



Alternative Fuels Incentive Grant Program



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION



May 9, 2017

Dear Friend:

I am pleased to invite you to apply for the Department of Environmental Protection's (DEP's) Alternative Fuels Incentive Grant Program (AFIG).

The transportation sector is responsible for significant air pollution, including nearly a quarter of the greenhouse gases emitted in Pennsylvania. One of the ways Pennsylvanians can reduce emissions from transportation is by using alternative fuels, such as electricity, natural gas, propane, biofuels, and hydrogen. In addition to improving air quality, use of alternative fuels provides other benefits, such as supporting economic development and enhancing energy independence and energy security.

I am confident that the alternative fuel projects you propose will promote and build markets for home-grown renewable and alternative energy transportation technologies as well as lessen our carbon footprint. This grant program is designed to provide a stimulus for opportunities that better manage Pennsylvania's fuel resources in a way that improves the environment, supports economic development, and enhances our quality of life.

Eligible proposals may include a variety of opportunities for the use of alternative fuels and alternative fuel vehicles.

DEP is particularly interested in supporting proposals that provide environmental benefits, are market-driven, create jobs, and produce economic development within Pennsylvania.

Along with the enclosed application is detailed guidance to help develop project proposals. I encourage you to read through the entire package carefully to ensure your successful application. Please contact AFIG staff with any questions.

The AFIG program will remain open continuously through December 2017 and DEP will select the best projects through a competitive scoring process. DEP will evaluate applications received by the end of each of two submission periods: July 14, 2017 and December 15, 2017. Unsuccessful applicants will be provided an opportunity to review their application with AFIG staff. The opportunity to quickly resubmit a follow-on application with improvements during the next submission period will be available to you.

DEP looks forward to funding a variety of energy projects that benefit Pennsylvania's environment, economy, and energy security.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick McDonnell".

Patrick McDonnell
Acting Secretary

Enclosure

Alternative Fuels Incentive Grant Program

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Alternative Fuels Incentive Grant Program

The Pennsylvania Department of Environmental Protection (DEP) is offering grant funding for clean, alternative fuel projects in Pennsylvania and investment in Pennsylvania's energy sector. DEP receives approximately \$6 million in funding each year through the utilities gross receipts tax collected during each fiscal year to carry out the provisions of the Alternative Fuels Incentive Act. The primary goals of the Alternative Fuels Incentive Grant Program (AFIG) are to improve Pennsylvania's air quality and reduce consumption of imported oil through the use of homegrown alternative fuels that will help the Commonwealth's economy and environment. DEP is seeking applications for innovative, advanced fuel and vehicle technology projects resulting in a cleaner and greener transportation sector within the Commonwealth. DEP will consider projects within the category areas listed under General Eligibility and anticipates awarding all funds received during each fiscal year for projects consistent with the Alternative Fuels Incentive Act.

The AFIG Fund was established under Act 166 of 1992 and is administered by DEP through the Office of Policy.

Key Considerations Prior to Applying

- All applications must be submitted online through DEP's eGrants system.
www.ahs.dep.pa.gov/eGrants/index.aspx
- Eligible applicants may submit more than one application.
- Activities funded must be conducted in Pennsylvania.
- Vehicles funded must be registered in Pennsylvania, and remain registered in Pennsylvania for no less than two years after project completion.
- For vehicle purchase or conversion projects, vehicles cannot have been purchased, delivered or converted prior to January 1, 2017. Deposits to hold/order vehicles are excluded from this requirement.
- Except for vehicle purchase or conversion projects, projects will not be reimbursed if they occur before the application submission due dates under which the project is considered for funding.
- All projects must have a measurable environmental net benefit for the Commonwealth.
- Grantees must secure all permits or approvals (state, federal, and local) required for the project to proceed prior to DEP providing grant reimbursement.
- Written consent of property owners must grant DEP access to project sites.
- Projects that are solely feasibility studies will not be funded.
- DEP reserves the right not to award funds to applicants that have:
 - not submitted an application that is administratively complete;
 - failed to complete previously funded projects with DEP;
 - exhibited poor performance in complying with the expectations and requirements of previously awarded grants with DEP; or
 - non-compliance issues with DEP or outstanding obligations to the Commonwealth, including other Commonwealth agencies.

New This Round

- The AFIG program will remain open continuously throughout calendar year 2017.
 - Submission period end dates are:
 - July 14, 2017
 - December 15, 2017
 - An applicant may resubmit an application which was submitted but not awarded with no substantial changes only one time within a 12-month period from the grant award date.
 - An applicant may continue to submit new application proposals or an application proposal which has been changed in a significant manner without limits.
 - The Biofuel Use Projects are eliminated in the 2017 guidelines due to lack of applications received, and limited flexibility DEP has for making changes to accommodate these projects under the Act.
 - The program changes for the Vehicle Retrofit and Purchase projects category are:
 - Any AFIG application seeking funding to support the incremental cost to purchase alternative fuel vehicles or convert vehicles to utilize alternative fuels will be capped at \$300,000. No individual vehicle may receive more than \$20,000.
 - Vehicles supported with an incremental cost grant must be purchased or converted after January 1st 2017. Deposits to hold/order vehicles or deposits for retrofit work may occur prior to this date.
- If an applicant is applying under more than one project category for related projects (ex. Vehicle purchase and refueling infrastructure to support those vehicles), the total combined grant request of all applications from one applicant cannot exceed \$600,000 per applicant, per project location.
- An applicant may receive no more than 10 percent or \$600,000 of the money available under this grant program in any fiscal/calendar year.
- Any applicant that was an AFIG grant recipient from the 2016 AFIG grant program **will not** be considered for funding this solicitation period. Applicants cannot receive funding in consecutive fiscal/calendar years.

General Eligibility

Eligible Applicants:

- School districts
- Municipal authorities
- Political subdivisions
- Incorporated nonprofit entities
- Corporations
- Limited liability companies or partnerships registered to do business in the Commonwealth

Eligible Project Categories:

Vehicle Retrofit or Purchase Projects:

- New Vehicle Purchase - The incremental cost of purchase of new alternative fuel vehicles (any type or size).
- Vehicle Retrofit - The incremental cost to retrofit new or existing vehicles to operate on alternative fuels (any type or size).

