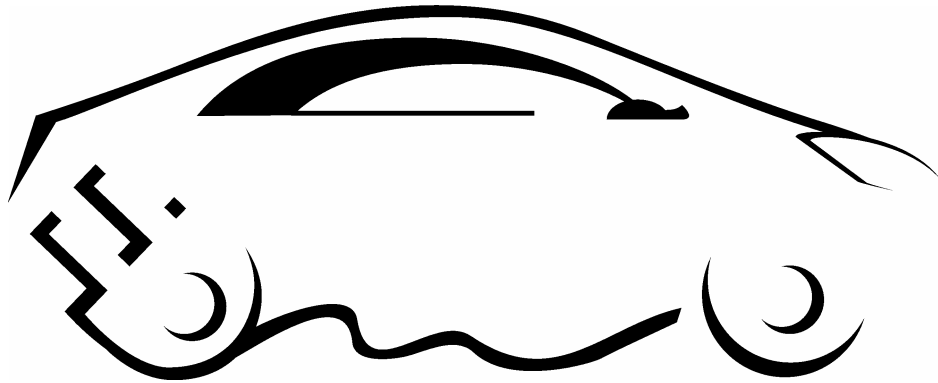




pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Alternative Fuels Incentive Grant Electric Vehicle Infrastructure Solicitation



Fiscal Year 2010-2011

For more information, visit
www.depweb.state.pa.us, keyword: Alternative Fuels

7000-BK-DEP4292 9/2010



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SECRETARY

Dear Friend:

I am pleased to invite you to apply for an Electric Vehicle Infrastructure grant as part of a special solicitation under the Alternative Fuels Incentive Grant Program (AFIG). The program provides Pennsylvania school districts, municipal authorities, political subdivisions, incorporated nonprofit entities, corporations, limited liability companies or partnerships incorporated or registered in the commonwealth matching reimbursement grants to install electric vehicle charging systems.

The Department of Environmental Protection (DEP) is interested in supporting proposals that create electric vehicle recharging infrastructure, are market-driven, create jobs and produce economic development with the commonwealth. Applicants are encouraged to collaborate with organizations within Pennsylvania in completing their proposals.

During the current fiscal year approximately \$470,000 will be made available to fund these grants. The program will begin accepting applications on Sept. 13, 2010, and will remain open until 4:00 p.m. Nov. 12, 2010. 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.

I look forward to funding electric vehicle infrastructure projects that are important to Pennsylvania. For more information, please contact DEP's Office of Energy and Technology Deployment by telephone at 717.783.8411 or Grants Center at 717.705.5400.

Sincerely,

John Hanger
Secretary

Electric Vehicle Infrastructure

Solicitation Guidelines

Authority

The Alternative Fuels Incentive Grant Fund (AFIG) was established under Act 166 of 1992 and is administered by the Department of Environmental Protection (DEP) through the Office of Energy 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.

Eligible Applicants

In accordance with Act 178 of 2004, reimbursement funding is available to the following entities: school districts, municipal authorities, political subdivisions, incorporated nonprofit entities, corporations, limited liability companies or partnerships incorporated or registered in the commonwealth.

Grant Amounts and Limitations

AFIG's Electric Vehicle Infrastructure Solicitation provides up to a 75 percent reimbursement grant to enable entities to install electric vehicle charging systems within the Commonwealth of Pennsylvania. Proposals that do not include letters of commitment documenting at least a 25 percent commitment towards the total project costs will be considered ineligible. Please see section E of "A Primer for Fitting Expenditures within Budget Categories" on Pages 12 and 13 of these guidelines for examples of eligible match/cost share charges.

During the Commonwealth Fiscal Year 2010-2011, which ends June 30, 2011, approximately \$470,000 is available for these reimbursement grants. Applications will be accepted, reviewed and ranked as they are received. **Applications received after 4:00 p.m. Nov. 12, 2010, will not be accepted.** The grant solicitation may be extended or re-opened at the discretion of the Department of Environmental Protection. Should such a determination be warranted, notice will be posted at www.depweb.state.pa.us, keyword: Alternative Fuels, and in the Pennsylvania Bulletin.

