

OCEAN-GOING VESSEL SHOREPOWER GRANT PROGRAM APPLICATION INSTRUCTIONS

A DRIVING PA FORWARD FUNDING PROGRAM

The instructions on the following pages describe the information required to complete the application. The information MUST be complete. 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. The Commonwealth of Pennsylvania reserves the right to reject any and all applications received as a result of this request.

APPLICATION INSTRUCTIONS

The Ocean-Going Vessel Shorepower (OGVSP) 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. This change allows DEP to expedite the review process. The link to the online application can be found at: <https://www.esa.dced.state.pa.us/Login.aspx>.

User Tips

1. Electronic Single Application works best when accessed through Internet Explorer.
2. If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and will have to re-enter it.
3. Save frequently.
4. 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.
5. Do not use special characters in the fields such as \, /, *, &, %, #, etc.
6. If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru 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

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Walkthroughs

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

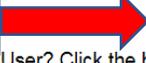
New Features

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)

[Commonwealth of PA Privacy Statement](#)

Login

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

User Name

Password

LOGIN

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: ◆

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

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. Please do not use the title of the program for which you are applying as your project name.
2. Do you need help selecting your program?
 - a. 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.

- b. If you select “No,” click on “CREATE A NEW APPLICATION.” You will be taken to the “Select Program” page. In the blank space for Program Name, enter “Driving PA Forward” and hit Search.
- c. When the search results appear, select “Apply” next to the Driving PA Forward – Ocean-Going Vessel Shorepower Grant Program.

PA

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Program

Agency: Pennsylvania Department of Community and Economic Development
 Applicant:
 Program: DCED Web Application #: XXXXXXXXXX

Select Program
 To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name

Sort By

6 results. ([Edit Search](#))

Search Results
 Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

Driving PA Forward – DC Fast Charging & Hydrogen Fueling Grant Program [Apply](#)
 Pennsylvania Department of Environmental Protection
 This is a competitive grant program that provides funding for new, publicly accessible DC Fast Charging and Hydrogen Fueling projects built in strategic locations in PA and designed to supply light duty vehicles. Grant funding is available for up to 80% of project costs, capped at \$500,000 per award. The DC Fast Charging & Hydrogen Fueling Grant Program will remain open continuously through mid-December 2019, or until allotted funds are exhausted. Applications must be submitted by 4:00 PM on the following submission period end dates:
 • January 15, 2019
 • July 15, 2019
 • December 16, 2019
 This program is part of the Driving Pennsylvania Forward suite of financial incentive programs utilizing funds from the VW settlement to improve Pennsylvania's air quality.
 Additional Information: [Guidelines](#)

Driving PA Forward – Electric Cargo Handling Grant Program [Apply](#)
 Pennsylvania Department of Environmental Protection

Driving PA Forward – Level 2 EV Charging Rebate [Apply](#)
 Pennsylvania Department of Environmental Protection
 This program provides rebates for new Level 2 Electric Vehicle Charging projects to be installed in public spaces, workplaces, and multi-unit dwellings. Rebates up to \$5,000 per plug are available, though final rebate amount is based upon the project characteristics, cost, and location. The application period is rolling and applications are reviewed on a first-come, first-served basis. Successful applicants are issued a 180-day voucher, which can be redeemed for the approved rebate amount upon successful completion of the project and submittal of required documentation. This program is part of the Driving Pennsylvania Forward suite of financial incentive programs utilizing funds from the VW settlement to improve Pennsylvania's air quality.
 Additional Information: [Guidelines](#)

Driving PA Forward – Ocean Going Vessel Shorepower Grant Program [Apply](#)
 Pennsylvania Department of Environmental Protection

- C. Program Requirements Tab** – 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 to proceed. Projects must meet one of these international shorepower design standards to be eligible.
 2. Select Yes to proceed. Projects must be able to be completed, based on all available information, to be eligible.
 3. Click “Continue” after answering all questions.

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Program Requirements

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Web Application #: [REDACTED]
 Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program

REVIEW INFORMATION BELOW

- BEFORE YOU CAN APPLY FOR DRIVING PA FORWARD – OCEAN GOING VESSEL SHOREPOWER GRANT PROGRAM, YOU MUST COMPLETE THE PRE-APPLICATION REQUIREMENTS SECTION BELOW.

