



2017 Small Business Advantage Grant (SBAG) Webinar

July 28, 2017

Tom Wolf, Governor

Patrick McDonnell, Secretary

SBAG Webinar - Agenda

- Small Business Grant Overview
 - Availability
 - Basic Eligibility Requirements
- What's New for 2017
- Questions and Answers
- New-On-line Application Process
 - Step-By-Step walk through of the new on-line process:
 - ✓ Completing the new Grant Calculator
 - ✓ Completing the new On-Line Application
- Questions and Answers

Purpose of the Advantage Grant?

To Assist Small Businesses in Adopting

- ✓ Pollution Prevention Processes
- ✓ Energy Efficiency Measures

2016-17 Grant Awards

Applications 232

Grants Awarded 174

Money Awarded \$922,511

Open Period July 25 – Nov 5

Case Study

In 2016, an 8-employee orthodontic office in Central PA received a \$9,500 grant to upgrade to a digital oral scanner.

They are saving over \$7,400 per year on disposable dental supplies, electricity and other materials. In addition, they are eliminating nearly 400 pounds of materials from their annual waste stream, and saving \$300 on their water and sewage costs.

The simple payback period for their portion of the cost is less than three years.

“This scanner has improved office efficiency and vastly decreased disposable materials. Overall patient procedure is more comfortable.”

Dr. Nancy O., Small Business Owner

SBAG Grant Availability

- \$1 Million is available – Same as last year
- 50% reimbursement of eligible costs
- Applications are only available through the Commonwealth's On-line Application System
- Grants are not scored, but rather.....

SBAG Grant Availability

**Awarded on a
First-Come, First-Served Basis.**

Basic Eligibility Requirements

- For Pennsylvania-based small businesses with 100 or fewer full time equivalent employees
- Must save a business \$500 and 25% annually in energy or pollution prevention related expenses
- Equipment or processes purchased or installed prior to **July 25, 2017** are not eligible
- Projects must be completed by June 30, 2018
- See Grant Guidance document for full list of eligibility requirements

What's New for 2017

- **On-Line Application**

- ✓ Easier for applicant, faster turnaround for grant money
- ✓ Paper/mailed or faxed applications will not be accepted

- **Grant Calculator**

- ✓ Easy to complete spreadsheet
- ✓ Calculates equipment & labor costs, grant reimbursement, lighting use and energy or pollution savings
- ✓ Separate tab for lighting projects
- ✓ Complete before you apply on-line

What's New for 2017

- **Grant Maximum Change**

- ✓ \$9,500 for Pollution Prevention or Combination of Projects
- ✓ \$7,000 for Lighting-Only Projects

- **Applicant Submittal Only**

- ✓ Only Small Business Owner may submit the application
- ✓ Requires e-Signature of Business Owner or employee, cannot be signed by any other entity
- ✓ We encourage applicant and their contractor to complete the application together

What's New for 2017

- **LED Lighting**

- ✓ Only LED lighting is acceptable replacement for florescent tube lighting
- ✓ Special circumstances require written pre-approval from the Small Business Ombudsman prior to applying

What's New for 2017

- **Eligible Lighting Equipment – Only...**

- ✓ Fixtures
- ✓ Lamps
- ✓ Ballasts (if applicable)
- ✓ Timers
- ✓ Motion Detectors

*Only contracted labor costs incurred to install eligible equipment will be considered an eligible expense.

What's New for 2017

- **Deficient Applications**

- ✓ Maintain queue position for 15 calendar days to resolve deficient issues. **WE WILL WORK WITH YOU!**

- **Lighting-Only Award Limits**

- ✓ Limited to \$500,000 of grant awards through Nov 30
- ✓ Lighting-only applications received after the \$500,000 limit will be held & placed on a waiting list through Nov 30
- ✓ On Dec 1, if money is available, waiting list will be processed in the order received until all funds are exhausted

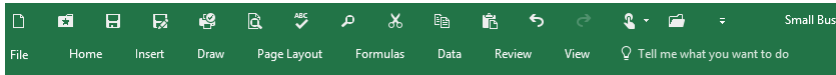
Questions?

Type your questions in the chat window

Grant Calculator

- Needs to be completed **prior** to creating an application
- Determines your project's equipment and labor costs, and the resulting monetary, energy, and pollution savings
- Calculates your grant request automatically
- May be completed by yourself, individuals you employ, or by the contractor/service provider you choose
- Will be up-loaded into your on-line application
- The Grant Calculator, as well as all other documents needed to complete your application, can be found at the [Small Business Advantage Grant](#) website or search the DEP website at www.dep.pa.gov.

Grant Calculator - Instructions



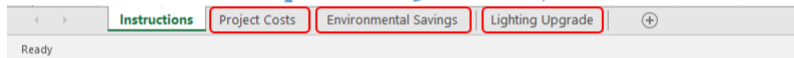
Commonwealth of Pennsylvania
Department of Environmental Protection
Small Business Ombudsman Office



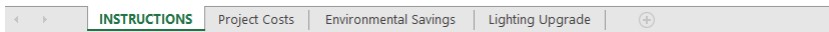
Small Business Advantage Grant Calculator & Instructions

1. To complete the Small Business Advantage Grant Calculator, you will use the three tabs at the bottom of this page to navigate to the required spreadsheets.

