



## **PA CONSERVATION WORKS!**

### **Harvesting 25% Energy Savings for Pennsylvania's Communities**

Guidelines and Application Forms



Deadline August 14, 2009

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## **Pa Conservation Works! - Harvesting 25% Energy Savings for Pennsylvania's Communities**

As a result of the American Recovery and Reinvestment Act of 2009, Pennsylvania is offering one-time grants for motivated local governments and non-profit entities with shovel-ready projects that will save or conserve a minimum of 25 percent of all energy used.

Saving 25 percent on energy bills and putting back to work local labor, using local Pennsylvania products and improving the environment, is not only a winning combination for the recipient of an award but is also a winning combination for economic recovery. PA Conservation Works! projects will use energy efficiency as well as renewable energy to replace at least 25 percent of the building or entity's energy use. PA Conservation Works! projects will be deployed expeditiously and will set an example for all Pennsylvania communities.

With revenues falling, many municipalities in Pennsylvania are struggling to balance budgets. Harvesting 25 percent energy savings in Pennsylvania's communities will free up local budgets for important community initiatives and projects. Communities will learn that energy conservation projects provide significant savings and bolster the local economy.

A total of up to \$22.2 million is available under this solicitation. Applications will be considered for grant amounts up to \$250,000 with an exception for multi-municipal projects, which may request up to \$500,000.

Program Goals include:

- At least a 25 percent increase in energy efficiency, reduced energy consumption and reduced energy costs through efficiency improvements;
- High returns on investment. More generation per dollar or more conservation per dollar;
- Creation of new jobs and increased productivity to spur economic growth and community development;
- Accelerated deployment of Pennsylvania market-ready distributed renewable energy technologies, including wind, solar, geothermal, hydropower, biomass and hydrogen technologies;
- Improved air quality and related environmental and health indicators associated with the reduction of fossil fuel emissions;
- Improved coordination of energy-related policies and programs across jurisdictional levels of governance and with other local and community level programs in order to maximize the impact of this program on long-term local priorities; and
- Increased security, resilience, and reliability of energy generation and transmission infrastructure.

The department will begin accepting new applications for this program on July 17. The deadline for accepting applications is August 14. Projects will be reviewed and evaluated based on criteria outlined in the Application Evaluation Criteria section of this guidance document. Applications received after the due date will not be reviewed and will not be eligible for funding.

All funding for this program is Federal Funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA), Pub.L.111-5 for Energy Efficiency and Conservation Block Grants (EECBG). The U.S. Department of Energy's (DOE's) authorization for this program is set forth in Title V Subtitle E of the Energy Independence and Security Act of 2007 (42 U.S.C.17151 et seq.) All projects must comply with the program requirements outlined in the DOE's guidance for the Energy Efficiency and Conservation Block Grant (EECBG) program.

