



# **PA Green Energy Works!**

## **Creating Green Energy and Green Jobs in Pennsylvania's Communities**

### **General Application Guidelines Solar**

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## **PA Green Energy Works! Creating Green Energy and Green Jobs in Pennsylvania's Communities**

Through the American Recovery and Reinvestment Act of 2009, Pennsylvania will receive nearly \$100 million from the U.S. Department of Energy to stimulate the economy and create jobs while meeting the following goals:

- Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government
- Reduce reliance on imported energy
- Improve the reliability of electricity and fuel supply and delivery of energy services
- Reduce the impacts of energy production and use on the environment

Pennsylvania has established several initiatives to meet these goals. PA Green Energy Works! is a set of grant programs designed for the purchase and installation of renewable energy and energy efficiency equipment to meet the goals above. Pennsylvania is offering one-time grants for the deployment of shovel-ready green energy projects, including wind, solar, biogas and combined heat and power (CHP) projects. The program's goal is to use this recovery funding to create:

- **Jobs:** over 1,500 permanent jobs and 700 temporary jobs
- **Alternative Energy:** over 325 MW of installed capacity
- **Energy Savings:** over 3,337,825 MWh annually. Enough to power over 316,000 homes
- **Environmental Benefits:** over 2,761,092 tons of CO<sub>2</sub> avoided, equivalent to taking 502,000 cars off the road
- **Leverage Funds:** more than \$775 million

Using ARRA funds to quickly deploy large projects that put Pennsylvania labor back to work, we are striving to utilize local Pennsylvania products to build long lasting green energy generating facilities. Significant projects are needed to jump start our economy and these significant green energy generating projects will increase the availability of and immediate benefits from green energy in Pennsylvania. PA Green Energy Works! will demand significant leveraging to allow the recovery dollars to be invested in a manner that has the greatest immediate return on investment for Pennsylvanians. PA Green Energy Works! projects will be deployed expeditiously and will set an example for all of Pennsylvania that green energy and green jobs are the future of economic development and power production.

Eligible applicants include:

- Business – corporations, partnerships, sole proprietorship, limited liability company, business trust, or other legal business entities
- Non-Profit Corporations – Incorporated not for profit organizations that maintain 501(c)(3) status with the U.S. Internal Revenue Service and are also registered with the Pennsylvania Bureau of Charitable Organizations
- Colleges or Universities located within Pennsylvania
- An Economic Development Organization – a nonprofit corporation or association whose purpose is the enhancement of economic conditions in their community.
- A Political Subdivision – A Pennsylvania municipality or county
- Municipal electric utilities
- Rural Electric Cooperatives
- Municipal authorities

A collective total of up to \$52 million will be available under four PA Green Energy Works solicitations. Each solicitation will be announced individually.

- Up to \$11 Million will be available for Combined Heat and Power Projects
- Up to \$5 Million will be available for Biogas Projects
- Up to \$7 Million will be available for Solar Projects
- Up to \$20 Million will be available for Wind Projects

All project proposals must be for a minimum of \$250,000.

No project proposal may exceed the amount available under each solicitation.

All funding for this program is Federal Funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA), Public Law 111-5. ARRA appropriates funding for the Department of Energy (DOE) to issue/award formula-based grants under the State Energy Program.

