



PA CONSERVATION WORKS!

Harvesting 25% Energy Savings for Pennsylvania's Communities

Guidelines and Application Forms



Applications Accepted June 15, 2009

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Pa Conservation Works! - Harvesting 25% Energy Savings for Pennsylvania's Communities

As a result of the American Recovery and Reinvestment Act of 2009, Pennsylvania is offering one-time grants for motivated local governments and non-profit entities with shovel-ready projects that will save or conserve a minimum of 25% of all energy used.

Saving 25% on energy bills and putting back to work local labor, using local Pennsylvania products and improving the environment, not only is a winning combination for the recipient of an award but also is a winning combination for economic recovery. PA Conservation Works! projects will use energy efficiency as well as renewable energy to replace at least 25% of the building or entity's energy use. PA Conservation Works! projects will be deployed expeditiously and will set an example for all Pennsylvania communities.

With revenues falling, many municipalities in Pennsylvania are struggling to balance budgets. Harvesting 25% energy savings in Pennsylvania's communities will free up local budgets for important community initiatives and projects. Communities will learn that energy conservation projects provide significant savings and bolster the local economy.

A total of up to \$23.5 million is available under this solicitation thanks to the American Recovery and Reinvestment Act of 2009. Applications will be considered for grant amounts up to \$250,000 with an exception for multi-municipal projects, which may request up to \$375,000.

PA Conservation Works! - Harvesting 25% Energy Savings for Pennsylvania Communities - produces:

- At least a 25% increase in energy efficiency, reduced energy consumption and reduced energy costs through efficiency improvements;
- Creation of new jobs and increased productivity to spur economic growth and community development;
- Accelerated deployment of Pennsylvania market-ready distributed renewable energy technologies, including wind, solar, geothermal, hydropower, biomass and hydrogen technologies;
- Improved air quality and related environmental and health indicators associated with the reduction of fossil fuel emissions;
- Improved coordination of energy-related policies and programs across jurisdictional levels of governance and with other local and community level programs in order to maximize the impact of this program on long-term local priorities; and
- Increased security, resilience, and reliability of energy generation and transmission infrastructure.

The Department will begin accepting new applications for this program on June 15, 2009. Projects will be reviewed in the order in which they are received until the appropriated grant funds have been depleted or the grant round closes. Applicants are encouraged to submit completed applications in as timely a fashion as possible.

All funding for this program is Federal Funding appropriated by the American Recovery and Reinvestment Act of 2009 (ARRA), Pub.L.111-5 for Energy Efficiency and Conservation Block Grants (EECBG). The U.S. Department of Energy's (DOE's) authorization for this program is set forth in Title V Subtitle E of the Energy Independence and Security Act of 2007 (42 U.S.C.17151 et seq.) All projects must comply with the program requirements outlined in the United States Department of Energy (USDOE) guidance for the Energy Efficiency and Conservation Block Grant (EECBG) program. The Funding Opportunity Announcement for this program can be accessed at www.fedconnect.net.