## General Application Conditions

- PA Conservation 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.
- Eligible applicants include:
  - A Pennsylvania local government (hereinafter meaning a county, city, borough, incorporated town, township, or any other similar general purpose unit of government); Direct recipients of ARRA EECBG formula grants (see Appendix A) are not eligible.
  - A body authorized to act on behalf of two or more local governments according to Section 2316 of the Intergovernmental Cooperation Law;
  - A municipal authority;
  - An incorporated 501(c)(3) non-profit organization that is also registered with the Pennsylvania Bureau of Charitable Organizations;
  - A county conservation district; or
  - A college or university.
- Subject to the availability of funds and the compliance with the terms and conditions of a fully executed grant agreement, DEP will provide advance payment to the grantee for project costs incurred. The grantee will be required to abide by specific conditions related to receipt of advance payment which will include requirements regarding deposit of payments and repayment by the grantee if it fails to comply with the terms and conditions of the grant agreement. Payment to the grantee will be as follows:
  1. Fifty percent (50%) of the total grant amount will be provided via advance payment to the grantee upon execution of the grant agreement and submittal of any required building permits.
  2. Upon drawdown of the 50 percent (50%) advance payment, grantee shall provide the department with receipts identifying costs incurred for the initial 50 percent. Upon review and approval of the costs incurred for the initial 50 percent (50%), the department will provide the second advance payment of twenty-five percent (25%) of the grant amount.
  3. Upon drawdown of the second advance payment of twenty five percent (25%), the grantee shall provide the department with receipts identifying costs incurred for the 25 percent (25%). Upon review and approval of the costs incurred for the second advancement payment of 25 percent (25%), the department will provide an advance payment to the grantee of the third advance payment of fifteen percent (15%) of the grant amount.
  4. Upon drawdown of the third advance payment of fifteen percent (15%), the grantee shall provide the department with receipts identifying costs incurred for the 15 percent (15%).
  5. Ten percent (10 %) of the total grant will be retained for the final payment. The final payment will be made after all items in the Scope of Work are satisfactorily completed, including the final report. Within 30 days of completion of the project, grantee shall provide the department with a final report, including a final financial report which provides proof of payment for all funds expended under the grant agreement. The final report shall document that the project was completed as identified in the scope,, the project is functioning as expected, and the energy savings target identified in the application will be met. Upon submission of all documentation the grantee will be reimbursed for the final ten percent (10%) of the grant amount as the final payment.
- For this solicitation, at least sixty percent (60%) of the funding, \$14,144,880 is reserved for units of local government in Pennsylvania that are not eligible to be a direct recipient of ARRA EECBG formula grants (see Appendix A). These entities correspond roughly to Pennsylvania boroughs, townships and cities with fewer than 35,000 residents and counties with fewer than 200,000 residents (Hereinafter referred to as "smaller governments"). Once smaller government applications have been selected for at least 60 percent of the funding, projects from all eligible applicants, will be selected for the remaining funding

based on project selection criteria. Direct recipients of ARRA EECBG formula grants (see Appendix A) are not eligible.

- An applicant may receive a maximum grant of \$250,000.
- A multi-municipal energy efficiency and renewable energy project submitted by two or more local governments or a body authorized to act on behalf of two or more local governments may receive a maximum grant of \$500,000.
- PA Conservation Works! will not pay for work performed prior to the availability of funds.
- Projects must be able to start work within six months, and completed within 18 months and prior to September 30, 2011, and as so certified in the application.

## Eligibility

- **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.
  - Projects must save at least 25 percent of the energy use for the system being replaced or 25 percent of the entire facility or building or applicant's energy consumption.
- **Eligible projects include, but are not limited to:**
  - Energy efficient lighting, including streetlight or outdoor lighting;
  - Energy efficiency retrofits of existing buildings, including high efficiency furnaces, boilers and air conditioners, combined heat and power, energy efficient ventilation systems, windows, sealing and insulation, and automated control systems;
  - Energy efficiency upgrades at wastewater treatment plants;
  - Installation of geothermal heat pump systems;
  - Premium efficiency motors and variable speed drives; and
  - Deployment of renewable energy technologies including solar energy, wind energy, fuel cells, biomass, biogas and low-impact hydro **on or in government buildings**.
- When using funding for the purchase and installation of equipment and materials for energy efficiency measures and renewable energy measures, only commercially available equipment may be used.
- Comprehensive energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design are eligible project expenses only if the project also includes deployment of energy saving technologies. The amount of funding for these aspects of a project will be limited to no more than \$30,000 per project.
- Energy Star rated equipment or material must be installed for the project to be eligible if the type of equipment or material being installed is covered under the Energy Star program (refer to [www.energystar.gov](http://www.energystar.gov)).
- **Projects that are not eligible include:**
  - Projects that do not save at least 25 percent of the energy use for the system being replaced or 25 percent of the entire facility or building or applicant's energy consumption;
  - Projects that will not be completed within 18 months and prior to September 30, 2011;
  - The purchase or installation of window air conditioning units and through-wall air conditioning units, outdoor wood furnaces or wood boilers, wood, pellet, corn or coal stoves, waste oil fired heaters or furnaces;
  - Any work related to new building construction projects, including additions, is not eligible;
  - Deployment of renewable energy technologies that are not on or in government buildings;
  - Mobile source alternative fuels projects, and biofuels production projects. Applicants interested in submitting transportation-related proposals are encouraged to apply to the Pennsylvania Alternative Fuels Incentive Grant Program instead. For more information, visit [www.depweb.state.pa.us](http://www.depweb.state.pa.us), (keyword: Alternative Fuels Incentive Grant Program);

