

**SMALL BUSINESS POLLUTION PREVENTION  
ASSISTANCE ACCOUNT  
DETERMINATION OF ELIGIBILITY**



COMPLETE AND SUBMIT THE ATTACHED APPLICATION TO:

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE OF ENERGY AND TECHNOLOGY DEVELOPMENT  
SMALL BUSINESS POLLUTION PREVENTION ASSISTANCE ACCOUNT LOAN PROGRAM  
RACHEL CARSON STATE OFFICE BUILDING  
PO BOX 8772  
HARRISBURG, PA 17105-8772  
ATTN: GENE DELVECCHIO  
<http://www.dep.state.pa.us>

# SMALL BUSINESS POLLUTION PREVENTION ASSISTANCE ACCOUNT DETERMINATION OF ELIGIBILITY APPLICATION INSTRUCTIONS

## **COMPLETING THE APPLICATION**

Incomplete applications will be returned.

Type or print legibly (in ink) all items except the owner's signature.

If you need space for additional information, photocopy the appropriate section(s) of the application, write the owner's name and the section number at the top. Staple all the sheets together.

If this project is:

designed to both reduce pollution and energy use, complete and submit all sections.

designed only to reduce pollution, complete and submit sections I through VII and section IX.

designed only to reduce energy use, complete and submit sections I through VI and sections VIII and IX.

only to purchase state mandated equipment such as a Phase II Vapor Recovery System or a High Volume Low Pressure (HVLP) Spray Gun and Associated Equipment, complete and submit the appropriate sections. However, the simple payback requirement (maximum 10 years) does not have to be met.

Do **not** include an itemized cost of equipment, materials, etc. in the "Determination Of Eligibility" application. Do include any product literature, specifications, brochures, etc. that would be helpful in evaluating your application.

## **Instructions for Page 1, Determination of Eligibility Application**

**SECTION I. OWNER INFORMATION** – This section identifies the owner/company that is applying for the loan as well as the number of employees and a contact person at the company. If the company is a franchise or a division of another company, but is a separate legal business entity, enter the number of employees for the franchise or division. Also include the "Standard Industrial Classification" (SIC) and the "North American Industry Classification System" (NAICS) codes for the business. All correspondence will be sent to the owner unless noted otherwise. If all correspondence is to go to the contact at the company, check the block next to contact name.

**SECTION II. PROJECT INFORMATION** – This section includes basic project information. The amount of the loan requested must be \$100,000 or less and the term of the loan can be up to a maximum of 10 years. The amount of the loan cannot be more than 75% of the total eligible project costs.

**SECTION III. PROJECT LOCATION** – This section identifies the project, its location as well as a contact at the project location. An example of a project name would be "Installing HVLP spray guns at X Location". To identify the project location, use only street name, rural route box, etc. A Post Office box number is not acceptable for the location. If all correspondence is to go to the contact at the project location check the block next to contact name.

**SECTION IV. PROJECT MANAGER** – This section identifies the project manager. If all correspondence is to go to the project manager check the block next to name.

**SMALL BUSINESS POLLUTION PREVENTION ASSISTANCE ACCOUNT  
DETERMINATION OF ELIGIBILITY**

**INSTRUCTIONS ARE INCLUDED FOR YOUR REFERENCE  
INCOMPLETE APPLICATIONS WILL BE RETURNED**

**STATE USE ONLY**  
DEP File No. TR \_\_\_\_ - \_\_\_\_\_  APPROVED  DECLINED  
Date Received \_\_\_\_\_ Technical Reviewer \_\_\_\_\_ Date Reviewed \_\_\_\_\_

**I. OWNER INFORMATION (Type or Print Legibly)**

Owner Name \_\_\_\_\_  
Company Name \_\_\_\_\_ Number of Employees \_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
SIC Code \_\_\_\_\_ NAICS Code \_\_\_\_\_  
Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**II. PROJECT INFORMATION (Type or Print Legibly)**

Amount of Loan Request \_\_\_\_\_ Estimated Project Start Date \_\_\_\_\_  
Term of Loan (Years) \_\_\_\_\_ Estimated Project Completion Date \_\_\_\_\_  
Total Eligible Cost of Project \_\_\_\_\_

**III. PROJECT LOCATION (Type or Print Legibly)**

Project Name \_\_\_\_\_  
Address (PO Box NOT acceptable) \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Municipality \_\_\_\_\_ County \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**IV. PROJECT MANAGER (Type or Print Legibly)**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

## **Instructions for Page 2, Determination of Eligibility Application**

**SECTION V. PROJECT SUMMARY** – This section summarizes the project. Provide a detailed description of the project, what it will accomplish and a timetable for the project tasks. Explain how this project will reduce pollution or energy consumption and include an explanation of the economic and environmental advantages offered by this project over the current process or technology. Be sure to include indirect benefits such as reduced insurance costs, increased worker safety and productivity, etc. Include any product literature, specifications, brochures, etc. that would be helpful in evaluating your application.