Alternative Fuel Refueling Infrastructure Projects:

- Fleet Refueling - The cost for the purchase and installation of refueling equipment servicing, at a minimum, one fleet of alternative fuel vehicles with a GVWR less than 26,000 lbs.
- Workplace, Home or Intermediary Refueling Projects - The cost to purchase and install refueling equipment at a vehicle's or vehicles' home location servicing only vehicles with a GVWR less than 10,000 lbs.

Innovative Technology Projects:

- Projects that include research, training, development and demonstration of new applications or next phase technology related to alternative transportation fuels and alternative fuel vehicles.

Note:

- For each specific project type described above, please see the individual requirements section to obtain detailed information for each project type.
- Any applicant who begins a project and incurs costs before receiving a fully executed grant agreement does so at his or her own risk.
- A separate application is required for each project category. Applicants may not combine different project categories into the same application.

Application Requirements – All Projects

- The application, project description and required attachments must be complete and the application must include all applicable items as outlined in the application instructions.
- The application must describe where all project activities will occur.
- The application must include documentation supporting the anticipated types and amounts of alternative fuel produced, dispensed and/or fossil fuel to be displaced.
- The application must include equipment specifications, maps, plans or financial documents associated with the project.
- The application must describe any other public funding included in the project.
- The application must contain letters documenting the financial commitment for any match claimed; these letters of commitment must include clear documentation of the amount of financial commitment from each source (both the applicant and from any entity other than the applicant).
 - Monies "applied for" from other sources may not be included.
 - Other DEP program funds cannot be used to comply with the project match requirement.
 - The application must include a budget for the project. AFIG funds cannot be used to cover the following costs:
 - Preparation of the AFIG application; land acquisition; permits; landscaping; advertising; business start-up costs; indirect costs (i.e., general administrative and overhead, contingency funds, etc.); travel, lodging, subsistence; conference or meeting expenses including catering, conference equipment and room rental; and any other cost not deemed acceptable to DEP.
- If 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 submission of the application a copy of the permit must be supplied to DEP prior to the first reimbursement.

Application Evaluation – All Projects

DEP will conduct a comprehensive review of all complete and eligible grant applications including supporting documentation. Applications will be competitively evaluated based solely on the data provided; therefore, completeness and accuracy are important. Applications will be reviewed and evaluated by DEP using the criteria defined below and any other criteria that may be specifically referenced in each of the requirements sections included in this grant solicitation.

- Improvement of Pennsylvania's air quality via environmental benefits, protection of the natural environment and avoided emissions.
- Reduction of conventional energy consumption (imported crude oil and other petroleum products) or increased energy production from indigenous alternative energy sources.
- Promotion of Pennsylvania's energy resources, energy diversity and security.
- Economic benefits for the Commonwealth, including jobs, savings to consumers and/or revenue generation.
- The amount of matching funds or in-kind services documented by letters of financial commitment; **Note:** letters supporting the project are not considered letters of financial commitment for matching funds or in-kind services. Letters of support are not required.
- The level of financial support needed by the applicant to complete the project.

- Promotion of the environmental benefits resultant of the project.
 - A written outreach and education plan for your project is encouraged to be submitted with your application to demonstrate how you will promote the environmental benefits of alternative fuels. This plan could range from an educational press release to an “inaugural ride” of your new AFV bus that includes coverage by local media and engaging students in educating attendees. Other examples include but are not limited to educational signage on your new vehicle or within your building, as well as incorporating the outcomes of the grant project into a new or existing educational curriculum.
- Support of economically distressed Act 47 municipality.

Projects may be determined to be incomplete and as such ineligible for an award if the information provided in the application:

- Provides incomplete or contains inaccurate information.
- Does not clearly indicate that the project activities funded will be conducted in Pennsylvania.
- Does not provide letters from the applicant or project partners providing cost share that clearly documents financial commitment.
- Does not provide a letter or an agreement from the lessee if intending to lease vehicles which acknowledges the lessor’s approval of the intended vehicle modification and commitment to the registration and use of the vehicle primarily in Pennsylvania for not less than two years if the lessor regains control of the vehicle during this time.
- Does not commit to utilize EPA or CARB compliant vehicles.
- Does not document that costs have not been expended prior to the dates indicated in the solicitation, or in the case of vehicle retrofit or purchase projects, prior to January 1, 2017.
 - **Note:** Deposits to hold/order vehicles or deposits for retrofit work are excluded from this requirement
- Does not clearly indicate that vehicles supported with AFIG funds will be registered in Pennsylvania and primarily operated and fueled in Pennsylvania.
- The application was submitted without significant changes more than 2 times during a 12 month period.

The AFIG Program is a competitive program and an application may fail to receive funding or be determined to be not reviewable due to application deficiencies or inadequacies.

Applications that are scored and ranked as the best projects during a submission period will be funded. Although applications will be accepted for each project category during a submission period, DEP at its discretion may choose to not award projects in each project category if no project application received within a category is determined as best or worthy of an award.

If an application is not awarded, applicants may request comments from AFIG staff indicating what changes could improve the application.

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.
- Grantees will be assigned a DEP project advisor and grantees may be required to meet with DEP staff to review contract requirements.