- Systems that reduce energy demand for certain periods of time are not eligible unless they also reduce energy consumption by at least 25 percent, and \$1,000 in energy savings, on an annual basis. Entities that provide information that shows that they have less than \$4,000 in total energy bills do not have to meet the \$1,000 threshold; and
- Projects that contain funding requests for education, outreach, feasibility, or research and development.
- Funding **cannot** be used:
  - For any work related to construction of new building projects or for non-energy-related alteration or upgrades or repair of buildings or structures;
  - To purchase land, a building or structure or any interest therein;
  - For 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 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 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 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).
- For multi-municipal projects, each participating municipality must submit a resolution authorizing the designated applicant to make application on its behalf.
- Projects must be in compliance with all applicable laws.
- 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.
- Applicants must not have any outstanding obligations to the commonwealth, including payment of all state and local taxes, and must not have any unresolved environmental violations.
- The application must contain letters supporting the financial commitment to get credit for any match proposed for the project. These letters of commitment must be from both the applicant and any outside sources of funding, including clear documentation of amounts from each source. Monies "applied for"

from other sources may not be included. Other DEP program funds cannot be used to comply with the project match.

- The application must demonstrate that necessary preliminary work has been conducted to ensure the project has technical merit. For example, for a wind energy project, relevant meteorological data must be obtained or a professional site assessment must have been performed to identify the optimum equipment needs and specifications for the project. The assessment must demonstrate that the project, at a minimum, provides at least a 25 percent annual energy savings and \$1,000 a year savings. Entities that provide information that shows that they have less than \$4,000 in total energy bills do not have to meet the \$1,000 threshold. The assessment must be provided by a trained energy assessment professional, a professional engineer, or a licensed architect. Any associated costs of assessment cannot be funded through this grant or counted as match. **Applications which fail to provide the necessary documentation assuring a 25 percent annual energy savings will not be reviewed.**
- Projects proposing energy efficiency improvements to existing structures will require an energy assessment for said structure. The assessment must demonstrate that the project, at a minimum, provides at least a 25 percent annual energy savings and at least \$1,000 a year savings. The energy assessment must be provided by a trained energy assessment professional, a professional engineer or a licensed architect. Energy Star rated materials are required if the type or class of material being installed is rated under the Energy Star program (refer to [www.energystar.gov](http://www.energystar.gov)). **Applications which fail to provide the necessary documentation assuring an energy assessment will not be reviewed.**
- As part of a grant agreement, each grantee must register their energy consumption data with Energy Star's Portfolio Manager Program under a shared master account: PADEP-ENERGYHARVEST and submit a completed One-Year Follow-Up Report within 13 months of completion of the project documenting the project's energy savings. Failure to provide and maintain the grantee's energy consumption data with Energy Star's Portfolio Manager Program and submit the One-Year Follow-Up Report within 13 months of completion of the project will be documented as failure of the grantee to meet the conditions of the grant agreement. Any building or structure that benefits from this grant must be benchmarked in Energy Star. All energy sources, except transportation fuels, shall be benchmarked.
- Projects may be subject to federal laws governing wages as well as Pennsylvania Prevailing Wage Act requirements.
  - 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), Pub.L. 111-5 for Energy Efficiency and Conservation Block Grants (EECBG) 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.
  - Construction 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
- The application must include a spending plan for the project which indicates that, at a minimum
  - 25 percent of the grant funds provided will be spent within the first six months
  - 50 percent of the grant funds provided will be spent within the first nine months
  - 75 percent of the grant funds provided will be spent within the first 12 months
- PA Conservation Works! grant proposals are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the Commonwealth to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary.
- Written consent of property owners must grant DEP access to project sites.



- Administrative costs may not be more than five percent of the amount of the grant. See budget section for more information on allowable administrative costs.
- 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.

