

2024 Air Quality Small Business Technical Assistance (AQSBTA) Grant Guidance

Objectives

This application is intended to identify applicants that have a proven ability to provide technical and environmental compliance assistance focused on air quality regulations and requirements to Pennsylvania small businesses. Section 7.7 of Pennsylvania's Air Pollution Control Act (APCA) and Section 507 of the Clean Air Act (CAA) require Pennsylvania to provide free and confidential environmental compliance assistance to small business stationary sources¹.

The application seeks to identify a successful candidate that:

- Can develop, collect, and coordinate information concerning compliance methods and technologies for small business stationary sources, and programs to encourage lawful cooperation among such sources and other persons to further comply with the APCA and the CAA.
- Have adequate mechanisms for assisting small business stationary sources with pollution prevention, including providing information concerning alternative technologies, process changes, products, and methods of operation that help reduce air pollution.
- Can assist small business stationary sources in determining applicable requirements for applying for and receiving permits under the APCA and CAA in a timely manner.

The organization awarded the grant shall do the following:

1. Provide Pennsylvania small businesses with confidential compliance and technical information and assistance related to air pollution as required by the APCA and CAA – with coverage for all of Pennsylvania at no cost to the small business.
2. Assist Pennsylvania Small Businesses with:
 - a. Calculating pollution amounts.
 - b. Identifying applicable environmental regulations, permitting, and planning requirements.
 - c. Identifying applicable or available compliance methods and technologies.
 - d. US EPA and DEP forms, applications, plans, and reports.
 - e. Identifying applicable or available pollution prevention strategies.
 - f. Setting up recordkeeping and compliance tracking systems.
 - g. Establishing sustainable environmental management practices.
3. Identify and conduct outreach to small businesses and business sectors affected by new regulations and policy changes.
4. Partner with stakeholders, including DEP.
5. Promote and market free and confidential environmental compliance services available to Pennsylvania businesses.
6. Assist in the evaluation of the effectiveness of the program.

Applicant Eligibility

Application is open non-profit organizations located in Pennsylvania. Applications submitted by ineligible applicants will not be considered.

Application Solicitation and Submission Times

The application is anticipated to be announced on January 2, 2024. All applications shall be submitted electronically to the Pennsylvania Electronic Single Application (ESA) system by 11:59 PM, March 1, 2024.

Application Submittal Instructions

The application document and attachments must be completed and uploaded into the ESA system (www.esa.dced.state.pa.us) by 11:59 PM, March 1, 2024. For assistance with the ESA system, please contact the Enterprise eGrants Customer Service Center. Representatives are available Monday through Friday, from 8:30am until 6:00pm, at 833-448-0647. Email inquiries can also be sent to egrantshelp@pa.gov.

Grant Activity Period

The selected grantee will provide the agreed upon services from July 1, 2024 through June 30, 2027. If applicant meets project goals and if funding allows, the project may be extended for up to two additional years.

Grant Award Funding

The maximum grant amount awarded for the first fiscal year of this grant will be \$500,000. The amount awarded for subsequent fiscal years of the grant term will be determined pending available funding.

Grant Agreement

The selected grantee will be required to follow these terms under the AQSBTA grant.

- Enter into a formal grant agreement with DEP that will include a budget and terms, general conditions, and special conditions.
- Complete and deliver all project work that is eligible for payment, including associated reports and invoices, as specified in the grant agreement.
- Conduct all project work and incur all costs that are invoiced within the grant period of performance.

Reporting

Within one month following the close of a quarter, the selected grantee will submit a quarterly status report. The quarterly status report will provide statistics on the activity conducted during the previous quarter including information on the number of environmental assistance clients, number of on-site assessment visits performed, number of hotline calls, and the number of other requests for information received.

