

DC FAST CHARGING & HYDROGEN FUELING GRANT PROGRAM APPLICATION INSTRUCTIONS

A DRIVING PA FORWARD FUNDING PROGRAM

The instructions on the following pages describe the information required to complete the application. Incomplete or inadequate applications will not be evaluated for or receive funding. Do not submit separate attachments other than those specifically called for in the instructions.

APPLICATION INSTRUCTIONS

The DC Fast Charging and Hydrogen Fueling Grant Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website, also called eGrants. **Paper and faxed copies will not be accepted.** The electronic application can be found here:

<https://www.esa.dced.state.pa.us/Login.aspx>.

User Tips:

1. Electronic Single Application works best when accessed through Internet Explorer.
2. Save frequently. If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since the last save and will have to re-enter it.
3. When completing the application, fields with a "♦" are required fields. If a required field is skipped, you will be notified later in the application to return to the affected section to complete the field.
4. Do not use special characters (such as \, /, *, &, %, #, etc.) in the fields.
5. If you have questions while completing the application, please call the DCED Customer Service Center at 1-800-379-7448 between 8:30 am-5:00 pm EST Monday through Friday.

CONFIDENTIAL AND PROPRIETARY INFORMATION

The Department of Environmental Protection (DEP) strongly recommends that applicants for funding do not include any confidential or proprietary information. Pursuant to Section 13.2 of the Pennsylvania Air Pollution Control Act, act of January 8, 1960, P.L. 2119 (1959), as amended, 35 P.S. §§ 4001 et seq. ("APCA"), and pursuant to the Pennsylvania Right-to-Know Law, act of February 14, 2008 (P.L. 6, No. 3), 65 P.S. §§ 67.101 et seq. ("RTKL"), records containing confidential business information and personally identifiable information are not public records. However, in exercising the discretion afforded to DEP under 65 P.S. § 67.506(c) of the RTKL, Pennsylvania will make an otherwise exempt record accessible after redaction. If an applicant believes it is absolutely necessary to include confidential or proprietary information, then the applicant must identify with specificity the confidential or proprietary information it seeks to protect, cite the specific statutory support under Pennsylvania's Air Pollution Control Act, Section 13.2, 35 P.S. § 4013.2, for its claim of protection, redact the material that it is claiming is confidential or proprietary information, and submit both a non-redacted and a redacted copy for review. Contact DEP if you need assistance with complying with these requirements. Any confidential or proprietary information submitted directly to DEP through the eGrants system application process (other than uploaded documents) will be appropriately redacted by DEP before public publication. The Pennsylvania APCA can be found here: <http://www.dep.pa.gov/Business/Air/BAQ/Regulations/Documents/apca.pdf>. The Pennsylvania RTKL can be found here: <https://www.openrecords.pa.gov/RTKL/About.cfm>.

- A. Registration and Login
1. If you are a first-time user, click the “REGISTER” button.
 2. Remember the User Name and Password you have chosen. You will need this later for your grant documents.

PA

Help Contact Us

Walkthroughs
[Application Walkthrough](#) (For most of the program applications)
[Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

New Features

Single Application now collects:

- “Jobs that Pay” for all job creation programs
- Certified Community information (Sustainable Pennsylvania) Link
[\(http://www.sustainablepacommunitycertification.org/\)](http://www.sustainablepacommunitycertification.org/)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

Click to Register REGISTER
(First-time User? Click the button above)

FORGOT PASSWORD
(Forgot Your Password? Click the button above)

Login

What's New?
 For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

LOGIN

[Commonwealth of PA Privacy Statement](#)

3. Complete all the required fields (denoted with a red diamond).
 - a. Email address – Used to forward forgotten password when requested. An email address cannot be used twice.
 - b. User Name – Must be unique to all the user accounts within PA Login system
 - c. Password – Case sensitive and requires a minimum of 8 characters. Passwords must include at least one of each of the following: uppercase letter, lowercase letter, number and symbol.
 - d. Security Question/Answer – Protects the identity of account.
 - i. Security answer is case sensitive.
 - ii. Information is used by Customer Service Center to verify user and reset password.
4. Single Application Information “Are you Applying As?” – Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs. Choose the appropriate option and click “SUBMIT”.

