



# **PA Green Energy Works!**

## **Creating Green Energy and Green Jobs in Pennsylvania's Communities**



General Application Guidelines  
Combined Heat and Power

Biogas

Solar

Wind



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## PA Green Energy Works! Creating Green Energy and Green Jobs in Pa's Communities

Through the American Recovery and Reinvestment Act of 2009, Pennsylvania will receive nearly \$100 million from the United States Department of Energy to stimulate the economy and create jobs while meeting the following goals:

- Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government
- Reduce reliance on imported energy
- Improve the reliability of electricity and fuel supply and delivery of energy services
- Reduce the impacts of energy production and use on the environment

Pennsylvania has established several initiatives to meet these goals. PA Green Energy Works! is a set of grant programs designed for the purchase and installation of renewable energy and energy efficiency equipment to meet the goals above. Pennsylvania is offering one-time grants for the deployment of shovel-ready green energy projects, including wind, solar, biogas and combined heat and power (CHP) projects. The program's goal is to use this recovery funding to create:

- **Jobs:** over 1,500 permanent jobs and 700 temporary jobs
- **Alternative Energy:** over 325 MW of installed capacity.
- **Energy Savings:** over 3,337,825 MWh annually. Enough to power over 316,000 homes
- **Environmental Benefits:** over 2,761,092 tons of CO<sub>2</sub> avoided, equivalent to taking 502,000 cars off the road, and
- **Leverage Funds:** more than \$775 million

Using ARRA funds to quickly deploy large projects that put Pennsylvania labor back to work, we are striving to utilize local Pennsylvania products to build long lasting green energy generating facilities. Significant projects are needed to jump start our economy and these significant green energy generating projects will increase the availability of and immediate benefits from green energy in Pennsylvania. PA Green Energy Works! will demand significant leveraging to allow the recovery dollars to be invested in a manner that has the greatest immediate return on investment for Pennsylvanians. PA Green Energy Works! projects will be deployed expeditiously and will set an example for all of Pennsylvania that green energy and green jobs are the future of economic development and power production.

Eligible applicants include:

- Business – corporations, partnerships, sole proprietorship, limited liability company, business trust, or other legal business entities
- Non-Profit Corporations – Incorporated not for profit organizations that maintain 501(c)(3) status with the U.S. Internal Revenue Service and are also registered with the PA Bureau of Charitable Organizations
- Colleges or Universities located within Pennsylvania
- An Economic Development Organization – a nonprofit corporation or association whose purpose is the enhancement of economic conditions in their community.
- A Political Subdivision – A Pennsylvania municipality or county
- Municipal electric utilities;
- Rural Electric Cooperatives; and
- Municipal authorities;

A collective total of up to \$52 million will be available under four Pa. Green Energy Works solicitations. Each solicitation will be announced individually.

- Up to \$11 Million will be available for Combined Heat and Power Projects
- Up to \$5 Million will be available for Biogas Projects
- Up to \$6 Million will be available for Solar Projects

- Up to \$20 Million will be available for Wind Projects

All project proposals must be for a minimum of \$250,000

No project proposal may exceed the amount available under each solicitation

All funding for this program is Federal Funding appropriated by The American Recovery and Reinvestment Act of 2009 (ARRA), Public Law 111-5. ARRA appropriates funding for the Department of Energy (DOE) to issue/award formula-based grants under the State Energy Program.

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## General Conditions

- PA Green Energy Works! is a one-time competitive grant program. Projects will be reviewed and evaluated based on criteria outlined in the Application Evaluation Criteria section of this guidance document. DEP reserves the right to decline applications based on technical deficiencies, lack of financial assurance, or other reasons impacting the eligibility of the project at the discretion of the agency.
- The project must result in the creation or retention of part-time or full-time temporary and permanent jobs.
- Projects must be ready to begin work within 6 months of the grant award and completed within 24 months or prior to April 30, 2012, whichever occurs first. Applicants must certify in their application a project schedule in accordance with these time constraints.
- Applicant must not have any outstanding obligations to the commonwealth, or unresolved compliance issues with DEP. If obligations or compliance issues exist, a resolution plan to satisfy any obligations and compliance issues should accompany the application.
- All proposed and actual projects must be at all times in compliance with all applicable laws.
- Written consent of property owners must grant DEP access to project sites.
- PA Green Energy Works! will not pay for work performed prior to the availability of funds or prior to the grant award date.
- Subject to the availability of funds and the compliance with the terms and conditions of a fully executed grant agreement, All eligible expenses enumerated in the contract will be paid in a reimbursement manner only after project implementation and proof of payment is provided to DEP.
- PA Green Energy Works! grant applications are public documents 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.
- Projects may be subject to federal laws governing wages as well as Pennsylvania Prevailing Wage Act requirements.
  1. Proposals shall provide written assurance that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA)- are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act). It is solely the responsibility of a grant recipient to ensure the Act is followed if applicable.
  2. Projects with 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 are encouraged to contact the 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