## General Conditions

- PA Green Energy Works! is a one-time competitive grant program. Projects will be reviewed and evaluated based on criteria outlined in the Application Evaluation Criteria section of this guidance document. DEP reserves the right to decline applications based on technical deficiencies, lack of financial assurance, or other reasons impacting the eligibility of the project at the discretion of the agency.
- The project must result in the creation or retention of part-time or full-time temporary and permanent jobs.
- Projects must be ready to begin work within six months of the grant award and completed within 24 months or prior to April 30, 2012, whichever occurs first. Applicants must certify in their application a project schedule in accordance with these time constraints.
- Applicant must not have any outstanding obligations to the commonwealth, or unresolved compliance issues with DEP. If obligations or compliance issues exist, a resolution plan to satisfy any obligations and compliance issues should accompany the application.
- All proposed and actual projects must be at all times in compliance with all applicable laws.
- Written consent of property owners must grant DEP access to project sites.
- PA Green Energy Works! will not pay for work performed prior to the availability of funds or prior to the grant award date.
- Subject to the availability of funds and the compliance with the terms and conditions of a fully executed grant agreement, all eligible expenses enumerated in the contract will be paid in a reimbursement manner only after project implementation and proof of payment is provided to DEP.
- PA Green Energy Works! grant applications are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the commonwealth to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary.
- Projects may be subject to federal laws governing wages as well as Pennsylvania Prevailing Wage Act requirements.
  1. Proposals shall provide written assurance that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA)- are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act). It is solely the responsibility of a grant recipient to ensure the Act is followed if applicable.
  2. Projects with a cost in excess of \$25,000 may be subject to Pennsylvania's Prevailing Wage Act requirements. For information about the applicability of Prevailing Wage, applicants are encouraged to contact the Department of Labor and Industry at (717) 705-7256 or (800) 932-0665 or visit the Web site at [www.dli.state.pa.us](http://www.dli.state.pa.us). It is solely the responsibility of a grant recipient to ensure the Act is followed if applicable

## General Application Criteria

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

- The application, project description and budget sheets must:
  - Be submitted; along with all required attachments, via the environmental eGrants system ([www.grants.dcnr.state.pa.us](http://www.grants.dcnr.state.pa.us)). An original ink signature page must be submitted in accordance with the process outlined in the eGrants system;
  - Be complete, including: project description, signatures of responsible parties and all items contained in the application instructions;
  - Include documentation supporting the anticipated energy savings; and
  - Be in compliance with all application conditions below.

- All projects described in the application must be consistent with the applicable provisions of the Keystone Principles for Growth, Investment, and Resource Conservation. A description of the Keystone Principles is available on the PEDDA Web site, [www.depweb.state.pa.us](http://www.depweb.state.pa.us) keyword PEDDA, or at [www.phmc.state.pa.us/bhp/pkp.pdf](http://www.phmc.state.pa.us/bhp/pkp.pdf).
- If building permits are required for the project and the applicant has received a permit, the applicant must include a copy of the permit with the application. If a permit has not yet been received prior to the application, a copy of the permit must be supplied to the department prior to the first payment.
- Green Energy Works! may trigger state and federal prevailing wage requirements. For example, Section 1606 of ARRA requires that laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part pursuant to ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.
- The application must include a spending plan for the project.
- Applicants must submit any applicable equipment specifications, maps, drawings or photos associated with your project. All applications which involve deployment of distributed energy systems must include a description of the equipment to be deployed which is stamped by a professional engineer.

## General Application Recommendations

Green Energy Works! encourages participation by small disadvantaged businesses as prime contractors, joint ventures, and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors. This recommendation refers to use of to the maximum extent possible, local Pennsylvania contractors, suppliers, products, services, labor, and minority and women-owned and disadvantaged business enterprises to successfully bring projects to fruition, greatly benefiting Pennsylvania's local communities and economy. Applications that include a plan to use these entities to the maximum extent possible will be given priority.

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

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

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

- Applicants are strongly encouraged to contact the appropriate DEP staff to discuss the application before submittal. Contact information for DEP staff is included in this booklet.
- Eligible projects that utilize Pennsylvania-based supply chains are encouraged to apply.
- Eligible projects that have the potential to return or repay grant funding or recycle revenue back to Pennsylvania are encouraged to apply.
- Eligible projects that create co-benefits for other renewable and alternative energy production projects within Pennsylvania are encouraged to apply.