**SECTION VI. OWNER CERTIFICATION** – Type or print legibly the name and title of the owner. The owner must sign the form and enter the date that the application was completed. Signature and date must be originals.



## **Instructions for Page 3, Determination of Eligibility Application**

**SECTION VII. POLLUTION PREVENTION** – This section identifies the type(s) of pollution being reduced, the resource(s), the emission(s)/waste(s) and the equipment required to implement this project. Costs and savings are also identified in this section.

- A. **TYPE OF POLLUTION** – Place a check mark in the box next to the type(s) of pollution that will be reduced as a result of implementing this project. If other, check the other box and list the type(s).
- B. **RESOURCES** – This section identifies the resource(s) (water, raw materials, etc.) that will be conserved as a result of implementing this project. Itemize the raw materials being conserved. Usage, costs and savings are also identified in this section.
1. List (itemize) the RESOURCE(S) and the CURRENT ANNUAL USAGE (weight, volume, etc.) for each one. Also, enter the PROJECTED ANNUAL USAGE (weight, volume, etc.) for each resource. The PROJECTED ANNUAL USAGE is the amount of each resource that will be used after the project is implemented. Subtract the PROJECTED ANNUAL USAGE from the CURRENT ANNUAL USAGE and enter the amount in the PROJECTED ANNUAL SAVINGS column. This shows the PROJECTED ANNUAL SAVINGS (weight, volume, etc.) for each resource as a result of implementing this project.
  2. List the RESOURCE(S) from section VII B1 and the CURRENT ANNUAL COST (\$) for each one. Also enter the PROJECTED ANNUAL COST (\$) for each resource. The PROJECTED ANNUAL COST is the dollar amount that will be spent for each resource after the project is implemented. Subtract the PROJECTED ANNUAL COST from the CURRENT ANNUAL COST and enter this amount in the PROJECTED ANNUAL SAVINGS column. This shows the projected dollar savings for each resource by implementing this project. Add the dollar amounts in the PROJECTED ANNUAL SAVINGS column and enter the total in the SECTION B2 TOTAL line. This is the projected total amount of dollars saved on resources by implementing this project.

**VII. POLLUTION PREVENTION** (Type or Print Legibly)

A. TYPE OF POLLUTION – (Check the type(s) of pollution to be reduced by this project).

- |   |  |
|---|--|
| <input type="checkbox"/> Air Pollution                | <input type="checkbox"/> Pesticides              |
| <input type="checkbox"/> Hazardous Waste              | <input type="checkbox"/> Radiation               |
| <input type="checkbox"/> Infectious Waste             | <input type="checkbox"/> Wastewater Discharge    |
| <input type="checkbox"/> Municipal Waste              | <input type="checkbox"/> Wastewater Pretreatment |
| <input type="checkbox"/> Oil or Petroleum-Based Waste | <input type="checkbox"/> Water Pollution         |
| <input type="checkbox"/> Residual Waste               |  |
| <input type="checkbox"/> Other (List): _____          |  |
| _____   |  |
| _____   |  |

B. RESOURCES

1. List the RESOURCE(S) (water, raw materials, etc.).

<u>RESOURCE</u>	<u>CURRENT ANNUAL USAGE</u>	<u>PROJECTED ANNUAL USAGE</u>	<u>PROJECTED ANNUAL SAVINGS</u>
Water	_____	_____	_____
Raw Materials:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List the COST (\$) for each RESOURCE(S) listed in section VII B1.

<u>RESOURCE</u>	<u>CURRENT ANNUAL COST</u>	<u>PROJECTED ANNUAL COST</u>	<u>PROJECTED ANNUAL SAVINGS</u>
Water	_____	_____	_____
Raw Materials:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION B2 TOTAL \_\_\_\_\_