PA Login Help Contact Us

Single Application Registration Information

In order to use the Web Submission of Single Application for Assistance you must have a valid PA PowerPort user name and password. If you do not have a PA PowerPort profile, simply fill out the form below and press the "Submit" button. To help provide a more detailed and easier process while filling out your application we are asking for information that will help us provide you with the best possible programs and screens.

PA Login Information

◆ Required Fields

First Name: ◆

Last Name: ◆

Address: ◆

City: ◆

State: PA ▼ ◆

Zip Code: ◆

Email Address: ◆

User Name: ◆

Password: ◆

Confirm Password: ◆

Security Question: ◆

Security Answer: ◆

Single Application Information

Reset

Are You Applying As? For Profit Non Profit Government Other



5. The Account Information page will pop up if you select For Profit, Non Profit, or Government. The Account Information page will not pop up if you select Other. See page 7, Applicant Information Tab, for instructions to fill out this information.
6. Click the orange "SUBMIT" or "UPDATE" button when you have completed all the fields.
7. You should be taken to the Start a New Application screen. If not, you may need to Login with your User Name and Password. Click "LOGIN" button.

Welcome to the Single Application for Assistance

The Department of Community and Economic Development (DCED) and other State Agencies are pleased to provide the Single Application for Assistance. Since the first Single Application for Assistance was released in 1998, DCED has continued to look for ways to improve our customer service and provide businesses, community organizations and local governments with an easier and more accurate tool to apply for programs administered by the department and now other Agencies.

There are a large number of programs available for for-profit companies, non-profit organizations and local governments. In order to assist applicants with a list of the best possible program options for their company/organization, a Program Finder has been added to the application. The Program Finder will provide a list of programs based on eligibility and/or the use of funds, and provides a short program description along with links to the program's fact sheet and guidelines. To optimize the Program Finder, we have created a user account to store some basic information about your organization. The Account Information collected can now be copied into your applications. For more information, please read the [Help](#) section.

Account Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Company/Entity Type:

<input type="radio"/> Limited Liability Partnership	<input type="radio"/> Partnership
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Limited Liability Company
<input type="radio"/> S Corporation	<input type="radio"/> C Corporation
<input type="radio"/> Individual	

FEIN:

SAP Vendor #:

Incorporated in PA? Yes

Registered to do business in PA? Yes

Company/Entity Name:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone: Ext.
(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State: PA

Zip Code:

UPDATE CANCEL

PA
Help Contact Us

Walkthroughs
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Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

REGISTER
 (First Time User? Click the button above)

FORGOT PASSWORD
 (Forgot Your Password? Click the button above)

Login

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User Name

Password

LOGIN

[Commonwealth of PA Privacy Statement](#)

B. Begin a New Application

1. Project Name – Assign your project a descriptive title of 10 or fewer words. Use this title for all correspondence regarding this project.
2. Do you need help selecting your program?
 - a. If you select “No”, click on “CREATE A NEW APPLICATION”. Search results will appear at the bottom of the page.
 - b. If you select “Yes”, click on “CREATE A NEW APPLICATION”. Then click DEP under “Agencies” and “Search” at the bottom to see all of DEP’s grant programs in eGrants. Search results will appear under “Single Application Programs” at the bottom of the page.

- C. If you chose “No” when asked if you need help selecting your program, a search page will open when you click Create a New Application. In the blank space for Program Name, enter “Driving PA Forward” and hit Search. When the search results appear, select “Apply” next to the DC Fast Charging & Hydrogen Fueling Grant Program.

- D. Program Requirements (This page serves as a simple “Yes/No” screening tool to ensure the project meets basic eligibility criteria before proceeding with the application.)
1. Select Yes or No. Projects must include DCFC or hydrogen fueling for light duty vehicles to be eligible.
 2. Select Yes or No. Projects that are Level 2 EV charging only are not eligible.

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program
 Web Application #: 8137239

REVIEW INFORMATION BELOW

- BEFORE YOU CAN APPLY FOR DRIVING PA FORWARD – DC FAST CHARGING & HYDROGEN FUELING GRANT PROGRAM, YOU MUST COMPLETE THE PRE-APPLICATION REQUIREMENTS SECTION BELOW.