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.

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

Fund – The Alternative Fuels Incentive Fund.

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

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 2 of the Municipal Authorities Act of 1945 (53 P.S. §302) 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 and, in the case of a nonprofit corporation, incorporated under the laws of Pennsylvania or having a certificate of authority from the Pennsylvania Department of State to conduct business in Pennsylvania.

Restrictions

1. The applicant may not be delinquent on or in default of any taxes, loans or other obligations to the commonwealth.
2. The applicant must disclose any potential conflicts of interest with any Commonwealth of Pennsylvania officials or employees.
3. Projects and project costs are not eligible if the equipment was purchased or installed prior to the announcement of awards.
4. The department may revoke a grant award and require the applicant to repay the grant if:
 - The grant is used for any purpose other than the approved project;
 - The applicant makes a material misrepresentation in the project; or
 - The project is not or will not be in compliance with all applicable federal, state and local laws.

Project Criteria and Minimum Requirements

1. The DEP, Office of Energy and Technology Deployment (OETD) is seeking applications for the deployment of electric vehicle (EV) charging systems within the service areas of Pennsylvania's Metropolitan Planning Organizations (MPO). Please refer to the map on page eight of these guidelines for an overview of MPO coverage areas in Pennsylvania. Projects in areas of higher population density will be viewed more favorably.
2. All resulting EV infrastructure must be publicly accessible 24/7.
3. At a minimum all projects must be Level II charging systems and be equipped with or upgradeable to Smart Grid Technology.
4. All proposals must contain a site/location analysis.
5. All proposals must include an estimation of usage in the form of vehicles per week. Please include any available documentation to support the estimation (e.g. letters of commitment/copies of correspondence from fleet owners or other potential users).
6. All proposals must include data collection and reporting as part of an education and outreach component.
7. All proposals must contain detailed information regarding the following:
 - Vendor information to include the manufacturer of the unit, model and unit price;
 - Cost of installation;
 - Documentation that charging units are code compliant and UL Certified;
 - Charger and vehicle communications in accordance with NEC 625;
 - Cord connection in accordance with SAE J1772;
 - Units must have advanced metering infrastructure (AMI) communications to support electronic commerce and smart grid technology;
 - Units must be equipped with card reader capability;
 - Details of ownership and maintenance of equipment;
 - Description of the product for which and the process by which consumers will be billed for using the charging station(s);
 - Project start and end date with detailed timeline outlining milestones;
 - Letters of commitment from partners; and
 - Letters of commitment for match, including third party and applicant.

Alternative Fuels Incentive Grant General Guidelines

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, must not have any unresolved environmental violations and must be current in payment of all state and local taxes.
- 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.

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, signatures of responsible parties and all items contained in the application instructions;
- The application must include documentation supporting the anticipated 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 PEDAs Web site, www.depweb.state.pa.us, keyword: PEDAs, 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 7.
- The use of Pennsylvania contractors, suppliers, labor and products is also strongly preferred.
- Eligible projects that create co-benefits for other renewable and alternative energy production projects within Pennsylvania are encouraged to apply.

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 Central Vendor 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. Grantees will be paid for funds expended only during the period of performance.
8. Reporting and Invoices:
 - The grantee must submit Monthly Progress Reports 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 Progress Reports 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.
9. Completion of Project:
 - The project must be completed as described in the application and 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.
10. 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.
11. 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.
12. 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 contract. 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.
 - 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.
13. 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.***

Project-Related Inquiries:

DEP Contacts

Carmen LaRosa, Energy Program Specialist, AFIG Program Manager – 717-783-9242
Mark M. Brojakowski, Energy Program Specialist – 717-772-8944
DEP Office of Energy and Technology Deployment – 717-783-8411

