**INFORMATION ON APPLYING**

The application must be submitted on the DCED Electronic Single Application (ESA) system: <http://www.esa.dced.state.pa.us/>. Please see the AFIG FAST Act Program Electronic Single Application (ESA) Step‑by-Step Guide: **Instructions for the Online Application.**

The instructions on the following pages describe the information required to complete the required attachments for the application. The application must include the Supplemental Application Information form, the Detailed Budget Worksheet, and the Project Narrative. The information **MUST** be complete. **Incomplete applications will not be considered**. Please do not submit separate attachments other than those specifically called for in the instructions.

Supplemental Application Form [Required]

* Outstanding Obligations: Confirm that the applicant has no outstanding obligations to the commonwealth. Please describe any outstanding obligations in the Project Narrative.
* Unresolved Compliance Issues: Confirm that the applicant has no unresolved compliance issues with DEP. Please describe any compliance issues in the Project Narrative.
* DEP Staff: Provide the name of the DEP staff person with whom you discussed your application, if applicable.
* Alternative Fuel Infrastructure Type: Indicate what types of alternative fuel infrastructure are being applied for.
* Station Location: Identify the FAST Act Corridor(s) where the station will be located. Indicate the number of highways miles the proposed station will be from the highway exit.
* Miles To Proposed Station: Indicate the number of road miles from the FAST Act Corridor exit to the proposed station(s)
* 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. “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.
* Federal Funding: Indicate whether the applicant will accept federal funding for this project if it becomes available.
* Project Duration: Identify the project duration in months.
* Fueling Station Location: Identify the address of this fueling station or stations.
* Fueling Station Owner: Identify the owner(s) or operator(s) of the fueling station(s).
* New or Expansion: Indicate whether this project is the construction of new fueling station(s) or the expansion of existing fueling station(s).
* Consumer Amenities: Identify which consumer amenities will be available at the station. Please describe these in further detail in the Detailed Project Description section of the Project Narrative.
* Fuel Displaced or Dispensed: List the amount of fuel anticipated to be dispensed per year in gasoline or diesel gallon equivalents.
* Expected Users: List the expected fleets that will be using the fueling station(s)
* Distressed Communities: Indicate whether the applicant is itself designated as a distressed municipality pursuant to the Municipalities Financial Recovery Act 47 of 1987 (53 P.S. §11701.101 et seq.)
* PA Economic Development Measures: Identify whether or not the manufacturer(s), installers(s), and/or the supplier/dealer(s) of the project components/equipment are located in Pennsylvania, and if they are a disadvantaged or diverse small business. If yes, list the name and address of each.
* 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 BUDGET [REQUIRED]**

 Please complete the detailed budget worksheet. The Detailed Budget form provided must be used. **A budget primer is attached to provide further guidance on fitting eligible expenditures into the budget categories**.

**PROJECT NARRATIVE [REQUIRED]**

**Suggested maximum length of the Project Narrative should be limited to 10 pages total. This suggested length does not include additional reference material such as maps, business plan and letter(s) of support, and financial commitments etc. The Project Narrative should include the following:**

* 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.
* Detailed Project Description: Provide a detailed project description focusing on the Project Requirements, Application Evaluation Criteria and Application Recommendations found in the Program Guidance document. The format provided below is a suggested organization of the information to be included.

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

2. 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.

3. Environmental and Energy Benefits: Applicants should include a clear description of expected environmental and energy benefits. Please explain what other steps your organization has undertaken to implement energy efficiency and energy conservation either into the project or throughout your organization.

4. 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.

5. 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.

6. Work Plan with Schedule: Applicants should provide an implementation schedule identifying sub-tasks, scheduled date for their completion, and identification of parties responsible for their accomplishment, including but not limited to the following sub-tasks:

* + 1. Ordering of equipment
		2. Signing of lease agreements
		3. Permit approvals
		4. Site preparation
		5. Equipment installation
		6. Utility connection
		7. Commissioning

7. 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. 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 and inspect the work described in the grant agreement.

- **Summary Statistics:** Summarize the expected energy and environmental results or benefits and define measures of success in quantitative terms. Please explain in detail how the project summary statistics were calculated, and how these results will be measured upon completion of the project. Such enumeration of benefits should include careful estimates and calculations. Estimates and calculations include the economics (e.g., the cost per kWh or gallon), energy (e.g. gallons gasoline or diesel fuel or barrels of petroleum displaced) 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 carbon dioxide, nitrogen oxides, volatile organic compounds, particulate matter and toxic pollutants.