## **Application Evaluation Criteria**

Applications will be evaluated using appropriate criteria from the following comprehensive list:

- Technical merit and financial feasibility of the project;
- Project readiness;
- Demonstration that the project can be completed within 18 months and prior to September 30, 2011;
- The amount of non-PA Conservation Works! matching investment in the project;
- Quantity and cost-effectiveness of alternative energy generated or produced by the project; projects that generate more energy per dollar will be more likely to be funded;
- Quantity and cost-effectiveness of energy conserved by the project; projects that save more energy per dollar will be more likely to be funded;
- Return on investment of the project. Projects that generate more energy per dollar spent or save more energy per dollar invested are more likely to be funded;
- Demonstration that at least a 25 percent increase in energy efficiency, reduced energy consumption and reduced energy costs of at least \$1000 through efficiency improvements is generated by the project;
- Number and quality of jobs created or preserved by the project; Grant recipients will be required to report jobs information.
- The extent of partnerships with other local or regional governments;
- Whether the project is consistent with the Keystone Principles. A description of the Keystone Principles is available 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);
- 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 in an Act 47 Distressed Community;
- 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; and
- Need for funding

## Application Recommendations

Conservation 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.

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 may be found in these instructions.
- The Commonwealth of Pennsylvania has an established, budget-neutral program, known as the Guaranteed Energy Savings Act (GESA) that uses performance contracting to maximize energy project opportunities by funding project costs through energy and operational savings. Third party lenders provide the capital for the needed energy improvements which are paid back over a period of time not to exceed 15 years. Energy Service Companies (ESCO's) provide all the services necessary to design and implement comprehensive projects – from initial energy audits through long-term Monitoring and Verification (M&V) of project savings. Energy Conservation Measures (ECM) are tailored to the needs of individual facilities. They can include energy efficiency, renewables, distributed generation, water conservation and sustainable materials and operations that can even lead to ENERGY STAR ratings or possibly LEED Certifications for facilities. Energy saving projects, with savings of 20 percent readily attainable, successfully use the GESA program as a springboard to garner additional stimulus grant monies. The GESA process authenticates and substantiates their energy-saving potential, thereby giving these projects the competitive edge when vying for grant monies.

## 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.
- 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.
- 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. Grantees will need to complete the Environmental Checklist (DOE PMC EF-1) on-line at the following site: <https://www.eere-pmc.energy.gov/NEPA.asp>.

- If the spending plan or any other grant condition is not adhered to, **DEP reserves the right to terminate the project and/or recover funding from grantees that are not properly managing the funding in accordance with the conditions of the program and the grant agreement.**
- Matching funds, with the exception of energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design, provided by the applicant or other contributors must be spent during the period of performance. Comprehensive energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design can be claimed for match for work done beginning on or after February 17, 2009, which is the date the President signed ARRA. Matching funds must correspond to eligible categories as outlined in the project budget.
- 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.
- 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.
- Project activities and payment requests may begin after the grantee, the sponsor if applicable, and the Commonwealth have signed the grant agreement.
- Grantees must secure all permits or approvals otherwise required for the project to proceed. This includes any permits required by DEP.
- Grant recipients must comply with all local, commonwealth and federal requirements in the implementation of the project.
- 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.
- If building permits are required for the project, copies of the permits shall be submitted prior to the first payment request. DEP will not make payments to the grantee prior to receiving a copy of the required permit. The final building inspection report must be signed, and a copy must be submitted to DEP, before the grantee applies for final payment.
- Grantees will be paid for funds incurred no earlier than the project award date, with the exception of energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design. Comprehensive energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design can be claimed for reimbursement for successful applicants for work performed on or after the date USDOE awards EECBG funding to Pennsylvania.
- Subject to the availability of funds and the compliance with the terms and conditions of a fully executed grant agreement, DEP will provide advance payment to the grantee for project costs incurred. The Grantee will be required to abide by specific conditions related to receipt of advance payment which will include requirements regarding deposit of payments and repayment by the grantee if it fails to comply with the terms and conditions of the grant agreement. Payment to the grantee will be as follows:
  - Fifty percent (50%) of the total grant amount will be provided via advance payment to the grantee upon execution of the grant agreement and submittal of any required building permits.
  - Upon drawdown of the 50 percent (50%) advance payment, grantee shall provide the department with receipts identifying costs incurred for the initial 50 percent. Upon review and approval of the costs incurred for the initial 50 percent (50%), the department will provide the second advance payment of twenty-five percent (25%) of the grant amount.
  - Upon drawdown of the second advance payment of twenty five percent (25%), the grantee shall provide the department with receipts identifying costs incurred for the 25 percent (25%). Upon review and approval of the costs incurred for the second advancement payment of 25 percent