Program Requirements

Question 1:
 Does the proposed project involve either a DC Fast Charging or a Hydrogen Fuel Cell Fueling system designed for use by light duty vehicles? ♦

Question 2:
 Does the proposed project consist of only Level 2 EV Charging? ♦

[Continue](#)

- E. Applicant Information Tab
1. To copy your Registration information into the application, select the “USE ACCOUNT INFORMATION” button.
 2. Applicant Entity Type – Select the option that most closely matches your organization.
 3. Applicant Name – Enter the organization’s legal name. If doing business under a different name, enter the “Doing Business As Name” on the Program Addenda Tab.
 4. Incorporated in PA? Registered to do business in PA? – Select yes or leave blank.
 5. NAICS Code – Use the dropdown menu to select the most appropriate option. You may need to go through several dropdown menus. Once complete, the NAICS code will auto-populate for you.
 6. FEIN/SSN – Enter the Federal Employer Identification Number (Federal Tax ID Number) for the organization. If the owner’s Social Security Number is used as the FEIN, enter it here. Enter FEIN as 9 digits, no dash.
 7. DUNS Number – This is not required for this grant application. Applicants may skip this item.
 8. CEO – Enter the name of an authorized representative of the organization, who is the legal signatory for the applicant and has the authority to enter into a contract with the Commonwealth.
 9. CEO Title – Enter the title of the person identified as the CEO.
 10. SAP Vendor # – This is not required for this grant application. Applicants may skip this item.
 11. Contact Name – Enter the name of the primary contact for the project.

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ♦

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal



F. Project Overview Tab

The Project Name field will auto-populate. All other information on this page is optional and does not need to be filled out. Note there is a question regarding number of sites. This should always be "1".

Click "Continue".

The screenshot shows the 'Project Overview' form. At the top, there is a blue header with a logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below this is an orange navigation bar with links: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The form content includes:

- Agency: Pennsylvania Department of Environmental Protection
- Applicant: [Redacted]
- Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program
- Web Application #: [Redacted]
- Project Overview** (Section Header)
- Project Name: (A red arrow points to this field)
- Is this project related to another previously submitted project? (dropdown)
- If yes, indicate previous project name:
- Have you contacted anyone at DEP about your project? (dropdown)
- If yes, indicate who:
- Is your community certified through [Sustainable Pennsylvania?](#) (dropdown)
- If yes, what level: Bronze Silver Gold Platinum
- Are you interested in applying for multiple funding sources for this project? (dropdown)
- You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.
- How many Site Locations are involved in the project? (dropdown) (A red arrow points to this dropdown)
- [Continue](#) (A red arrow points to this button)

G. Project Site Location

1. Address – Enter the project site address. This may be the same as the applicant’s mailing address. P.O. Boxes are not acceptable.
2. City, State, and ZIP Code – Enter this information.
3. County – Select from the dropdown menu.
4. Municipality – Select a municipality or county-wide from dropdown menu.
5. PA House, PA Senate, and US House – These fields will auto-populate when the municipality and county are selected.
6. Designated areas – This item is not required since this section is not evaluated for application scoring. Applicants may skip this.
7. Click “Continue”.

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program

Web Application # [REDACTED]

Project Site Location(s)

To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address:

City:

State: PA

Zip Code:

County: -- Select County --

Municipality: -- Select Municipality --

PA House:

PA Senate:

US House:

Designated Areas:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> Uses PA Port

[Continue](#)

H. Project Narrative Tab –

1. Project Summary - Provide a brief description of the proposed DC Fast Charging or Hydrogen Fueling project. Include a description of the location, project category (Community Hub, Corridor, or Destination), and number of chargers/plugs or hydrogen dispensers, as well as identify who is expected to use them. You will upload a Detailed Project Description later in the application.
2. Click “Continue”.

The screenshot shows a web application interface for a project narrative. At the top, there is a blue header with a logo on the left and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below this is an orange navigation bar with links: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area has a grey background and displays the following information:

- Agency: Pennsylvania Department of Environmental Protection
- Applicant: [Redacted]
- Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program
- Web Application #: [Redacted]

The main heading is "Project Narrative" in orange. Below it, a paragraph states: "Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines."

The "Project Summary" section is highlighted with a red diamond icon. It contains the same instructions as above and a "Character Count: 0/2000 characters" label. Below the text is a large, empty text input area with a vertical scrollbar on the right side.