## General Grant Award and Contract Conditions

- Projects selected for funding will receive a letter from the DEP Secretary or designee, addressed to the contact person specified in the application.
- Grant recipients who have not had previous contracts or grant agreements with the commonwealth will be required to submit a Form W-9, Request for Taxpayer Identification Number and Certification.
- Disbursement of grant funding is contingent upon availability and release of funds.
- Grant recipients will be assigned a DEP project advisor.
- Grant recipients will execute a grant agreement.
- Grantees must secure all permits or approvals otherwise required for the project to proceed. This includes any permits required by DEP.
- Some projects may require additional review under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Applicants for these projects may be asked to provide supplementary environmental information in order to receive an award. This process may delay the award process.
- Project activities and payment requests may begin after the grantee and the commonwealth have signed the grant agreement.
- Grant recipients who claimed the use of a Small Disadvantaged Businesses certified by BMWBO as an MBE/WBE must provide a photocopy of their BMWBO certificate.
- Grantees will be paid for funds expended only during the period of performance.

- Periodic progress reports must be submitted in accordance with the final grant agreement. The reports must include, among other items, milestone status, jobs created or retained, and energy generated. The grantee must submit additional information as requested.
- A final report detailing project successes, problems, failures and measurable energy, economic, and environmental benefits is required. Information on how many jobs were created or retained by the project will be required. Final report must be submitted in a format acceptable to DEP. Failure to submit final report in appropriate format and within the required time frame may result in loss of final 10 percent of grant funding.
- Grantees will be required to submit a follow up status report including performance measures, including jobs created or retained, one year after the project completion date.
- Failure to comply with the spending plan, reporting requirements or other requirements of the grant may result in immediate termination of the grant and full recovery of any and all grant funds.
- Grant recipients must properly manage and account for funding received. A complete spending record for all expenditures will be required, including invoice receipts, logs of record and other properly certified documents. Documentation will be required for matching funds as well as DEP funds. The funding must be spent in accordance with the spending plan included in the application. **DEP reserves the right to terminate the project and/or recover funding from grant recipients not properly managing the funding in accordance with the conditions of the program and the grant.**
- **Matching funds provided by the applicant must be spent during the period of performance. No credit will be given for funds spent prior to the period of performance. Matching funds must correspond to eligible categories as outlined in the project budget.**
- If any grant condition is not adhered to, **DEP reserves the right to terminate the project and/or recover funding from grantees that are not properly managing the funding in accordance with the conditions of the program and the grant agreement.**
- The project must be completed as described in the application and grant document. Modifications will not be considered, except for very limited scope and budget changes. These changes include replacements of equal quality and function, and reallocation of contract budget category dollar amounts to and from other budget categories, as long as the maximum contract dollar amount payable by DEP to the recipient is not exceeded. All changes must be approved by the project advisor.
- Extensions will not be granted.
- Grant recipients must comply with all local, commonwealth and federal requirements in the implementation of the project.
- If building permits are required for the project, copies of the permits shall be submitted prior to the first payment request. DEP will not make payments to the grantee prior to receiving a copy of the required permit. The final building inspection report must be signed, and a copy must be submitted to DEP, before the grantee applies for final payment.
- DEP reserves the right to inspect any project financed with PA Green Energy Works! funds and to audit or require a third-party audit of any project's financial transactions or compliance with agreement terms.
- Projects may be subject to federal laws governing wages as well as Pennsylvania Prevailing Wage Act requirements.
  - Grantees shall insure where necessary that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA) are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act). It is solely the responsibility of a grant recipient to ensure the Act is followed if applicable
  - Grantees shall insure where necessary that construction projects with a cost in excess of \$25,000 which be subject to Pennsylvania's Prevailing Wage Act requirements are paid appropriate wages commensurate with the Act. For information about the applicability of Prevailing Wage, applicants are encouraged to contact the Department of Labor and Industry at (717) 705-7256 or (800) 932-0665 or visit the Web site at [www.dli.state.pa.us](http://www.dli.state.pa.us). It is solely the responsibility of a grant recipient to ensure the Act is followed if applicable.

