

# **Pennsylvania Energy Development Authority Financial Assistance Guidelines**

## *Guidelines and Application Forms*



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**Commonwealth of Pennsylvania**

**Department of Environmental Protection**

**7000-BK-DEP4241 4/2009**

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## **Section I – Introduction**

The Pennsylvania Energy Development Authority (PEDA) is offering funding for innovative, advanced energy projects, and for businesses interested in locating or expanding their alternative energy manufacturing or production operations in the commonwealth. PEDA will consider projects such as the manufacturing of alternative energy or energy efficiency equipment or materials; the development of innovative new alternative energy or energy efficiency technologies; the generation of alternative energy or the production of alternative fuels; or the implementation of energy efficiency/demand side projects.

This program is authorized by the Pennsylvania Energy Development Authority and Emergency Powers Act, Act of December 14, 1982, P.L. 1213, No. 280, as amended, 71 P.S. § 720.1, et seq.; the Act of July 13, 2005, P.L. 213, No. 45, amending the Environmental Stewardship and Watershed Protection Act, 27 Pa. C.S. §§ 6101 et seq.; the American Recovery and Reinvestment Act of 2009, Pub. L. No. 11-5 (2009) (ARRA); and through the settlement, approved by Order of December 1, 2007, in Pennsylvania Public Utility Commission, et al. v. Duquesne Light Company (Docket Nos. R-00061346, R-00061346C0001, R-00061346C0002, R-00061346C0005 and R-00061346C0007).

## **Section II - General Application Conditions**

- Projects receiving funding through the ARRA must commence work within 120 days of the date a Grant Agreement is fully executed and must be completed within 18 months. There will be no extensions.
- All projects must include a research component.
- All projects must be in compliance with all applicable laws.
- 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.
- Projects that support revitalization by reusing or redeveloping brownfields and previously developed sites in urban, suburban and rural communities are preferred.
- PEDA will consider grant applications for amounts up to \$1.5 million. A total of \$21 million is available under this solicitation. Proposals requesting substantial amounts must demonstrate benefits commensurate with the funding level requested.
- In order to maximize the number of grants awarded, proposals with scopes pertaining to other commonwealth programs may be referred to those programs for consideration, if authorized by the applicant.
- The activities funded must be conducted entirely or largely in Pennsylvania and the use of Pennsylvania contractors, suppliers, labor and products is preferred.
- Construction projects receiving state grant funds and having 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 should contact the Pennsylvania 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.
- Construction projects receiving Federal grant funds may be subject to Federal laws governing wages. Information about these requirements will be coming out soon and will be made available to any grant recipients receiving funds through the American Recovery and Reinvestment Act of 2009.
- PEDA encourages minority and women-owned businesses to apply for program funding.

- PEDA encourages firefighters, police and other first responders to seek funding for alternative energy projects to provide backup power for critical operations.
- PEDA reserves the right to inspect any project financed with PEDA funds and to audit or require a third-party audit of any project's financial transactions or compliance with agreement terms.
- PEDA grant proposals and information concerning the project evaluation are public information 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.
- The commonwealth reserves the right to reject any and all applications received as a result of this request.

## **Section III - Eligibility**

### **A. Eligible Applicants**

The following entities are eligible to apply for grants under this solicitation:

- Corporations, partnerships, associations and other legal business entities;
- Non-profit corporations;
- Pennsylvania colleges and universities; and
- Any Pennsylvania municipality and any public corporation, authority or body whatsoever.