The bottom left of your screen will look like this:



2. Click on the **Project Costs** tab below. Enter information in the Blue Fields only. Green and Gold fields will calculate and auto-populate for you. There are two sections to complete: New Equipment and Labor Costs. Equipment and labor costs must be separated and itemized.
3. After completing the Project Costs tab, save this document as a file on your computer.
4. Next, click on the **Environmental Saving** tab. There are two sections to complete: Pollution Prevention and Energy Efficiency Calculations. Enter information in the Blue Fields. **Note:** If you are upgrading lighting as part of your project, continue to Instruction 5.
5. If you are upgrading lighting or lighting-related equipment, click on the **Lighting Upgrade** tab. There are two sections to complete: Current Lighting and Proposed Replacement Lighting. List all current/corresponding replacement equipment, and energy-related information into the Blue Fields.
6. Save your changes to this document onto your computer. When completing the on-line application, you will enter the Grant Request amount shown in the **Project Costs** tab into your on-line application in the **Budget Section**. You will then up-load this entire document into your on-line application in the **Addenda Section**.
7. **Need Help?** Contact the Small Business Ombudsman Office, (717) 772-5160. We are here to assist you.

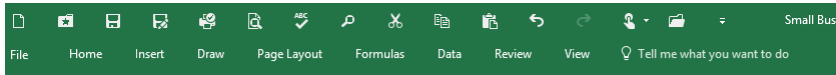


Upon opening the Grant Calculator document, you will see the instruction page.

Notice the tabs at the bottom. You will be using them to navigate through the calculator.

Follow the instructions to enter your project's information into the form.

Grant Calculator - Instructions



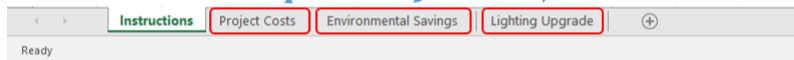
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Small Business Ombudsman Office



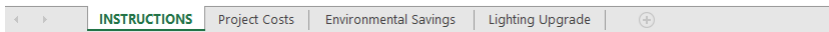
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5. If you are upgrading lighting or lighting-related equipment, click on the **Lighting Upgrade** tab. There are two sections to complete: Current Lighting and Proposed Replacement Lighting. List all current/corresponding replacement equipment, and energy-related information into the Blue Fields.
6. Save your changes to this document onto your computer. When completing the on-line application, you will enter the Grant Request amount shown in the **Project Costs** tab into your on-line application in the **Budget Section**. You will then up-load this entire document into your on-line application in the **Addenda Section**.
7. **Need Help?** Contact the Small Business Ombudsman Office, (717) 772-5160. We are here to assist you.



The Grant Calculator has 3 Tabs:

Project Costs - where you enter your equipment and labor costs.

Environmental Savings – where you enter the pollution prevented or the energy saved.

Lighting Upgrade – where you enter your energy use and proposed savings. This tab is for lighting only, and may not be used by all applicants.



Grant Calculator – Project Costs



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Project Costs

Business Name:

Is this project a lighting and lighting-related equipment upgrade ONLY? (Use the drop-down arrow to choose Yes or No.)

Section I - New Equipment Description

List proposed equipment, manufacturer and model #. (Do not indicate, "See Attached")
 Include all equipment to be installed which will result in net energy reduction or pollution prevention.
 Eligible equipment for lighting upgrades is limited to fixtures, lamps, ballasts, motion detectors, & timers ONLY.

| Line Item | | Quantity | Price | Total Cost |
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Total New Equipment Cost \$ -

Continue to Section II

Enter information into the **BLUE** Cells. **Green** and **Gold** cells will auto-populate.

Start with the Business Name on the left side.

Next, answer the lighting-only question with the drop-down function.



Grant Calculator – Project Costs



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Project Costs

Business Name:

Is this project a lighting and lighting-related equipment upgrade **ONLY**? (Use the drop-down arrow to choose Yes or No.)

| Line Item | Section I - New Equipment Description | | | Quantity | Price | Total Cost |
|-----------|--|--|--|----------|-------|------------|
| | List proposed equipment, manufacturer and model #. (Do not indicate, "See Attached") Include all equipment to be installed which will result in net energy reduction or pollution prevention. Eligible equipment for lighting upgrades is limited to fixtures, lamps, ballasts, motion detectors, & timers <u>ONLY</u> . | | | | | |
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Total New Equipment Cost \$ -

Continue to Section II

Enter information into the **BLUE** Cells. **Green** and **Gold** cells will auto-populate.

Start with the Business Name on the left side.

Next, answer the lighting-only question with the drop-down function.