Program Requirements

Does the proposed marine shorepower system comply with international shorepower design standards established in either the ISO/IEC/IEEE 80005-1-2012 High Voltage Shore Connection Systems or the IEC/PAS 80005-3:2014 Low Voltage Shore Connection Systems? ♦

Can the proposed project be completed within three (3) years of executing a grant agreement? ♦

 [Continue](#)

D. Applicant Information Tab

- To copy your Registration information into the application, select the “USE ACCOUNT INFORMATION” button.
- Applicant Entity Type – Select the option that most closely matches your organization. If additional options appear, select the most appropriate response.
- Applicant Name – Enter the organization’s legal name. If doing business under a different name, enter the “Doing Business Name” on the Program Addenda Tab.
- Indicate if the applicant is Incorporated in PA and/or registered to do business in PA, as applicable. Select yes or leave blank.
- 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.
- PA Revenue Tax Box# – If your organization does NOT collect sales tax, enter your Pennsylvania Revenue Tax number here.
- 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.
- DUNS Number – Enter if known but this is not required for this grant application. Applicants may skip this item.
- 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.
- CEO Title – Enter the title of the person identified as the CEO.
- SAP Vendor # – Enter if known but this is not required for this grant application. Applicants may skip this item.
- Contact Name – Enter the name of the primary contact for the project.
- Contact Title – Enter the title of the primary contact.
- Phone and Fax – Enter the telephone number and facsimile (fax) number (if applicable) for the primary contact.
- Email – Enter the email address of the primary contact.
- Mailing Address, City, State, and ZIP Code – Enter this information for the primary contact.
- Enterprise Type – Indicate the types of enterprises that describe the organization listed on this screen. You may select more than one. Select “Other” if none apply.
- Click “Continue.”

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Web Application #: XXXXXXXXXX
 Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:

<input type="radio"/> Limited Liability Partnership	<input type="radio"/> Partnership
<input type="radio"/> Government	<input type="radio"/> Non-Profit Corporation
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Limited Liability Company
<input type="radio"/> S Corporation	<input type="radio"/> C Corporation

Applicant Name:

NAICS Code:

FEIN/SSN Number:

*Please enter FEIN as 9 digits, no dash.

DUNS Number:

CEO:

CEO Title:

SAP Vendor #:

(XXXXXX or XXXXXX-XXX)

Contact Name:

Contact Title:

Phone: Ext.

(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

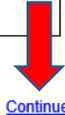
State: PA

Zip Code:

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



[Continue](#)

E. Project Overview Tab

- A. Project Name – This field will auto-populate.
- B. DEP Contact – Indicate if you have spoken to someone at DEP about this project and provide the name of the DEP contact.
- C. Number of Site Locations – Indicate the number of site locations for the project.
- D. All other information on this tab is optional and does not need to be filled out.
- E. Click “Continue.”

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program

Web Application #: [REDACTED]

Project Overview

Project Name:

Is this project related to another previously submitted project?

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

If yes, indicate who:

Is your community certified through Sustainable Pennsylvania?

If yes, what level:
 Bronze Silver Gold Platinum

Are you interested in applying for multiple funding sources for this project?
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?

[Continue](#)

F. Project Site Location(s) Tab

1. If you have more than one project site location, you will need to fill out this tab for each project site.
2. Address – Enter the project site address. This may be the same as the applicant’s mailing address. P.O. Boxes are not acceptable.
3. City, State, and ZIP Code – Enter this information.
4. County – Select from the dropdown menu.
5. Municipality – Select a municipality or county-wide from dropdown menu.
6. PA House, PA Senate, and US House – These fields will auto-populate when the municipality and county are selected.
7. Designated areas – Select all that apply. For the purposes of this grant, the following definitions apply:
 - a. Act 47 Distressed Community – Approved distressed municipality under Act 47, Financially Distressed Municipalities Act of 1987. A list of Act 47 Distress Determinations can be found on the PA Department of Community and Economic Development website at <https://dced.pa.gov/local-government/act-47-financial-distress/>.
 - b. Brownfields are former industrial locations that have been environmentally remediated to a standard that allows development of non-industrial businesses. To determine if the project is located in a Brownfield, follow the instructions at the bottom of this webpage <http://www.dep.pa.gov/business/land/redevelopment/pages/default.aspx> under “Pennsylvania Brownfields Inventory.”
8. Click “Continue.”