### **B. Eligible Projects**

- For purposes of this financial assistance, alternative energy projects means projects involving any of the following: solar energy; wind; low-impact hydropower; geothermal; biologically derived methane gas, including landfill gas; biomass; fuel cells; coal-mine methane; waste coal; integrated gasification combined cycle; demand management measures, including recycled energy and energy recovery, energy efficiency and load management.
- With respect to solar energy, residential solar projects of any size and small business projects of 200 kW or less are not eligible for this solicitation, but are eligible for the Pennsylvania Sunshine Solar Program which will be available later this spring. A small business is defined as a for-profit enterprise with 100 or fewer employees. Other solar projects may apply under this solicitation.
- With respect to alternative fuels, projects involving construction of new facilities for clean, alternative fuels for transportation are eligible for assistance under this solicitation. Clean, alternative fuels projects involving the expansion of an existing facility or any other aspect of alternative fuels are encouraged to apply for assistance through the Alternative Fuels Incentive Grant Fund, which may be found at [www.depweb.state.pa.us](http://www.depweb.state.pa.us) under "Energy Topics."
- All proposed projects must include a research component directly related to alternative energy resources to be eligible for this solicitation.

### **C. Eligible Uses of Funds**

Funding under this solicitation may be used by the applicant for some or all of the following types of project costs:

- Purchase and installation of equipment used for the manufacturing of alternative energy or energy efficiency equipment or materials;

- The purchase and installation of energy facilities or equipment for the generation, production or distribution of alternative energy or alternative fuels;
- Design, construction or renovation of a building that will be used to manufacture alternative energy or energy efficiency equipment or materials;
- Design, construction or renovation of a building that will be used to produce alternative fuels; and
- Design, construction or renovation of a facility that will be used for research and development related to innovative new alternative energy or energy efficiency technologies.

Ineligible costs include, but are not limited to, administrative costs, permit fees, legal fees, travel expenses, food or entertainment costs and costs incurred prior to the board's approval of the application.

Please note that funding under this solicitation is drawn from three different sources, each having specific requirements as to its eligible costs. Therefore, certain grant agreement terms will differ depending upon which funding authority is applicable.

## **Section IV - Application Evaluation Criteria**

Applications will be reviewed by PEDA and Department of Environmental Protection (DEP) staff, which will make recommendations to the PEDA Board of Directors. PEDA may call upon the Department of Community and Economic Development or outside technical experts to assist in the review process. The PEDA Board of Directors will determine by vote whether to approve any and all applications.

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

- Technical and financial feasibility of the project;
- Project readiness and whether the applicant has demonstrated that it can complete the project within 18 months.
- The level of non-PEDA matching investment in the project;
- Quantity of alternative energy or alternative fuel generated or produced by the project or the amount of conventional energy saved or peak load reduced by the project;
- Number and quality of jobs created or preserved by the project;
- Other economic benefits for the commonwealth, including savings to consumers and/or revenue generation for other beneficiaries such as farmers or other landowners;
- Environmental benefits resulting from the project;
- Extent to which the project provides educational benefits;
- Whether the project abides by the Keystone Principles (found at Appendix A);
- Whether any land use aspects of the project are consistent with local zoning and planning requirements;
- Whether the project is a partnership actively involving more than one Pennsylvania entity in a role that is not merely advisory; and
- Quality and relevance of the proposed research component.

Please note that transparency is an important aspect of the ARRA and state funding program processes. Therefore, applicants should expect that information provided in their application and information concerning PEDA's evaluation of their proposed project may be made public.

## **Section V - Grant Agreement Conditions**

After the announcement of a grant award, PEDDA will forward a grant agreement to the recipient. Grant recipients will be required to execute the grant agreement, including a detailed scope-of-work, project schedule, budget and other requirements within a reasonable period of time, as determined by PEDDA.

Grantees that have not had previous contracts or grant agreements with the commonwealth will be required to obtain a vendor identification number through the Central Vendor Management Unit, and to submit a Form W-9, Request for Taxpayer Identification Number and Certification.

Grantees may be required to attend a meeting with PEDDA staff to review contract requirements.

Project activities may begin after the grant agreement has been fully executed. Grantees may seek reimbursement of costs incurred after the grant announcement and before the grant agreement is fully executed; however, PEDDA is not obligated to reimburse the Grantee for any costs incurred before the grant is fully-executed, so any such pre-execution costs are incurred at the Grantee's risk. Costs incurred before the grant announcement are not eligible for reimbursement.