## **DEP CONTACTS**

### **Application Submission (eGrants)**

Grants Customer Service Center - 1-800-326-7734

### **Project-Related Inquiries (Regional Offices):**

Northcentral Region: Dave Shimmel – 570-327-3568

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

Northeast Region: Janet Warnick – 570-826-2511

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

Northwest Region: Geoff Bristow – 814-332-6681

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

Southcentral Region: Robert Zaccano – 717-705-4707

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

Southeast Region: Heather Cowley – 484-250-5900

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

Southwest Region: Maggie Hall – 412-442-4137

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

### **Grants Processing, Application Submission and Deadlines:**

DEP Grants Center – 717-705-5400

## **FOR STATEWIDE PROJECTS:**

### **Project-Related Inquiries (Central Office):**

Kerry Campbell – 717-783-8411

Josh Dziubek - 717-783-8411



# **PA Green Energy Works!**

## **Solar Projects**

### **Eligibility and Application Form**

**\$7 Million Available**

**Open October 5, 2009**  
**Deadline November 6, 2009**

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**Blank Application  
Form  
Budget Worksheet**

## Eligibility – Solar Projects

- **Projects must comply with the following in order to be funded:**
  - All projects must be physically located in Pennsylvania.
  - The project must result in the creation or retention of part-time or full-time temporary or permanent jobs.
  - No project proposal may exceed the amount available under each solicitation.
- **Eligible applicants include:**
  - **Business** – corporations, partnerships, sole proprietorship, limited liability company, business trust, or other legal business entities.
  - **Non-Profit Corporations** – Incorporated not for profit organizations that maintain 501(c)(3) status with the U.S. Internal Revenue Service and are also registered with the PA Bureau of Charitable Organizations.
  - **Universities** – Colleges or Universities located within Pennsylvania.
  - **An Economic Development Organization** – a nonprofit corporation or association whose purpose is the enhancement of economic conditions in their community.
  - **A Political Subdivision** – A Pennsylvania municipality or county.
  - **A Municipal Electric Utility**
  - **A Municipal Authority**
  - **A Rural Electric Cooperative**
- **Eligible solar projects include, but are not limited to::**
  - Purchase and installation of photovoltaic (PV) equipment used to produce solar generated energy for at least 500 Kw of solar energy capacity;
  - The maximum subsidy provided will be no more than \$2.25 per Watt;
  - The installer of the photovoltaic (PV) equipment must meet the requirements of the PA Sunshine list of qualified solar installers; and
  - A system efficiency of at least 80% compared to optimal
- **Projects that are not eligible include:**
  - Projects that will not be completed within 24 months and prior to April 30, 2012.
  - Research and demonstration projects related to technologies that are not commercially available.
- **Eligible Projects can not use funding:**
  - For any work related to construction of new building projects or for non-energy-related alteration or upgrades or repair of buildings or structures;
  - The purchase of land, buildings or structures or any interest therein;
  - Transportation projects;
  - To subsidize utility rate demonstrations or state tax credits for energy conservation measures or renewable energy measures; or
  - To conduct, or purchase equipment to conduct, research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available;
  - For any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool;
  - To supplant or replace existing state, rate payer or other funding.

## Application Evaluation

### Evaluation Considerations

- Technical merit and financial feasibility of the project
- Project readiness and whether the applicant has demonstrated that it can complete the project within 24 months
- The level of non-PA Green Energy Works! matching investment in the project
- Quantity and cost-effectiveness of the energy generated or produced by the project; projects that generate more energy per dollar will be more likely to be funded
- Number of jobs created or preserved by the project; Grant recipients will be required to report jobs information
- Environmental benefits resulting from the project
- Cost per Kw and Kwh
- Ability of the project to promote the deployment of the technology into markets above and beyond the project itself
- System Efficiency compared to optimal
- Type of technology deployed
- The extent to which the project serves onsite load
- Rooftop versus ground
- Whether the project is consistent with by the Keystone Principles. A description of the Keystone Principles is available on the PEDAs Web site, [www.depweb.state.pa.us](http://www.depweb.state.pa.us) keyword PEDAs, or at [www.phmc.state.pa.us/bhp/pkp.pdf](http://www.phmc.state.pa.us/bhp/pkp.pdf))
- Whether all land use aspects of the project are consistent with local zoning and planning requirements
- The ability of the applicant to comply with section 1605(a) of ARRA, which requires that all iron, steel, and manufactured goods used in the project are produced in the United States wherever possible
- Whether the project is located in a targeted area (Keystone Opportunity Zone (KOZ), Keystone Opportunity Expansion Zone (KOEZ), Keystone Innovation Zone (KIZ), Enterprise Zone (EZ), Federal Enterprise Zone (FED EZ)) or an Agricultural Security Area, Farmland Preservation Area or an area that experienced a recent major plant closing
- Whether the project is located on a brownfield area
- Whether the project will use of a Disadvantaged Business Enterprise, which includes disadvantaged, minority, women owned and small business enterprises
- Qualifications of the applicant or contractor
- Useful life of the project
- Need for funding

