:		Fax Number:	
Last Name:		Email:	
Suffix (Jr., Sr., etc.):			
Title:			

Signature of Authorized Representative

Date Signed



COMMONWEALTH OF PENNSYLVANIA



Standard Application for Grant Funds



Grants Customer Service Center
1-800-326-7734

*Indicates required information

eGrants - Grants Online
www.dcnr.state.pa.us/grants

Application Information

Applicant Legal Name:*

Project Title:*

Project Site Information (Attach additional form copies for multiple sites)

Project Site Address:

Street 1:*	
Street 2:	
City:	
State:	PA
Zip:	
County(ies):*	
Municipality(ies):*	
Go to www.legis.state.pa.us to find your Pennsylvania legislative districts.	
PA House District Number(s):*	
PA Senate District Number(s):*	
U.S. Congressional District Number(s):	
Is the Property Leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner Name:	

GIS Information: (Not all grant opportunities require this information. Check the grant program guidelines for project site requirements.)

Latitude:	
Longitude:	
Acreage (if applicable):	
Length in Miles (if applicable):	
Parcel Number (if available):	

Mapping Information

Attach an 8 1/2" x 11" color copy that clearly outlines the Project Area. The map must include longitude and latitude coordinates, street names and intersections with sufficient detail to locate the project site (see the example to the right).

Maps can be created in Google Earth, Microsoft Virtual Earth, GIS, or other mapping applications that display accurate site locations that eGrants can reference.

For mapping linear or large-landscape projects (e.g. trails, greenways, or watershed studies) where the project does not fit on an 8 1/2" x 11" format, please use alternative mapping techniques that show the entire project area. Please provide logical beginning/ending points and trail mileage for all projects.

If possible please attach a CD or DVD containing an ESRI shape file for the project location or the parcel layer for the project from your County Tax Office.



Indicate the Project Location with a boundary and print out in color, including the aerial photography displaying street names, intersections, and longitude and latitude coordinates as displayed above.



COMMONWEALTH OF PENNSYLVANIA

Supplemental Application Information
Alternative Fuels Incentive Grant



Grants Customer Service Center
1-800-326-7734

*Indicates required information

eGrants - Grants Online
www.dcnr.state.pa.us/grants

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Supplemental Application Information

Does applicant have any outstanding obligations to the Commonwealth? Yes No

Does applicant have any unresolved compliance issues with DEP? Yes No

Project Subtype (Choose the one category best describing the project, see instructions for detailed Project type descriptions)

- Purchase or retrofits of Alternative Fuel Vehicles and/or refueling equipment (fleet only)
- Incremental Costs for Purchase of Biofuel with or without equipment or tank cleaning
- Innovative Energy Technology, Research and Development
- Biofuel Production Reimbursement

Please provide the name of the DEP staff person with whom you discussed your application, if any:

Will the project result in alternative fuel produced, utilized in PA, or conventional liquid fuels displaced:

Yes No

If you answered yes, please provide details of any fuel production or purchase in the detailed project description described in the Project Narrative Form.

Is the project located on a brownfield or a vacant, previously utilized site or building? Yes No

Is the project located in a targeted area (KOZ, KOEZ, KIZ, EZ, FED, EZ or EC), or an Agricultural Security Area, Farmland Preservation Area or an area that experienced a recent major plant closing? Yes No

Will the project employ a DBE? (DBE = Disadvantaged business enterprises, which include disadvantaged, minority, women owned and small business enterprises?) Yes No

Does this project require a building permit? Yes No

If so, and a copy of a permit has been received, include it as Attachment E. If a permit has not been received, it will need to be submitted to DEP prior to request for payment.

Are facilities or infrastructure projects to be funded under this application? Yes No

If yes, is your project consistent with county, municipal or multi-municipal comprehensive plans or zoning ordinances? Yes No

Has this proposal been submitted to another source for funding? Yes No

Name of other source and anticipated award date: _____

May DEP share this proposal with other potential public or private funding sources? Yes No

Will the project be consistent with the Keystone Principles? Yes No

A description of the Keystone Principles is available at www.phmc.state.pa.us/bhp/pkp.pdf

Identify the project duration in months _____

Please note: Project MAY begin on 07/01/2010 and MUST end by 06/30/2012.

Indicate the total reimbursement you will request during the following periods (please ensure that the numbers add up to the requested grant amount):

NOTE: The timeframes below are for DEP budget purposes only.

July 1, 2010 to June 30, 2011 \$ _____

July 1, 2011 to June 30, 2012 \$ _____

Indicate the Proposed Annual Project Summary Statistics your project will return when completed. Applicants should enter as much data as possible. Must be consistent with detailed statistics provided in the detailed project description.

Estimated Energy Performance outcomes of the project(s)

A. Energy and Fuel Savings as a result of project deployment.

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
liquid fuel saved		gals/yr
solid fuel saved		tons/yr
gaseous fuel saved		MMcf/yr

B. Energy and Fuel Generation as a result of project deployment.

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
liquid fuel generated		gals/yr
solid fuel generated		tons/yr
gaseous fuel generated		MMcf/yr

Estimated investment in economy from project budget. Enter "NA" if not applicable. Total of A and B should equal the total project cost.

A. Dollars to be spent on goods (purchase of materials and equipment) \$ _____

B. Dollars to be spent on services (construction, design, research, planning, trainers, etc.) \$ _____

Economic development benefits. Enter "NA" if not applicable.