Grants will be paid on a reimbursement basis after the grant is fully executed. All project invoices must be received no later than sixty (60) days after project completion. All invoices must be accompanied by documentation demonstrating that the invoice has been paid. For projects involving distributed generation for critical public infrastructure, PEDDA, in its sole discretion, may make some funds available in advance to appropriate grantees. Such grantees may include first responders, public hospitals and others providing critical public services.

Grant recipients must comply with all commonwealth requirements in the implementation of the project, and must secure all permits and approvals required in order for the project to proceed.

Grantees must properly manage and account for all funds received. A complete spending record will be required, including invoice receipts, logs of record and other properly certified documents. Failure to properly account for funds or the misuse of funds shall be grounds to revoke the grant. Progress reports must be submitted on a regular basis. The Grantee must submit additional information as requested.

A final report detailing project successes, failures and measurable economic, environmental and energy benefits is required. Final payment may be withheld until successful implementation of the project has been demonstrated and a satisfactory final report has been received.

A Project Results Report detailing measurable economic, environmental and energy benefits of the project will be required one year after project completion. A Project Results Report form will be provided.

For projects involving construction or installation of facilities, development of a long-term operation, maintenance and replacement plan will be required by the grant agreement.

## Section VI - Application Submission, Deadline and Fees

The original and three copies of the completed application must be postmarked (if mailed), or received (if delivered by other means) **by 4:00 p.m. on May 29, 2009**, at the following address:

DEP Grants Center -- PEDDA  
Rachel Carson State Office Building  
400 Market Street, 15th Floor  
P.O. Box 8776  
Harrisburg, PA 17105-8776

Faxes and emails will not be accepted. Use staples only, without binding or coversheets of any kind.

In order to help defray its costs of processing applications, PEDDA will assess a non-refundable application fee of \$150.00. Applicants should enclose a check or money order made out to the Pennsylvania Energy Development Authority with the application. Applications submitted without the proper fee will not be accepted.

## Section VII - Grant Application Instructions

(Paragraph numbers below correspond to questions on the Application Form)

These instructions describe the information required to complete the application. The application form must be typed or printed neatly and all applicable parts completed. **Incomplete applications will not be considered.** Do not submit separate attachments other than those specifically called for in the instructions.

PEDDA does not accept permanent bindings, coversheets of any kind, emails, CD's or faxes. Please use staples only and please use double sided copies.

**Please be sure to indicate your organization and sign the application.** The authorized representative signing this section must be authorized by a board of directors, governing entity, etc., as the legal signatory for the applicant and the person capable of entering into a contract with the commonwealth. The original application must contain an original signature which **MUST** be dated.

- 1. Project Title:** Please give your project a descriptive title of fewer than six words. Please use this title for all correspondence regarding this project.
- 2. Project Site:** Please provide the complete mailing address *of the project location*, including the nine-digit Zip Code (mandatory). Indicate the county(ies) and the municipality(ies) *where the project will be located*. If your project is statewide, or will take place in more than one county, check the box and list as many as possible.
- 3. Applicant Information:** Be sure to use the applicant organization's full legal name. Fictitious names are not acceptable.
- 4. Type of Project:** Select the category that best describes project type.
- 5. Technology Type:** Select one and only one technology that best describes the technology your proposal addresses. If your project is multiple types, then please select the one which results in the most quantified environmental and energy benefits.

6. **Discussion with Regional or Central Office Staff:** DEP strongly recommends, but does not require, that applicants discuss their proposal with the DEP regional staff where the actual work will take place. Contact names and phone numbers are included in this publication. Contacting staff prior to submittal of the application is not required.

If you have contacted any DEP staff regarding this project, then please identify the staff members to whom you have spoken.

7. **Power for Sale:** If a project will potentially produce electrical power for sale to the power grid, then the project description (Item #16B below) should include a description of steps taken to ensure grid access, such as a power purchase agreement.
8. **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.