General Application Conditions

- This round of PA Conservation Works! is a first-come, first-serve program for eligible projects. Projects meeting the application requirements will be awarded based upon the date received. DEP reserves the right to decline applications based on technical merit, lack of financial assurance, or other reasons impacting the eligibility of the project at the discretion of the agency. Declined applications will be returned to the applicant. Resubmission is permitted, but resubmitted applications do not default to the original date submitted. Resubmissions will receive a new receipt date and will be processed accordingly.
- Eligible applicants include a Pennsylvania local government (hereinafter meaning a county, city, borough, incorporated town, township, or any other similar general purpose unit of government); a body authorized to act on behalf of two or more local governments according to Section 2316 of the Intergovernmental Cooperation Law; municipal authority; incorporated 501(c)(3) non-profit organization that is also registered with the Pennsylvania Bureau of Charitable Organizations; a county conservation district; or a college or university.
- Subject to the availability of funds and the compliance with the terms and conditions of a fully executed grant agreement, DEP will provide working capital to the grantee in advance of expenditures upon submittal of a payment request form from the grantee. The payment request shall not exceed 50 percent of the total grant amount. The grantee will need to abide by specific conditions related to receipt of working capital. After the grantee has expended their first drawdown of working capital, they may request advance payment of another 25 percent of the total grant amount. The final 25 percent of the grant award will be released upon documentation that all grant requirements have been met, including the final report.
- For this solicitation, at least 60 percent of the funding is reserved for units of local government in Pennsylvania that are not eligible for direct formula grants from the EECBG program authorized by the American Recovery and Reinvestment Act of 2009 (ARRA). These entities correspond roughly to Pennsylvania boroughs, townships and cities with fewer than 35,000 residents and counties with fewer than 200,000 residents (Hereinafter referred to as "smaller governments"). When applications have been received for approximately 40 percent of the available amount from entities other than smaller governments, the remaining grant round will be closed to all entities except smaller governments.
- A well-designed energy efficiency and renewable energy project can receive a grant for up to 75 percent of the cost, up to a maximum grant of \$250,000.
- A well-designed multi-municipal energy efficiency and renewable energy project submitted by two or more local governments or a body authorized to act on behalf of two or more local governments can receive up to 90 percent of the project cost, up to a maximum grant of \$375,000.
- Municipalities designated as distressed pursuant to the Municipalities Financial Recovery Act, Act 47 of 1987 (53 P.S.11701 et seq.), will receive a waiver from match requirements subject to the provisions of 53 P.S. 11701.282.
- Applicants may apply for funding for more than one project, but an individual local government or other eligible applicant may not apply for nor receive more than \$500,000 in total from this program.
- PA Conservation Works! will not pay for work performed prior to the availability of funds.
- Projects must be shovel ready and completed within 18 months and prior to September 30, 2011 and as so certified in the application.

Eligibility

Projects must comply with the following in order to be funded:

- All projects must be physically located in Pennsylvania.
- The project must result in the creation or retention of part-time or full-time temporary or permanent jobs.
- **Eligible projects include:**
 - Energy efficient lighting, including streetlight or outdoor lighting;
 - Energy efficiency retrofits of existing buildings, including high efficiency furnaces, boilers and air conditioners, energy efficient ventilation systems, windows, sealing and insulation, and automated control systems;
 - Energy efficiency upgrades at wastewater treatment plants;
 - Installation of geothermal heat pump systems;
 - Premium efficiency motors and variable speed drives; and
 - Deployment of renewable energy technologies including solar energy, wind energy, fuel cells, biomass, biogas and low-impact hydro.
- When using funding for the purchase and installation of equipment and materials for energy efficiency measures and renewable energy measures, only commercially available equipment may be used.
- Comprehensive energy audits, energy plans, development of energy strategies, energy modeling, commissioning, certification and design are eligible project expenses only if the project also includes deployment of energy saving technologies. The amount of funding for these aspects of a project will be limited to no more than \$30,000 per project.
- Energy Star rated equipment or material must be installed for the project to be eligible if the type of equipment or material being installed is covered under the Energy Star program (refer to www.energystar.gov).
- **Projects that are not eligible include:**
 - Projects that do not save at least 25 percent of the energy use for the system being replaced or 25 percent of the entire facility or building or applicant's energy consumption.
 - Projects that will not be completed within 18 months and prior to September 30, 2011
 - The purchase or installation of window air conditioning units and through-wall air conditioning units, outdoor wood furnaces or wood boilers, wood, pellet, corn or coal stoves, waste oil fired heaters or furnaces;
 - Any work related to new building construction projects, including additions, is not eligible;
 - Mobile source alternative fuels projects, and biofuels production projects. Applicants interested in submitting transportation-related proposals are encouraged to apply to the Pennsylvania Alternative Fuels Incentive Grant Program instead. For more information, visit www.depweb.state.pa.us, (keyword: Alternative Fuels Incentive Grant Program).
 - Systems that reduce energy demand for certain periods of time are not eligible unless they also reduce energy consumption by at least 25 percent on an annual basis.

- Projects that contain funding requests for education, outreach, feasibility, or research and development.
- Funding can **not** be used:
 - For any work related to construction of new building projects or for non-energy-related alteration or upgrades or repair of buildings or structures;
 - To purchase land, a building or structure or any interest therein;
 - For transportation projects;
 - To subsidize utility rate demonstrations or State tax credits for energy conservation measures or renewable energy measures; or
 - To conduct, or purchase equipment to conduct, research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available;
 - For any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool;
 - To supplant or replace existing state, ratepayer or other funding.

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 approved or will be sent back to the applicant. These applications will be reviewed in the order they are received. Returned applications will not be considered "received" for review until all program requirements are met.