Grant Calculator – Project Costs

Small Business Advantage Grant Calculator 2017 -

File Home Insert Draw Page Layout Formulas Data Review View Tell me what you want to do

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Project Costs

Business Name:

Is this project a lighting and lighting-related equipment upgrade **ONLY**? (Use the drop-down arrow to choose Yes or No.)

| Line Item | Section I - New Equipment Description List proposed equipment, manufacturer and model #. (Do not indicate, "See Attached") Include all equipment to be installed which will result in net energy reduction or pollution prevention. Eligible equipment for lighting upgrades is limited to fixtures, lamps, ballasts, motion detectors, & timers ONLY . | Quantity | Price | Total Cost |
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Total New Equipment Cost \$ -

Complete **Section I** by entering information into the **Blue** cells.

Enter your new equipment in this column.

Enter the quantity and price of each piece of equipment in the corresponding columns.

Once completed, scroll down to **Section II**.

Grant Calculator – Project Costs



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Project Costs

Business Name:

| Line Item | Section II - Labor Costs Include labor costs to install equipment listed in Section I. ALL LABOR COSTS MUST BE ITEMIZED. | Quantity | Price | Total Cost |
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Total Labor Cost

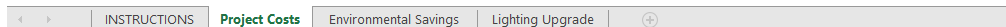
Total Cost of Project (Equipment + Labor)

Act 129 Rebates/Other Incentives, if applicable

Total Eligible Cost of Project

Grant Request: Enter this figure into the Budget Page of your On-Line Application.

Finished? The next step is to complete the Environmental Savings tab (below).
 If your project includes lighting upgrades, you will also need to complete the Lighting Upgrade tab.



Enter your labor costs here.
 Only contracted labor is eligible.

Enter the quantity and price of the labor to install the eligible equipment listed in **Section I** in the corresponding columns.

Enter all rebates offered on the equipment from the manufacturer or your utility company.



Grant Calculator – Project Costs



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Project Costs

Business Name:

| Line Item | Section II - Labor Costs Include labor costs to install equipment listed in Section I. <u>ALL LABOR COSTS MUST BE ITEMIZED.</u> | Quantity | Price | Total Cost |
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Total Labor Cost \$ -

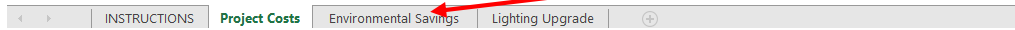
Total Cost of Project (Equipment + Labor) \$ -

Act 129 Rebates/Other Incentives, if applicable \$ -

Total Eligible Cost of Project \$ -

Grant Request: Enter this figure into the Budget Page of your On-Line Application. \$ -

Finished? The next step is to complete the Environmental Savings tab (below).
If your project includes lighting upgrades, you will also need to complete the Lighting Upgrade tab.



Note the Grant Request is automatically calculated for you.

Take note of this number, as you will be asked in the on-line application to enter this figure.

Click on the Environmental Savings Tab to continue.



Grant Calculator

At this point, you should save this document to your computer.

- ✓ Click on File at the top left of your computer screen, choose “Save As.”
- ✓ A dialog box will appear.
- ✓ Create a name for your document. Please use the name of your company and the words “Grant Calculator” (Example: Gina’s Restaurant Grant Calculator).
- ✓ Note which folder on your computer you are saving it to. You will need to find it later when you are applying on-line.
- ✓ Click “Save” at the bottom right of the dialog box.

▶ Grant Calculator – Environmental Savings

Small Business Advantage Grant Calculator

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B88 E2 Annual Costs After Project Completion - Estimated

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 Environmental Savings

Business Name: 0

Section II - Energy Efficiency (E2) Calculation
 Note: This section is related to the energy efficiency of the equipment noted in Section I or other non-lighting equipment. Do not include any lighting-related equipment in this section. If you are replacing lighting-related equipment, use the Lighting Upgrade Calculator tab (below).

EXISTING EQUIPMENT - Energy or Resources currently being used by existing equipment at your place of business.

| Energy/Resource Type | Energy/Resource Unit Price & Unit of Measure (\$/Gal., \$/kWh, \$/Mcf., etc.) | Energy/Resource Annual Volume & Unit of Measure (# of Units/Gal., # of Units/kWh, # of Units/Mcf., etc.) | Energy/Resource Annual Cost |
|-------------------------|---|--|-----------------------------|
| Example: Natural Gas | \$ 2,500.00 Mcf | 5,000.00 Mcf | \$ - |
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| | \$ - | | \$ - |
| E2 Current Annual Costs | | | \$ - |

REPLACEMENT EQUIPMENT - Energy or Resources that will be used by equipment being purchased for this project.

| Energy/Resource Type | Energy/Resource Unit Price & Unit of Measure (\$/Gal., \$/kWh, \$/Mcf., etc.) | Energy/Resource Annual Volume & Unit of Measure (# of Units/Gal., # of Units/kWh, # of Units/Mcf., etc.) | Energy/Resource Annual Cost |
|--|---|--|-----------------------------|
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| E2 Annual Costs After Project Completion - Estimated | | | \$ - |

Energy Efficiency (E2) Summary of Savings:
 Energy Efficiency (E2) Cost Savings: \$ -
 Energy Efficiency (E2) Percentage Savings: #DIV/0!

INSTRUCTIONS Project Costs Environmental Savings Lighting Upgrade

Enter the type of energy you are using with your current equipment (See example.)