At the bottom right of the page, there is a red arrow pointing to a blue "Continue" link.

I. Program Budget

1. Complete the Budget Spreadsheet. Below are descriptions of each category of the Budget Spreadsheet Table. A detailed budget using the same categories will be developed for the project during the grant agreement process for any successful grantee.
 - a. In the first column (“Driving PA Forward – DC Fast Charging”), enter the amount of funding you are requesting from DEP in the appropriate categories. The total for this column should be the total reimbursement you are requesting from DEP.
 - b. In the second column (“Match Private”), enter your match amount.
 - c. The third column will autofill with a total for each category.
2. Budget Categories – Fill in the amount requested from the grant and the match amount in each row as follows. Each row identifies a different budget category. Refer to Sections IV.B. & C. in the grant program guidelines for a list of eligible and ineligible costs.
 - a. Project/Site Design - Includes the engineering and planning costs necessary to design the fueling station at the approved site.
 - b. Equipment Purchase – Includes ZEVSE, equipment associated with electrical upgrade/connection, lighting, and signage.
 - c. Installation – Includes cost directly associated with installing ZEVSE and other eligible equipment.
 - d. Charging Network – Includes fees, subscriptions, and network communications costs associated with an EV charging network, or corresponding hydrogen fueling network. Up to 3 years of costs can be included.
 - e. Operation and Maintenance – Includes the eligible costs to operate and maintain the charging/fueling station, including the cost of a maintenance agreement, for up to 3 years.
3. Match Requirements: This grant program requires a minimum matching amount of 40% of total project costs for DCFC projects, 35% for Corridor Expansion DCFC projects, and minimum of 67% for HFCF projects. Identify the matching amount in the appropriate column in the Budget Spreadsheet. Match can be met with cash, in-kind goods and services or some combination of the two. Match must be expended during the grant Period of Performance and only for the eligible costs identified in the grant guidelines. Any matching funds identified in this section must be supported with documentation that demonstrates that the matching funds are committed and available for the project. Supporting documentation shall be uploaded under Question #19 of the Addenda Tab of this application. Matching funds can be provided from the applicant or other sources. However, grant funds from other local, state or federal governments may not be used as match on DCFC projects. Likewise, funds provided by DEP under other grant and/or rebate programs are ineligible for use as match funds.
 - a. Cash Match: Examples of documentation include, but are not limited to:
 - i. Copy of check from donor.
 - ii. Letter of commitment from donor.
 - iii. Verification from financial institution of cash on hand.
 - b. Non-Cash Match: Charges allowed for match:
 - i. Value of volunteers' donated time, including time to travel to work sites. Dollar values may be obtained at www.independentsector.org. Search for Value of Volunteer Time. Scroll down to state table.
 - ii. Rate related to nature of work, not to volunteers' usual charge rate. For example, manual labor would be calculated at prevailing rate for manual labor and donated professional engineer's time would be calculated at the prevailing rate for engineers.
 - iii. Administrative costs.

- c. Charges not allowed for reimbursement:
 - i. Any costs associated with lobbying, alcohol, or allowance for bad debts.
 - ii. Contract contingency costs and other rate factors that do not reflect actual expenses.
 - iii. Costs associated with legal action against the Commonwealth.
 - iv. Costs associated with illegal activities or substances.
 - v. Costs associated with goods or services for personal use of Board members, officers or others.
- 4. Basis of Cost tab –
 - a. Select the appropriate option for the basis of the funding request under Basis of Cost. Multiple options can be selected.
 - b. In the Budget Narrative section, provide a brief description of the services, work or equipment for which the funding is to be used, as well as the source of the matching funds, where applicable. Do this for each of the budget categories used in the Budget Spreadsheet.
- 5. Click “Continue”.

Logout

Home Help Save Print Contact Us

Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Web Application [REDACTED]
 Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet
Basis of Cost

In the fillable space in the Requested Grant Amount column, please identify the total amount you are requesting from the grant program. Second column, identify the amount of total matching funds. Refer to the Program Guidelines for a list of eligible costs that can be included in the project total. After inserting the grant request and match amounts, click the Basis of Cost tab and select the applicable check boxes to identify your basis for determining the project costs.