- The application, project description and budget sheets must:
 - Be submitted in MSWord or scanned in PDF and submitted electronically via e-mail to: ---
------. A scanned signature will be acceptable, or a signed document can be mailed in later.
 - Be complete, including: project description, signatures of responsible parties and all items contained in the application instructions;
 - Include documentation supporting the anticipated energy savings.
 - Be in compliance with all application conditions below:
- All projects must comply with the applicable provisions of the Keystone Principles for Growth, Investment, and Resource Conservation. A description of the Keystone Principles is available on the PEDAs Web site or at www.phmc.state.pa.us/bhp/pkp.pdf.
- For multi-municipal projects, each participating municipality must submit a resolution authorizing the applicant to make application on its behalf.
- Projects must be in compliance with all applicable laws.
- 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.
- 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.
- The application must contain letters supporting the financial commitment for at least 25 percent of the cost of the project (at least 10 percent for multi-municipal projects). These letters of commitment must be from both the applicant and any outside sources of funding, including clear documentation of amounts from each source. Monies "applied for" from other sources may not be included. Other DEP program funds cannot be used to comply with the project match.

- The application must demonstrate that necessary preliminary work has been conducted to ensure the project has technical merit. For example, for a wind energy project, relevant meteorological data must be obtained or a professional site assessment must have been performed to identify the optimum equipment needs and specifications for the project. The assessment must demonstrate that the project, at a minimum, provides at least a 25 percent annual energy savings and \$1,000 a year savings. The assessment must be provided by a trained energy assessment professional, a Professional Engineer, or a Licensed Architect. Any associated costs of assessment cannot be funded through this grant or counted as match.
- Projects proposing energy efficiency improvements to existing structures will require an energy assessment for said structure. The assessment must demonstrate that the project, at a minimum, provides at least a 25 percent annual energy savings and at least \$1,000 a year savings. The energy assessment must be provided by a trained energy assessment professional, a Professional Engineer or a Licensed Architect. Energy Star rated materials are required if the type or class of material being installed is rated under the Energy Star program (refer to www.energystar.gov).
- As part of a grant agreement, each grantee must register their energy consumption data with Energy Star's Portfolio Manager Program under a shared master account: PADEP-ENERGYHARVEST and submit a completed One-Year Follow-Up Report within 13 months of completion of the project documenting the project's energy savings. Failure to provide and maintain the grantee's energy consumption data with Energy Star's Portfolio Manager Program and submit the One-Year Follow-Up Report within 13 months of completion of the project will be documented as failure of the grantee to meet the conditions of the grant agreement. Any building or structure that benefits from this grant must be benchmarked in Energy Star. All energy sources, except transportation fuels, shall be benchmarked.
- Construction 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. 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 made available to any grant recipients receiving funds through the American Recovery and Reinvestment Act of 2009.
- The application must include a spending plan for the project which indicates that, at a minimum
 - 25 percent of the grant funds provided will be spent within the first 6 months
 - 50 percent of the grant funds provided will be spent within the first 9 months
 - 75 percent of the grant funds provided will be spent within the first 12 months
- PA Conservation Works! grant proposals 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.
- Written consent of property owners must grant DEP access to project sites.
- Administrative costs may not be more than 5 percent of the amount of the grant. See budget section for more information on allowable administrative costs.
- 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.

Application Recommendations

- The use of Pennsylvania contractors, suppliers, services, labor, Disadvantaged Business Enterprises, and products is preferred.
- Applicants are strongly encouraged to contact the appropriate DEP staff to discuss the application before submittal. Contact information may be found on page 13 in this booklet.
- Energy projects which leverage stimulus grant dollars through the use of performance contracting is encouraged as a way to validate expected performance of energy efficiency projects. The Commonwealth of Pennsylvania has an established program, known as the Guaranteed Energy Savings Act (GESA), managed through the Department of General Services. The GESA program maximizes energy project opportunities by funding project costs through energy and operational savings. Information regarding utilizing GESA can be accessed through the department's web site www.dgs.state.pa.us or by calling Department of General Services, Energy Office 717-705-8519.