Fill out the corresponding columns associated with your current equipment.

Enter the type of energy you will use with your replacement equipment.

Fill out the corresponding columns associated with your replacement equipment.




▶ Grant Calculator – Environmental Savings

Small Business Advantage Grant Calculator

File Home Insert Draw Page Layout Formulas Data Review View Tell me what you want to do

B88 E2 Annual Costs After Project Completion - Estimated

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Environmental Savings

Business Name: 0

Section II - Energy Efficiency (E2) Calculation
 Note: This section is related to the energy efficiency of the equipment noted in Section I or other non-lighting equipment.
 Do not include any lighting-related equipment in this section. If you are replacing lighting-related equipment, use the Lighting Upgrade Calculator tab (below).

EXISTING EQUIPMENT - Energy or Resources currently being used by existing equipment at your place of business.

| Energy/Resource Type | Energy/Resource Unit Price & Unit of Measure (\$/Gal., \$/kWh, \$/Mcf., etc.) | | Energy/Resource Annual Volume & Unit of Measure (# of Units/Gal., # of Units/kWh, # of Units/Mcf., etc.) | | Energy/Resource Annual Cost |
|-------------------------|---|-----|--|-----|-----------------------------|
| | | | | | |
| Example: Natural Gas | \$ 2,5000 | Mcf | 5,000.00 | Mcf | \$ - |
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| E2 Current Annual Costs | | | | | \$ - |

REPLACEMENT EQUIPMENT - Energy or Resources that will be used by equipment being purchased for this project.

| Energy/Resource Type | Energy/Resource Unit Price & Unit of Measure (\$/Gal., \$/kWh, \$/Mcf., etc.) | | Energy/Resource Annual Volume & Unit of Measure (# of Units/Gal., # of Units/kWh, # of Units/Mcf., etc.) | | Energy/Resource Annual Cost |
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| E2 Annual Costs After Project Completion - Estimated | | | | | \$ - |

Energy Efficiency (E2) Summary of Savings:
 Energy Efficiency (E2) Cost Savings: \$ -
 Energy Efficiency (E2) Percentage Savings: #DIV/0!

INSTRUCTIONS Project Costs Environmental Savings Lighting Upgrade

Section II is for energy efficiency savings of your existing and replacement equipment.

Do not include lighting-related energy savings in this section. That will be included in the Lighting Upgrade tab

Grant Calculator

- Once again, save your work to your computer.
- If you are not performing a lighting upgrade, you are finished with this calculator. You may now begin completing the on-line application. [You can find the on-line application here.](#) We will cover those instructions later in the webinar.
- If you are performing a lighting upgrade, click on the Lighting Upgrade tab to complete this section.

Grant Calculator – Lighting Upgrade



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Lighting Upgrade

Business Name:

Section I. - Current Lighting Inventory to be Replaced

| Item | Fixture Type | # of Bulbs/ Fixture | Bulb Wattage | Ballast Wattage | Total Fixture Wattage | Hours/ Day | Total kWh/ Fixture/ Day | # of Fixtures | Total kWh/Day | Days/ Year | kWh/Yr. |
|--|--------------|---------------------|--------------|-----------------|-----------------------|------------|-------------------------|---------------|---------------|------------|---------|
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| 18 | | | | | | | | | | | |
| Existing Equipment - Annual Energy Use | | | | | | | | | | | |

Your Current Cost per Kilowatt Hour (from your electric bill)

The Lighting Upgrade tab has two sections:

Section I is the Current Lighting Inventory which will be replaced.

Section II is the Proposed Replacement Lighting which will be installed.

Grant Calculator – Lighting Upgrade



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Lighting Upgrade

Business Name:

Section I. - Current Lighting Inventory to be Replaced

| Item | Fixture Type | # of Bulbs/ Fixture | Bulb Wattage | Ballast Wattage | Total Fixture Wattage | Hours/ Day | Total kWh/ Fixture/ Day | # of Fixtures | Total kWh/Day | Days/ Year | kWh/Yr. |
|--|--------------|------------------------|-----------------|--------------------|-----------------------------|---------------|-------------------------------|------------------|------------------|---------------|---------|
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| Existing Equipment - Annual Energy Use | | | | | | | | | | | |

Your Current Cost per Kilowatt Hour (from your electric bill)

Section I, the Current Lighting you will replace.

List the old fixture types that you will replace.

Complete the corresponding columns for that fixture.

From your most recent electric bill, input your current Cost per Kilowatt Hour. Remember to make it cents, not dollars.



Grant Calculator – Lighting Upgrade



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Lighting Upgrade

Business Name:

Section II. - Proposed Replacement Lighting

Include all electrical equipment to be installed which will result in net energy reduction.

Eligible equipment for lighting upgrades is limited to fixtures, lamps, ballasts, motion detectors, and timers only.

Florescent tube lighting (T-12, T-8, etc.) must be replaced with LED lighting, unless written authorization is obtained prior to installation.