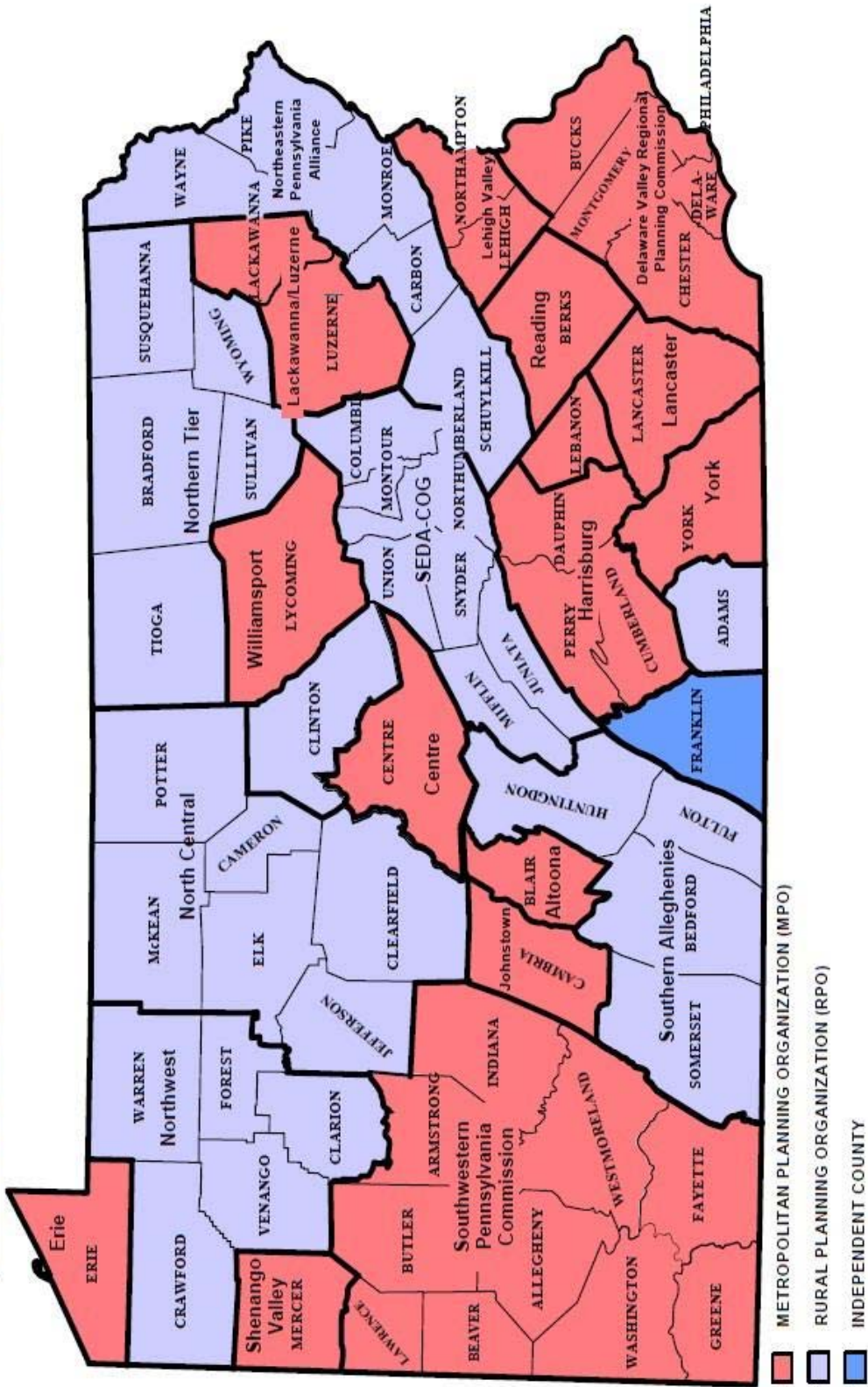
MPO Contacts

Glenn R. Knoblauch, Executive Director, Berks County Planning Commission – 610-478-6300 Ext. 6310
David W. McFarland, III, Director, Blair County Planning Commission – 814-940-5978
Bradford G. Beigay, Executive Director, Cambria County Planning Commission – 814-472-2106
James J. May, AICP, Planning Director, Centre Regional Planning Agency – 814-231-3050
Barry Seymour, Executive Director, Delaware Valley Regional Planning Commission – 215-592-1800
Jake S. Welsh, AICP, Director, Erie County Department of Planning – 814-451-7003
Harry D. Lindsay, Director, Lackawanna Co. Dept. of Planning and Economic Development – 570-963-6830
James R. Cowhey, AICP, Executive Director, Lancaster County Planning Commission – 717-299-8333
Kristopher D. Troup, Executive Director, Lebanon County Planning Department – 717-228-4444
Michael N. Kaiser, AICP, Executive Director, Lehigh Valley Planning Commission – 610-264-4544
Adrian F. Merolli, Director, Luzerne County Planning Commission – 570-825-1560
Kurt Hausammann, Jr., AICP, Executive Director, Lycoming County Planning Commission – 570-320-2132
Daniel Gracenin, Executive Director, Mercer County Regional Planning Commission – 724-981-2412 Ext. 3202
James R. Hassinger, Ph.D., President/CEO, Southwestern Pennsylvania Commission – 412-391-5591
James W. Szymborski, AICP, Executive Director, Tri-County Regional Planning Commission – 717-234-2639
Felicia S. Dell, Director of Planning, York County Planning Commission – 717-771-9870

Other Contacts

Pennsylvania Turnpike Commission: Craig Shuey – 717-986-9609
PennDot: Mike Baker – 717-772-8443
PP&L: Martha Dodge, Senior Director of Smart Grid and Special Projects – 610-774-4980
FirstEnergy: Eileen Buzzelli, Director, FE Technologies – 330-761-4234
Duquesne Light: Bill Roland – 412-393-6259
Pittsburgh Regional Clean Cities: Ryan Walsh, Director – 412-246-7318
Greater Philadelphia Clean Cities: Tony Bandiero, Director – 215-990-8200

PENNSYLVANIA'S PLANNING ORGANIZATIONS



This map illustrates the location of each Planning Partner in Pennsylvania. Each Planning Partner Profile shows committee members, demographic and transportation data, unique features for the region, and contact information.

APPLICATION INSTRUCTIONS

The instructions on the following pages describe the information required to complete the application. The application form must be typed or printed neatly and all applicable parts completed. The application must include attachments A-E. The information **MUST** be complete. **Incomplete applications will not be considered.** Do not submit separate attachments other than those specifically called for in the instructions.

The DEP's Grants Center will not accept permanent bindings, coversheets of any kind, emails, CDs, faxes, or e-mails. Please use staples only and please use double sided copies.