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 letter.
- 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.
- 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.
- If the spending plan or any other grant condition is not adhered to, **DEP reserves the right to terminate the project and/or recover funding from projects that are not properly managing the funding in accordance with the conditions of the program and the grant agreement.**
- 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.
- Neither scope nor budget changes will be considered. The project must be completed as described in the application and grant document. "Like-for-like" replacements may be considered, and must be approved by the project advisor in advance of installation.
- 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.
- Project activities and payment requests may begin after the grantee, the sponsor if applicable, and the Commonwealth have signed the grant agreement.
- Grantees must secure all permits or approvals otherwise required for the project to proceed.

- 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.
- Grantees will be paid for funds expended only during the period of performance.
- Subject to the availability of funds and the compliance with the terms and conditions of a fully executed grant agreement, DEP will provide working capital to the grantee in advance of expenditures upon submittal of a payment request form from the grantee. The payment request shall not exceed 50 percent of the total grant amount. The grantee will need to abide by specific conditions related to receipt of working capital. After the grantee has expended their first drawdown of working capital, they may request advance payment of another 25 percent of the total grant amount. The final 25 percent of the grant award will be released upon documentation that all grant requirements have been met, including the final report.
- Grant recipients must properly manage and account for funding received. A complete spending record 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.
- DEP reserves the right to inspect any project financed with PA Conservation Works! funds and to audit or require a third-party audit of any project's financial transactions or compliance with agreement terms.
- A progress report must be submitted every month. The grantee must submit additional information as requested.
- A final report detailing project successes, problems, failures and measurable energy and environmental benefits is required. Final report must be submitted in a format required by DEP. Failure to submit final report in appropriate format may result in forfeiture of final 25 percent of grant funding.
- Grantees will be required to submit a follow up status report including performance measures 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.
- Please note that, if the grant project includes construction work where the cost of the total project is greater than \$25,000, the Act of August 15, 1961 (P.L. 987), as amended, known as the Pennsylvania Prevailing Wage Act (43 P.S. 165-1 et seq.) may apply. Contact the PA Department of Labor and Industry, Bureau of Labor Law Compliance at 1-800-932-0665 for guidance, or call Alfred R. (Bob) Risaliti, Prevailing Wage Section, at (717) 705-7256
- Construction projects receiving Federal grant funds may be subject to Federal laws governing wages. Information about these requirements will be made available to any grant recipients receiving funds through the American Recovery and Reinvestment Act of 2009.

Application Submission and Deadline

Applications will be received anytime after June 15, 2009 until the program closes. Applications must be submitted in MSWord or provide a scanned PDF and submit electronically via e-mail to: -----

--. A scanned signature will be acceptable, or a signed document with an original signature can be mailed to:

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

Faxes will not be accepted. Applications submitted after the closing date will not be considered.

Grant Application Instructions

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

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 signature **MUST** be dated.

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- 1. Project Title:** Please give your project a descriptive title of fewer than 10 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 will take place in more than one county or municipality, check the appropriate box(es) and list as many as possible. Provide a full list in the Executive Summary.
 - 3. Applicant Information:** Be sure to use the applicant organization's legal name.

Eligible applicants include:

- Pennsylvania local governments
- a body authorized to act on behalf of two or more local governments;
- Incorporated 501(c)(3) non-profit organizations that are also registered with the Pennsylvania Bureau of Charitable Organizations
- County conservation districts
- Municipal Authorities
- Colleges or universities

If applicant is a local government, identify whether the local government is eligible to receive a formula grant directly from DOE through the EECBG program (see Attachment).

Applicant should state whether they have any outstanding obligations to the Commonwealth, or unresolved compliance issues with DEP.

The DUNS Number field is a mandatory field on the application. The Federal government requires Pennsylvania to provide the DUNS number for grantees to whom federal grant funds are awarded. For information on how to get a DUNS number, visit <http://www.dnb.com.us>. The Dun & Bradstreet toll free customer service number is 800-234-3867.

4. **Project Type:** Select one and only one type of project that best describes the technology your proposal addresses. If your project is multiple types, please select the one which results in the most quantified environmental and energy benefits.

Other Clean or Renewable Sources of Energy: An applicant may apply for an energy project that does not appear on this list. DEP encourages applicants to submit other clean or renewable energy projects for consideration.

5. **Building Permit:** Indicate whether a building permit is needed for the project. If so, and a copy of a permit has been obtained, include it as Attachment E. If a permit is required and has not been obtained, a copy will need to be submitted to DEP prior to request for payment.
6. **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. All applicants must answer the related question on the application.

"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.