A. Savings to Pennsylvania consumers (\$/yr) \$ _____

B. Value of contracts with Pennsylvania suppliers or contractors (\$/yr) \$ _____

C. Energy Saving Equipment or Energy Generating Components: manufactured (for manufacturing projects only), sold or deployed in Pennsylvania

<i>(Insert more rows if necessary)</i>	Specify Type and who manufactured	Quantity
Units/components manufactured		
Units/components sold		
Units/components deployed		

Environmental Benefit Data: If applicable, provide the answers to the following statements in the format of a table. Add additional rows if necessary. Fill in all blanks. Enter NA if not applicable.

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Air pollutant reduced	NO _x	(lbs/yr)
Air pollutant reduced	SO _x	(lbs/yr)
Air pollutant reduced	CO ₂	(lbs/yr)
Air pollutant reduced	Hg	(mg/yr)
Air pollutant reduced		(lbs/yr)
Water pollutant reduced		(lbs/yr)
Water pollutant reduced		(lbs/yr)
Water conserved as a result of the Project		(gals/yr)
Solid residual or hazardous waste reduced – not disposed of per year		(lbs/yr)
Solid residual or hazardous waste reduced – not disposed of per year		(lbs/yr)
Number of PA Citizens directly educated		(persons/yr)
Estimated Job Creation and Retention Measures		
A. Jobs directly created – number of temporary and permanent jobs created by grant award funds and for how long (# years). Add more rows if needed.		
List Job (Full-time/part-time temporary/permanent)	Type (Describe)	Duration (# years)
B. Jobs directly retained – number of jobs saved and supported by grant award funds and for how long (# years). Add more rows if needed.		
List Job (Full-time/part-time temporary/permanent)	Type (Describe)	Duration (# years)



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COMMONWEALTH OF PENNSYLVANIA

Project Narrative
Alternative Fuels Incentive
Grant Program



*Indicates required information



eGrants - Grants Online
www.dcnr.state.pa.us/grants

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Project Narrative

Instructions: Provide a detailed project narrative as described in the Step-by-Step Guide included in the Alternative Fuels Incentive Grant Program Guidelines

SAMPLE



COMMONWEALTH OF PENNSYLVANIA

Detailed Budget Information
Alternative Fuels Incentive Grant

eGrants

Grants Online



DEP

Grants Customer Service Center
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*Indicates required information

eGrants - Grants Online
www.dcnr.state.pa.us/grants

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Detailed Budget Information

Instructions: Complete the Budget Summary and Detailed Budget Information worksheet included with the application form. The worksheet included as part of the application form must be used. Please include sheets that provide additional clarification. The worksheet must be completed in full; and the Detailed Budget Worksheet must be consistent with the Budget Summary. The budget worksheet is intended to support, and provide detail to the budget summary. Please provide sufficiently detailed budget information to illustrate the cost effectiveness of the proposal. View the Step-by-Step Guide included in the Alternative Fuels Incentive Grant Guidelines for clarification.

Budget Summary (Must be consistent with the Detailed Budget Worksheet below)

Category	Grant Request (from DEP)	+	Match (from Applicant)	=	Project Cost (Total)
Personnel		+		=	
Contractual		+		=	
Equipment		+		=	
Supplies		+		=	
Incremental Cost		+		=	
Producer Reimbursement		+		=	
Total for each column:		+		=	

Please complete the below detailed budget worksheet. This worksheet must be submitted with the application. Totals for each category should be entered on the application budget summary above.

1. Personnel: Complete for:

- Innovative Energy Technology, Research and Development
- Purchase or retrofit of Alternative Fuel vehicles and/or refueling equipment (fleet only)
- Incremental Costs for Purchase of Biofuel with or without equipment or tank cleaning

Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Salaries & Benefits					

2. Contractual: Complete for:

- Innovative Energy Technology, Research and Development
- Purchase of retrofit of Alternative Fuel Vehicles and/or refueling equipment (fleet only)
- Incremental Costs for Purchase of Biofuel with equipment/tank cleaning

A. Contractor Salaries (List billing rate by task. Salary ranges are not acceptable, see instructions)

Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Contractual Salaries					

B. Other Contractual Expenses

Item	Cost
Other (List specific item)	
Total Other Contractual Expenses	

C. Total Contractual Expenses (=A+B)

Contractor Salaries	Other Contractual Expenses	Total Contractual

3. Equipment: Complete for:

- Innovative Energy Technology, Research and Development
- Purchase or retrofit of Alternative Fuel Vehicles and/or refueling equipment (fleet only)
- Incremental Costs for Purchase of Biofuel with equipment/tank cleaning

Item	Quantity	Cost per Item	Total Cost
Total Equipment			

4. Supplies (Non-Construction-Related Costs)
 Complete for:

- Innovative Energy Technology, Research and Development
- Purchase or retrofit of Alternative Fuel Vehicles and/or refueling equipment (fleet only)
- Incremental Costs for Purchase of Biofuel with equipment/tank cleaning

Item	Quantity	Cost Per Item	Total Cost
Total Supplies			

5. Incremental Cost
 Utilize this summary for these types of projects:

- Incremental Costs for Purchase of Biofuel with or without equipment

Gallons of fuel to be consumed (x) anticipated incremental cost = \$X.XX

 X

 Grand Total _____

6. Producer Reimbursement
 Utilize this summary for these types of projects:

- Biofuel Production Reimbursement

Gallons of biofuel to be produced (x) subsidy = reimbursement to be claimed

Gallons of Production Quarter

Location	Qtr	Year	Gallons	Subsidy	Total
				\$.10	
				\$.10	
				\$.10	
				\$.10	
				\$.10	
				\$.10	
				\$.10	
				\$.10	
Subtotal					

7. Match
 Please use the following table to calculate matching contributions of cash, goods and services to be entered on the application form. All items listed must be accompanied by a letter of commitment.

Contributor	Budget Category	Description	Status (pending or secured)	Value in Dollars