Item numbers in Section II must replace same item number from Section I.

| Item | Fixture Type | # of Bulbs/ Fixture | Bulb Wattage | Ballast Wattage | Total Fixture Wattage | Hours/ Day | Total kWh/ Fixture/ Day | # of Fixtures | Total kWh/Day | Days/ Year | Total kWh/Yr. |
|--|--------------|---------------------|--------------|-----------------|-----------------------|------------|-------------------------|---------------|---------------|------------|---------------|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| Proposed Equipment - Annual Energy Use | | | | | | | | | | | - |

In **Section II**, list the new fixture types that you are using to replace your old lighting.

Note the eligible equipment limitations.

Item numbers in **Section II** must replace the same item number listed in **Section I**.

Complete the corresponding columns for that fixture.

Grant Calculator

- You have now completed the Grant Calculator.
- Once again, save your work to your computer.
- You may now begin completing the on-line application.
- [You can find the on-line application here.](#)
- We will now cover the instructions on completing the on-line application.

Grant Calculator Questions?

Type your questions in the chat window

On-Line Application Instructions

- ✓ The On-Line Application replaces the paper form used in past years
- ✓ Paper/Mailed/Faxed applications will no longer be accepted
- ✓ [You can find the on-line application here](#)
- ✓ Full instructions for completing the application can be found in the 2017 Grant Guidance document at the [Small Business Advantage Grant](#) webpage

On-Line Application

PA
Help Contact Us

Walkthroughs

[Application Walkthrough](#) (For most of the program applications)
[Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

New Features

Single Application now collects:

- "Jobs that Pay" for all job creation programs
- Certified Community information (Sustainable Pennsylvania) Link
<http://www.sustainablepacommunitycertification.org/>

New User Friendly Budget Screen
Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

REGISTER
(First Time User? Click the button above)

FORGOT PASSWORD
(Forgot Your Password? Click the button above)

Login
What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

LOGIN

[Commonwealth of PA Privacy Statement](#)

If you are a first-time user, click the "REGISTER" button on the left to create a user name and password.

If you are a repeat customer, enter the User Name and Password you created when applying previously.

On-Line Application

PA

[Login](#) [Help](#) [Contact Us](#)

Single Application Registration Information

In order to use the Web Submission of Single Application for Assistance you must have a valid PA PowerPort user name and password. If you do not have a PA PowerPort profile, simply fill out the form below and press the "Submit" button. To help provide a more detailed and easier process while filling out your application we are asking for information that will help us provide you with the best possible programs and screens.

PA Login Information

◆ Required Fields

First Name:

Last Name:

Address:

City:

State: PA

Zip Code:

Email Address:

User Name:

Password:

Confirm Password:

Security Question:

Security Answer:

Single Application Information

Reset

Are You Applying As?

For Profit Non Profit Government Other

Complete the form that appears.

Very Important: Write down and save your user name and password for later use.

Password must have one uppercase letter, one lowercase letter, one number and one symbol, 8-20 characters.

Choose "For Profit." When you do, additional questions will appear.

On-Line Application

Single Application Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Company/Entity Type:

| | |
|---|---|
| <input type="radio"/> Limited Liability Partnership | <input type="radio"/> Partnership |
| <input type="radio"/> Sole Proprietorship | <input type="radio"/> Limited Liability Company |
| <input type="radio"/> S Corporation | <input type="radio"/> C Corporation |
| <input type="radio"/> Individual | |

Federal Employers Identification Number (FEIN) Or SSN:

[Vendor Registration](#) To apply for a SAP Vendor Number please click the link

SAP Vendor #:
(xxxxxx or xxxxxx-xxx)

[Department of State](#) For information on how to register your business click the link

Incorporated in PA? Yes

Registered to do business in PA? Yes

Company/Entity Name:

CEO:

CEO Title:

Application Contact Name:

Title of the Contact person:

Phone: Ext.
(xxx-xxx-xxxx)

E-mail:
(if different from above)

Complete the form that appears.

Choose your business type.

If you do not have a SAP Vendor #, you will need to create one to obtain your grant. Follow this link to apply for a SAP Vendor Number.

If not registered as a business, you will need to register. Follow the link to register or go to [this link](#) for registration instructions.

When finished, click Submit to continue.

SUBMIT

On-Line Application

PA

Home Help Contact Us Logout

Submitted Applications User Settings

Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

If you are applying for the Educational Improvement Tax Credit (EITC) or the Opportunity Scholarship Tax Credit (OSTC), please click the appropriate button. If not, please continue below.

Project Name

Do you need help selecting your program?
 ▾

Ignore the first question. Do not click on the EITC or OSTC button.

Create a name for your project using the name of your business, such as "Dominic the Florist LLC HVAC Upgrade."

Using dropdown menu, choose "Yes" for selecting your program.

Click on, "CREATE A NEW APPLICATION."

On-Line Application

PA

Home Help Save Print Contact Us Logout

Program

Agency: Pennsylvania Department of Community and Economic Development
Applicant:
Program: DCED Web Application #: 8114938

Under "Agencies", click on DEP.

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded. You may select more than one option. If no options are selected, all programs will display.

Agencies

Select to limit the search results.