(25%), the department will provide an advance payment to the grantee of the third advance payment of fifteen percent (15%) of the grant amount.

- Upon drawdown of the third advance payment of fifteen percent (15%), the grantee shall provide the department with receipts identifying costs incurred for the 15 percent (15%).
- Ten percent (10 %) of the total grant will be retained for the final payment. The final payment will be made after all items in the Scope of Work are satisfactorily completed, including the final report. Within 30 days of completion of the project, grantee shall provide the department with a final report, including a final financial report which provides proof of payment for all funds expended under the grant agreement. The final report shall document that the project was completed as identified in the scope,, the project is functioning as expected, and the energy savings target identified in the application will be met. Upon submission of all documentation the grantee will be reimbursed for the final ten percent (10%) of the grant amount as the final payment.
- 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.
- DEP reserves the right to inspect any project financed with PA Conservation Works! funds and to audit or require a third-party audit of any project's financial transactions or compliance with agreement terms.
- A progress report must be submitted every month. 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 required by DEP. Failure to submit final report in appropriate format may result in loss of final 25 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.
- 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), Pub.L.111-5 for Energy Efficiency and Conservation Block Grants (EECBG) 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

## Application Submission and Deadline

Applications will be received anytime after the grant opening date until the application deadline of August 14, 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 Conservation Works! 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 18 months and no later than September 30, 2011.

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. **Grant applications may not request more than \$250,000 per project, or \$500,000 for multi-municipal projects.**

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 one category that best describes the project. If an energy project does not appear on this list, choose "Other Clean or Renewable Sources of Energy", and describe it.

Distressed Communities: Indicate whether your municipality is designated as distressed pursuant to the Municipalities Financial Recovery Act 47 of 1987 (53 P.S. 11701.101 et seq.).

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 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).

Energy Star Portfolio Manager: This section confirms the applicant's registration with the Energy Star Portfolio Manager benchmarking program. All applicants must enter their facility into the program and share their facility data as "Read Only" with the master account (PADEP-ENERGYHARVEST). The "Read Only" is a selection option within the Access Role of registration; the applicant should also select "No" for the other Optional Rights. Once registered the applicant must enter at least 12 months of billing data from all sources of energy including oil, natural gas, propane and electric. It is recommended that the applicant work with their designated trained energy assessment professional, Professional Engineer, or Licensed Architect to correctly register and provide one year's worth of energy utility data. The Project Title in the PA Conservation Works! application should match the "Facility Name in Portfolio Manager". If multiple facilities are being upgraded with this grant, each facility must be benchmarked and shared to the DEP master account, with each building given the Project Title plus a designated building name, e.g. Local Township Energy Upgrade Project - Ambulance Building. All fuels must be entered regardless of whether your energy conservation measure only impacts one fuel type.

Note: EPA has created a "Benchmarking Starter Kit" to assist new users of Portfolio Manager. Access the Starter Kit at the Portfolio Manager home page at [www.energystar.gov/benchmark](http://www.energystar.gov/benchmark) (look for the link in red text near the middle of the page).

The user support materials in the kit include:

Portfolio Manager Data Collection Worksheet that identifies data needed to benchmark any building

Quick Reference Guide to Portfolio Manager with step-by-step user guidance

Animated training on getting started with Portfolio Manager (create an account, add properties, view results)

Portfolio Manager will require the applicant to designate its building "space type", such as office or warehouse. Please select "other" if an appropriate space type is not available.

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.