7. **Keystone Principles for Growth, Investment, and Resource Conservation:** Applicants must confirm that their project will abide by the Keystone Principles. A description of the Keystone Principles is available on the PEDAs Web site or at www.phmc.state.pa.us/bhp/pkp.pdf.
8. **Energy Star Portfolio Manager:** This section confirms the applicant's registration with the Energy Star Portfolio Manager benchmarking program. All applicants must enter their facility into the program and share their facility data as "Read Only" with the master account (PADEP-ENERGYHARVEST). The "Read Only" is a selection option within the Access Role of registration; the applicant should also select "No" for the other Optional Rights. Once registered the applicant must enter at least 12 months of billing data from all sources of energy including oil, natural gas, propane and electric. It is recommended that the applicant work with their designated trained energy assessment professional, Professional Engineer, or Licensed Architect to correctly register and provide one year's worth of energy utility data. The Project Title in the PA Conservation Works! application should match the "Facility Name in Portfolio Manager". If multiple facilities are being upgraded with this grant, each facility must be benchmarked and shared to the DEP master account, with each building given the Project Title plus a designated building name, e.g. Local Township Energy Upgrade Project - Ambulance Building. All fuels must be entered regardless of whether your energy conservation measure only impacts one fuel type.
 - **Note:** Portfolio Manager will require the applicant to designate its building "space type", such as office or warehouse. Please select "other" if an appropriate space type is not available.

Web address: www.energystar.gov/benchmark

9. **Other ARRA Funding:** Indicate whether the applicant has received, or is expected to receive, any other funding from the American Recovery and Reinvestment Act of 2009. If so, state how much will be received.
10. **Budget Summary:** *In 2009, PA Conservation Works! requests are limited to no more than \$250,000.* Please complete the budget data requested on the form. The bold black box will contain the amount of funding you are requesting of PA Conservation Works!. A detailed budget worksheet must also be completed and attached to the application (item #15). 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. The included sheets must be used, but feel free to include sheets that provide additional clarification. At least 25 percent eligible matching funds (10 percent for multi-municipal projects) must be indicated on both the budget summary and the detailed summary sheet.

11. **Spending Plan:** Please identify the calendar quarter for which payment will be requested. This information will assist DEP in budgeting for grant payments. Projects are not to exceed 18 months. **NOTE** – No payment will be made for any expenses incurred prior to the date of the grant award.
12. **Distressed Communities:** Municipalities designated as distressed pursuant to the Municipalities Financial Recovery Act 47 of 1987 (53 P.S. 11701.101 et seq.), will receive a waiver from match requirements subject to the provisions of 53 P.S. 11701.282. Indicate whether your municipality is requesting a waiver from match requirements because of this designation.
13. **Summary Statistics:** Summarize the expected energy, economic and environmental results or benefits and define measures of success in quantitative terms in the table
14. **Detailed Budget Worksheet: *Beginning in 2009, PA Conservation Works! Requests are limited to no more than \$250,000, with the exception of multi-municipal projects, which will be eligible to receive up to \$375,000.*** Please complete the detailed Budget worksheet included with the application form. The worksheet included as part of the application form must be used. Please include sheets that provide additional clarification. The worksheet must be completed in full; and, the data must match the information provided in the Budget Summary table, item #10. 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. The included sheets must be used.

Only monies being requested of PA Conservation Works! are included under the heading of “Grant Request” on the budget summary and items 1-5 on the budget worksheet. Matching funds are to be placed in the second column of the budget summary and the source of any matching funds identified on part 6 of the 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.

All costs incurred directly should be identified on the budget worksheet in items 1-3, and 5. All costs incurred by the applicant’s contractor and then billed to the applicant go under budget worksheet item #4.

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

- Regular or supplementary staff salaries and wages, and associated employee benefits
- Materials, equipment and supplies, used for purchase and installation of equipment and materials for energy efficiency measures and renewable energy measures that are commercially available
- Professional services
- Administration costs such as personnel management, fiscal and legal support, and indirect costs, up to a maximum of 5 percent of the amount of the grant. Examples of eligible administrative costs are listed below:
 - Salaries & benefits for personnel managers, legal advice, accountants, secretaries, trainers, professional staff for time spent in training to manage the grant and other time related to the grant in only a general managerial way
 - Contractual services for any of the above categories
 - Fees for professional certification
 - Organizational filing fees, e.g., to the Bureau of Charitable Organizations
 - Field equipment not dedicated to the project
 - Office equipment not dedicated to the project
 - General equipment maintenance costs unless equipment is dedicated to the project