- After the announcement of a grant award, DEP will forward a grant agreement to the recipient; grantees will be required to execute (sign) the grant agreement, including a detailed scope-of-work, project schedule, budget and other information.
- Grantees that have not had previous contracts or grant agreements with the commonwealth will be required to obtain a vendor identification number through the Vendor Data Management Unit, <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistratin.aspx> (Non-Procurement Registration Link) and to submit a Form W-9, Request for Taxpayer Identification Number and Certification.
- AFIG is a reimbursement grant program. Payment requests may begin after the grantee has received a fully executed grant agreement.
- DEP will make payment to the successful grantee based on review of the required Statement of Expenditures form, accompanying invoices and adequate proof of payment documentation; DEP will not fund costs in excess of the awarded grant amount.
- Grantees will be paid for funds expended only during the grant period of performance. Deposits to hold/order vehicles or for retrofit work are excluded from this requirement and can be reimbursed.
- Reporting and Invoices:
 - The grantee must submit a monthly report, on the correct form, for the duration of the grant period; monthly reports are due to the DEP project advisor by the 5th of the month following the month that is being reported.
 - Grantees must ensure current Monthly Progress Report forms are on file with DEP for the periods covered by each Statement of Expenditures, as outlined in the grant agreement.
 - The grantee will use the report forms provided by DEP; these forms will be referenced in the grant agreement, but not attached to the grant agreement.
 - The grantee will be responsible for providing all the information required to complete the grant report.
 - Grantees must submit a Final Report within 30 days of the completion of the grant.
 - Grantees will be required to submit a One-Year Follow-Up Report, including performance measures and jobs created or retained, one year after the project completion date. Vehicle purchase or retrofit project will require two Annual Fuel Usage Follow-up Reports.
- Completion of Project:
 - The project must be completed as described in the grant agreement; modifications to the project will not be considered, except for limited scope, time, and budget changes approved by DEP.
 - With DEP approval, changes may include replacements of equal quality and function, and reallocation of funds within the budget as long as the maximum contract dollar amount payable by DEP to the recipient is not exceeded.
- Permits:
 - Grantees must secure all permits or approvals otherwise required for the project to proceed; this includes any permits required by DEP.
 - If permits are required for the project, copies of the permits shall be submitted prior to the first reimbursement request; DEP will not make payments to the grantee prior to receiving a copy of the required permit; if applicable, the final building inspection report must be signed, and a copy must be submitted to DEP, before the grantee applies for final payment.
- Grantees must comply with all applicable laws and local ordinances including local, commonwealth and federal requirements in the implementation of the project.

- Accounting and Financial Controls:
 - Grantees 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.
 - All work or delivery of vehicles, equipment etc., must occur during the stated period of performance in the grant agreement; grantee shall provide proof of payment and other required documentation within 30 days of the project completion date; no reimbursement will be given for costs expended prior to the grant period of performance (deposits to hold/order vehicles or for retrofit work are excluded); **any applicant who starts a project and incurs costs before receiving a fully executed grant agreement does so at its own risk.**
 - Matching funds provided by the applicant or other project partners must be spent during the grant period of performance; no credit will be given for funds spent prior to the grant period of performance (deposits to hold/order vehicles or for retrofit work are excluded); matching funds must correspond to eligible categories as outlined in the project budget; documentation will be required for matching funds as well as DEP funds.
 - All funding must be spent in accordance with the spending plan included in the grant agreement; DEP reserves the right to terminate the project and/or recover funding from grant recipients that the department determines are either not performing or not properly managing the funding, as per the conditions of this AFIG solicitation or the grant agreement.
 - Time extensions will only be granted if the department determines the extension to be necessary through review of a time extension request.
 - Requests for extensions to the grant period of performance should be received 60 days prior to the end date of the period of performance on a DEP Change Scope, Change Budget or Extension Request form; A Change Scope, Change Budget or Extension Request form may be obtained from the grant project advisor.
 - DEP reserves the right to inspect projects financed with AFIG funds and to audit or require a third-party audit of any project's financial transactions or compliance with grant agreement terms.
 - AFIG grant proposals are public documents and subject to disclosure to the public; 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 Pennsylvania Prevailing Wage Act requirements.
 - Grantees shall insure where necessary that construction projects with a cost in excess of \$25,000, which are 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 website at www.dli.pa.gov. It is solely the responsibility of a grantee to ensure the Act is followed if applicable.

Definitions

The following are definitions of key terms that are used in this application package:

AFIG Grant – Monies allocated from the AFIG Fund for a project approved by DEP.

Alternative Fuel – Any transportation fuel other than conventional fuels; gasoline and diesel. This includes, but is not limited to: compressed natural gas, liquefied natural gas, propane, hydrogen, hythane electricity, biodiesel, ethanol, methanol and other advanced biofuels.

Alternative Fuel Vehicle – A self-propelled vehicle operating on an alternative fuel designed for transporting persons or property. This term includes bi-fuel, dual fuel, hybrid, electric and other dedicated alternative fuel vehicles.

Businesses – Corporations, limited liability companies or partnerships incorporated or registered in this Commonwealth.

Dedicated vehicle – a vehicle that runs exclusively on an alternative fuel, this also include an original equipment manufacturer or retrofit vehicle.

Department or DEP – The Department of Environmental Protection of the Commonwealth of Pennsylvania.

Fleet – A group of 10 or more vehicles comprised of passenger cars, light-duty trucks, buses and heavy-duty trucks up to 26,000 lbs. GVWR that is owned and operated by a single school district, municipal authority, political subdivision, nonprofit entity, corporation, limited liability company or partnership located within this Commonwealth.

Fund – The Alternative Fuels Incentive Fund.

Grantee – An applicant that has an executed AFIG grant agreement with DEP.

Hybrid Vehicle – A motor vehicle that draws propulsion energy from onboard sources of stored energy that are both:

- 1) An internal combustion engine using combustible fuel
- 2) A rechargeable energy storage system.

Incremental cost – Any of the following:

- The difference in cost between the base price of a conventional model vehicle and its alternative fuel model related to use of the alternative fuel
- The cost to retrofit a conventional model vehicle to operate using alternative fuels

Refueling Equipment – A permanent structure for storage or dispensing of alternative fuels. Structures involve new land development or result in a change to the existing use of land that may involve processing, storage and dispensing of alternative fuel into vehicles which utilize the fuel dispensed for transportation.

Municipal Authority – A body corporate and politic as defined by Section 5602 of the Municipality Authorities Act (53 Pa.C.S. §5602) or successor statutes.