Spending Plan: Please identify the calendar quarter for which payment will be requested. This information will assist DEP in budgeting for grant payments. Projects are not to exceed 18 months. NOTE – No payment will be made for any expenses incurred prior to the date of the grant award, with the exception of energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design. Comprehensive energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design can be claimed for reimbursement **for successful applicants** for work done beginning on or after the date USDOE awards EECBG funding to Pennsylvania.



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. 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)

3. 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.

4. 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.

5. Partnerships: Applicants should identify any other organizations that will help to complete the project and specify the nature of their participation. Discuss in-kind services or match contributions. When calculating volunteer salaries, please use values commensurate with professional ability and qualifications. For multi-municipal projects, a resolution must be signed by each participating municipality that confirms their participation.

6. 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.

7. 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.)

8. Energy Savings Verification: Provide a verification that the project will meet the 25 percent and \$1,000 savings goals and the indication that the project has technical merit. The verification must be provided by a trained energy assessment professional, a Professional Engineer, or Licensed Architect.

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.

Resolution:

For multi-municipal projects, attach resolutions from each participating municipality. A sample resolution is included as Appendix B. A scanned copy is acceptable. Keep an original copy for audit purposes.

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.

**PA Conservation Works! Requests are limited to no more than \$250,000, with the exception of multi-municipal projects, which will be eligible to receive up to \$500,000.**

Only monies being requested of PA Conservation Works! are included under the heading of "Grant Request" on the budget summary and items 1-5 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 6 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 1-3, and 5. All costs incurred by the applicant's contractor and then billed to the applicant go under budget worksheet item #4.

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

Administration costs such as personnel management, fiscal and legal support, and indirect costs, up to a maximum of five percent of the amount of the grant. Examples of eligible administrative costs include but are not limited to:

Salaries & benefits for personnel managers, legal advice, accountants, secretaries, trainers, professional staff and contractual services for any of the above categories

**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 **Submit this Application** 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 Conservation Works! specific questions contact the appropriate individual listed on the DEP Contacts Page.

## **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 – 717-705-4703

(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 (Post-Application)**

DEP Grants Center – 717-705-5400

### **FOR STATEWIDE PROJECTS:**

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

Kerry Campbell – 717-772-8911

Joshua Dziubek - 717-772-8911

**Appendix A**  
**Pennsylvania Direct Allocation Recipients**  
**PA Conservation Works!**  
**Harvesting 25% Energy Savings for Pennsylvania's Communities**

**Counties:**

County Name
LEHIGH
LUZERNE
NORTHAMPTON
BERKS
CUMBERLAND
LANCASTER
YORK
BUCKS
CHESTER
DELAWARE
MONTGOMERY
ALLEGHENY
WASHINGTON
WESTMORELAND

**Cities, Townships and Boroughs:**

County Name	Municipality Name
MONTGOMERY	ABINGTON TWP
LEHIGH	ALLENTOWN CITY
BLAIR	ALTOONA CITY
BUCKS	BENSALEM TWP
NORTHAMPTON	BETHLEHEM CITY
BUCKS	BRISTOL TWP
MONTGOMERY	CHELTENHAM TWP
DELAWARE	CHESTER CITY
ERIE	ERIE CITY
DAUPHIN	HARRISBURG CITY
DELAWARE	HAVERFORD TWP
WESTMORELAND	HEMPFIELD TWP
LANCASTER	LANCASTER CITY
MONTGOMERY	LOWER MERION TWP
DAUPHIN	LOWER PAXTON TWP

County Name	Municipality Name
LANCASTER	MANHEIM TWP
BUCKS	MIDDLETOWN TWP
ERIE	MILLCREEK TWP
BUCKS	NORTHAMPTON TWP
ALLEGHENY	PENN HILLS TWP
PHILADELPHIA	PHILADELPHIA CITY
ALLEGHENY	PITTSBURGH CITY
BERKS	READING CITY
LACKAWANNA	SCRANTON CITY
CENTRE	STATE COLLEGE BORO
DELAWARE	UPPER DARBY TWP
LUZERNE	WILKES BARRE CITY
YORK	YORK CITY

**Appendix B**  
**Sample Resolution**  
**PA Conservation Works!**  
**Harvesting 25% Energy Savings for Pennsylvania's Communities**

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Name of Municipality \_\_\_\_\_  
Resolution Number \_\_\_\_\_

WHEREAS THE LIST OF PARTICIPATING MUNIICIPALITIES OR AUTHORIZED BODY will be operating an intermunicipal, cooperative project to (NATURE OF PROJECT),  
AND

WHEREAS THE (MUNICIPALITY) wishes to participate in said intermunicipal, cooperative project.