Budget Spreadsheet

The first column indicates the amount of funding you are requesting from DEP. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Driving PA Forward – DC Fast Charging	Match Private	Total
DC Fast Charging & Hydrogen Fueling Grant Program - Collapse	\$0.00	\$0.00	
Project/Site Design Remove	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
Equipment Purchase Remove	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
Installation Remove	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
Charging Network Remove	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
Operation & Maintenance Remove	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	\$0.00	
		Budget Total:	\$0.00

[Continue](#)



Agency: Pennsylvania Department of Environmental Protection

Applicant:

Web Application #: [REDACTED]

Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

- | | |
|---|---|
| <input type="checkbox"/> Appraisals | <input type="checkbox"/> Bids/Quotations |
| <input type="checkbox"/> Budget Justification | <input type="checkbox"/> Contractor Estimates |
| <input type="checkbox"/> Engineer Estimates | <input type="checkbox"/> Sales Agreements |

Budget Narrative

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 34/2000

This area does not need completed.

 [Continue](#)

- K. Program Addenda:
1. Project Type – Use the drop-down box and select the appropriate project type from the list.
 2. Doing Business As (DBA) – Identify if you are doing business under a different name than the company’s legal name.
 3. Corridor Expansion – Identify if the project qualifies as a Corridor Expansion DCFC project according to the Program Guidelines.
 4. Employee Count – Select the appropriate answer based on the organization’s full-time equivalent employee county.
 5. Project Category – Use the drop-down box to select the Project Category (Community Hub, Corridor, or Destination) that best describes the proposed station location. Refer to the Glossary within the grant program guidelines for a definition of each. While it is certainly possible that a project can meet the definition of more than one of the category types, applicants are asked to select the one that best fits the proposed location.
 6. Site Host Agreement - Use the drop-down box and select the statement that best reflects the status of securing a Site Host Agreement. If a Site Host Agreement between the property owner and station vendor is in effect for the project, please upload a copy. If the project location is not yet secured, the applicant should provide some discussion to further describe the site status in the Detailed Project Description to be submitted under Item #24 below. If the applicant is the property owner, then the Site Host Agreement is contract(s) between the property owner and all vendors performing work on the project.
 7. Public availability – Use the drop-down box to verify that the fueling station will be made available for public use without restriction for 24 hours per day, every day, barring maintenance and/or service downtime.
 8. Other government funding sources – Identify if this same proposal has been submitted to another government grant funding source. If it has, or if you plan to submit for another government grant, identify the name of the other source and the anticipated award date. Please note that projects cannot receive funding from this program and the Alternative Fuel Incentive Grant, as identified in the program guidelines. Applicants may apply for funding from both programs with the understanding that they can only accept an award from one of them.
 9. Metropolitan Statistical Areas (MSAs) – DEP recognizes 6 MSAs that constitute target areas for lightly-duty ZEVSE project development. Identify if the proposed project location is within one of the following 6 MSAs by selecting Yes or No from the drop-down box. If YES, identify the MSA and the specific County of the proposed location in the text box provided.
 - a) Philadelphia (Bucks, Chester, Delaware, Montgomery, Philadelphia Counties)
 - b) Pittsburgh (Allegheny, Armstrong, Beaver, Butler, Washington, Westmoreland, Green, Fayette Counties)
 - c) Allentown (Carbon, Lehigh, Northampton Counties)
 - d) Harrisburg (Cumberland, Dauphin, Perry Counties)
 - e) Lancaster (Lancaster County)
 - f) Scranton/Wilkes-Barre (Lackawanna, Luzerne, Wyoming)
 10. Distance to Interstate Interchange – Identify the roadway distance of the proposed project location to the offramp of the nearest interstate highway in PA. Select the appropriate distance range from the drop-down box. The following are the Interstates in PA: I-70, I-76, I-78, I-79, I-80, I-81, I-83, I-84, I-86, I-90, I-95, I-99, I-176, I-180, I-276, I-279, I-283, I-295, I-376, I-380, I-476, I-579, I-676. If the proposed project is within 3.0 miles of an interstate highway interchange, please also identify the length of the charging/fueling gap along the same interstate at the proposed project location.
 11. Number of Vehicles – Identify the maximum number of vehicles that the proposed

project could fuel/charge simultaneously. For DC fast charging projects, indicate the maximum number of vehicles that can charge using a CCS plug at the same time. The project must include at least two CCS and two CHAdeMO plugs.