Nonprofit Entity – Any association, as defined by Section 102 of the Associations Code, 15 Pa.C.S. §102, that is not organized for a purpose or purposes involving pecuniary profit, incidental or otherwise, to its

shareholders or members, is registered with the Internal Revenue Service as a nonprofit entity, and is incorporated under the laws of Pennsylvania or has a certificate of authority from the Pennsylvania Department of State to conduct business in Pennsylvania.

Political Subdivisions – A Pennsylvania county, city, borough, incorporated town, township, school district, vocational school district, or county institutional district.

Retrofitted Vehicle – A vehicle that has had a conversion system (the addition of a new item, modification or removal of an existing item of equipment beyond that of regular maintenance, on an automobile after its initial manufacture) installed which is in compliance with all Federal and State safety requirements including rules and regulations promulgated by the EPA and has been installed by a trained or approved installer of the conversion technology manufacturer.

DEP AFIG Staff

For individual location-specific project inquiries, please contact:

Michelle Ferguson, 570-327-3783 or Josh Dziubek, 717-783-8411

Counties:

Bradford, Butler, Carbon, Cameron, Clarion, Clearfield, Centre, Clinton, Columbia, Crawford, Elk, Erie, Forest, Jefferson, Lackawanna, Lawrence, Lehigh, Luzerne, Lycoming, McKean, Mercer, Monroe, Montour, Northampton, Northumberland, Pike, Potter, Schuylkill, Snyder, Susquehanna, Sullivan, Tioga, Union, Venango, Warren, Wayne, and Wyoming.

Mark Hand, 717-705-4797 or Walt Dinda, 717-783-8411

Counties:

Adams, Allegheny, Armstrong, Bedford, Beaver, Berks, Blair, Bucks, Cambria, Chester, Cumberland, Dauphin, Delaware, Fayette, Franklin, Fulton, Greene, Huntingdon, Indiana, Juniata, Lancaster, Lebanon, Mifflin, Montgomery, Perry, Philadelphia, Somerset, Washington, Westmoreland and York.

For multiple location/state wide project inquiries, please contact:

Josh Dziubek, 717-783-8411

Application Submission

All applications must be submitted online through DEP's eGrants system.

www.ahs.dep.pa.gov/eGrants/index.aspx

Questions regarding the online eGrants application system, or for assistance troubleshooting issues with the system, please contact the eGrants Help Desk.

DEP's Grants Customer Service Center at 1-717-705-3768 or by email at:

ep-efactshelpdeskteam@pa.gov

**PA Alternative Fuels Incentive Grant
Vehicle Retrofit and/or Purchase Projects
Eligibility, Requirements and Evaluation Criteria**

Vehicle Retrofit and Purchase projects include the incremental cost of purchase of new alternative fuel vehicles (any type or size). The new vehicles must be manufactured by the original equipment manufacturer to operate on alternative fuel as dedicated, bi-fuel or dual-fuel.

Vehicle Retrofit and Purchase also includes the incremental cost of retrofit of new or existing vehicles to operate on alternative fuels (any type or size) and can be operated on alternative fuel as dedicated, bi-fuel or dual-fuel.

Eligible vehicles include but are not limited to: Dedicated, bi-fuel, and dual-fuel LNG or CNG vehicles, liquid propane gas, hydrogen, and electricity; no GVWR limits. Hybrid vehicles are eligible.

Eligible applicants:

- School districts
- Municipal authorities
- Political subdivisions
- Incorporated nonprofit entities
- Corporations
- Limited liability companies or partnerships registered to do business in the Commonwealth

Vehicle purchasers/owners/lessees and lessors are eligible to receive a grant.

- For lessees, the application must include a signed letter or agreement from lessor approving the vehicle modification and agreeing to the use of the vehicle in Pennsylvania for no less than two years.
- For lessors, the application must include a signed letter from the lessee agreeing to the use of the vehicle in Pennsylvania for no less than two years.

Project Requirements:

- Period of Performance
 - Vehicles must be purchased or converted and delivered after January 1, 2017. Deposits to hold/order vehicles may occur prior to January 1, 2017.
 - Vehicles must be purchased or converted within 12 months of the grant award date.
- All vehicles must be primarily operated and fueled in Pennsylvania.
- All identified refueling facilities to be utilized by vehicles receiving DEP funds must be properly permitted even if existing prior to the grant award.
- The vehicles receiving funding must be registered in Pennsylvania and remain registered in Pennsylvania for no less than 2 years after project completion.
- All alternative fuel vehicles or conversion systems must be compliant with Environmental Protection Agency (EPA) or California Air Resource Board (CARB) requirements.
 - Please refer to the conversion system requirements as described in DEP's "Policy on Clean Alternative Fuel Conversion Systems" (www.elibrary.dep.state.pa.us/dsweb/Get/Document-86214/PCV%20Conversion%20Policy%20Final%20Revised.pdf)
- The purchase of a used vehicle already converted to alternative fuel is not eligible.

- Vehicles which have previously been awarded any AFIG or DEP NGEDP incentives funds are not eligible.
- For projects involving the purchase or retrofit of vehicles, DEP will make payment to the grantee based on review of the required form detailing actual incremental costs at time of purchase or retrofit with accompanying invoices and documentation of the delivery of the vehicle.
- For purchase or retrofit of vehicles, DEP will not fund costs in excess of the requested grant amount or in excess of the percentage of incremental costs as documented on the Alternative Fuel Vehicle Summary Table, whichever is less.
- For purchase or retrofit of vehicles, the following documentation must be submitted along with the reimbursement request form in order to secure payment:
 - A copy of the invoice or the bill of sale that clearly shows the incremental cost or conversion cost;
 - Proof of payment. This can be a copy of the front and back of a cancelled check, wire transfer receipt, or an invoice indicating a zero balance due and receipt of payment in full. For leased vehicles where the incremental purchase price is not paid as a separate one-time payment, grantee must show proof of lease payments that equal or exceed the incremental purchase price;
 - A copy of a valid Pennsylvania vehicle registration. The name appearing on the vehicle registration must appear on the invoice; and
 - Proof of EPA or CARB compliance of alternative fueling system;
 - For leased vehicles only, a copy of lease agreement.
- For entities (lessee) who will be leasing a vehicle owned by another entity (lessor), the following conditions apply:
 - The lessee is responsible for paying the incremental cost to be reimbursed by DEP within the grant period of performance;
 - Vehicles must be registered to the lessee for the entire term of the lease, which must be for not less than two years, and must agree to use the vehicle primarily in Pennsylvania for not less than two years;
 - Lessee provides a signed agreement from lessor approving the vehicle modification and agreeing to the use the vehicle primarily in Pennsylvania for not less than two years if lessor regains control of the vehicle during this time; and
 - The lessee will provide to DEP a copy of the lease agreement.