- DCED DEP Office of the Budget PEMA PENNDOT

[Clear Agencies](#)

For-Profit Enterprise Types [\(Display Non-Profit/Government Program Finder\)](#)

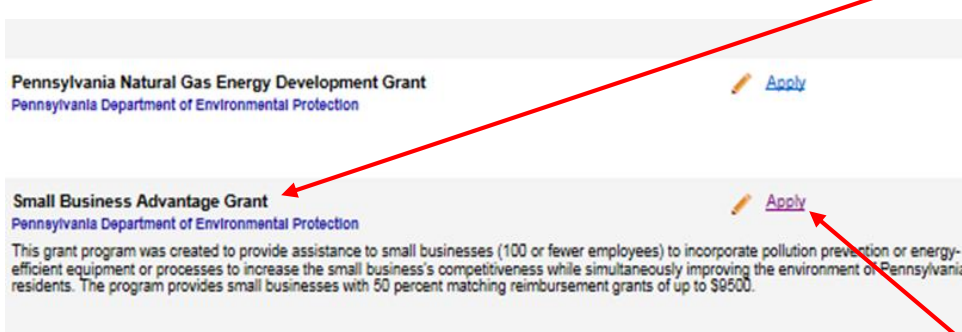
Programs that are not restricted to a particular type of business will display in all search results. If your company does not match any of the types listed below, leave this section blank to review the entire list of programs.

- Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
- Agriculture - Including Agri-Processors and Agri-Producers.
- Export - Including Export Manufacturing and Export Services.
- Film
- Financial Institutions - Including Angel Investment Groups, Banks, and Venture Capital Partnerships.
- Industrial & Manufacturing
- Professional Services
- Real Estate Developer
- Retail & Commercial
- Small Business - Definition of small business varies based on the program selected. (Woman-owned and minority-owned business should also check for additional programs under this option.)
- Tourism

SEARCH

Scroll down and click "SEARCH."

On-Line Application



Scroll down through the various grant offerings, locate “Small Business Advantage Grant.”

Click on “Apply.”

On-Line Application

Red Heading bar shows
Section Headings

The screenshot shows the top navigation bar with a blue background and a green leaf logo on the left. The navigation menu includes: Home, Help, Save, Print, Contact Us, and Logout. Below this is a red heading bar with the following links: Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105374
Program: Small Business Advantage Grant

Program

Small Business Advantage Grant [Change Program](#)
Pennsylvania Department of Environmental Protection

This grant program was created to provide assistance to small businesses (100 or fewer employees) to incorporate pollution prevention or energy-efficient equipment or processes to increase the small business's competitiveness while simultaneously improving the environment of Pennsylvania residents. The program provides small businesses with 50 percent matching reimbursement grants of up to \$9500.

To complete the rest of the application, you will be able to toggle back and forth between different pages of the application using any of the Section Headings in the red heading bar at the top of the screen.

Click on Applicant in the red heading bar to proceed.

On-Line Application

Home Help Save Print Contact Us Log

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105497
Program: Small Business Advantage Grant

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:

| | |
|---|---|
| <input type="radio"/> Limited Liability Partnership | <input type="radio"/> Partnership |
| <input type="radio"/> Government | <input type="radio"/> Non-Profit Corporation |
| <input type="radio"/> Sole Proprietorship | <input type="radio"/> Limited Liability Company |
| <input type="radio"/> S Corporation | <input type="radio"/> C Corporation |

Applicant Name:

NAICS Code:

FEIN/SSN Number: (XXXXXXXX)

DUNS Number:

CEO:

CEO Title:

SAP Vendor #: (XXXXXXXX or XXXXXX-XXXX)

Contact Name:

Contact Title:

Phone: (XXX-XXX-XXXX) Ext.

Fax:

E-mail:

Mailing Address:

City:

State:

Zip Code:

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

| | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Advanced Technology | <input type="checkbox"/> Agri-Processor | <input type="checkbox"/> Agri-Producer | <input type="checkbox"/> Authority | <input type="checkbox"/> Biotechnology / Life Sciences |
| <input type="checkbox"/> Business Financial Services | <input type="checkbox"/> Call Center | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Commercial | <input type="checkbox"/> Community Dev. Provider |
| <input type="checkbox"/> Computer & Chemical Operators | <input type="checkbox"/> Defense Related | <input type="checkbox"/> Economic Dev. Provider | <input type="checkbox"/> Educational Facility | <input type="checkbox"/> Emergency Responder |
| <input type="checkbox"/> Environment and Conservation | <input type="checkbox"/> Export Facility | <input type="checkbox"/> Export Manufacturing | <input type="checkbox"/> Export Service | <input type="checkbox"/> Food Processing |
| <input type="checkbox"/> Government | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Industrial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Other | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Recycling | <input type="checkbox"/> Regional & National Headquarters |
| <input type="checkbox"/> Research & Development | <input type="checkbox"/> Retail | <input type="checkbox"/> Social Services Provider | <input type="checkbox"/> Tourism Promotion | <input type="checkbox"/> Warehouse & Terminal |

[Continue](#)

Applicant Information

Complete all fields.