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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Driving PA Forward – Ocean Going Vessel Shorepower 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](#)

G. Project Narrative Tab

1. Fill in the following information.
2. Proposed Project Summary and Workplan – Provide a summary of the proposed project, including a general description of the project, why the project is needed, why the grant is needed to complete the project, the project’s sustainability (how long the applicant will operate the new equipment selected for the proposed project). Provide a preliminary work plan, including all expected tasks or sub-tasks, the party responsible for completing the tasks, and a schedule, including dates, for completion of the tasks. A link is provided to a sample schedule in the application. Description must be a minimum of 100 characters and a maximum of 6,000 characters.
3. Click “Continue.”

The screenshot displays a web application interface for a grant application. 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 tabs: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area shows the following information:

- Agency: Pennsylvania Department of Environmental Protection
- Applicant: [Redacted]
- Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program
- Web Application #: [Redacted]

The section is titled "Project Narrative" in orange. Below the title, there is a paragraph of instructions: "Adequate answers to the Project Narrative questions below are required. 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 of the Program Guidelines."

The main heading is "Proposed Project Summary and Work Plan with Schedule" with a red diamond icon. The instructions state: "Provide a summary of the proposed project, including why the project is needed and why the grant is needed to complete the project. Provide a preliminary work plan, including all expected tasks or sub-tasks, the party responsible for completing the tasks, and a schedule, including dates, for completion of the tasks. Click here for a sample schedule. See Instructions for information required in this section."

At the bottom of the instructions, it says: "Character Count: 0/6000 characters. Minimum requirement of 100 characters UNMET".

Below the text area is a large, empty text input box. A red arrow points down from the bottom right corner of the input box to a blue "Continue" button.

H. Program Budget Tab

1. Complete the Budget Spreadsheet. Below are descriptions of each category of the Budget Spreadsheet Table. A detailed budget, using the same categories below, will be required for any successful grantee.
 - a. In the first column, 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, enter your match (mandatory and voluntary cost-share) amount.
 - c. The third column will autofill with a total for each category.
2. Shorepower Equipment Costs – This category includes cables, cable management systems, shorepower coupler systems, distribution control systems, and power distribution components.
3. Shorepower Equipment Installation Costs – This category includes any installation costs for the components identified above as shorepower equipment.
4. Electric Infrastructure Equipment Costs – This category includes any equipment or components that are required to be installed at or approaching the location of the shorepower installation, to enable the connection of the shorepower system to the electric grid or other electric source.
5. Electric Infrastructure Installation/Upgrade Costs – This category includes any installation costs for the equipment or components identified above as electric infrastructure.
6. Match Requirements: Match can be met with cash, in-kind goods and services, federal grant or other federal funding awards, or some combination of the above. Successful grantees should be certain to identify and document all match contributions with the submittal of the Statement of Expenditures (invoice and reimbursement request). Match must be expended during the grant Period of Performance. Funds expended prior to the grant Period of Performance are not eligible, unless otherwise stated in a grant agreement. 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. Detailed documentation will be required to be submitted with reimbursement requests.
 - 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. Federal Awards: Must meet the following conditions:
 - i. Must have an official award letter or notification from the relevant federal agency or office.
 - ii. Must be for use within the same project period as the proposed project period for this application.
 - iii. May cover costs not eligible for reimbursement under this program.
 - iv. May not be used for more than 50 percent of the required applicant match amount. The remaining 50 percent must come from one of the other sources identified above.
 - v. Funds awarded under this program may also be used as the applicant match for federal grants or awards, but DEP will not confirm the funding for use as match funding until a grant award letter is sent to the grantee or a grant agreement is fully executed.
 - d. Charges not allowed for match or for reimbursement:
 - i. Any costs associated with lobbying, alcohol, or allowance for bad debts.
 - ii. Additional funds that were provided by DEP under another program.
 - iii. Contract contingency costs and other rate factors that do not reflect actual expenses.
 - iv. Costs associated with legal action against the Commonwealth.
 - v. Costs associated with illegal activities or substances.
 - vi. Costs associated with goods or services for personal use of Board members, officers or

others.

