

## **Department of Environmental Protection Unsolicited Proposals for Alternative Energy Projects**

The Department of Environmental Protection's Office of Energy and Technology Deployment (OETD) will receive unsolicited proposals for Alternative Energy Projects. OETD may consider unsolicited proposals for funding opportunities other than announced competitive grant funding programs. OETD may also forward any unsolicited proposals to other organizations for consideration as we deem appropriate

OETD reserves the right not to respond to proposals, but if possible, projects not selected for further consideration will receive a letter highlighting the reasons for non-consideration. OETD may also make recommendations for possibly strengthening the project proposal for future consideration.

In order to properly evaluate project proposals unsolicited proposals should include as many of these elements as possible. Please limit submissions to a maximum of 10 - 20 pages total.

- **Contact information and location of project:** Please include name, phone number and email address for the primary contact person. Please include the exact location of the proposed project(s) including each address, city, and county. All projects must occur in Pennsylvania to be considered.
- **Executive Summary:** The executive summary should include: a project description, project principals, project goals and objectives, financial requirements, and benefits to Pennsylvania (quantitative data on jobs, energy and environmental benefits shall be provided if available).
- **General Overview:** Include history, present situation and future goals. Include past sales and market development data to the extent they are available.
- **Business Plan:** An accounting of the overall business activity plan which includes the project or projects for which funding is requested. If possible, please include economic feasibility relative to the planned project
- **Type of Funding Request:** The funding request should detail whether the project is requesting grants or project finance and should detail how state funding will complement other funding sources to make the project possible
- **Technical Overview:** Provide an overview including details of the technology proposed, why it is the preferred technology to achieve the projects goals. If necessary, discuss any licensing, permitting, or patent-related issues that might delay or potentially stop the project.

- Detailed Project Budget and Timeline: An individual detailed budget identifying budget categories for each project for which funding is requested shall be provided.
- Information on Purchase Agreements: For example, if electrical power or biofuels are to be produced, is there a buyer for the power or fuel? If equipment will be manufactured, are there buyers committed to purchasing the equipment? If component parts are to be purchased for building or construction projects is equipment available and purchase agreements pending?
- Letters of Commitment for Matching Funds: Any matching funds should be identified in the detailed budget and must be supported with letters of commitment. This includes commitment of match from the applicant.

**Proposals should be sent to:**

Attn: Director, Bureau of Energy Innovations and Technology Deployment  
PADEP  
Office of Energy and Technology Deployment  
P.O. Box 8772  
Harrisburg, PA 17105-8772

**Notes:**

- OETD staff will review the proposal. Other state and federal agencies may be contacted when a proposal is received such that they may judge the proposal to be worthy of consideration for funding.
- OETD staff may send letter or e-mail to the project advocate asking for more information if appropriate.
- There will be no specific review period.