### Application Submission and Deadline

Applications will be received anytime after the grant opening date of October 5 until the application deadline of November 5 2009 at 4:00 p.m. Applications must be submitted, along with all required attachments, via the environmental eGrants system. An original ink signature page must be submitted in accordance with the process outlined in the eGrants system.

E-mails, hard copy mailings, or faxes will not be accepted. Applications submitted after the closing date will not be considered. **Incomplete applications will not be considered.** Do not submit separate attachments other than those specifically called for in the instructions.

## PA Green Energy Works! Solar eGrants Application Step by Step Guide

Go to [www.grants.dcnr.state.pa.us](http://www.grants.dcnr.state.pa.us)

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

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

Scroll down to **PA Conservation Works!** and click on **Apply for this Grant**.

**Project type:** [Required] Select "Implementation" Project Type

### **Applicant Profile Section**

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

Fed Employer ID Number: [Required] Self explanatory

SAP Vendor Number: [Required] Call the Payable Services Center at 717-214-2868 (Harrisburg area) or 866-775-2868 (toll free) if you are not sure if you have an SAP Number or do not know what it is. If you do not have one you must register as a Non-Procurement Vendor at <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx> and an SAP number will be issued.  
NOTE: It can take up to two weeks to get an SAP number. Please get your number early in the grant application process.

Organizational DUNS: [Required] **The DUNS Number field is a mandatory field for this application.** The federal government requires Pennsylvania to provide the DUNS number for grantees to whom federal grant funds are awarded. For information on how to get a DUNS number, visit <http://www.dnb.com.us>. The Dun & Bradstreet toll free customer service number is 800-234-3867

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

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

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

### **Applicant Type Section**

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

Non-Profit Information: [Not Required] If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section.]

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

**Project Information – General**

Is this a statewide project? [Not Required]

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

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

Commonwealth Adviser [Not Required] Not applicable.

Project Scope: [Required] Limited to 1,000 characters. Describe how the project will contribute to the desired outcomes of the program. Include a description of the type and size of project, the amount of energy generated or saved, and the number of temporary and permanent jobs that will be created.

**Project Location (Add as many site locations as needed)**

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

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

Select one or more counties as appropriate for the location.

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

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

Enter Latitude and Longitude, under the GIS information Section

Mapping Information: [Not Required]

Attachments: [Not Required]

**Budget Information**

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

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

**Download Forms**

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

Supplemental Application Information: [Required]

Signature Page: [Required]

Project Narrative Information: [Required]

Detailed Budget Information Form: [Required]

## Upload Attachments

Attachments:

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

Supplemental Application Information:

[Required] Fill out the Supplemental Application Information Form.

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

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

Project Subtype: Choose only solar energy.

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

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

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

Building Permits: Indicate whether a building permit will be required for the project.

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

“Facilities” are buildings and other structures that involve new land development or result in a change to the existing use of land. “Infrastructure” is a permanent structure for transportation, sewer or water facility delivery systems, school, park, greenway or open space, electric or gas delivery system or telecommunication network.

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

Other ARRA Funding: Indicate whether the applicant has received, or is expected to receive, any other funding from the American Recovery and Reinvestment Act of 2009. If so, state how much will be received.

Project is Rooftop Mounted: Indicate whether or not the project is mounted on a rooftop.

Projected System Performance Compared to Optimal: Indicate the projected efficiency percentage of the system to be deployed.

Projected Energy Production: Indicate the projected energy output of the system to be deployed in MW/KW.