12. Permits and Approvals – Select the answer from the drop-down box that most accurately describes the status of project/site permitting and approvals.
13. DCFC Minimum Charging Requirements – If the project is a DCFC station, use the drop-down box to verify that the EVSE will meet the minimum capability of providing 150kW for a single vehicle, and at least 60kW each when multiple vehicles are connected. If the project is a Corridor Expansion DCFC project then confirm if it meets the minimum power requirements of 120kW for a single vehicle and at least 60kW each when multiple vehicles are connected.
14. Level 2 EV Charging Requirements – If the project includes level 2 EVSE, use the drop-down box to verify that the EVSE will be capable of providing a power output of at least 7.2kW continuous from each level 2 plug, concurrently.
15. Warranty – Use the drop-down box to verify the ZEVSE for the project will have a minimum 3-year manufacturer’s warranty.
16. Certified Equipment – For EV charging projects, use the drop-down box to verify that the EVSE is certified through a Nationally Recognized Testing Laboratory, such as Underwriters Lab (UL).
17. Act 47 – Use the drop-down box to identify if the proposed project location is within an Act 47 Financially Distressed Municipality. If Yes, identify the municipality in the text box provided. A list of Act 47 Financially Distressed Communities can be found on the PA Department of Community and Economic Development Web site at <https://dced.pa.gov/local-government/act-47-financial-distress/>.
18. Environmental Justice (EJ) –
 - a) An EJ Area is any census tract where 20 percent or more individuals live in poverty and/or 30 percent or more of the population is minority. These areas tend to receive a disproportionate amount of pollution exposure. More information on Environmental Justice or designated EJ Areas can be found at the following website:
<http://www.dep.pa.gov/publicparticipation/officeofenvironmentaljustice/pages/default.aspx>.
 - b) To determine if the project is located in an EJ Area, go to the following web site for DEP’s eMapPA system and the Environmental Justice Area Viewer tool:
<http://www.depgis.state.pa.us/emappa/>. For general information on using the eMapPA system, see:
http://files.dep.state.pa.us/PublicParticipation/Office%20of%20Environmental%20Advocacy/EnvAdvocacyPortalFiles/2012/EJ_websiteupdate/eMAP_instructions.pdf. Once you have reviewed the instructions, follow the steps below using the project site address:
 - i. Type in the address of the project location in the Search box in the upper left corner of the map.
 - ii. In the upper right corner of the EJ Area Viewer map, select the “Layers List” tab, then click the plus sign next to “Areas POI – Environmental,” and then select “Environmental Justice Areas Census Tract 2015.”
 - iii. If the “Environmental Justice Areas Census Tract 2015” layer is grayed out (unable to select), zoom in closer to the project location on the map area.

- iv. The EJ Area boundaries should show on the map in the color indicated by the Legend tab.
 - v. The project location address will show on the map and the applicant will be able to see whether or not the project location is within an EJ Area (shaded area on map).
 - vi. If the applicant is using area of operation rather than a project location, the applicant should enter the address of the base of operations or zoom into the area of operation without an address and use its best judgement to determine if the area of operation falls within the shaded area.
 - vii. If the applicant organization cannot access this information on the internet, please contact DEP for assistance. If the applicant selects Yes for this question, DEP will verify the EJ status of the project location.
19. Project Duration – Identify the project duration. Estimate the start date and the end date using the MM/DD/YYYY format. DEP anticipates awarding two-year grant awards. Extensions may be granted by DEP.
20. Usage Analysis Forecast – Upload a detailed usage forecast for the charging/fueling equipment. If the usage analysis was conducted by an organization other than the station vendor/charging company, please also upload a letter indicating that they concur with the analysis.
21. Utilization Percentage – Identify the expected percentage of time that each charging plug/fueling dispenser will be in use, as determined by the usage analysis forecast.
22. Vehicles Per Day – State the average number of vehicles that are expected to use the charging/fueling equipment per day.
23. Annual Operating Costs – Provide an estimate of the annual operating costs for the proposed charging/fueling station.
24. Detailed Project Description – All applications must include a Detailed Project Description. This is an applicant’s best opportunity to thoroughly describe project plans to DEP. The Detailed Project Description shall include a complete description of the proposed project including, but not limited to:
- a) Identification of the owner and operator of the station.
 - b) Description of the proposed location:
 - i. Address
 - ii. Descriptive summary of how/where the station and associated parking spaces will be located on the site
 - c) Rationale for the proposed location and project category (Community Hub, Corridor, Destination), including:
 - i. General description of the expected usage of the site, including potential or expected site users and expected charging sessions and/or fueling amounts
 - ii. Identification of surrounding attributes and elements for successful, sustainable operation of the station
 - iii. Description of public accessibility
 - iv. General overview of business model
 - d) Description of project readiness, including:
 - i. Identification of the steps that have been taken to secure the site through a Site Host Agreement or other agreements between the station developer and the site host/owner
 - ii. Status of site design