Application Requirements:

- A single application under this category may not exceed \$300,000. Individual vehicles may not be reimbursed for incremental cost exceeding \$20,000.
- Any AFIG application seeking funding to support the incremental cost to purchase alternative fuel fleet vehicles or convert vehicles to utilize alternative fuels will be provided 50 percent of the incremental cost up to a maximum of \$20,000 for each vehicle:
 - The application must contain a completed Alternative Fuel Vehicle Summary Table.
 - The application must contain documentation such as a letter from the owner or operator of the primary fueling station confirming the existence of fueling infrastructure that is available to supply alternative fuels to the eligible vehicles to be supported with grant funds.

- The application must contain proof of any information pertaining to project readiness including and/or not limited to:
 - Vehicle or conversion orders,
 - Deposits made
 - Vehicle delivery or conversion dates
- The project narrative and/or the Alternative Fuel Vehicle Summary table must include a description of:
 - The number and type of eligible vehicles that have been or will be purchased, or retrofitted.
 - The location and ownership of the primary fueling station to be utilized by the vehicles to be supported with grant funds.
 - The public accessibility of the primary fueling facility. The intention of the applicant to continue to use alternative fuels and to operate the vehicles in Pennsylvania.
 - The total amount of alternative fuel to be consumed and the amount of fossil fuel to be displaced.

Application Evaluation:

In addition to the Application Evaluation criteria on Page 4 of this document, DEP will also evaluate the following items unique to this project type:

- The amount of fossil fuel to be displaced;
- The number of vehicles purchased during the grant term;
- The use by the vehicles purchased of a new station not previously supported by Commonwealth grants for vehicles or infrastructure;
- The level of public accessibility of the primary fueling station;
- The location of the primary fueling station within two miles of an interstate highway;
- The location of the primary fueling station relative to other existing alternative fueling stations;
- The significance of the proposed education and outreach plan.

Information on Applying:

- Please see the General Instructions: PA Alternative Fuels Incentive Grant eGrants Application Step-by-Step Guide on page 18.
- Please see the Project Specific Instructions: Vehicle Retrofit and/or Purchase Projects: eGrants Application Step-by-Step Guide on page 25.

PA Alternative Fuels Incentive Grant Alternative Fuel Refueling Infrastructure Projects Eligibility, Requirements and Evaluation Criteria

Alternative Fuel Refueling Infrastructure projects include the cost to purchase and install refueling equipment for alternative fuel fleet vehicles and the cost to purchase and install refueling equipment at a vehicle or vehicles home location.

Fleet Refueling Projects are:

- Projects must service at least one existing fleet of alternative fuel vehicles by the end of the period of performance.
 - A fleet of alternative fuel vehicles must be a group of ten or more vehicles comprised of passenger cars, buses and trucks with a gross vehicle weight rating up to 26,000 lbs. (Class 1 through Class 6 vehicles) owned by a single entity.

Workplace, Home or Intermediary Refueling Projects are:

- Refueling infrastructure projects which are deployed where alternative fuel vehicle(s) have a high retention time. These could include the home storage or base of operation locations of alternative vehicles. Locations for these projects should be sited where vehicles are expected to be parked for multiple hours. These stations should be able to identify and regularly service at least one alternative fuel vehicle capable of fueling at the station. A home storage location can be defined as the property location of the owner of the vehicle or the base of operation for the vehicle(s) using the refueling facility. Individuals cannot apply. Locations of the potential workplace or Intermediary refueling project could be a business park, office building, parking garage, mixed use facility, long-term airport parking, etc.
 - Alternative fuel vehicles supporting Workplace, Home or Intermediary refueling projects may only be passenger cars, light-duty trucks, or light heavy-duty trucks up to 10,000 lbs. in GVWR (Class 1 and Class 2a and Class 2b).

New refueling facilities and expansion of existing refueling facilities for both Fleet and Workplace, Home and Intermediary refueling projects will be considered. If the project is the expansion of an existing refueling facility, the applicant must show how the expansion would result in increased use of the facility and increased fuel displacement.

Eligible applicants:

- School districts
- Municipal authorities
- Political subdivisions
- Incorporated nonprofit entities
- Corporations
- Limited liability companies or partnerships registered to do business in the Commonwealth

Project Requirements:

- Period of Performance
 - The scope of work proposed in the application to be supported with grant funds must be completed within 24 months of the grant award date.
- All refueling project locations must be located in Pennsylvania.

- Refueling projects must service vehicles using at least one of these alternative fueling types:
 - Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), liquid propane gas (LPG), alcohol (ethanol E-85 or Methanol M85), hydrogen, hythane (any combination of CNG and hydrogen), biofuels and electricity
- A minimum 50 percent cost share is required, additional cost share provided over 50 percent will be considered during the competitive application evaluation process.
- Supplies, whether DEP funded or cost share match, may not exceed 10 percent of the total project costs.

Application Requirements:

- A single application under this category may not exceed \$500,000.
- The project narrative must include a description of:
 - The location and ownership of the fueling station,
 - The application must include a signed letter or agreement from landowner where the refueling facility will be located indicating their support of the project.
 - The public accessibility of the fueling facility,
 - The financial viability of the project including an identification of the volume of the expected annual fuel dispensed, and simple payback on investment in number of years,
 - A description of all other public, state, federal and local funds applied for or obtained to be invested in the project.
 - A description of the vehicles and vehicle types which would primarily utilize the refueling facility.