Projected Cost Effectiveness of Energy Production: Indicate the projected cost effectiveness of the system to be deployed in dollars per Watts of installed capability.

Project Serves Onsite Load: Indicate whether the project will serve onsite load, and specify the percentage of onsite load that will be met by the system.

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

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

Detailed Project Narrative:

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

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

2. Business Plan

3. Environmental and Energy Benefits: Applicants should include a clear description of expected environmental and energy benefits. Such enumeration of benefits should include careful estimates and calculations. Estimates and calculations include the economics (e.g., the cost per Kwh or gallon) and the environmental improvements (e.g., pounds of pollutant reduction). Provide data to demonstrate the project's potential payback. Emphasis should be placed on reductions in nitrogen oxides, volatile organic compounds, sulfur oxides, and toxic pollutants. There are many Web sites that can help you determine the environmental benefits of reducing your conventional energy use. The following Web sites are examples: [http://www.eia.doe.gov/cneaf/electricity/st\\_profiles/pennsylvania.html](http://www.eia.doe.gov/cneaf/electricity/st_profiles/pennsylvania.html) ; <http://www.onlineconversion.com/energy.htm> . Others exist at [www.epa.gov](http://www.epa.gov).

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

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

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

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

8. Equipment Disposition: If applicable, Applicants should describe how property or equipment acquired with the grant will be disposed of or converted for continued grantee use. (Equipment may revert to the state unless a written request for conversion has been received and approved.)

Application Signature Page:

[Required] Check the "Will Send" box.  
Go to Your Applications and click on **Print Signature Page** to print a copy. Directions for mailing your original ink signature page are printed on the page.

Letters of Commitment:

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

Building Permits:

Attach building permits, if applicable.

Detailed Budget Information:

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

Only monies being requested of PA Green Energy Works! are included under the heading of "Grant Request" on the budget summary and items 1-3 on the budget worksheet. Matching funds are to be placed in the second column of the budget summary and the source of any matching funds identified on part 4 of the Budget Worksheet. All in-kind and cash match contributions must be substantiated by commitment letters. Match cannot include funds or in-kind services provided by DEP. All match must be expended during the grant period. Funds expended prior to the grant period of performance cannot be claimed as match.

All costs incurred directly should be identified on the budget worksheet in items 1-2. All costs incurred by the applicant's contractor and then billed to the applicant go under budget worksheet item #3.

Any of the following costs are allowable, or may be considered as eligible match, if the necessity to the project can be clearly demonstrated:

Regular or supplementary staff salaries and wages, and associated employee benefits

Materials, equipment and supplies, used for purchase and installation of equipment and materials for energy efficiency measures and renewable energy measures that are commercially available

Professional services

**The following costs are not allowed under any circumstances:**

Costs associated with lobbying

Entertainment

Food not associated with approved travel, and

Clothing, such as hats or tee shirts.

Summary Statistics Calculations:

[Required] Please explain in detail how the project summary statistics listed in the Summary Statistics Table on the Supplemental Application Information Form were calculated, and how these results will be measured upon completion of the project.

Keystone Principles:

[Required] Please provide a separate detailed report on how the project will be consistent with the Keystone Principles. Please see the Commonwealth of Pennsylvania Keystone Principles for Growth, Investment & Resource Conservation, available at [www.phmc.state.pa.us/bhp/pkp.pdf](http://www.phmc.state.pa.us/bhp/pkp.pdf)

Add more Attachments:

Browse for any additional files you wish to upload and upload these files.

**Certification**

Authorized Organizational Rep:	[Required] Certification must be made by the appropriate person authorized to represent the applicant.
Certification:	Check the circle stating that an executive officer agrees to the terms stated.
Submit Application:	Ensure all information is complete and accurate. Click the <b><u>Submit this Application</u></b> button.
Certification Confirmation page:	Application Signature Page and Cover Sheet which must accompany the signature sheet, must be generated, signed, and submitted to the address listed [within 10 days of application submission].