Agency: Pennsylvania Department of Environmental Protection
Applicant: [REDACTED] Web Application #: [REDACTED]
Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program

Program Budget

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

[Spreadsheet](#) | [Basis of Cost](#)

See [Instructions](#) for information required in this section.

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 – Ocean Going Vessel Shorepower Grant Program	Applicant Match Private	Total
DEP Ocean Going Vessel Shorepower Grant - Collapse	\$0.00	\$0.00	
Shorepower Equipment Costs Remove	\$0.00	\$0.00	\$0.00
Shorepower Equipment Installation Costs Remove	\$0.00	\$0.00	\$0.00
Electric Infrastructure Equipment Costs Remove	\$0.00	\$0.00	\$0.00
Electric Infrastructure Installation/Upgrade Costs Remove	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00
		Budget Total:	\$0.00

[Continue](#)

7. **Basis of Cost tab** – Select the appropriate option for the basis of the funding request under Basis of Cost. Multiple options can be selected.
 - a. In the Budget Narrative section, provide a brief description of what is being funded under each category of the budget summary chart, even if text appears saying this section is not required. It is required under this program. Applicants should also enter a description here of the costs for electric infrastructure, if applicable. Detailed budget information will be required in the grant agreement for successful applicants.
 - b. Additionally, applicants should identify all known contractors for the proposed project, providing company name, phone number, and address.
 - i. Although the contractor selection process is determined by the applicant, DEP encourages applicants to use contractors in the most cost-effective and efficient manner possible.
 - ii. Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.
 - iii. Please remember that all contractors are required to be cleared for outstanding obligations to the State, prior to their beginning work on the project.
 - iv. Once awarded funding, grantees must refer the name, work function, address and EIN information for any contractors planned to be used to complete the project, to their project advisor to get this clearance.
8. Click “Continue.”

Agency: Pennsylvania Department of Environmental Protection
 Applicant: [REDACTED] Web Application #: [REDACTED]
 Program: Driving PA Forward – Ocean Going Vessel Shorepower 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.

Appraisals Bids/Quotations
 Budget Justification Contractor Estimates
 Engineer Estimates Sales Agreements

Budget Narrative ♦
 The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
 Character Count: 0/2000

[Continue](#)

I. Program Addenda Tab

1. Small Business Designation – Clicking “Yes” in this section indicates that the applicant organization has 100 or fewer full-time equivalent employees for the entire company, including all employees worldwide for parent companies, subsidiaries, branch offices, and businesses under management in common.
2. Doing Business As – If an applicant is doing business under a name different than the entity’s legal name (“Doing Business As, or DBA”), enter applicant’s “Doing Business As” name. Include “Doing Business As” documentation as an attachment to Question 25 (Supporting Documentation) on this tab, if applicable.
3. Organization Type – Select the applicant’s type of organization from the dropdown menu list of eligible applicants.
 - a. If the applicant selects Business, Nonprofit, Government, or MPO/RPO, proceed to the next question.
 - b. If the applicant selects Air Quality or Transportation Organization (a local, regional, or multi-state air quality or transportation organization) as the applicant type, list the Pennsylvania-based member and the eligible entity(ies) with which the organization has partnered or for whom the organization is managing projects.
4. Project Duration – Identify the project duration. Estimate the start date and the end date using the MM/DD/YYYY format. DEP anticipates awarding three-year grant awards. Extensions may be granted by DEP.
5. Project Type – Select the applicable project type. See Section III.C. Eligible Project Types of the program guidelines for details and descriptions of eligible projects. See Section IV. Cost Share Requirements of the program guidelines for what DEP will reimburse for each project type. If the applicant has any questions about the eligibility of a proposed project, the applicant should

contact the program administrator prior to applying.



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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program Web Application #:

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](#).

1. Small Business Designation
Is the applicant a business with fewer than 100 full-time equivalent employees? ♦

2. Doing Business As or DBA
If the organization is doing business under a name different than the entity's legal name ("Doing Business As, or DBA"), please enter it here and attach the organization's DBA documentation under Question 25 – Supporting Documentation below.