## General Application Criteria

Applications will be evaluated based solely on the data provided; therefore, completeness and accuracy are important. Applications that do not meet the requirements for the program will not be reviewed and are not eligible for funding.

- The application, project description and budget sheets must:

- Be submitted, along with all required attachments, via the environmental eGrants system ([www.grants.dcnr.state.pa.us](http://www.grants.dcnr.state.pa.us)). An original ink signature page must be submitted in accordance with the process outlined in the eGrants system.
  - Be complete, including: project description, signatures of responsible parties and all items contained in the application instructions;
  - Include documentation supporting the anticipated energy savings; and
  - Be in compliance with all application conditions below:
- All projects described in the application must be consistent with the applicable provisions of the Keystone Principles for Growth, Investment, and Resource Conservation. A description of the Keystone Principles is available on the PEDA Web site, [www.depweb.state.pa.us](http://www.depweb.state.pa.us) keyword "PEDA," or at [www.phmc.state.pa.us/bhp/pkp.pdf](http://www.phmc.state.pa.us/bhp/pkp.pdf).
  - If building permits are required for the project and the applicant has received a permit, the applicant must include a copy of the permit with the application. If a permit has not yet been received prior to the application, a copy of the permit must be supplied to the department prior to the first payment.
  - Green Energy Works! may trigger state and federal prevailing wage requirements. For example, Section 1606 of ARRA requires that laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part pursuant to ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.
  - The application must include a spending plan for the project.
  - The application may not include Administrative costs which total more than five percent of the amount of the grant. See budget section for more information on allowable administrative costs.
  - Applicants must submit any applicable equipment specifications, maps, drawings or photos associated with your project. All applications which involve deployment of distributed energy systems must include a description of the equipment to be deployed which is stamped by a professional engineer.

## General Application Recommendations

Green Energy Works! encourages participation by small disadvantaged businesses as prime contractors, joint ventures, and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors. This recommendation refers to use of to the maximum extent possible, local Pennsylvania contractors, suppliers, products, services, labor, and minority and women-owned and disadvantaged business enterprises to successfully bring projects to fruition, greatly benefiting Pennsylvania's local communities and economy. Applications that include a plan to use these entities to the maximum extent possible will be given priority.

Small Disadvantaged Businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes:

- Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses; and
- United States Small Business Administration certified 8(a) small disadvantaged business concerns.

A database of BMWBO-certified minority- and women-owned businesses can be accessed at [www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx](http://www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx). The federal vendor database can be accessed at [www.ccr.gov](http://www.ccr.gov) by clicking on *Dynamic Small Business Search* (certified companies are so indicated).

- Applicants are strongly encouraged to contact the appropriate DEP staff to discuss the application before submittal. Contact information for DEP staff is included in this booklet.
- Eligible projects that utilize Pennsylvania-based supply chains are encouraged to apply.
- Eligible projects that have the potential to return or repay grant funding or recycle revenue back to Pennsylvania are encouraged to apply.
- Eligible projects that create co-benefits for other renewable and alternative energy production projects within Pennsylvania are encouraged to apply.

## General Grant Award and Contract Conditions

- Projects selected for funding will receive a letter from the DEP Secretary or designee, addressed to the contact person specified in the application.
- Grant recipients who have not had previous contracts or grant agreements with the commonwealth will be required to submit a Form W-9, Request for Taxpayer Identification Number and Certification.
- Disbursement of grant funding is contingent upon availability and release of funds.
- Grant recipients will be assigned a DEP project advisor.
- Grant recipients will execute a grant agreement.