- Office supplies not dedicated to the project (paper, pencils, pens)
- Insurance
- Audit fees
- Office cleaning costs
- Small tools not dedicated to the project
- Educational materials not unique to the project
- Registration fees for training purposes
- Office printing costs
- Postage for general purposes
- Other office costs not dedicated to the project
- Rent
- Utilities
- Monthly telephone charges including Internet provider fees on pro-rata basis
- Computer and copier maintenance
- Filing fees for professional groups not related to a specific project

The following costs are not allowed under any circumstances:

- Costs associated with lobbying
- Entertainment
- Food not associated with approved travel, and
- Clothing such as hats, or tee shirts.

15. Attachments A-E:

Attachment A - Executive Summary: Provide an abstract of the proposal that briefly describes how the project will contribute to the desired outcomes of the program. It should be clear, concise, specific and no longer than 200 words.

Attachment B - Detailed Project Description: Provide a detailed project description focusing on the following items

1. Goals and objectives: Describe the project's goals and objectives, including energy, economic and environmental benefits.
2. Environmental and Energy Benefits: Applicants should include a clear description of expected environmental and energy benefits. Such enumeration of benefits should include careful estimates and calculations. Estimates and calculations include the economics (e.g., the cost per Kwh or gallon) and the environmental improvements (e.g., pounds of pollutant reduction). Provide data to demonstrate the project's potential payback. Emphasis should be placed on reductions in nitrogen oxides, volatile organic compounds, sulfur oxides, and toxic pollutants. There are many Web sites that can help you determine the environmental benefits of reducing your conventional energy use. The following Web sites are examples: http://www.eia.doe.gov/cneaf/electricity/st_profiles/pennsylvania.html ; <http://www.onlineconversion.com/energy.htm> . Others exist at www.epa.gov .
3. Economic benefits: Applicants should identify the economic benefit of the project. Each project must demonstrably create or retain jobs. Additional potential benefits such as

savings to consumers, and revenue generation for the Commonwealth, reduced dependence on foreign oil, or decreased transportation, production or operating costs should be included and explained. Such enumeration of benefits should include careful estimates and calculations.

4. Partnerships: Applicants should identify any other organizations that will help to complete the project and specify the nature of their participation. Discuss in-kind services or match contributions. When calculating volunteer salaries, please use values commensurate with professional ability and qualifications. For multi-municipal projects, a resolution must be signed by each participating municipality that confirms their participation.
5. Work Plan with Schedule: Applicants should provide an implementation schedule identifying sub-tasks, schedule for their completion, and naming parties responsible for their accomplishment.
6. Equipment Disposition: If applicable, Applicants should describe how property or equipment acquired with the grant will be disposed of or converted for continued grantee use. (Equipment may revert to the state unless a written request for conversion has been received and approved.)
7. Energy Savings Verification: Provide a verification that the project will meet the 25 percent savings goals and the indication that the project has technical merit. The verification must be provided by a trained energy assessment professional, a Professional Engineer, a trained equipment vendor, or Local Development District.

Attachment C - Letters of Commitment: Attach any letters of financial commitment. The proposal will not be accepted unless all of the matching funds have been confirmed. Letters of financial commitment from outside entities should clearly state the nature of their participation with dollar amounts, work tasks, etc. in addition to the amounts identified.

Attachment D - Resolutions: For multi-municipal projects, attach resolutions from each participating municipality.

Attachment E - Building Permits: Attach building permits, if applicable.

DEP CONTACTS

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 – 570-826-2475

(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 – 717-705-4797

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

Southeast Region: Heather Cowley – 484-250-5940

(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

Mark Hand - 717-787-9377

Ric Illig - 717-772-5834

Jane Seiler - 717-772-8928

Glenn Stephens - 717-772-8926



PA Conservation Works! - Harvesting 25% Energy Savings for Pennsylvania's Communities

PROJECT APPLICATION 2009

This form is to be used to apply to the Department of Environmental Protection for a PA Conservation Works Grant. Projects will be supported through Federal funds. See instructions and grant program conditions.