Please be sure to indicate your organization and sign the application. The authorized representative signing this section must be authorized by a board of directors, governing entity, etc., as the legal signatory for the applicant and the person capable of entering into a contract with the commonwealth. The original signature **MUST** be dated.

-
1. **Project Title:** Please give your project a descriptive title of at most 10 words. Please use this title for all correspondence regarding this project.
 2. **Project Site:** Please provide the complete mailing address *of the project location*, including the nine-digit zip code (mandatory). Indicate the county(ies) and the municipality(ies) *where the project will be located*. If your project is statewide, or will take place in more than one county, check the box and list as many as possible.
 3. **Applicant Information:** Be sure to use the applicant organization's legal name. Eligible applicants include school districts, municipal authorities, political subdivisions, incorporated nonprofit entities, corporations, limited liability companies or partnerships incorporated or registered in the commonwealth.
 4. **Discussion with DEP Central Office Staff:** If you have contacted any DEP staff regarding this project, please identify the staff members to whom you have spoken.
 5. **Plans and Zoning:** Indicate whether or not your project is consistent with applicable county, municipal, or multi-municipal comprehensive plans or zoning ordinances.
 6. **Project Duration:** Please indicate the length of the project in months. All projects must be completed by June 30, 2012.
 7. **Budget Summary:** Please complete the budget data requested on the form. The bold black box will contain the amount of money you are requesting of AFIG. A detailed budget worksheet must also be completed. Please see #10 in the instructions. The detailed budget worksheet is intended to support, and provide detail to the budget summary. Please provide the summary information from your detailed budget information to illustrate the cost effectiveness of the proposal. Please make sure that the detailed budget category totals equal the totals entered in the budget summary.
 8. **Periods of Reimbursement:** Please identify the year in which the grant funds will be requested for reimbursement of expenditures. This information will assist DEP in budgeting for grant payments. Projects are not to extend beyond June 30, 2012.
 9. **Summary Statistics:** Summarize the expected energy, economic and environmental results or benefits and define measures of success in quantitative terms. Please provide details regarding how these results were calculated, and how they will be measured upon completion of the project. See #11, Attachment C.
 10. **Detailed Budget Worksheet:** Please complete the detailed budget worksheet found on pages 4 and 5 of the application form. The worksheet included as part of the application form must be used. Please include sheets that provide additional clarification. **A budget primer is attached following these instructions to provide further guidance on fitting eligible expenditures into the budget categories.**