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



COMMONWEALTH OF PENNSYLVANIA

Standard Application for Grant Funds  
**eGrants**  
 Grants Online



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**Application Information (for internal use only)**

**Type of Submission: (check one)**

- Preapplication
- Application
- Changed/Corrected Application

**Type of Application**

- New
- Continuation
- Revision

**If Revision, check all that apply**

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

**Grant Program Opportunity**

[Insert Grant Program Opportunity]

**Applicant Information**

Applicant Legal Name:\*

Federal Employer ID Number:\*

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

Organizational DUNS:

**Applicant Organizational Unit:**

Department / Bureau Name:

Division / Office Name:

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

Street 1:	
Street 2:	
City:	
State:	
Zip:	
Municipality:	
County:	

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

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

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

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

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

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

**Project Information**

Project Title:\*

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

Is this a Statewide project?\*  Yes  No

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

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

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

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

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

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

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

Total of Local Cash and Non-Cash Match	<table border="0"> <tr> <td>└──────────┐</td> <td>\$</td> <td>┌──────────┐</td> </tr> </table>	└──────────┐	\$	┌──────────┐
└──────────┐	\$	┌──────────┐		
Grant Amount Requested	\$			
Total Project Cost (Local Match plus Grant Amount)	\$			

**Application Signature**

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

\*\* I Agree

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

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

Signature of Authorized Representative

Date Signed

\_\_\_\_\_

\_\_\_\_\_

SAMPLE



COMMONWEALTH OF PENNSYLVANIA

Standard Application for Grant Funds



Grants Customer Service Center  
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Application Information

Applicant Legal Name:\*

Project Title:\*

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

Project Site Address:

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

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

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

Mapping Information

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

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

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

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



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



COMMONWEALTH OF PENNSYLVANIA



Supplemental Application Information  
PA Green Energy Works! Solar  
eGrants

Grants Customer Service Center  
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\*Indicates required information

**Application Information**

Web Application ID:\* (if submitted with eGrants)

Applicant Legal Name:\*

Project Title:\*

**Supplemental Application Information**

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

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

Project Subtype (Choose the one category best describing the project)

- Combined Heat and Power  Biologically Derived Methane Gas  
 Wind Energy  Solar Energy

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

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

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

Does this project require a building permit?  Yes  No

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

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

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

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

A description of the Keystone Principles is available at [www.phmc.state.pa.us/bhp/pkp.pdf](http://www.phmc.state.pa.us/bhp/pkp.pdf)

Has or will the applicant received any other funding from the American Recovery and Reinvestment Act of 2009?  Yes  No

If so, how much funding does the applicant expect to receive (not including this proposal)? \$ \_\_\_\_\_

Is the project rooftop mounted?  Yes  No

Projected system performance compared to optimal: \_\_\_\_\_ (%)

Projected system energy production: \_\_\_\_\_ (in MW/KW)

Cost effectiveness of energy production: \_\_\_\_\_ (\$ per Watt)

Does the Project Serve Onsite Load?  Yes  No

If yes, what percentage of onsite load is served? \_\_\_\_\_ (%)

**Spending Plan:** Indicate the amount of funding requested during the following periods (please ensure that the numbers add up to the total grant request)

NOTE - The timeframes below are for DEP budget purposes only. **No payment will be made for any expenses incurred prior to the date of the grant award.** The total project may not exceed 24 months.

October - March 2010	\$ _____
April - September 2010	\$ _____
October - March 2011	\$ _____
April - September 2011	\$ _____
October - April 2012	\$ _____

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

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

	Specify Type	Quantity	Quantity
electricity saved	Type Not Applicable	Kwh/yr	MMBTU/yr
liquid fuel saved		Gals/yr	MMBTU/yr
solid fuel saved		Tons/yr	MMBTU/yr
gaseous fuel saved		MMcf/yr	MMBTU/yr

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

	Specify Type	Quantity	Quantity
electricity generated	Type Not Applicable	Kwh/yr	MMBTU/yr
liquid fuel generated		Gals/yr	MMBTU/yr
solid fuel generated		Tons/yr	MMBTU/yr
gaseous fuel generated		MMcf/yr	MMBTU/yr