“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. “Facilities” are buildings and other structures that involve new land development or result in a change to the existing use of land.

9. **Other Submissions:** Has this project proposal been submitted to any other state, federal or foundation grant program, or to any other potential funding source? If so, please specify which programs have been solicited. Please also include the date you expect to be notified of your award.
10. **Other Sources of Funding:** Occasionally, DEP receives applications for PEDA Grants, which are eligible for, and may even stand a better chance of receiving funding through other grant programs. Checking “yes” on this question will allow us to forward your application for consideration by other grant agencies such as Pennsylvania’s Sustainable Energy Funds, The Ben Franklin Technology Partnership, other state grant programs and private foundations. Checking “yes” will, in no way, preclude consideration for PEDA grant.
11. **Project Duration:** Please indicate the length of the project in months. Projects receiving funding through the ARRA must commence work within 120 days of the date a Grant Agreement is fully executed and must be completed within 18 months.
12. **Budget Summary:** Please complete the budget data requested on the form. The bold black box will contain the amount of money you are requesting of PEDA. A budget worksheet must also be completed and attached to the application. 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.

Matching funds are to be placed in the second column of the Budget Summary table and the source of any matching funds identified on Part 6 of the Detailed 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.

Any of the following costs are allowable if the necessity to the project can be clearly demonstrated:

- Staff salaries and wages, and associated employee benefits, for employees working directly on the implementation of the project;



- Construction costs, including materials, equipment and labor;
- Contractual costs for design or construction of a project. Design costs are allowable only if they are a part of a construction grant;
- Equipment that improves a property, building or facility and that has a lifespan of 20 years or more.

The following costs are not allowable for this solicitation:

- Administrative costs
- Salaries not directly related to the project
- Supplies not directly related to the construction of the project
- Travel

The following costs are never allowable:

- Costs associated with lobbying
- Entertainment
- Food
- Clothing such as hats or tee shirts

- 13. Periods of Reimbursement:** Please attempt to identify the year in which your grant funds will be requested for reimbursement of expenditures. This information will assist DEP in budgeting for grant payments. Projects receiving funding through the ARRA must commence work within 120 days of the date a Grant Agreement is fully executed and must be completed within 18 months.
- 14. Summary Statistics:** Summarize the expected **energy, economic and environmental results** or benefits, and define measures of success in quantitative terms in the table. Please provide details in the project description of how these results were calculated, and how they will be measured upon completion of the project.
- 15. Detailed Budget Worksheet:** Please provide detailed descriptions and cost estimates used to determine respective values summarized in the Budget Summary table (Item #12). The Detailed Budget Worksheet must be consistent with the Budget Summary Worksheet. Tables 1-5 are to be used only for requested PEDA funding. All matching funds must be entered in Table 6.
- 16. Attachments (suggested maximum length – 10 pages total all attachments)**
  - A. Executive Summary:** This abstract of the proposal should briefly describe the core elements of the proposal, and the benefits to the commonwealth. It should be clear, concise, specific and no longer than 500 words.
  - B. Project Description:** Please attach a detailed project description that provides the following information. Attach additional sheets as necessary.
    - Goals and objectives: Briefly describe the project’s goals and objectives, including energy and environmental benefits.
    - Statement of Need and Justification of Funding: Describe how the proposed project meets the evaluation criteria listed in section IV.

The narrative justification for a project should include a clear description of expected economic, environmental and energy benefits. Such benefits will be major criteria for selection of projects and should include careful estimates and calculations. Estimates and

calculations should include the economics (e.g., the cost per KWh, job creation, etc.) environmental improvements (e.g., pounds of pollutant reduction) and energy benefits (e.g., MWh of alternative energy generated, electricity usage reduced, etc.).

Applicants should show their ability to complete the project through a business plan, demonstrate the need for funding, and demonstrate the project's cost effectiveness for benefits received. These elements should be provided in a concise manner that relates directly to the project. Please do not include proprietary information. For new companies, please include the executive summary of your business plan.