11. **Attachments A-E: (Attachments A-E are REQUIRED. Please label each attachment. Suggested maximum length – 10 pages total. This suggested length does not include additional reference material such as a business plan and letter(s) of support and financial commitment.)**
- A. Executive Summary: Provide an abstract of the proposal that briefly describes the issue, proposed steps to address the issue and the expected results or benefits. It should be clear, concise, specific and no longer than 500 words.
- B. Detailed Project Description: Provide a detailed project description focusing on the following items:
1. Goals and objectives: Describe in detail the project's goals and objectives, including energy and environmental benefits.
 2. Project Criteria and Minimum Requirements: Describe in detail how the project will meet items 1-7 of the Project Criteria and Minimum Requirements outlined on Pages 1 and 2 of the Electric Vehicle Infrastructure Solicitation Guidelines. (E.g., site/location analysis, details about charging station technology, usage estimation, etc.) Please address *every item* and provide all requested details.
 3. Business plan: Applicants should 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. Inclusion of a written business plan is preferred.
 4. 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 kWh or gallon) and the environmental improvements (e.g., pounds of pollutant reduction). Provide data to demonstrate the project's potential payback. For projects claiming a benefit to air quality, emphasis should be placed on reductions in nitrogen oxides, volatile organic compounds, particulate matter and toxic pollutants. Please explain what other steps your organization has undertaken to implement energy efficiency and energy conservation either into the project or throughout your organization.
 5. Economic benefits: Applicants should identify if the project has an economic benefit. Additional potential benefits such as job creation, savings to consumers, and revenue generation for the commonwealth, reduced dependence on foreign oil, 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 their professional ability and qualifications. If you have not yet identified your contractors, please specify how you will select them.
 7. Work Plan with Schedule: Applicants should provide an implementation schedule identifying sub-tasks, schedule for their completion, and identification of parties responsible for their accomplishment.
 8. Ownership and Maintenance of Equipment/Landowner Agreement: Applicants should include an ownership and maintenance plan identifying specific maintenance tasks and the parties that will be responsible for performing those tasks to ensure the equipment is properly maintained. Applicants intending to work on land they neither own nor control through a lease or other agreement should obtain a letter of commitment from the landowner. If awarded a grant, the applicant will be required to enter into a Landowner – Grantee Agreement, which gives DEP and the grantee the right to enter upon the premises to perform the work described in the grant agreement.
- C. Please explain in detail how the project summary statistics listed in item #9 were calculated, and how these results will be measured upon completion of the project.

- D. Please provide a separate detailed report on how the project will abide by the Keystone Principles. See the Commonwealth of Pennsylvania Keystone Principles for Growth, Investment & Resource Conservation attached in this packet for details. The Keystone Principles are also available at www.phmc.state.pa.us/bhp/pkp.pdf.
- E. Please attach any letters of financial commitment, any letters of support and any other pertinent information suitable for review.

GRANT APPLICATION SUBMITTAL INSTRUCTIONS

An original and three copies of the completed Grant Application must be postmarked (if mailed), or received (if otherwise delivered) by 4:00 PM on November 12, 2010, at:

DEP Grants Center
15th Floor, Rachel Carson State Office Building
400 Market Street
P.O. Box 8776
Harrisburg, PA 17105-8776
Telephone: 717-705-5400.