Fleet Refueling Specific Requirements:

- All fleet refueling projects must service at least one existing fleet of alternative fuel vehicles.
- Fleet vehicles described in the application must be a group of ten or more vehicles comprised of passenger cars, light duty trucks, buses and heavy duty trucks up to 26,000 lbs. in gross vehicle weight owned by a single entity. (Class 1 through Class 6 vehicles).
- Letters from the owners or intended owners of the fleet vehicles supporting the project are highly recommended to be included in the application.

Workplace, Home or Intermediary Refueling Specific Requirements:

- All Workplace, Home or Intermediary refueling projects must service at least one alternative fuel vehicle by the end of the period of performance.
- Alternative fuel vehicles using this refueling infrastructure may only be passenger cars or light duty trucks or light heavy duty trucks up to 10,000 lbs. in gross vehicle weight rating (Class 1 and Class 2a and Class 2b)
- Alternative fuel vehicles do not have to be fleet vehicles.
- Letters from vehicle owners are encouraged but not required.

Application Evaluation:

In addition to the Application Evaluation criteria on Page 4 of this document, DEP will also evaluate the following items unique to this project type:

- The level of public accessibility of the station to be constructed.
- The expected annual amount of alternative fuels dispensed by the station in GGE/Yr.
- The core competencies of the applicant and project partners.

Information on Applying:

- Please see the General Instructions: PA Alternative Fuels Incentive Grant eGrants Application Step-by-Step Guide on page 18.
- Please see the Project Specific Instructions: Alternative Fuel Refueling Infrastructure Projects eGrants Application Step-by-Step Guide on page 34.

PA Alternative Fuels Incentive Grant Innovative Technology Projects Eligibility, Requirements and Evaluation Criteria

Innovative Technology Projects include the costs to perform research, development or training as well as the demonstration of new application or advanced next phase technology related to alternative fuels and alternative fuel vehicles.

- AFIG will only consider innovative technology and advanced research and development projects that are reasonably expected to directly result in the commercial application of the information gained or products produced.
- Manufacture of alternative transportation fuel and vehicle demonstration projects will only be considered for funding if they are shown to be the first deployment of this type of technology in Pennsylvania which has not had significant commercial success elsewhere.
- Retrofits or expansions of existing biofuel or alternative fuels manufacturing facilities which supply the transportation sector will only be considered under this category if the equipment or expansion of the facility tests or demonstrates an innovative technology in Pennsylvania.
- All projects proposed must be for the benefit of advancing technologies that will be incorporated into vehicles registered in PA.

Eligible applicants:

- School districts
- Municipal authorities
- Political subdivisions
- Incorporated nonprofit entities
- Corporations
- Limited liability companies or partnerships registered to do business in the Commonwealth

Project Requirements:

- Period of Performance
 - The scope of work to be supported must be completed within 24 months of the grant award date.
- Grant-funded project activities must be located in Pennsylvania.
- All Innovative Technology projects must include at least a 50 percent cost share. Additional cost share provided over 50 percent will be considered during the competitive application evaluation process.
- Personnel costs may not exceed 50 percent of the total grant funding requested.
- Supplies, whether DEP funded or cost share match may not exceed 10 percent of the total project costs.
- Project activities must ultimately result in a significant increase in effectiveness or efficiency of alternative fuel production or use and/or further the commercial success of an innovative technology as it is applied to alternative fuels or alternative fuel vehicle sector.

Application Requirements:

- The project narrative must include:
 - A discussion of the technology including an assessment which provides that the technology to be supported is not currently in widespread commercial use.

- A description of the potential outcomes including environmental benefits or enhancement of alternative fuel vehicles or alternative transportation fuel technologies that will result from the project.
- A description of the location of the grant funded activity as well as the location of any pilot or deployment activities that will or could occur during the grant period of performance or into the future.
- A comprehensive written plan which includes, at a minimum, the role of each partnering organization, a profile and identification of the core competencies of the organizations and estimated timeframes for each step to reach commercialization within two years of completion of the project.
- Letters of commitment from all partnering entities to be funded through this proposal.

Application Evaluation:

In addition to the Application Evaluation criteria on Page 4 of this document, DEP will also evaluate the following items unique to this project type

- The location of manufacture of equipment, and project component.
- Project readiness.
- The core competencies of the applicant and project partners.

Information on Applying:

- Please see the General Instructions: PA Alternative Fuels Incentive Grant eGrants Application Step-by-Step Guide on page 18.
- Please see the Project Specific Instructions: Innovative Technology Projects eGrants Application Step-by-Step Guide on page 45.

PA Alternative Fuels Incentive Grant eGrants Application Step-by-Step Guide

Go to www.ahs.dep.pa.gov/eGrants/index.aspx

- Click on Log in/Register and create a User Account.
- Click on *Find a Grant* on the left navigation bar.
- Scroll down to Alternative Fuels Incentive Grant and click on *Apply for this Grant*.
- Complete the Standard Application for Grant Funds.
- Download and complete forms specific to the project category for which you are applying. Depending on the category, this may include Supplemental Application Information, Project Narrative Information, and/or Vehicle Summary Table.
- Upload all required forms and attachments.
- Submit completed application. Plan to submit before the deadline to allow time for the system to verify the completeness of your application and to allow time for the final certification step.