Full instructions can be found in the 2017 Grant Guidance document at the [Small Business Advantage Grant](#) webpage

Fields with a **red diamond** are required fields. If a required field is skipped, you will be notified later in the application to return to the affected section.

Always Click "Continue" when finished. This also saves your progress.

On-Line Application

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection

Applicant:

Web Application #: 8105497

Program: Small Business Advantage Grant

Project Overview

Project Name: ◆

Ed's SBAG Grant



Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

No

If yes, indicate who:

Is your community certified through [Sustainable Pennsylvania?](#)

No

If yes, what level:

Bronze Silver Gold Platinum

Are you interested in applying for multiple funding sources for this project?

You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

No

How many Site Locations are involved in the project?

1

[Continue](#)

Project Overview

Complete all fields in this section.

Click "Continue" at the bottom right to save and continue.

On-Line Application

Home Help Save Print Contact Us Log

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105497
Program: Small Business Advantage Grant

Project Site Location(s)

To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address: 2535 Wicklow Dr
City: harrisburg
State: PA
Zip Code: 17112
County: Dauphin
Municipality: Lower Paxton Township

PA House: Ronald S. Marsico (105)

PA Senate: Rob Teplitz (15)

US House: Matthew Cartwright (17)

Designated Areas:

| | |
|--|--|
| <input type="checkbox"/> Act 47 Distressed Community | <input type="checkbox"/> Brownfield |
| <input type="checkbox"/> Enterprise Zone | <input type="checkbox"/> Greenfield |
| <input type="checkbox"/> Keystone Innovation Zone | <input type="checkbox"/> Keystone Opportunity Zone |
| <input type="checkbox"/> Prime Agricultural Area | <input type="checkbox"/> Uses PA Port |

[Continue](#)

Project Site Location(s)

If you have more than one site, there will be extra tabs here. Complete all tabs.

No P.O. boxes permitted.

PA House, PA Senate and US House will auto-fill.

Designated Areas - Select all that apply. If unsure, do not check any boxes.

Click Continue at the bottom right to save and continue.

On-Line Application

Home Help Save Print Contact Us Log

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105497
Program: Small Business Advantage Grant

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

What do you plan to accomplish with this project? ♦

Identify the problem(s) that need to be resolved.

Character Count: 0/1000 characters

How do you plan to accomplish it? ♦

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

Character Count: 0/1000 characters

How do you plan to use the funds? ♦

Should include specific use of funds and reflect the budget provided with the application.

Character Count: 0/1000 characters

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Character Count: 0/1000 characters

Project Narrative

Complete all fields in this section.

Do not use special characters in these fields, such as \, /, *, &, %, etc.

Be specific and consider the budget you've provided with the application.

Click Continue at the bottom right to save and continue.

On-Line Application

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105497
Program: Small Business Advantage Grant

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

Please see the 2017 Grant Guidance instructions at the [Small Business Advantage Grant](#) webpage for completing this section.

Budget Spreadsheet

The first column indicates the amount of funding you are requesting from DEP. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

| Add funding source | Small Business Advantage Grant | Total |
|---------------------------|--------------------------------|--------|
| Please Select a Category | | |
| Add Category | | |
| Miscellaneous - Collapse | \$0.00 | |
| Grant Request Edit Remove | \$0.00 | \$0.00 |
| Total | \$0.00 | |
| Budget Total: | | \$0.00 |

Program Budget

There are two tabs to this page to complete:

- ✓ Spreadsheet
- ✓ Basis of Cost

[Continue](#)

On-Line Application

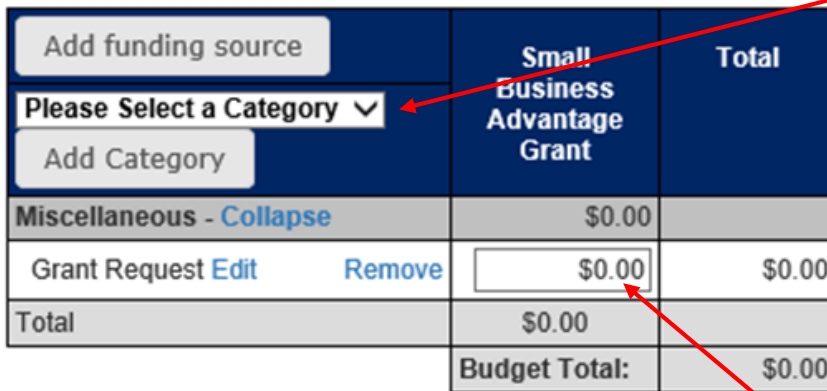
Program Budget – Spreadsheet Tab

In the “Please Select a Category” dropdown menu, click on the down arrow and select “Other.”

A dialog box will appear. Type in the words, “Grant Request” and click on the Save button.

Your **Grant Request** dollar amount was calculated in the Grant Calculator you saved to your computer. Open that document and enter this amount in the white, bordered field.