3. Organization Type
Select one of the following organization types for your organization. See Program Guidelines glossary for definitions of organization types. ♦

If Air Quality or Transportation Organization is selected, identify:

a) the Pennsylvania-based member

b) the eligible entity(ies) it has partnered with or is managing project for

4. Project Duration
Identify the anticipated project start date and end date. The project period for this program is three (3) years, with extensions possible.

Start Date ♦

End Date ♦

5. Project Type
Choose the applicable project type(s) from those listed below. Select all that apply and provide details in the Project Narrative Tab under the Proposed Project Summary. See Program Guidelines for detailed project type descriptions. ♦

- Purchase and installation of a new high voltage marine shorepower system that meets the ISO/IEC/IEEE 80005-1-2012 High Voltage Shore Connection Systems design standards.
- Expansion, replacement, or upgrade of an existing high voltage marine shorepower system that meets the ISO/IEC/IEEE 80005-1-2012 High Voltage Shore Connection Systems design standards.
- Purchase and installation of a new low voltage marine shorepower system that meets the IEC/PAS 80005-3:2014 Low Voltage Shore Connection Systems design standards.
- Expansion, replacement, or upgrade of an existing low voltage marine shorepower system that meets the IEC/PAS 80005-3:2014 Low Voltage Shore Connection Systems design standards.
- Expansion, replacement, or upgrade of an existing low voltage marine shorepower system to a high voltage system that meets the ISO/IEC/IEEE 80005-1-2012 High Voltage Shore Connection Systems design standards.

6. Physical Location or Base of Operations – Indicate whether the applicant has a physical location or base of operations (port facility) located predominately within the boundaries of Pennsylvania, where the shorepower equipment will operate.
7. Environmental Justice (EJ) – 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>.
 - a. To determine if the project is located in an EJ Area, go to DEP’s PA Environmental Justice Areas website (link above) and click on the Environmental Justice Areas Viewer link, which is located just underneath the map showing the EJ areas of Pennsylvania.
 - i. Enter the project site location into the search box located in the top left corner to see if your project site location is in an EJ Area. As you start typing, the viewer will try to match the location; click on the correct address.
 - ii. The address location will show on the map and the applicant will be able to see whether the project location is within an Environmental Justice Areas (EJA) Census Block Group 2015 (light pink shaded area on map) or within 0.5 miles of the border of an EJA Census Block Group 2015 (dark pink shaded area on map). If your project site location is in a light or dark pink area on the map, select yes for Environmental Justice Area on the application.
 - iii. To see the legend, click on the first icon located in the blue banner at the top of the page on the righthand side. The icon has three lines on it. You may need to zoom in and out to see the shaded areas on the map. The legend will adjust to your zoomed area. You may need to scroll down to see the **Environmental Justice** heading.
 - iv. To remove layers other than the Environmental Justice layer, click on the second icon in the blue banner at the top of the page on the righthand side. The icon looks like a stack of papers. You can unselect any layers you wish to remove from the map.
 - v. If the applicant 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 Area status of the project location.
 - b. If more than one Site Location is included in the application, you must identify which site location(s), if any, are located in or within 0.5 miles of an EJ Area in the Project Narrative under the Proposed Project Description. If the response to this question is based on the project site location, select “Yes” if the project site address is within an EJ area or within 1 mile of an EJ area border. Select “No” if the project site address is more than 1 mile from the border of an EJ area. See below for instructions on how to identify EJ areas and distance from EJ areas.
8. Priority Areas – Identify if the project is in a priority area. A priority area is an area: in nonattainment or maintenance of national ambient air quality standards for Ozone and/or PM_{2.5}. The priority area list is updated periodically, usually on an annual basis.
 - a. Current priority areas include the following counties: Allegheny, Armstrong, Beaver, Berks, Bucks, Butler, Cambria, Carbon, Centre, Chester, Cumberland, Dauphin, Delaware, Fayette, Franklin, Greene, Indiana, Lancaster, Lawrence, Lebanon, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Washington, Westmoreland, and York.
9. Population Density – Indicate whether the project location is in a high, medium, or low population density area. Municipalities are listed as high, medium, and low density, and sorted by county in Population Density Reference Document available [here](#). You can also access the document from the link in the application.
10. Infrastructure – Indicate whether infrastructure developments or improvements are needed for this project.
 - a. If yes, indicate if the project is consistent with a county, municipal or multi-municipal comprehensive plan or zoning ordinance.
11. Permits and Approvals – Identify if the project requires any federal, state, or local permits or approvals.
 - a. If yes, identify the status of obtaining those permits from the dropdown menu as:
 - permits/approvals already received or