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

1. Project Title (ten word maximum): _____

2. Project Site. Mailing Address at **Project Site**: _____

Nine-digit Zip Code (mandatory)

County(ies): _____ Check if multiple counties

Municipality(ies): _____ Check if multiple municipalities

3. Applicant: Legal Name: _____

Address: _____

Contact Person: _____

Phone: () _____ Fax: () _____ E-Mail: _____

- Organization type:
- County
 - Borough
 - College or University
 - A body authorized to act on behalf of two or more local governments;
 - City
 - Authority
 - Incorporated Non-profit
 - Township
 - County Conservation District

If applicant is a local government, is the applicant eligible to receive a formula grant directly from DOE through the EECBG program? Yes No

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

Does the applicant have 501 (c) (3) status: Yes No

If Yes, does the sponsor have 501 (c) (3) status, is sponsor registered with the PA Bureau of Charitable organizations and incorporated: Yes No

Does applicant have any outstanding obligations to the Commonwealth? Yes No

Does applicant have any unresolved compliance issues with DEP? Yes No

Organizational DUNS: _____

4. Project Type (Choose the one category best describing the project)

- Energy Efficiency
- Distributed Generation
- Wind Energy
- Biomass
- Other Clean or Renewable Energy Source, please describe _____
- Biologically Derived Methane Gas
- Geothermal
- Low-Impact Hydropower

5. Does this project require a building permit? Yes No
 If so, and a copy of a permit has been received, include it as Attachment E. If a permit has not been received, it will need to be submitted to DEP prior to request for payment.

6. Are facilities or infrastructure projects to be funded under this application? Yes No
 If yes, is your project consistent with county, municipal or multi-municipal comprehensive plans or zoning ordinances?

7. Will the project abide by the Keystone Principles? A description of the Keystone Principles is available on the PEDDA Web site or at www.phmc.state.pa.us/bhp/pkp.pdf. Yes No

8. Energy Star Portfolio Manager (www.energystar.gov/benchmark):
 New users should click on **Register** link in the Portfolio Manager Login section.
 Check Each Once Completed:
 Set up a **shared account** with master account: PADEP-ENERGYHARVEST
 Portfolio Manager Facility Name(s) matches the PA Conservation Works! Project Title
 Provide at least 12 months of energy utility data (for all sources used in the facility, except transportation) in **shared account**
 Entry of Portfolio Manager Data Completed by: _____

9. Has or will the applicant received any other funding from the American Recovery and Reinvestment Act of 2009? Yes No

If so, how much funding does the applicant expect to receive (not including this proposal)? _____

10. 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		+		=	
Administration (max 5%)		+		=	
Contractual		+		=	
Other		+		=	
Total for each column:					

11. Spending Plan: Indicate the amount of funding requested during the following periods (please ensure that the numbers add up to the total grant request):

NOTE - The timeframes below are for DEP budget purposes only. **No payment will be made for any expenses incurred prior to the date of the grant award.** The total project may not exceed 18 months.

July - September 2009 \$ _____
 October - December 2009 \$ _____
 January - March 2010 \$ _____
 April - June 2010 \$ _____
 July - September 2010 \$ _____
 October - December 2010 \$ _____
 January - March 2011 \$ _____
 April - June 2011 \$ _____
 July - September 2011 \$ _____

12. Is the applicant requesting a waiver of match requirements due to designation as distressed community pursuant to Act 47 of 1987? Yes No

13. 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.

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 Benefit Data:

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Air pollutant reduced	Nitrogen Oxides	lbs/yr
Air pollutant reduced	Sulfur Oxides	lbs/yr
Air pollutant reduced	Carbon Dioxide	lbs/yr
Air pollutant reduced	Mercury	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

Applicants should enter as much data as possible.

- 14. Please complete the detailed budget worksheet attached. Totals for each cost category should be entered on the applicable budget summary (item #10).
- 15. Attachments:
 - A. Attach an executive summary of your project (200 words or less). Refer to grant application instructions.
 - B. Attach detailed project description as described in the grant application instructions.
 - C. Attach any letters of financial commitment.
 - D. For multi-municipal projects, attach resolutions from each participating municipality.
 - E. Attach building permits, if applicable.

PA Conservation Works! Budget Worksheet

This worksheet must be submitted with the application.
 Totals for each category should be entered on the application budget summary, item 14.