## **Instructions for Page 4, Determination of Eligibility Application**

- C. **EMISSIONS/WASTES** – This section identifies the emission(s)/waste(s) that will be reduced as a result of implementing this project. Amount of generation, costs and savings are also identified in this section.
1. List the **EMISSION(S)/WASTE(S)** and the **CURRENT ANNUAL GENERATION** (weight, volume, etc.) for each one. Also, enter the **PROJECTED ANNUAL GENERATION** (weight, volume, etc.) for each **EMISSION/WASTE**. The **PROJECTED ANNUAL GENERATION** is the amount of each emission/waste that will be generated after the project is implemented. Subtract the **PROJECTED ANNUAL GENERATION** from the **CURRENT ANNUAL GENERATION** and enter the amount in the **PROJECTED ANNUAL REDUCTION** column. This shows the **PROJECTED ANNUAL REDUCTION** (weight, volume, etc.) for each emission/waste as a result of implementing this project.
  2. List the **CURRENT ANNUAL COST** (\$) of each applicable item (waste disposal, emissions fees, etc.) for each emission(s)/waste(s) listed in section VII C1. Add the costs in each row to determine the item's **CURRENT ANNUAL COST**. For example, add the cost of waste disposal for each emission/waste and that is the total amount currently being spent for waste disposal. Add the dollar amounts in the **CURRENT ANNUAL COST** column and enter the total in the **SECTION C2 TOTAL** line. This is the total amount of dollars currently spent on emission(s)/waste(s).
  3. List the **PROJECTED ANNUAL COST** (\$) of each applicable item (waste disposal, emissions fees, etc.) for each emission(s)/waste(s) listed in section VII C1. The **PROJECTED ANNUAL COST** is the dollar amount that will be spent for each item after the project is implemented. Add the costs in each row to determine the item's **CURRENT ANNUAL COST**. For example, add the projected cost of waste disposal for each emission/waste and that is the total amount projected to be spent for waste disposal. Add the dollar amounts in the **PROJECTED ANNUAL COST** column and enter the total in the **SECTION C3 TOTAL** line. This is the projected total amount of dollars that will be spent on emission(s)/waste(s) as a result of implementing this project.





## **Instructions for Page 5, Determination of Eligibility Application**

4. Calculate the PROJECTED ANNUAL SAVINGS (\$) by subtracting the PROJECTED ANNUAL COST (\$) (section VII C3 total) from the CURRENT ANNUAL COST (\$) (section VII C2 total) and enter the difference in the SECTION C4 TOTAL line. This total is the projected dollar amount that will be saved on emission(s)/waste(s) as a result of implementing this project.

D. EQUIPMENT – This section identifies the equipment that is being purchased for this project.

1. List the equipment (name, model number, etc.) that is being purchased and its projected lifespan in years. Include any product literature, specifications, brochures, etc. that would be helpful in evaluating your application.

**If this project is designed to both reduce pollution and energy use, go to section VIII.**

**If this project is designed only to reduce pollution, skip section VIII and go to section IX.**

**VII C. POLLUTION PREVENTION (Con't.) (Type or Print Legibly)**

4. Calculate the PROJECTED ANNUAL SAVINGS
- CURRENT ANNUAL COST (section VII C2 total) \_\_\_\_\_
- PROJECTED ANNUAL COST (section VII C3 total) \_\_\_\_\_
- PROJECTED ANNUAL SAVINGS = SECTION C4 TOTAL \_\_\_\_\_

**D. EQUIPMENT**

1. List the equipment being purchased for this project and its projected lifespan.

EQUIPMENT	LIFESPAN (YEARS)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**If this project is designed to both reduce pollution and energy use, go to section VIII.**

**If this project is designed only to reduce pollution, skip section VIII and go to section IX.**

## **Instructions for Page 6, Determination of Eligibility Application**

**SECTION VIII. ENERGY EFFICIENCY** – This section identifies the type(s) of energy being conserved and the equipment required to implement this project. Costs and savings are also identified in this section.

- A. **ENERGY TYPES** – Identifies the type(s) of energy (electricity, oil, gas, etc.) that will be conserved as a result of implementing this project. Usage, costs and savings are also identified in this section.
1. List (itemize) the TYPE(S) OF ENERGY and the CURRENT ANNUAL USAGE (kWh, BTU, MCF, etc.) for each one. Also, enter the PROJECTED ANNUAL USAGE (kWh, BTU, MCF, etc.) for each type of energy. The PROJECTED ANNUAL USAGE is the amount of each type of energy that will be used after the project is implemented. Subtract the PROJECTED ANNUAL USAGE from the CURRENT ANNUAL USAGE and enter the amount in the PROJECTED ANNUAL SAVINGS column. This shows the PROJECTED ANNUAL SAVINGS (kWh, BTU, MCF, etc.) for each type of energy as a result of implementing this project.
  2. List the TYPE(S) OF ENERGY and the CURRENT ANNUAL COST (\$) for each type(s) of energy from section VIII A1. Also, enter the PROJECTED ANNUAL COST (\$) for each TYPE(S) OF ENERGY. The PROJECTED ANNUAL COST is the dollar amount that will be spent for each type of energy after the project is implemented. Subtract the PROJECTED ANNUAL COST from the CURRENT ANNUAL COST and enter this amount in the PROJECTED ANNUAL SAVINGS column. This shows the projected dollar savings for each type of energy by implementing this project. Add the dollar amounts in the PROJECTED ANNUAL SAVINGS column and enter the total in the SECTION A2 TOTAL line. This is the projected total amount of dollars saved on energy by implementing this project.
- B. **EQUIPMENT** – This section identifies the equipment that is being purchased for this project.
1. List the equipment (name, model number, etc.) that is being purchased and its projected lifespan in years. Include any product literature, specifications, brochures, etc. that would be helpful in evaluating your application.