NO PERMANENT BINDING – NO COVERSHEETS OF ANY KIND – STAPLES ONLY – COPY DOUBLESIDED

NO FAXES OR E-MAILS WILL BE ACCEPTED

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

A Primer for Fitting Expenditures within Budget Categories

This is a guide to help grantees determine the types of project expenditures allowable under most commonwealth grants.

A. Personnel: Salary/Benefits

In general, salaries for staff members contributing to the direct work of the project are eligible. Salaries are to be itemized by name and duties of staff members. This category cannot include any mark-up above the salary actually paid to employees for direct labor hours worked on the project, documented by timesheets. Benefits are covered separately below and other items of overhead are covered under "administration" below. Students/graduate assistants, etc., will only be reimbursed on an hourly basis for actual work performed on the project. Hourly rates will need to be verified prior to grant award by providing appropriate documentation. Tuition/course credit is not a reimbursable expense.

In general, fringe benefits that are proportional to hours worked for the grantee's staff, itemized by name and duties of staff members, for those contributing to the direct work of the project are eligible. Benefits commonly include, among other items, health insurance, retirement, FICA withholding, workers compensation, vacation, and sick leave. Vacation and sick leave cannot be logged on time sheets as contributing to the work of the project. They can be included pro rata under benefits.

B. Contractual

In some cases, a grantee may use a subcontractor to perform some or all of the grant work. Although the subcontractor selection process is determined by the grantee, the Department encourages grantees to use subcontractors in the most cost effective and efficient manner possible. In general, for a construction grant, the "contractual" category should not exceed 25 percent of the construction costs. If a subcontract is bid as time and materials, typical costs include:

- Salaries and benefits for direct work on the project when such services are not available from volunteers or regular sponsor's staff (itemized by names and duties of the consultant firm's staff members); and
- Expenses for materials directly attributable to the project, i.e., items that are incorporated into the project and left on site.

In some cases, engineering and consultation is needed to determine the size and the best location of equipment. AFIG will cover up to 5 percent of the total project costs for engineering or consultation costs. Total cost does not include the cost of the engineering or consultant. Subcontractor travel costs are not eligible for reimbursement but may be claimed as in-kind match at state travel rates.

C. Equipment (A single item exceeding \$5,000)

Equipment dedicated or directly related to the implementation of the project is generally eligible.

- General use tools or equipment, such as computers, uniforms, copy paper, etc., are not considered dedicated equipment

D. Supplies (A single item less than \$5,000)

Only supplies dedicated to the project are allowable costs. Supplies not dedicated to the project are determined to be "administration." AFIG does not pay for administration costs. Total supplies costs cannot exceed 5 percent of total grant.

E. Match/Cost Share

Match can be met with cash, in-kind goods and services or some combination of the two. Successful grantees should be certain to identify and document all match contributions with the submittal of the Application for Reimbursement. Match must be expended during the grant Period of Performance. Funds expended prior to the grant Period of Performance are not eligible. Costs claimed as match can be paid for with other sources of grants from the organization's normal operating budget, or out of fundraising specific to the project.

Cash Match: Examples of documentation include but are not limited to:

- Copy of check from donor;
- Letter of commitment from donor;
- Federal grant award letter;

Non-Cash Match: Charges allowed for match:

- Value of volunteers' donated time, including time to travel to work sites;
- Rate related to nature of work, not to volunteers' usual charge rate, i.e.
 - Manual labor would be calculated at prevailing rate for manual labor;
 - Donated professional engineer's time would be at prevailing engineer's rate.
- Administrative costs;
- Travel at State travel rates;
- Publicity charges, public relations costs, advertisement fees, unless specific to the project;
- Indirect costs not otherwise listed under an eligible category; and
- Land acquisition to the extent it is associated with the project.

Charges not allowed for match or for reimbursement:

- Any costs associated with lobbying, alcohol, or allowance for bad debts;
- Contract contingency costs and other rate factors that do not reflect actual expenses;
- Costs associated with legal action against the commonwealth;
- Costs associated with illegal activities or substances; and
- Costs associated with goods or services for personal use of Board members, officers or others.

Note: Letters of support with no stated cash, in-kind goods and/or services are not considered adequate for documenting match commitments.