1. SALARIES/BENEFITS

INDIVIDUAL	POSITION	HOURLY RATE	HOURS	BENEFITS	TOTAL COST

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

ITEM	QUANTITY	COST PER ITEM	TOTAL COST
TOTAL EQUIPMENT & SUPPLIES			

3. ADMINISTRATIVE (List all overhead – 5 percent maximum – see Instructions)

ITEM	COST
TOTAL ADMINISTRATIVE	

4. CONTRACTUAL

A. CONTRACTOR SALARIES (List billing rate by task. Salary ranges are not acceptable, see instructions)

TASK	CONTRACTOR	HOURLY RATE	HOURS	BENEFITS	TOTAL COST
TOTAL CONTRACTUAL SALARIES					

B. OTHER CONTRACTUAL EXPENSES

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

C. TOTAL CONTRACTUAL (=A+B)

CONTRACTOR SALARIES	OTHER CONTRACTUAL EXPENSES	TOTAL CONTRACTUAL

5. OTHER

ITEM	COST
TOTAL OTHER	

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 (pledged or in-hand)	VALUE in DOLLARS

GRANT APPLICATION SUBMITTAL INSTRUCTIONS

Applications can be received anytime after June 15, 2009 until the program closes. Applications must be submitted in MSWord or provide a scanned PDF and submit electronically via e-mail to: -----
----. A scanned signature will be acceptable, or a signed document with an original signature can be mailed in to:

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

Faxes will not be accepted. Applications submitted after the closing date will not be considered.

**Appendix A
 Pennsylvania Direct Allocation Recipients
 PA Conservation Works!
 Harvesting 25% Energy Savings for Pennsylvania's Communities**

Counties:

County Name
LEHIGH
LUZERNE
NORTHAMPTON
BERKS
CUMBERLAND
LANCASTER
YORK
BUCKS
CHESTER
DELAWARE
MONTGOMERY
ALLEGHENY
WASHINGTON
WESTMORELAND

Cities, Townships and Boroughs:

County Name	Municipality Name
MONTGOMERY	ABINGTON TWP
LEHIGH	ALLENTOWN CITY
BLAIR	ALTOONA CITY
BUCKS	BENSALEM TWP
NORTHAMPTON	BETHLEHEM CITY
BUCKS	BRISTOL TWP
MONTGOMERY	CHELTENHAM TWP
DELAWARE	CHESTER CITY
ERIE	ERIE CITY
DAUPHIN	HARRISBURG CITY
DELAWARE	HVERFORD TWP
WESTMORELAND	HEMPFIELD TWP
LANCASTER	LANCASTER CITY
MONTGOMERY	LOWER MERION TWP
DAUPHIN	LOWER PAXTON TWP
LANCASTER	MANHEIM TWP

County Name	Municipality Name
BUCKS	MIDDLETOWN TWP
ERIE	MILLCREEK TWP
BUCKS	NORTHAMPTON TWP
ALLEGHENY	PENN HILLS TWP
PHILADELPHIA	PHILADELPHIA CITY
ALLEGHENY	PITTSBURGH CITY
BERKS	READING CITY
LACKAWANNA	SCRANTON CITY
CENTRE	STATE COLLEGE BORO
DELAWARE	UPPER DARBY TWP
LUZERNE	WILKES BARRE CITY
YORK	YORK CITY

Appendix B
Sample Resolution
PA Conservation Works!
Harvesting 25% Energy Savings for Pennsylvania's Communities

Name of Municipality
Resolution Number _____

WHEREAS THE LIST OF PARTICIPATING MUNIICIPALITIES OR AUTHORIZED BODY will be operating an intermunicipal, cooperative project to (NATURE OF PROJECT),
AND

WHEREAS THE (MUNICIPALITY) wishes to participate in said intermunicipal, cooperative project.

AND WHEREAS THE Pennsylvania Department of Environmental Protection makes available grants to such projects through the PA Conservation Works! Recovery Grant program.

NOW THEREFORE, BE IT RESOLVED that the (GOVERNING BODY) of the (MUNICIPALITY) hereby authorized the (NAME OF LEAD MUNICIPALITY OR AUTHORIZED BODY) to make application for such a grant on our behalf.

AND BE IT FURTHER RESOLVED that the (GOVERNING BODY) of the (MUNICIPALITY) hereby allocates municipal resources in the amount of (AMOUNT OF LOCAL SHARES) to said project.

Adopted this (DATE)

(GOVERNING BODY)

Attest (SIGNED)

(MUNICIPALITY)

(SIGN)
(PRESIDENT/CHAIRMAN)