**VIII. ENERGY EFFICIENCY** (Type or Print Legibly)

**A. ENERGY TYPES**

1. List the TYPE(S) OF ENERGY (electricity, oil, gas, etc.).

<u>TYPE OF ENERGY</u>	<u>CURRENT ANNUAL USAGE</u>	<u>PROJECTED ANNUAL USAGE</u>	<u>PROJECTED ANNUAL SAVINGS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List the COST (\$) for each TYPE(S) OF ENERGY listed in section VIII A1.

<u>TYPE OF ENERGY</u>	<u>CURRENT ANNUAL COST</u>	<u>PROJECTED ANNUAL COST</u>	<u>PROJECTED ANNUAL SAVINGS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION A2 TOTAL \_\_\_\_\_

**B. EQUIPMENT**

1. List the equipment being purchased for this project and its projected lifespan.

<u>EQUIPMENT</u>	<u>LIFESPAN (YEARS)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **Instructions for Page 7, Determination of Eligibility Application**

**SECTION IX. RESULTS** – This section identifies the project's simple payback. The simple payback is the number of years it will take to recoup your investment. The project must have a simple payback of 10 years or less.

A. **SIMPLE PAYBACK** – This section identifies the project's total projected annual savings and net profit as a result of implementing this project.

1. Enter the **TOTAL ELIGIBLE COST OF THIS PROJECT**. Next, enter the **PROJECTED ANNUAL SAVINGS (A)** for pollution prevention (sections VII B2 and VII C4 total lines) and the **PROJECTED ANNUAL NET PROFIT (D)** for pollution prevention resulting from this project. The **PROJECTED ANNUAL NET PROFIT** is the profit you will realize as a direct result of this project. An example of this would be the profit generated from selling converted waste material produced by a debarker or chipper. Enter the **PROJECTED ANNUAL SAVINGS (B)** for energy efficiency (sections VIII A2 total line) and the **PROJECTED ANNUAL NET PROFIT (E)** for energy efficiency resulting from this project. An example of this would be the profit generated from selling excess electricity produced by a windmill. If there is a **PROJECTED ANNUAL NET PROFIT**, explain how you arrived at the amount. Add the amounts in (A) and (B) and enter the total in **TOTAL (C)**. Add the amounts in (D) and (E) and enter the total in **TOTAL (F)**.

List (itemize) any other savings in **PROJECTED ANNUAL MISC. SAVINGS (G)**. This would include savings realized in labor costs, insurance, etc. Add these amounts and enter the total in **TOTAL (H)**. Add the **PROJECTED ANNUAL SAVINGS TOTAL (C)**, **PROJECTED ANNUAL NET PROFIT TOTAL (F)** and **PROJECTED ANNUAL MISC. SAVINGS TOTAL (H)**. Enter this total in the **TOTAL PROJECTED ANNUAL SAVINGS AND NET PROFIT (I)** line.

Next, calculate the **SIMPLE PAYBACK** for this project. The **SIMPLE PAYBACK** is the number of years it will take to recoup your investment and is equal to **THE TOTAL ELIGIBLE COST OF THIS PROJECT** divided by the **TOTAL PROJECTED ANNUAL SAVINGS AND NET PROFIT (I)**.

The **SIMPLE PAYBACK** must be 10 years or less. However if state mandated equipment such as a Phase II Vapor Recovery System or a High Volume Low Pressure (HVLV) Spray Gun and Associated Equipment is being purchased, the simple payback requirement of 10 years or less does not have to be met.

**IX. RESULTS** (Type or Print Legibly)

**A. SIMPLE PAYBACK**

1. Calculate the SIMPLE PAYBACK for this project.

TOTAL ELIGIBLE COST OF THIS PROJECT \$ \_\_\_\_\_

PROJECTED ANNUAL SAVINGS

POLLUTION PREVENTION (A) \$ \_\_\_\_\_

ENERGY EFFICIENCY (B) \$ \_\_\_\_\_

TOTAL (C) \$ \_\_\_\_\_

PROJECTED ANNUAL NET PROFIT \*

POLLUTION PREVENTION (D) \$ \_\_\_\_\_

ENERGY EFFICIENCY (E) \$ \_\_\_\_\_

TOTAL (F) \$ \_\_\_\_\_

PROJECTED ANNUAL MISC. SAVINGS (G)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL (H) \$ \_\_\_\_\_

TOTAL PROJECTED ANNUAL SAVINGS AND

NET PROFIT (I) \$ \_\_\_\_\_

SIMPLE PAYBACK (YEARS) = \_\_\_\_\_

\* If there is a PROJECTED ANNUAL NET PROFIT, explain how you arrived at the amount:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