- permits/approvals will be obtained prior to installation.
- You will have a set amount of time to obtain permits or approvals if they have not been obtained at the time of application.
12. Property Ownership – Use the dropdown menu to identify whether the project is being installed on property owned by the applicant. Projects can be eligible if the applicant does not own the property but an agreement between the applicant and the owner to complete the project must be included with this application.
 - a. If no (indicating the property is not owned by the applicant), use the “Browse” button to upload a signed letter from the property owner indicating the owner’s permission and approval of the project
 13. Shorepower Berth Quantity – Identify the number of berths that will have marine shorepower installed or upgraded. A berth is defined as a ship’s assigned place at a dock. Enter the name(s) or other specific identifying information, a number or letter for example, for the berth(s). If the power supply is barge-mounted, indicate the number of barges and how many berths each barge will service.
 14. Annual Ship Visits – Enter the current annual number of ship visits (or vessel calls) to the specific berth(s) where the shorepower system is proposed to be installed or that will be served by a mobile shorepower system. This should include ship visits by both ships equipped to use the proposed shorepower and those that are not. A ship visit (or vessel call) includes each unique visit by a ship to a specific berth where the ship remains stationary long enough to be considered at-berth.
 15. Average Hotelling – Enter the average hotelling (or idling) time per ship or vessel per visit to the berth(s) identified in Question 13. This should include ship visits by both ships equipped to use the proposed shorepower and those that are not. Hotelling includes vessel operations while at the dock (at-berth).

6. Does the organization have a physical location or base of operations (port facility) located predominately within the boundaries of Pennsylvania? ◆

7. Environmental Justice Location
Is the project located on a designated Environmental Justice site, as defined in the Instructions? ◆

8. Priority Areas
Is the project located in a Priority Area as defined in the Instructions? ◆

If yes, identify the county(ies)

9. Population Density
Identify the project location municipality (a) and use the [Population Density Reference Document](#) to determine if the project location is in a high, medium, or low population density municipality and select the appropriate option below (b).

a) Municipality ◆

b) Population Density

10. Are infrastructure developments or improvements needed for this project? ◆

If yes, is the project consistent with a county, municipal or multi-municipal comprehensive plan or zoning ordinance?

11. Use the dropdown menu to identify if the project requires any federal, state, or local permits or approvals. ◆

If yes, identify the status of obtaining those permits from the dropdown menu below.

12. Use the dropdown menu to identify whether or not the project is being installed on property owned by the applicant.

If no (indicating the property is not owned by the applicant), upload a signed letter from the property owner indicating the owner's permission and approval of the project.

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

File 1

13. Shorepower Berth Quantity
Enter the number of berths that will have marine shorepower installed or upgraded. Enter the name(s) or other specific identifying information, a number or letter for example, for the berth(s). If the power supply is barge-mounted, indicate the number of barges and how many berths each barge will service. ◆

14. Enter the annual number of ship visits to the specific berth(s), identified in Question 13, where the shorepower system is proposed to be installed.