- **Company Profile and Credentials:** Applicant must provide a profile of their company to include a brief history of the company. Please also include a summary of previous equivalent work which has been performed. The profile should also include a contact person for past projects. In addition, the applicant must submit resumes for each company Principal and all project staff.

Please upload any letters of financial commitment, any letters of support, price quotations, or any other attachments pertinent to DEP’s review of your application.

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| --- | --- | --- |
| **Grants Customer Service Center****800-379-7448** | **COMMONWEALTH OF PENNSYLVANIA****SUPPLEMENTAL APPLICATION INFORMATION****ALTERNATIVE FUELS INCENTIVE GRANT****FAST ACT CORRIDOR INFRASTRUCTURE SOLICITATION** | DEP Logo**DEP****Electronic Single Application (ESA)** |
| \*Indicates required information | <http://www.esa.dced.state.pa.us/> |

 |
| **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 |
| Please provide the name of the DEP staff person with whom you discussed your application, if any:       |
| What types of alternative fuel infrastructure are being applied for? [ ]  CNG [ ]  Hydrogen [ ]  Propane [ ]  Electric [ ]   |
| Identify the FAST Act Corridor(s) where the station will be installed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Electric Vehicle (EV) Signage Ready

[ ]  I-95: Entire length of PA corridor.[ ]  I-76: From Ohio border to Hunker, PA and from Mechanicsburg, PA to Philadelphia, PA. [ ]  I-276: From Western start of I-76 in King of Prussia to New Jersey border. [ ]  I-476: From Wilkes-Barre to Ridley, PA (intersection with I-95).[ ]  I-376: From Monroeville, PA (at the intersection of I-76) to Aliquippa, PA[ ]  I-79: From Washington, PA to Slippery Rock, PA* Electric Vehicle (EV) Signage Pending

[ ]  I-80: Entire length of PA corridor.[ ]  I-76: From Hunker to Mechanicsburg, PA.[ ]  I-476: From Wilkes-Barre to end in Chinchilla, PA (intersection with I-81). [ ]  I-79: From PA/WV border to Washington, PA, and from Slippery Rock, PA to Erie, PA [ ]  I-376: From Aliquippa, PA to West Middlesex, PA (at the intersection with I-80)[ ]  I-90: From Elyria, OH (at the intersection of I-80/I-90) to PA/NY border* Compressed Natural Gas (CNG) Signage Ready

[ ]  I-80: From Dubois, PA to Ohio border.[ ]  I-76: From Philadelphia to Ohio border I-276: Entire length of corridor. [ ]  I-476: Entire length of corridor. [ ]  I-79: From Washington, PA to Cranberry, PA[ ]  I-90: From Cleveland, OH to PA/NY border* Compressed Natural Gas (CNG) Signage Pending

[ ]  I-80: DuBois, PA to New Jersey border. [ ]  I-79: From PA/WV border to Washington, PA, and from Cranberry, PA to Erie, PA [ ]  I-376: From Monroeville, PA (at the intersection of I-76) to West Middlesex, PA (at the intersection with I-80)* Propane (LPG) Signage Ready

[ ]  I-80: From Clarion, PA to Ohio border.* Propane (LPG) Signage Pending

[ ]  I-80: Clarion, PA to New Jersey border.* Hydrogen Signage Pending

[ ]  I-80: Entire length of PA corridor. |
| Number of miles off the highway exit to the proposed station(s):       |
| Does this project require any permits? [ ]  Yes [ ]  NoIf so, and a copy of the permits have been received, include it as an Attachment. If the permits have not been received, they will need to be submitted to DEP prior to any request for payment. |
| 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 [ ]  NoName of other source and anticipated award date:        |
| May DEP share this proposal with other potential public or private funding sources? [ ]  Yes [ ]  No |
| Would the applicant accept federal funding to complete the project, if available? [ ]  Yes [ ]  No |
| Identify the project duration in months:        |
| What is the location(s) of this fueling station?        |
| Name of the owner or operator of this fueling station?        |
| Is this station(s) new (to be constructed) or an expansion? | [ ]  New [ ]  Expansion |
| **Check the consumer amenities that will be available at the station:**[ ]  Restrooms[ ]  Retail/convenience store[ ]  Restaurant/Café[ ]  Other (please specify)       |
| Amount of potential fuel displaced (or GGE dispensed?) Year 1 (gallons/yr): gasoline       diesel       |
| Amount of potential fuel displaced (or GGE dispensed?) 5th-year projection (gallons/yr): gasoline       diesel       |
| List the primary expected fleets using this fueling station:        |
| Is the applicant a distressed Act 47 municipality? [ ]  Yes [ ]  NoIf so, please identify the municipality:        |
|  |
| Pennsylvania Economic Development Measures |
|  |  | **YES/No** | **If yes, list name and address** |
|  | Is the manufacturer of the project components / equipment in Pennsylvania? | [ ]  Yes [ ]  No |       |
|  | Is the installer of the project components / equipment in Pennsylvania?  | [ ]  Yes [ ]  No |       |
|  | Is the supplier/dealer of the project components / equipment in Pennsylvania? | [ ]  Yes [ ]  No |       |
|  | Is the contractor or subcontractor for the project a disadvantaged or diverse small business in Pennsylvania? | [ ]  Yes [ ]  No |       |
| 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. |
| 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. |
|  | *(Insert more rows if necessary)* | **Specify Type** | **Quantity** |
|  | Air pollutant reduced: | NOx |       (lbs/yr) |
|  | Air pollutant reduced: | SOx |       (lbs/yr) |
|  | Air pollutant reduced: | CO2 |       (lbs/yr) |
|  | Air pollutant reduced: | Particulate Matter |       (lbs/yr) |
|  | Air pollutant reduced: |       |       lbs/yr) |
|  | Number of PA Citizens directly educated: |  |       (persons/yr) |
| Estimated Job Creation 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-timetemporary/permanent** | **Type (Describe)** | **Duration (# years)** |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |

**Detailed Budget Worksheet**

**Note: Please only include match costs in category 5. Categories 1-4 should include the grant request only.**

**1. PERSONNEL:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INDIVIDUAL** | **POSITION** | **HOURLY RATE** | **HOURS** | **BENEFITS** | **TOTAL COST** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| **TOTAL SALARIES/BENEFITS** |  |  |  |  |

**2. CONTRACTUAL:**

**CONTRACTUAL EXPENSES**

|  |  |
| --- | --- |
| ITEM | COST |
| **(List specific item)** |       |
|  |       |
|  |       |
|  |       |
|  |       |
| **TOTAL CONTRACTUAL EXPENSES** |  |

**3. EQUIPMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **QUANTITY** | **COST PER ITEM** | **TOTAL COST** |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
|       |       |       |       |
| **TOTAL EQUIPMENT**  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **QUANTITY** | **COST PER ITEM** | **TOTAL COST** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
| **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 that includes the value in dollars of cash match, or in-kind goods and/or services from each match contributor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONTRIBUTOR** | **BUDGET CATEGORY** | **DESCRIPTION** | **STATUS (applied for, pledged or in-hand)** | **VALUE in DOLLARS** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**A Primer for Fitting Expenditures within Budget Categories**

This is a guide to help grantees determine the types of project expenditures allowable under the Alternative Fuels Incentive Grant and FAST Act Corridor Grant Programs.

**A. Personnel**

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 paid to employees for direct labor hours worked on the

project, documented by timesheets. Benefits are covered separately below.

In general, 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**

A grantee often uses a subcontractor(s) 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. 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., substances that are incorporated into the project and left on site.
* In some cases, engineering and consultation is needed to determine project design such as 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.

**Prevailing Wage:** Please note that for construction projects with a cost in excess of $25,000, Pennsylvania’s Prevailing Wage Act requirements may apply. You should contact the Department of Labor and Industry at (717) 705-7256 or (800) 932-0665 for guidance.

**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. Some typical

examples of allowable costs follow:

* Office supplies dedicated to the project
* Signs for fueling stations, provided the signage specifically identifies the alternative fuel.

**E. Match**

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 Statement of Expenditures. Match must be expended during the grant term. 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. Other DEP program funds cannot be used to comply with the project match.

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

* Copy of check from donor/third party
* Letter of commitment from donor/third party
* Federal grant award letter
* State grant award letter
* Any funds expended by the grantee on grant-eligible costs under one of the above budget categories. Match invoices are required at the time reimbursement is requested under the grant.

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 for station construction would be calculated at prevailing rate for manual labor
* Donated professional engineer’s time would be at prevailing engineer’s rate
	+ Maintenance costs for the fueling facility for up to, but no longer than, 3 years from project completion. A copy of the service/maintenance contract that clearly shows the cost must be provided.

Charges **not** allowed for match or for reimbursement:

* Costs associated with preparation of the grant application
* Land acquisition
* Landscaping
* Convenience store or amenity construction costs
* Advertising
* Business start-up costs
* Indirect costs (general administrative or overhead expenses)
* Travel, lodging, and subsistence
* Other DEP-provided funds
* 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
* Costs associated with goods or services for personal use of Board members, officers or
* others
	+ Any other cost deemed not acceptable to DEP