C. Energy Saving or Generating Components manufactured, sold or deployed in PA.

	Specify Type	Quantity
Units/components manufactured		
Units/components sold		
Units/components deployed		

D. Average Annual Cost Saving and Economic benefit as a result of project deployment:

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

E. Number of Direct NEW jobs created by the Project		
1. Permanent full-time		
2. Permanent part-time		
3. Temporary full-time		
4. Temporary part-time		
F. Number of jobs retained resulting from Project		
1. Permanent full-time		
2. Permanent part-time		
3. Temporary full-time		
4. Temporary part-time		
G. Other economic development benefits		
1. Savings to Pennsylvania consumers (\$/yr)		
2. Revenue generated for other Pennsylvania companies and beneficiaries (\$/yr)		
3. Revitalization of Communities or blighted properties (# acres)		
4. Revitalization of Communities or blighted properties (building sq. footage)		
H. Environmental Benefit Data		
	<b>Specify Type</b>	<b>Quantity</b>
Air pollutant reduced	Nitrogen Oxides	(lbs/yr)
Air pollutant reduced	Sulfur Oxides	(lbs/yr)
Air pollutant reduced	Carbon Dioxide	(lbs/yr)
Air pollutant reduced	Mercury	(grams/yr)
Air pollutant reduced		(lbs/yr)
Water pollutant reduced		(lbs/yr)
Water pollutant reduced		(lbs/yr)
Water conserved as a result of the Project		(gallons/yr)
Solid residual or hazardous waste reduced – not disposed of per year		(lbs/yr)
Solid residual or hazardous waste reduced – not disposed of per year		(lbs/yr)
Number of PA Citizens directly educated		(persons/yr)
Applicants should enter as much data as possible.		



COMMONWEALTH OF PENNSYLVANIA

Project Narrative  
PA Green Energy Works! Solar

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Grants Customer Service Center  
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**Application Information**

Web Application ID:\*

Applicant Legal Name:\*

Project Title:\*

**Project Narrative**

**Instructions: Provide a detailed project narrative as described in the Step-by-Step Guide included in the PA Green Energy Works! Guidelines**

SAMPLE



COMMONWEALTH OF PENNSYLVANIA



Detailed Budget Information  
PA Green Energy Works! Solar



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**Application Information**

Web Application ID:\* ( )

Applicant Legal Name:\*

Project Title:\*

**Detailed Budget Information**

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

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

Category	Grant Request (from DEP)	+	Match (from Applicant)	=	Project Cost (Total)
Salaries/Benefits		+		=	
Equipment and Supplies					
Contractual					
Other					
<b>Total for each column:</b>					

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

1. Salaries/Benefits

Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
<b>Total Salaries &amp; Benefits</b>					

<b>2. Equipment and Supplies (Non-Construction-Related Costs)</b>			
<b>Item</b>	<b>Quantity</b>	<b>Cost per Item</b>	<b>Total Cost</b>
<b>Total Equipment &amp; Supplies</b>			

<b>3. Contractual</b>					
A. Contractor Salaries (List billing rate by task. Salary ranges are not acceptable, see instructions)					
<b>Task</b>	<b>Contractor</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Benefits</b>	<b>Total Cost</b>
<b>Total Contractual Salaries</b>					

B. Other Contractual Expenses	
<b>Item</b>	<b>Cost</b>
<b>Permitting Application Fees (List Fee only)</b>	
<b>Other (List specific item)</b>	
<b>Total Other Contractual Expenses</b>	

C. Total Contractual (=A+B)		
<b>Contractor Salaries</b>	<b>Other Contractual Expenses</b>	<b>Total Contractual</b>

<b>4. Match</b>				
Please use the following table to calculate matching contributions of cash, goods and services to be entered on the application form. Do not include other DEP provided funds or in-kind services. All items listed must be accompanied by a letter of commitment.				
<b>Contributor</b>	<b>Budget Category</b>	<b>Description</b>	<b>Status (pledged or in-hand)</b>	<b>Value in Dollars</b>