AND WHEREAS THE Pennsylvania Department of Environmental Protection makes available grants to such projects through the PA Conservation Works! Recovery Grant program.

NOW THEREFORE, BE IT RESOLVED that the (GOVERNING BODY) of the (MUNICIPALITY) hereby authorized the (NAME OF LEAD MUNICIPALITY OR AUTHORIZED BODY) to make application for such a grant on our behalf.

AND BE IT FURTHER RESOLVED that the (GOVERNING BODY) of the (MUNICIPALITY) hereby allocates municipal resources in the amount of (AMOUNT OF LOCAL SHARES) to said project.

Adopted this (DATE)

(GOVERNING BODY)

Attest (SIGNED)

(MUNICIPALITY)

(SIGN)  
(PRESIDENT/CHAIRMAN)



DCNR

Grants Customer Service Center  
1-800-326-7734

COMMONWEALTH OF PENNSYLVANIA

## Standard Application for Grant Funds

**eGrants**  
Grants Online



DEP

eGrants - Grants Online  
[www.dcnr.state.pa.us/grants](http://www.dcnr.state.pa.us/grants)

\*Indicates required information

### 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?* <input type="checkbox"/> Yes <input type="checkbox"/> 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 (\$)	Non-Cash Value	Pending (P) or Secured (\$)
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

Total of Local Cash and Non-Cash Match

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

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COMMONWEALTH OF PENNSYLVANIA

# Standard Application for Grant Funds

## eGrants

Grants Online



Grants Customer Service Center  
1-800-326-7734

\*Indicates required information

eGrants - Grants Online  
[www.dcnr.state.pa.us/grants](http://www.dcnr.state.pa.us/grants)

### 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 Conservation Works!

**eGrants**

Grants Online

\*Indicates required information



Grants Customer Service Center  
1-800-326-7734

eGrants - Grants Online  
[www.dcnr.state.pa.us/grants](http://www.dcnr.state.pa.us/grants)

### Application Information

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

Applicant Legal Name:\*

Project Title:\*

### Supplemental Application Information

<b>Does applicant have any outstanding obligations to the Commonwealth?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>Does applicant have any unresolved compliance issues with DEP?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>Project Subtype (Choose the one category best describing the project)</b> <table border="0"><tr><td><input type="checkbox"/> Energy Efficiency</td><td><input type="checkbox"/> Biologically Derived Methane Gas</td></tr><tr><td><input type="checkbox"/> Distributed Generation</td><td><input type="checkbox"/> Geothermal</td></tr><tr><td><input type="checkbox"/> Wind Energy</td><td><input type="checkbox"/> Low-Impact Hydropower</td></tr><tr><td><input type="checkbox"/> Biomass</td><td><input type="checkbox"/> Other Clean or Renewable Energy Source</td></tr></table> <p>If other, please describe:</p>			<input type="checkbox"/> Energy Efficiency	<input type="checkbox"/> Biologically Derived Methane Gas	<input type="checkbox"/> Distributed Generation	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Wind Energy	<input type="checkbox"/> Low-Impact Hydropower	<input type="checkbox"/> Biomass	<input type="checkbox"/> Other Clean or Renewable Energy Source
<input type="checkbox"/> Energy Efficiency	<input type="checkbox"/> Biologically Derived Methane Gas									
<input type="checkbox"/> Distributed Generation	<input type="checkbox"/> Geothermal									
<input type="checkbox"/> Wind Energy	<input type="checkbox"/> Low-Impact Hydropower									
<input type="checkbox"/> Biomass	<input type="checkbox"/> Other Clean or Renewable Energy Source									
<b>Is the applicant designated as distressed community pursuant to Act 47 of 1987?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>Is the project located on a brownfield or a vacant, previously utilized site or building?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>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?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>Will the project employ a DBE? (DBE = Disadvantaged business enterprises, which include disadvantaged, minority, women owned and small business enterprises?)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>Does this project require a building permit?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.										
<b>Are facilities or infrastructure projects to be funded under this application?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
If yes, is your project consistent with county, municipal or multi-municipal comprehensive plans or zoning ordinances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<b>Will the project be consistent with the Keystone Principles?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
A description of the Keystone Principles is available at <a href="http://www.phmc.state.pa.us/bhp/pkp.pdf">www.phmc.state.pa.us/bhp/pkp.pdf</a>										
Confirmation of registration with Energy Star Portfolio Manager ( <a href="http://www.energystar.gov/benchmark">www.energystar.gov/benchmark</a> ):										
Confirm that the following has been completed (See Grant Program Guidelines):										
Set up a <b>shared account</b> with master account: PADEP-ENERGYHARVEST	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Portfolio Manager Facility Name(s) matches the PA Conservation Works! Project Title	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Provide at least 12 months of energy utility data in <b>shared account</b> (for all sources used in the facility, except transportation) in <b>shared account</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Name of Portfolio Manager account: _____										