- iii. Identification and status of electric utility service or hydrogen supply capabilities at the site
 - iv. Identification of any other activities directly related to ensuring the site is or will be available for project installation
 - e) Identification of the qualifications and experience of the project developers and owner:
 - i. Number of ZEVSE stations the developer has completed and under development in PA and in the U.S.
 - ii. Qualifications and years of experience of the project lead and key developers for your specific project and site location
 - f) Identification of permits, standards, and codes applicable to the proposed project. Identify any permits that have already been applied for or received.
 - g) Identification and description of site amenities, such as restrooms, food & drink availability, wi-fi availability, nearby shopping, or other attractions.
 - h) Description of user interface elements, such as networking, pricing display, payment options, remote diagnostics, and other customer support services.
 - i) Description of the proposed charging/fueling equipment (photo examples, diagrams, spec sheets may be included), including
 - i. Number of ports/dispensers
 - ii. Charger/fuel dispensing capacity
 - iii. Peak station capacity - number of vehicles that can be charged/fueled simultaneously and at what rates
 - iv. Equipment warranty information
 - j) Description of project features or elements that allow future expansion of refueling capacity at the site (futureproofing).
 - k) Description of any innovative elements of the project, such as battery storage, demand management, alternative fuel sources, or other strategies that can improve customer experience, station usability, cost-effectiveness, or sustainability.
 - l) Description of the ongoing operation and maintenance plans for the site after installation work is completed.
 - m) Description of the signage plan for the station.
 - n) Description of advertising and marketing plan for the project once it is completed and available to the public.
25. Site Amenities – Upload a detailed description of the amenities located at or within a reasonable walking distance of the proposed site location. Amenities include, but are not limited to, ADA accessible bathroom, food, indoor seating, shopping, recreation, and wi-fi.
26. Supporting Documentation – Attach any additional documentation that the Applicant believes supports the case for project selection, including but not limited to: letters of financial commitment, letters of support, site layout or other project drawings, equipment spec sheets, cost estimates and quotes, and any other pertinent information suitable for review. There is no upload limit for supporting documentation.

Click “Continue”.

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

Question 1:

Identify the project type ♦

Question 2:

If you are doing business under a name different than the entity's legal name ('Doing Business As, or DBA'), please enter it here.

Question 3:

Is the applicant a business with fewer than 100 full-time equivalent employees? ♦

Question 4:

Identify the project category that best describes the proposed location of the charging/fueling project (select one – see the Glossary in the Program Guidelines for definitions).

Question 5:

Identify the status of the Site Host Agreement between the property owner and station developer/contractor. If applicable, upload documentation or a description of the progress toward establishing a Site Host Agreement.

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 6:

Will this charging/fueling project be available for public use without restriction for 24 hours per day, every day? ♦

Question 7:

Has this proposal been submitted to another government grant funding source? ♦

Name of other grant source and anticipated award date

Question 8:

Is the project located within one of the 6 major Metropolitan Statistical Areas (MSA) as defined in the program guidelines, Section III.E.? ♦

If yes, identify the MSA and County:

Question 9:

What is the roadway distance from the proposed project location to the nearest interchange of an interstate highway in PA? See the [Application Instructions](#) for more detail and the list of interstates.

If the project is located 5.0 miles or less from an interstate highway interchange, how many miles away is the nearest charging/fueling location along the same interstate?