15. Enter the average hoteling (or idling) time per vessel per visit to the berth(s) identified in Question 13.

16. Site Visit Commitments – Upload any documented commitment of visits and hours by the fleet of vessels that has, or will have, the ability to use the shore-side connection system. This documentation can be in the form of emails, letters, contracts, or other forms. This documentation must clearly identify the fleet of vessels making the commitment, whether all or part of that fleet is already equipped to use shorepower, and the number/frequency of visits or hours the fleet is committing to use at the proposed project location.
17. Current and Potential Usage Information – For each berth proposed to have marine shorepower installed or upgraded, download and complete the OGV SP Current and Potential Usage Spreadsheet. Once complete, upload the spreadsheet below. Complete the form multiple times if multiple berths are proposed for shorepower installation and label each form with the berth identifier listed in Question 13. This information is necessary to use the Shore Power Emissions Calculator in the next question. If additional vessels need to be entered, copy and paste additional columns (10 columns default). If additional engines need to be entered, copy and paste additional rows (5 engines default). Enter the requested data for any vessels currently using the berth that will be able to utilize the shorepower, as well as for any vessels that are not currently using the berth but have committed to utilizing the shorepower in Question 16. Applicants will need to enter the following information for each vessel:
- a. For each vessel, enter:
 - i. A vessel identification (number or otherwise).
 - ii. The vessel type. Select one of the following: auto carrier, bulk carrier, container ship, passenger/cruise ship, general cargo, miscellaneous, RORO, reefer, tanker, or other.
 - iii. The number of annual vessel calls, either current or anticipated, of ships equipped to use the proposed shorepower system.
 - iv. The average hotelling hours per vessel call, either current or anticipated, of ships equipped to use the proposed shorepower system.
 - v. Whether or not the vessel is currently equipped to utilize shorepower.
 - vi. The eGRID region. EPA's *Emissions & Generation Resource Integrated Database* (eGRID) is a comprehensive database detailing the environmental characteristics of electricity generated in the U.S.
 - vii. The generation facility/ plant name that is the source of the electricity for the shorepower system, if known. (OPTIONAL)
 - viii. Enter the percent Transmission Losses (decimal value between 0 and 1. i.e. 6% transmission losses would be entered as 0.06). (OPTIONAL)
 - b. For each engine on the vessel, including both main and auxiliary engines, enter the following:
 - i. Engine type. Choose from main/boiler, auxiliary, or other.
 - ii. Fuel type. Choose from MDO, HFO, or other.
 - iii. The average sulfur content of the fuel used.
 - iv. The engine size in kilowatts (kW).
 - v. The engine Tier level, per EPA's regulations establishing Tier levels for marine engines.
 - vi. The engine's load factor while hoteling (decimal value between 0 and 1, inclusive).
18. Expected Life – Enter the expected lifetime, in years, of the proposed marine shorepower system.
19. SPEC Emissions Model – Download, complete, and upload the completed Shore Power Emissions Calculator (SPEC). The instructions to use the calculator are available in Appendix B of the EPA's Shore Power Technology Assessment at U.S. Ports found [here](#). Applicants may use either the General Model or the User Entry Model. All data required to use either version is included in the OGV SP Current and Potential Usage Spreadsheet. Please note – points are awarded for both total NOx reductions and total reductions of other pollutants combined. The General Model only outputs emission reductions for NOx, SOx, and CO2, while the User Entry Model outputs emission reductions for NOx, SOx, CO2, PM10, PM2.5, and CO. As a result, the total combined emission reductions of pollutants other than NOx (required for Question 20) will be higher for the same project when using the User Entry Model compared to the General Model because more pollutants are included. The SPEC outputs in the column titled 'Difference MT' are annual emission reductions in metric tons.

20. Emission Summary – Complete the following using the results from the SPEC.
- a. Enter the following:
 - i. Annual NO_x emission reductions in tons.
 - ii. Annual other emission reductions in tons (total of CO, CO₂, SO_x, PM₁₀, and PM_{2.5} annual emission reductions).
 - iii. Lifetime NO_x emission reductions in tons (multiply the annual NO_x emission reductions from the SPEC by the lifetime of the shorepower system identified in Question 18).
 - iv. Lifetime other emission reductions (multiply the annual total CO, CO₂, SO_x, PM₁₀, and PM_{2.5} emission reductions from the SPEC by the lifetime of the shorepower system identified in Question 18).
 - v. Model or methodology used to calculate emission reductions. Identify what model or methodology was used. It should be the DEQ unless the applicant has received approval to use an alternate method or model.
 - b. If the emission benefits for the proposed project cannot be calculated using the SPEC, contact DEP for approval to use an alternate calculation method. If the SPEC is not used, a detailed explanation of the calculation method, including inputs and calculations, must be included as Supporting Documentation uploads under Question 25.
21. Cost-effectiveness – Calculate cost-effectiveness of the proposed project. To determine cost-effectiveness, applicants should divide the total amount requested from DEP by the lifetime NO_x emission reductions provided in Question 20. Total lifetime NO_x reductions are calculated by multiplying the annual NO_x emission reductions by the expected lifetime of the shorepower system listed in Question 18.