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)? \$

**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, with the exception of energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design.** Comprehensive energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design can be claimed for reimbursement for successful applicants for work done beginning on or after the date USDOE awards EECBG funding to Pennsylvania. The total project may not exceed 18 months.

July - September 2009 \$ \_\_\_\_\_  
October - December 2009 \$ \_\_\_\_\_  
January - March 2010 \$ \_\_\_\_\_  
April - June 2010 \$ \_\_\_\_\_  
July - September 2010 \$ \_\_\_\_\_  
October - December 2010 \$ \_\_\_\_\_  
January - March 2011 \$ \_\_\_\_\_  
April - June 2011 \$ \_\_\_\_\_  
July - September 2011 \$ \_\_\_\_\_

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.

(Insert more rows if necessary)	Specify Type	Quantity	Quantity
electricity saved		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.

(Insert more rows if necessary)	Specify Type	Quantity	Quantity
electricity generated		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

(Insert more rows if necessary)	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:

(Insert more rows if necessary)	Specify Type	Quantity
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 Conservation Works!

**eGrants**

Grants Online

\*Indicates required information



Grants Customer Service Center  
1-800-326-7734

eGrants - Grants Online  
[www.dcnr.state.pa.us/grants](http://www.dcnr.state.pa.us/grants)

**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 Conservation Works! Guidelines



**COMMONWEALTH OF PENNSYLVANIA**

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Grants Online

DEP

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

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<b>TOTAL SALARIES &amp; BENEFITS</b>					

## 2. EQUIPMENT and SUPPLIES (Non-Construction-Related Costs)

ITEM	QUANTITY	COST PER ITEM	TOTAL COST
<b>TOTAL EQUIPMENT &amp; SUPPLIES</b>			

## 3. ADMINISTRATIVE (List all overhead – 5 percent maximum – see Instructions)

ITEM	COST
<b>TOTAL ADMINISTRATIVE</b>	

## 4. CONTRACTUAL

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

TASK	CONTRACTOR	HOURLY RATE	HOURS	BENEFITS	TOTAL COST
<b>TOTAL CONTRACTUAL SALARIES</b>					

<b>B. OTHER CONTRACTUAL EXPENSES</b>	<b>COST</b>
<b>ITEM</b>	
Permitting Application Fees (List FEE only)	
Other (List specific item)	



<b>TOTAL OTHER CONTRACTUAL EXPENSES</b>	

  

<b>C. TOTAL CONTRACTUAL (=A+B)</b>		
<b>CONTRACTOR SALARIES</b>	<b>OTHER CONTRACTUAL EXPENSES</b>	<b>TOTAL CONTRACTUAL</b>

  

<b>5. OTHER</b>	
<b>TOTAL OTHER</b>	

  

<b>6. 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.				
CONTRIBUTOR	BUDGET CATEGORY	DESCRIPTION	STATUS (pledged or in-hand)	VALUE DOLLARS in