General Instructions

Standard Application for Grant Funds - Applicant Information

- **Grant Program Opportunity:** Insert Alternative Fuels Incentive Grant
- **Applicant Legal Name:** [Required] Use the legal name of the entity applying for the grant. Must be the same as the name used to register for an SAP Number.
- **Fed Employer ID Number:** [Required] Self-explanatory.
- **SAP Vendor Number:** [Required] Call the Payable Services Center at 717-346-2676 (Harrisburg area) or 877-435-7363 (toll free) for questions about or to get an SAP Number. If the applicant does not have one, you may enter ones or nines. If awarded a grant, the applicant will be required to register as a Non-Procurement Vendor at www.vendorregistration.state.pa.us/CVMU/Paper/Default.aspx and an SAP number will be issued.
- **Organizational DUNS:** [Required] AFIG applicants do not require a DUNS number but this field must be filled in for eGrants. Enter 000000000 (9 zeros) if applicant does not have a DUNS number.
- **Department/Bureau Name:** [Not Required] Department or Bureau of Applicant that is applying for the grant if applicable.
- **Division/Office Name:** [Not Required] Division or Office of the above Department or Bureau if applicable.
- **Address:** [Required] Address MUST match the address associated with the SAP number.
- **Applicant Types:** [Required] Check any Applicant Types that apply to the organization.
- **Nonprofit Information:** [Not Required]
- **Project Coordinator:** [Required] This is the primary contact for the application and project.

Standard Application for Grant Funds - Project Information

- **Project Title:** [Required] Please give the project a descriptive title of fewer than 10 words. Please use this title for all correspondence regarding this project.
- **Project Start and End Date:** [Required]
- **Commonwealth Adviser:** [Not Required] Not applicable.
- **Advisor Agency:** [Not Required] Not applicable.
- **Statewide Project:** [Required] Indicate whether or not the project is statewide.

- **Project Scope: [Required]** Limited to 500 characters.
 - o **Vehicle Retrofit and/or Purchase:** Describe the number and type of eligible vehicles to be purchased or retrofitted. Describe where the vehicles will be fueled and if this involves a new fueling facility. State whether this fueling facility is accessible to the public. Describe the total incremental purchase or retrofit costs of eligible vehicles and the amount of incremental costs requested as the grant share.
 - o **Refueling Infrastructure:** Describe the location and ownership of the fueling station. Describe the financial viability of the project including expected annual fuel dispensed. State whether this fueling facility is accessible to the public. Include a description of the vehicles and amount of fuel to be dispensed.
 - o **Innovative Technology:** Describe how the project will contribute to the desired outcomes of the program. Include a description of the type and size of project, the amount of fuel produced or displaced (if applicable), and any anticipated reductions in emissions as a result of the project.
- **Project Narrative: [Required]** Attach a detailed Project Narrative (see specific project type instructions). Use the forms provided.
- **Project Type: [Required]** Select the project type that best corresponds to your project. Allowable project types are: **Implementation, Equipment Purchase and Research.**

Standard Application for Grant Funds - Budget Information

- **Name of Match Source:**
 - o **Vehicle Retrofit and/or Purchase:** Only the incremental purchase price of new vehicles or the actual equipment and installation costs of retrofitted vehicles can be included in the incremental cost. Total of Local Cash and Non-Cash Match refers to the amount of incremental cost not supported with grant dollars. Identify the total incremental purchase or retrofit cost and the amount of the incremental purchase or retrofit cost requested of the grant program. Grant share cannot exceed 50 percent of the incremental purchase cost.
 - o **Refueling Infrastructure:** Match cannot include funds or in-kind services provided by DEP. Supplies, whether DEP funded or matching funds may not exceed 10 percent of total costs. Personnel costs may not exceed 50 percent of the total grant funding requested.
 - o **Innovative Technology:** Match cannot include funds or in-kind services provided by DEP. Supplies, whether DEP funded or matching funds may not exceed 10 percent of total costs. Personnel costs may not exceed 50 percent of the total grant funding requested.
- **Total Grant Amt. Requested: [Required]** This is the amount the applicant is requesting.

Standard Application for Grant Funds - Project Site Information

- **Applicant Legal Name: [Required]** Use the legal name of the entity applying for the grant. Must be the same as the name used to register for an SAP Number
- **Project Title: [Required]** Please give the project a descriptive title of fewer than 10 words. Please use this title for all correspondence regarding this project.
- **Project Location:** (add as many site locations as needed)
 - o **For Vehicle Retrofit and/or Purchase** projects and Biofuel Use projects, Project Location refers to the Pennsylvania address of the applicant.
 - o **For Innovative Technology** projects and Refueling Infrastructure projects, Project Location refers to the location where the project is to be deployed.
- **Location Name: [Required]** Enter a brief 15 character name, e.g. "Town Hall"
- **Address Block:** Fill out all required information. Street Address 1 can be a U.S. Postal Address or a general site location if a postal address is not available.
- **Select county** as appropriate for the location.

- **Select municipality** as appropriate for the selected county;
- **Select Pennsylvania House and Pennsylvania Senate district of applicant.**
- **Mapping Information: [Not Required]** GIS information not required
- **Attachments:** [Not Required]

Please Note: To complete the Application, all applicants must provide the following information as is described in the instructions for the individual project types. Applicants may only submit an application for one project type per submission. (i.e. an applicant cannot submit both for a vehicle project and a refueling infrastructure project in the same application.)

Additional Forms

The following is a summary of the additional forms to be submitted. See step-by-step instructions for each project category.

- **Supplemental Application Information:** Required; please use appropriate form for project category
- **Project Narrative Information:** Required for all project categories
- **Detailed Budget:** Required only for Refueling Infrastructure and Innovative Technology
- **Alternative Fuel Vehicle Summary Table:** Required only for Vehicle Retrofit and/or Purchase

Download Forms

Download the available forms. Then complete them and save them on the computer. See individual Project Type Instructions for details.

Upload Attachments

Attachments: Click on **Browse...** for each file that is required to be uploaded, and locate and complete the form. Click on **Upload this file.** Upload the files one at a time. Ensure files are not open on the computer when uploading them.

- **Please Note:** It is required for this grant program that the applicant must upload ALL attachments for the submission of this application, including match letters. No hard copy or emailed materials will be accepted. Confirm that the correct files have been uploaded before submitting the application.

Standard Application for Grant Funds - Application Signature

Complete only when finished uploading all documents.