Click on “Continue” at the bottom right to save and continue.



| Add funding source | Small Business Advantage Grant | Total |
|----------------------------|-------------------------------------|--------|
| Please Select a Category ▼ | | |
| Add Category | | |
| Miscellaneous - Collapse | \$0.00 | |
| Grant Request Edit Remove | <input type="text" value="\$0.00"/> | \$0.00 |
| Total | \$0.00 | |
| | Budget Total: | \$0.00 |

On-Line Application

The screenshot shows a web application interface with a blue header and an orange navigation bar. The navigation bar contains the following tabs: Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. Below the navigation bar, the following information is displayed:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105497
Program: Small Business Advantage Grant

Program Budget
Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet **Basis of Cost**

Basis of Cost ♦
Provide the basis for calculating the costs that are identified in the Project Budget.

Appraisals Bids/Quotations
 Budget Justification Contractor Estimates
 Engineer Estimates Sales Agreements

Budget Narrative ♦
The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
Character Count: 0/2000

[Continue](#)

Program Budget – Basis of Cost Tab

Check the appropriate box. For example, if you are basing the cost on a bid received for the work, click “Bids/ Quotations.”

Complete the Budget Narrative question.

Click on “Continue” at the bottom right to save and continue.

On-Line Application

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8105497
Program: Small Business Advantage Grant

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

Section 1: DEP Permit Information

Is your business a DEP permitted facility? ♦

If yes, list permit type; permit number; date issued; compliance status: Yes/No

Character Count: 0/1500 characters

Section 2: Application(s) Submitted

In this current grant round, have you submitted any other Small Business Advantage Grant applications for your business unrelated to this project? ♦

If yes, explain

Character Count: 0/1500 characters

Section 3: Project Details

Estimated Start Date of Project ♦

Estimated Completion Date of Project ♦

Type of project: ♦

Program Addenda

Complete all fields on this page.

In Section 5, you will upload the Grant Calculator spreadsheet you saved on your computer, as well as contractor quotes and other supporting documentation.

Click Continue at the bottom right to save and continue.

On-Line Application

The screenshot shows the 'Application Certification' section of the online application. At the top, there is a navigation bar with links: Home, Help, Save, Print, Contact Us, and Logout. Below this is a secondary navigation bar with tabs: Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Ed
Program: Small Business Advantage Grant
Web Application #: 8105383

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:

- [Applicant](#)
 - Please Check PA Tax Box Number is correct.
- [Program Addenda](#)
 - Technology Type HVAC is required.
 - Technology Type Pollution Prevention is required.
 - Technology Type Industrial Equipment is required.
 - Technology Type Auxiliary Power is required.
 - Attachment A has not been uploaded.
 - Attachment B has not been uploaded.
 - Attachment C has not been uploaded.

Your application is automatically saved as you work. Feel free to exit this application and return at a later time.

A red callout box with the text "Click here to make the necessary changes" has two arrows pointing to the "Applicant" and "Program Addenda" section headings.

Application Certification

If there is any missing information in your application, your screen will look similar to this. Note that under the orange "Application Certification" heading, it will state, "The following sections are incomplete."

To add/correct information on your application, click on the section heading to return to the page that needs additional information. Make the required changes, then click on the Certification tab (in the Red Heading bar).

On-Line Application

Home Help Save Print Contact Us Report

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: abc Web Application #: 8095231
Program: Small Business Advantage Grant

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for submitting, you will no longer be able to make changes.

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that the information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to claims and statements).

I am the applicant

I am an authorized representative of the company, organization or local government.

I am a "Certified" Partner representative.

Type Name Here:

Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to DEP please print and send a copy of the application immediately after you submit. E-Signature and mail it to DEP along with any paper supporting documents. You will be given an opportunity to print the signature with a copy of the application immediately after you submit.

SUBMIT APPLICATION

Application Certification (cont.)

If your application is complete, your screen will look like this.

Complete the required fields.

Do not use the "Certified" Partner representative button.

The signature must be entered by the owner or company representative.

Check the "Electronic Attachment Agreement" box.

Click on "Submit Application."

On-Line Application

Home Help Print Contact Us Report Logout

Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: abc
Program: Small Business Advantage Grant

Application Certification

Single Application ID #: 201703162997

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet Single Application # 201703162997 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant. I have verified with an authorized representative that the information correct and accurately represents the status and economic condition of the Applicant. I do not intend to overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania. I understand that the Commonwealth of Pennsylvania has a law (relating to unsworn falsification to authorities) and 31 U.S.C. § 871 (relating to unsworn falsification to authorities).

The signature page may also be printed now. You may also print submitted applications in the top toolbar.

[Print Signature Page only](#)
[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Environmental Protection
DEP Grants Center
Location Code: 35GRNTCTR2
P.O. Box 69183
Harrisburg, PA 17106

Application Certification (cont.)

Important: Make sure to write down your Single Application ID#. Save it with your User name and Password you created at the beginning of the application. Future correspondence from the Department will reference this number.

You do NOT have to send anything to DEP.



Questions?

Type your questions in the chat window



Contact:

DEP Small Business Ombudsman Office

Ed Boito
Small Business Ombudsman
(717) 783-0909
eboito@pa.gov

Caroline Zepp
Program Analyst
(717) 772-5160
czepp@pa.gov