Question 10:

Identify the maximum number of vehicles that the station will be able to charge/fuel simultaneously upon project completion. ♦

Question 11:

What is the status of acquiring permits or other approvals for project installation? ♦

Question 12:

If the project involves DC Fast Charging, will the EVSE meet minimum requirements for charging capability of minimum 150kW for a single vehicle, and at least 50kW each when multiple vehicles are connected?

Question 13:

If the project includes Level 2 EV Charging, will the EVSE meet minimum requirements for power of 7.2 kW (240V @ 30A)? ♦

Question 14:

Does the ZEVSE come with a minimum 3-year manufacturer's warranty? ♦

Question 15:

If the project is an EV charging project, is the EVSE certified through a Nationally Recognized Testing Laboratory, such as Underwriters Lab (UL)? ♦

Question 16:

Is the project located within an Act 47 Financially Distressed municipality? ♦

If yes, identify the municipality.

Question 17:

Is the project located on a designated Environmental Justice site, as defined in the [Instructions](#)? ♦

Question 18:

Provide an estimated start date of project construction. ♦

Provide the estimated date the completed station would be open for public use. ♦

Question 19:

Upload a detailed usage analysis forecast for the proposed project. Include what organization completed the analysis. If it was conducted by an organization other than the station vendor/charging company, please include documentation that the station vendor concurs with the analysis.

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 20:

What is the anticipated utilization percentage for the project? (i.e. What percentage of the time will a vehicle be using each plug/fuel pump to charge/fuel their vehicle?) ♦

Question 21:

Number of vehicles charged/fueled per day. ♦

Question 22:

Annual operating costs ♦

Question 23:

Upload a Detailed Project Description of no more than 10 pages. Details of the required elements of the Project Description are found in the [Application Instructions](#). ♦

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 24:

Upload a description of the amenities located within a reasonable walking distance of the project site. Please include the walking distance, pedestrian accessibility, and hours of availability for each of the following amenities that are available near the project site; ADA accessible bathroom, food, indoor seating, shopping, recreation, wi-fi, and other.

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Question 25:

Upload supporting documents, including, where applicable, commitment letters and verification documents for matching funds, site drawings, cost estimates, or other documents that are pertinent to review of your application. ♦

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen



L. Application Certification and Submission

1. If there is any missing information in your application, your screen will look similar to the following example.
2. Under the orange "Application Certification" heading, it will state, "The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application".
3. To add/correct the information on your application, click on the section heading to return to the page.



Agency: Pennsylvania Department of Environmental Protection

Applicant: EVSE Builders

Web Application [REDACTED]

Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:

Applicant

- NAICS Code is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.

Project Narrative

- Project Summary must be at least 100 characters long.

Program Budget

- Funding Source "Driving PA Forward – DC Fast Charging ()" must have a Grand Total greater than zero.
- Funding Source "Match (Private)" must have a Grand Total greater than zero.

Program Addenda

- Question 15 has not been uploaded.

Your application is automatically saved as you work. Feel free to exit this application and return at a later time.

4. Once all required information is complete, you will see the following screen:

Home Help Save Print Contact Us Logout

Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: EVSE Builders
Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program

Web Application [REDACTED]

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. After submitting, you will no longer be able to make changes.

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

I am the applicant

I am an authorized representative of the company, organization or local government.

I am a "Certified" Partner representative.

Type Name Here:

Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to DEP please print and send a copy of your E-Signature and mail it to DEP along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

5. Check the box under the Electronic Signature Agreement disclaimer, click the appropriate selection and type your name in the space provided to complete the electronic signature process.
6. You must also check the box for the Electronic Attachment Agreement disclaimer. If it is not checked, you will be asked to check it when you hit the "Submit Application" button. Despite being required to check this box, please understand that there are NO hardcopy submittals nor signature pages to be mailed to DEP. All submittals under this grant program, including the signature, are done electronically through eGrants.
7. Select "SUBMIT APPLICATION".

8. If your application has been submitted successfully, you will see this page:

Home Help Print Contact Us Logout

Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: EVSE Builders
Program: Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program
Web Application #: [REDACTED]

Application Certification

Single Application ID #: [REDACTED]

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201808208031 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Environmental Protection
DEP Grants Center
PO Box 8776
Harrisburg, PA 17105-8776

Note: Applicants should not mail any documents nor the signature page to DEP. All necessary information is to be included in your online submission