ALTERNATIVE FUELS INCENTIVE GRANT PROGRAM ELECTRIC VEHICLE INFRASTRUCTURE PROJECT APPLICATION 2010

This form is to be used to apply to the Alternative Fuels Incentive Grant Program's Electric Vehicle Infrastructure Solicitation. Please refer to instructions and guidance/guidelines for assistance.

Applicant: I certify that the information in this application is true and correct to the best of my knowledge.

Submitted By: _____

	Applicant Organization	Date
Printed Name	Signature	Title

1. Project Title (ten word maximum): _____

2. Project Site. Mailing Address at **Project Site**: _____

Nine-digit Zip Code (mandatory)

County(ies): _____ Check if multiple counties or statewide

Municipality(ies): _____

3. Applicant Legal Business Entity Name: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____ E-Mail: _____

Organization type: Corporations Schools and Vocational School Districts
 Municipal Authorities Government Partnerships
 Incorporated Non-Profit Other (Specify) _____

Applicant's Federal Employer Identification Number (FEIN) or Tax Number: _____

Is the applicant a business with fewer than 100 full-time equivalent employees: Yes No

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

5. Is your project consistent with a county, municipal or multi-municipal comprehensive plan or zoning ordinance?
 Yes No

6. Identify the project duration in months _____

Please note: Project MUST be completed by 06/30/2012.

7. Budget Summary (Must be consistent with the attached Detailed Budget Worksheet)

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

8. 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 \$ _____

9. 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.

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

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity	Quantity
liquid fuel saved		gals/yr	MBtu/yr

B. Charging System Components manufactured, sold or deployed

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

Units/components manufactured

in Pennsylvania

in another US state

outside of US

C. Cost Saving and Economic benefit as a result of project deployment

1. Energy/fuel cost savings (\$/yr) _____
2. Value of units/energy components manufactured, sold or deployed in PA (\$/yr) _____
3. Revenue generated (\$/yr) _____

D. Number of NEW jobs created by the Project

1. Permanent full-time _____
2. Permanent part-time _____
3. Temporary full-time _____
4. Temporary part-time _____

E. Number of jobs retained resulting from Project

- 1. Permanent full-time _____
- 2. Permanent part-time _____
- 3. Temporary full-time _____
- 4. Temporary part-time _____

F. Other economic development benefits

- 1. Savings to Pennsylvania consumers (\$/yr) _____
- 2. Revenue generated for other Pennsylvania companies and beneficiaries (\$/yr) _____

G. Environmental Benefit Data:

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Air pollutant reduced	NOx	lbs/yr
Air pollutant reduced	SOx	lbs/yr
Air pollutant reduced	CO ₂	lbs/yr
Air pollutant reduced	Hg	lbs/yr
Air pollutant reduced		lbs/yr
Number of PA Citizens directly educated		persons/yr

10. Please complete the detailed budget worksheet found on Pages 4-5. Totals for each cost category should be entered on the applicable budget summary (item #7).

11. Attachments:

- A. Please attach an executive summary of your project (500 words or less).
- B. Please attach a detailed project description.
- C. Please attach a detailed accounting of the Proposed Annual Project Summary Statistics.
- D. Please attach a detailed description as to how the project will abide by the Keystone Principles.
- E. Please attach any letters of financial commitment and any letters of support.

Detailed Budget Worksheet

Note: Please only include match costs in category 5.

1. PERSONNEL:

INDIVIDUAL	POSITION	HOURLY RATE	HOURS	BENEFITS	TOTAL COST
TOTAL SALARIES/BENEFITS					

2. CONTRACTUAL:

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

TASK	CONTRACTOR	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 (=A+B)

CONTRACTOR SALARIES	OTHER CONTRACTUAL EXPENSES	TOTAL CONTRACTUAL

3. EQUIPMENT:

ITEM	QUANTITY	COST PER ITEM	TOTAL COST
TOTAL EQUIPMENT			

4. SUPPLIES (Non-Construction-Related Costs):

ITEM	QUANTITY	COST PER ITEM	TOTAL COST
TOTAL SUPPLIES			

5. 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 (applied for, pledged or in- hand)	VALUE in DOLLARS