The selected grantee will submit a cumulative annual calendar year report, providing narrative information and statistics on all grantee activities and assistance services by March 15 of each year. The report will aggregate information presented in the quarterly reports and provide information on the

geographic distribution per county of the assisted businesses. The annual calendar year report will also include:

- Measures of program effectiveness.
- The number and type of businesses assisted and topics of assistance.
- A summary of environmental and economic benefits, if possible, to obtain or calculate, showing the pollution saved or reduced, energy saved, and associated cost savings for recommendations implemented.
- A description of the program highlights, including success stories, and an identification of any problems encountered

Travel

Travel expenses incurred by the grantee are reimbursed in accordance with the Commonwealth rates and applicable sections of Management Directive 210.30. Applicants should plan appropriately for the cost of traveling to meetings and events and include the appropriate amount in their detailed budget.

Online Submittal

Applications for the PA AQSBTA Grant will be submitted online using the ESA system. Applicants are required to complete all questions on the application. Included on the application is a budget worksheet template available for download, which can be used as a basis for developing an expected budget for the first year of the program. Completed budgets will need to be uploaded to the ESA system.

The online application will require applicants to submit a proposed workplan detailing the following:

- Introduction:
 - Introduce the program, providing a background of the applicant and the regulatory explanation of the purpose of the program.
- Scope of work for fiscal year July 1, 2024 through June 30, 2025.
 - Detail the goals of the program and the general types of environmental assistance that will be provided to small businesses in the Commonwealth. Describe the purpose and goals of providing confidential technical environmental assistance.
- Environmental Assistance Services and Consultations
 - Telephone Hotline: How will you ensure that a telephone hotline is accessible and responsive to small businesses? What measures will you take to ensure that small businesses receive prompt and accurate information? Describe the qualifications of the staff answering hotline calls. During what days/hours will the hotline be open to calls? How will after-hours calls be handled?
 - Consulting Assistance: Detail services and staffing provided for consultations and on-site and/or virtual visits with small businesses.
 - Seminars: Detail planned environmental assistance through seminars.
- Marketing
 - Web Site: What features will your website have to ensure that small businesses can easily access information on environmental regulations and compliance? How will you ensure that the website is user-friendly and up to date?

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- Outreach: What strategies will you use to reach small businesses? How will you ensure that your outreach efforts are effective in raising awareness about environmental regulations and compliance?
- Published Materials: What types of published materials do you plan to distribute?
- Partnerships:
 - How will you collaborate with organizations to provide networking opportunities for small businesses? What benefits do you expect small businesses to gain from these networking opportunities?
- DEP Cooperation:
 - In what ways will you work with the DEP to enhance assistance to small businesses? What benefits do you expect small businesses to gain from this collaboration? Do you have the ability to assist DEP with identifying small businesses potentially affected by a new or revised regulation?
- Project Management
 - Include the total dollar amount of funding required to provide services for the state fiscal year July 1, 2024 through June 30, 2025. Invoices requesting reimbursement of costs to run the program will be submitted to DEP on a quarterly basis.
 - Provide a description of the reporting that will be provided detailing the effectiveness of the applicant/program. State the basic metrics that will be included in the reports. The workplan should provide for quarterly and annual reports.

Applicant Requirements and Outputs

This section contains essential information about the criteria that will be used to evaluate applications. Refer to this information as you complete the application form and fully describe skills, abilities, and other resources of the organization. Add additional sheets to the application as needed to fully demonstrate the organization's resources and assets relating to the objectives of the AQSBTA grant.

Applicants will be required to generate and upload a workplan for the 2024-2025 fiscal year (July 1, 2024 through June 30, 2025) detailing how they plan to effectively and efficiently provide environmental assistance to small businesses in the Commonwealth.

Additional preference will be given to applicants who can provide the following additional skills, abilities, and other resources.

- Reports showing actual work done as a small business technical service provider under section 507 of the CAA.
- An active functional website of services that are currently being provided by the organization as a small business technical service provider (please provide working website hyperlink).
- Details of how small businesses will be able to access compliance assistance services either in-person and/or remotely, providing information (e.g., location(s), hours of operation, etc.) on physical offices (if any).
- Letters of support from small businesses for technical and environmental services provided by the organization.

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- Evidence and examples of experience providing technical compliance assistance to small businesses.
- Experience on national organizations/committees.

The ESA system will provide the ability to upload documents for any of these additional considerations.