16. Upload any documented commitment of visits and hours by the fleet of vessels that has, or will have, the ability to use the shore-side connection system.

Upload Files

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

File 1

17. Current and Potential Usage Information

For each berth proposed to have marine shorepower installed or upgraded, download, complete, and upload the spreadsheet below. This information is necessary to use the Shore Power Emissions Calculator in the next question. If additional vessels need to be entered, copy and paste additional columns. If additional engines need to be entered, copy and paste additional rows.

[Download OGV SP Current and Potential Usage Spreadsheet.xlsx](#)

Upload Files

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

File 1

18. What is the expected lifetime, in years, of the proposed marine shorepower system?

19. Download, complete, and upload the completed U.S. EPA Shore Power Emissions Calculator. See the Instructions for more information on using the Shore Power Emissions Calculator.

[Download SPEC-2017-03.xlsx](#)

Upload Files

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

File 1

20. Emissions Summary

Use the U.S. EPA's Shore Power Emissions Calculator results in Question 19 to quantify emission reduction estimates for this project and fill in the questions below. Use the expected lifetime of the system from Question 18 to calculate lifetime emission reductions. See the Instructions for more information on using the Shore Power Emissions Calculator, details on what information is required for this section and approved emission reduction calculation methods.

Annual NOx Emission Reductions

Annual Other Emission Reductions (CO, SO_x, CO₂, PM₁₀, and PM_{2.5})

Lifetime NOx Emission Reductions

Lifetime Other Emission Reductions (CO, SO_x, CO₂, PM₁₀, and PM_{2.5})

21. Cost-Effectiveness

Calculate and enter the cost-effectiveness of the proposed project in the format of dollars requested per ton NOx lifetime emissions reduced. (\$ requested/ton NOx reduced). Please Note: Projects must, at minimum, achieve a cost-effectiveness of \$40,000/ton NOx reduced in order to be eligible for funding. See Instructions for details on how to calculate this value.

J. Application Certification Tab 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.

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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: [REDACTED] Web Application #: [REDACTED]
Program: Driving PA Forward – Ocean Going Vessel Shorepower 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.
- Phone Number must be a valid phone number, please use "." instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.
- Enterprise Type is required.

Project Site Location(s)

- Project Site 1: County is required.
- Project Site 1: Municipality is required.
- Project Site 1: PA House District is required.
- Project Site 1: PA Senate District is required.
- Project Site 1: US Congressional House District is required.

Project Narrative

- Proposed Project Summary must be at least 100 characters long.

Program Budget

- Funding Source "Driving PA Forward – Ocean Going Vessel Shorepower Grant Program ()" must have a Grand Total greater than zero.

Program Addenda

- Physical Location is required.
- Environmental Justice Location is required.
- Priority Area is required.
- Municipality is required.
- Infrastructure Developments or Improvements is required.
- Requires Permits or Approvals is required.
- Shorepower Berth Quantity is required.
- Cost-effectiveness is required.

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:

Agency: Pennsylvania Department of Environmental Protection
Applicant: [REDACTED] Web Application #: [REDACTED]
Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program

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 certification, click the appropriate option, and type your name in the space provided to complete the electronic signature process.
6. Check the box for the Electronic Attachment Agreement. You will not be able to submit your application without checking this box. Please note that DEP does not require any printed documents for this application and does not anticipate requesting any documentation be mailed to DEP.
7. Select "SUBMIT APPLICATION." Once you submit your application, you will **NOT** be able to make any additional changes to your application. If any additional changes are anticipated, select 'Save' at the top of the page instead of submitting your application.
8. If your application has been submitted successfully, you will see this page. Make sure to note the Single Application ID #. All future correspondence from DEP will reference this number.
9. Please note: even though this page indicates that the signature page along with any other paper supporting documents can be mailed to DEP, this rebate program does NOT require and will not accept paper documents, and your electronic signature on the previous page is the only signature needed to apply.



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Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: [REDACTED] Web Application #: [REDACTED]
Program: Driving PA Forward – Ocean Going Vessel Shorepower Grant Program

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 # [REDACTED] 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