Partnerships: Identify any other organizations that will help to complete the project and specify the nature of their participation. If you have not yet identified your contractors, please specify how you will select them.

Work Plan with Schedule: Provide an implementation schedule identifying sub-tasks, schedule for their completion, and naming parties responsible for their accomplishment. Please provide Federal Employer Identification Numbers for all proposed sub-contractors.

Research Component: All proposals under this solicitation must include a research component. Please describe the research component of the proposed project and explain how it will contribute to the development of alternative energy, energy efficiency or energy conservation.

Equipment Disposition: If applicable, describe how property or equipment acquired with the grant will be disposed of or converted for continued grantee use. PEDA, at its option, may require equipment to revert to the state after completion of the project.

- C. Proposed Summary of Measurable Results:** Summarize the expected results or benefits and define measures of success in quantitative terms (listed in Item #13). Quantitative measures include, but are not limited to, items such as KWh or BTUs of energy generated or conserved, pounds of pollutants removed and number of jobs created and retained. A schedule to list such quantities is included in the application. Please explain how these results will be measured in the project description.
- D. Keystone Principles:** Please briefly describe how the project will abide by the Keystone Principles. The Keystone Principles are included as Appendix A and are also available at [www.phmc.state.pa.us/bhp/pkp.pdf](http://www.phmc.state.pa.us/bhp/pkp.pdf).
- E. Matching Funds:** Document all in-kind services or match contributions. Attach all letters of financial commitment documenting matching funds or in-kind services to verify matching fund claims. No credit will be given for undocumented matching funds.

## **Section VIII - DEP Contacts**

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, Venango, and Warren)

Southcentral Region: Bob Zaccano - 717-705-4797

(Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York)

Southeast Region: Heather Cowley - 484-250-5816

(Counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia)

Southwest Region: Margaret Hall - 412-442-4137

(Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland)

Grants Processing, Application Submission and Deadlines:

DEP Grants Center – 717-705-5400

For Statewide Projects:

Project-Related Inquiries (Central Office)

Gina Wiskemann - 717-772-8945



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

PENNSYLVANIA ENERGY DEVELOPMENT AUTHORITY GRANT
PROJECT APPLICATION 2009

This form is to be used to apply to the Pennsylvania Energy Development Authority for an Alternative Energy Project Deployment Grant. Projects will be supported through Pennsylvania Growing Greener II, the American Recovery and Reinvestment Act and/or by funds provided to PEDDA through the settlement of an electric utility rate case. See instructions and grant program conditions.

1. Project Title (six word maximum):
2. Project Street Address:
Nine-digit Zip Code (mandatory)

Project County(ies): Check if multiple counties or statewide
Project Municipality(ies):

3. Applicant: Name:
Mailing Address:
Contact Person:
Phone: Fax: E-Mail:
Organization type: Non-profit For-Profit Business
Educational Institution Government Other (Specify)

Applicant's Federal Employer Identification Number (FEIN) or Tax Number:

Is the applicant a 501 (c) (3) organization: Yes No
If Yes, does the sponsor have 501 (c) (3) status, registered with the PA Bureau of Charitable organizations and incorporated: Yes No
Is the applicant a business with fewer than 100 full-time equivalent employees: Yes No

4. Project Category and Technology (Choose the one category that best describes the project)
Manufacturing of alternative energy or energy efficiency equipment or materials
Development of innovative new alternative energy or energy efficiency technologies
Generation of alternative energy or the production of alternative fuels
Implementation of energy efficiency/demand side projects

5. Project Technology (Choose the one category best describing the project)
Solar Energy Waste Coal
Wind Energy Coal Mine Methane
Biomass Energy Efficiency and Distributed Generation
Low-Impact Hydropower Recycled Energy
Fuel Cells Biofuel
Geothermal Green Building
Biologically Derived Methane Gas
Other Clean or Renewable Energy Source, please describe