- Grantees must secure all permits or approvals otherwise required for the project to proceed. This includes any permits required by DEP.
- Some projects may require additional review under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Applicants for these projects may be asked to provide supplementary environmental information in order to receive an award. This process may delay the award process. Grantees will need to complete the Environmental Checklist (DOE PMC EF-1) on-line at the following site: <https://www.eere-pmc.energy.gov/NEPA.asp> .
- Project activities and payment requests may begin after the grantee and the commonwealth have signed the grant agreement.
- Grant recipients who claimed the use of a Small Disadvantaged Businesses certified by BMWBO as an MBE/WBE must provide a photocopy of their BMWBO certificate.
- Grantees will be paid for funds expended only during the period of performance.
- Periodic progress reports must be submitted in accordance with the final grant agreement. The reports must include, among other items, milestone status, jobs created or retained, and energy generated, The grantee must submit additional information as requested.
- A final report detailing project successes, problems, failures and measurable energy, economic, and environmental benefits is required. Information on how many jobs were created or retained by the project will be required. Final report must be submitted in a format acceptable to DEP. Failure to submit final report in appropriate format and within the required time frame may result in loss of final 10 percent of grant funding.
- Grantees will be required to submit a follow up status report including performance measures, including jobs created or retained, one year after the project completion date.
- Failure to comply with the spending plan, reporting requirements or other requirements of the grant may result in immediate termination of the grant and full recovery of any and all grant funds.
- Grant recipients must properly manage and account for funding received. A complete spending record for all expenditures will be required, including invoice receipts, logs of record and other properly certified documents. Documentation will be required for matching funds as well as DEP funds. The funding must be spent in accordance with the spending plan included in the application. **DEP reserves the right to terminate the project and/or recover funding from grant recipients not properly managing the funding in accordance with the conditions of the program and the grant.**
- **Matching funds provided by the applicant must be spent during the period of performance. No credit will be given for funds spent prior to grant execution. Matching funds must correspond to eligible categories as outlined in the project budget.**
- If any grant condition is not adhered to, **DEP reserves the right to terminate the project and/or recover funding from grantees that are not properly managing the funding in accordance with the conditions of the program and the grant agreement.**
- The project must be completed as described in the application and grant document. Modifications will not be considered, except for very limited scope and budget changes. These changes include replacements of equal quality and function, and reallocation of contract budget category dollar amounts to and from other budget categories, as long as the maximum contract dollar amount payable by DEP to the recipient is not exceeded. All changes must be approved by the project advisor.
- Extensions will not be granted.

- Grant recipients must comply with all local, commonwealth and federal requirements in the implementation of the project.
- If building permits are required for the project, copies of the permits shall be submitted prior to the first payment request. DEP will not make payments to the grantee prior to receiving a copy of the required permit. The final building inspection report must be signed, and a copy must be submitted to DEP, before the grantee applies for final payment.
- DEP reserves the right to inspect any project financed with PA Green Energy Works! funds and to audit or require a third-party audit of any project's financial transactions or compliance with agreement terms.
- Projects may be subject to federal laws governing wages as well as Pennsylvania Prevailing Wage Act requirements.
  - Grantees shall insure where necessary that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA) are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act). It is solely the responsibility of a grant recipient to ensure the Act is followed if applicable
  - Grantees shall insure where necessary that construction projects with a cost in excess of \$25,000 which be subject to Pennsylvania's Prevailing Wage Act requirements are paid appropriate wages commensurate with the Act. For information about the applicability of Prevailing Wage, applicants are encouraged to contact the 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

## **DEP CONTACTS**

### **Application Submission (eGrants)**

Grants Customer Service Center - 1-800-326-7734

### **Project-Related Inquiries (Regional Offices):**

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, Vanango, and Warren)

Southcentral Region: Robert Zaccano – 717-705-4707

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

Southeast Region: Heather Cowley – 484-250-5900

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

Southwest Region: Maggie 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):**

Kerry Campbell – 717-772-5985

Josh Dziubek - 717-772-4786