6. Please provide the name of the DEP staff person with whom you discussed your application, if any:

7. Will the project potentially produce power for sale to the power grid?  Yes  No  
 If you answered yes, please provide details of any power purchase arrangements in the detailed project description described in item 16B below.
8. Are facilities or infrastructure projects to be funded under this application?  Yes  No  
 If yes, is your project consistent with a county, municipal or multi-municipal comprehensive plan or zoning ordinance?  Yes  No
9. Has this proposal been submitted to another source for funding?  Yes  No  
 Name of other source and anticipated announcement date: \_\_\_\_\_
10. May DEP share this proposal with other potential public or private funding sources?  Yes  No
11. Identify the project duration in months \_\_\_\_\_
12. Budget Summary (Must be consistent with the attached Detailed Budget Worksheet)

Category	Grant Request (from DEP)	+	Match (from Applicant)	=	Project Cost (Total)
Salaries/Benefits		+		=	
Equipment and Supplies		+		=	
Contractual		+		=	
Construction		+		=	
Other		+		=	
<b>Total for each column:</b>					

13. Indicate the total reimbursement you will request during the following periods (please ensure that the numbers add up to the requested grant amount):

**NOTE** - The timeframes below are for DEP budget purposes only. No funds will be reimbursed for any expenses incurred prior to the date of the grant award.

July 29, 2009 to June 30, 2010 \$ \_\_\_\_\_  
 July 1, 2010 to Dec. 31, 2010 \$ \_\_\_\_\_  
 July 1, 2011 to June 30, 2011 \$ \_\_\_\_\_

14. 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. Specify "NA" if not applicable.

A. Energy and Fuel Savings as a result of project deployment.

<i>(Insert more rows if necessary)</i>	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.

<i>(Insert more rows if necessary)</i>	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

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Units/components manufactured		
Units/components sold		
Units/components deployed		

D. 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 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 Benefits

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Air pollutant reduced	NOx	lbs/yr
Air pollutant reduced	SOx	lbs/yr
Air pollutant reduced	CO <sub>2</sub>	lbs/yr
Air pollutant reduced	Hg	lbs/yr
Air pollutant reduced		lbs/yr
Water pollutant reduced		lbs/yr
Water pollutant reduced		lbs/yr
Water conserved as a result of the Project		gals/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

15. Please attach the Detailed Budget Worksheet. The following worksheet must be submitted with the application. Totals for each category should be entered on the application Budget Summary, Item 12.

16. Attachments (suggested maximum length – 10 pages total for all attachments).

- A. Attach an executive summary of your project (500 words or less).
- B. Attach a detailed project description as described in the instructions.
- C. Attach detailed accounting of the Proposed Annual Project Summary Statistics.
- D. Provide a detailed description as to how the project will abide by the Keystone Principles.
- E. Please attach any letters of financial commitment and any letters of support.

**Applicant:** I certify that the information in this application is true and correct to the best of my knowledge.

Submitted By: \_\_\_\_\_  
Applicant Organization Date

---

Printed Name
Signature
Title

## PENNSYLVANIA ENERGY DEVELOPMENT AUTHORITY DETAILED BUDGET WORKSHEET

Please use Tables 1-5 to calculate the total grant request (DEP funds.) All matching funds should be entered in Table 6 only.

**1. SALARIES/BENEFITS**

INDIVIDUAL	POSITION	HOURLY RATE	HOURS	BENEFITS	TOTAL COST
<b>TOTAL SALARIES/BENEFITS</b>					

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

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



**3. 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. OTHER CONTRACTUAL EXPENSES**

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

**C. TOTAL CONTRACTUAL (=A+B)**

CONTRACTOR SALARIES	OTHER CONTRACTUAL EXPENSES	TOTAL CONTRACTUAL



5. OTHER

ITEM	COST
<b>TOTAL OTHER</b>	

6. MATCH

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 (applied for, pledged or in-hand)	VALUE in DOLLARS

**Appendix A  
Keystone Principles**

**[To be added]**

**Appendix B  
Primer for Costs**

**[To be added]**