- **Certification [Required] Authorized Organizational Rep.** Certification must be made by the appropriate person authorized to represent the applicant.
 - **Note:** Certification occurs after the applicant has finished the application and the system has verified that the application is complete. Please allow time for this step to ensure that the applicant is able to submit the application prior to the deadline.
- **Certification** Check the box stating that an executive officer agrees to the terms stated.
- **Submit Application** Ensure all information is complete and accurate. Click the Submit this Application button.
 - For questions or problems with the eGrants application please contact DEP's Grants Customer Service Center at 1-717-705-3768 or by email at: ep-efactshelpdeskteam@pa.gov. For AFIG specific questions, contact the appropriate individual listed on the DEP Contacts on Page 9.

COMMONWEALTH OF PENNSYLVANIA

STANDARD APPLICATION FOR GRANT FUNDS

Grants Customer Service
Center
1-717-705-3768

eGrants
Grants Online



eGrants – Grants Online

*Indicates required information

www.ahs.dep.pa.gov/eGrants/index.aspx

Application Information (for internal use only)

Type of Submission: (check one)

- ☐ Preapplication
☐ Application
☐ Changed/Corrected Application

Type of Application

- ☐ New
☐ Continuation
☐ Revision

If Revision, check all that apply

- ☐ Change in Scope
☐ Change in Award Amount
☐ Change in Time

Grant Program Opportunity

[Insert Grant Program Opportunity]

Applicant Information

Applicant Legal Name:*

Federal Employer ID Number:*

SAP Vendor Number:*(If you do not have or do not know if you have an SAP Vendor Number, call 1-877-435-7363 (toll free) for assistance.)

Organizational DUNS:

Applicant Organizational Unit:

Department / Bureau Name:

Division / Office Name:

Applicant Address:*(Must match the SAP Vendor Address)

Street 1:	
Street 2:	
City:	
State:	
Zip:	
Municipality:	
County:	

Type of Applicant:*(Check all that apply. Refer to grant program guidelines for applicant eligibility.)

- | | | |
|---------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> Higher Educational Institution | <input type="checkbox"/> Volunteer Fire Organization |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Other Educational Institution | <input type="checkbox"/> Individual |
| <input type="checkbox"/> County or Municipal Government | <input type="checkbox"/> Non-profit with 501(c)3 IRS Status | <input type="checkbox"/> Other |
| <input type="checkbox"/> Prequalified Land Trust | <input type="checkbox"/> Non-profit without 501(c)3 IRS Status | |
| <input type="checkbox"/> For Profit Organization | <input type="checkbox"/> Non-profit with PA Bureau of Charitable Organizations Status | Specify Other: |

Non-profit Information: (Refer to grant program guidelines for required non-profit information.)			
501(c)3 Information:		PA Bureau of Charitable Organizations Information:	
Organization Name:		Organization Name:	
Registration Number:		Registration Number:	
Approval Date:		Expiration Date:	

Local Project Coordinator:* (Name and contact information of person to be contacted on matters involving this project.)			
Prefix (Mr., Ms., Dr., etc.):		Telephone Number: (daytime):	
First Name:		Telephone Extension:	
Middle Initial:		Fax Number:	
Last Name:		Email:	
Suffix (Jr., Sr., etc.):			
Title:			
Organization (if different than applicant):			

Project Information	
Project Title:*	
Start Date:	End Date:
Commonwealth Adviser Name:	Adviser Agency:
Is this a Statewide project?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Scope:* (Enter a brief description of the overall project - less than 1,000 characters.)	

Project Narrative:* (Attach a project narrative to this application. Refer to grant program guidelines for required narrative information.)			
Project Type:* (Select only one that best describes your project.)			
<input type="checkbox"/> Planning	<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Land Acquisition	
<input type="checkbox"/> Development (Construction)	<input type="checkbox"/> Educational Materials	<input type="checkbox"/> Equipment Purchase	
<input type="checkbox"/> Implementation	<input type="checkbox"/> Training	<input type="checkbox"/> Management	
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Special Studies	<input type="checkbox"/> Research	

General Grant Budget:* (Attach additional pages if more than six match sources)				
List Local Match sources and cash and/or non-cash amounts below; (Refer to grant program guidelines for required eligible match.)				
Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Total of Local Cash and Non-Cash Match	\$		\$	
Grant Amount Requested			\$	
Total Project Cost (Local Match plus Grant Amount)			\$	

Application Signature

By signing this application, I certify that I am authorized to sign on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.

☐ ** I Agree

Authorized Representative:* (Check grant program guidelines for required authorized representative information.)

Prefix (Mr., Ms., Dr., etc.):		Telephone Number: (daytime)	
First Name:		Telephone Extension:	
Middle Initial:		Fax Number:	
Last Name:		Email:	
Suffix (Jr., Sr., etc.):			
Title:			

Signature of Authorized Representative

Date Signed

COMMONWEALTH OF PENNSYLVANIA

STANDARD APPLICATION FOR GRANT FUNDS

Grants Customer Service
Center
1-717-705-3768

eGrants
Grants Online



eGrants – Grants Online

www.ahs.dep.pa.gov/eGrants/index.aspx

*Indicates required information

Application Information

Applicant Legal Name:*

Project Title:*

Project Site Information (Attach additional form copies for multiple sites)

Project Site Address:

Street 1:*	
Street 2:	
City:	
State:	PA
Zip:	
County(ies):*	
Municipality(ies):*	
Go to www.legis.state.pa.us to find your Pennsylvania legislative districts.	
PA House District Number(s):*	
PA Senate District Number(s):*	
U.S. Congressional District Number(s):	
Is the Property Leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner Name:	

GIS Information: (Not all grant opportunities require this information. Check the grant program guidelines for project site requirements.)

Latitude:	
Longitude:	
Acreage (if applicable):	
Length in Miles (if applicable):	
Parcel Number (if available):	

Mapping Information

Attach an 8 ½" x 11" color copy that clearly outlines the Project Area. The map must include longitude and latitude coordinates, street names and intersections with sufficient detail to locate the project site (see the example to the right).

Maps can be created in Google Earth, Microsoft Virtual Earth, GIS, or other mapping applications that display accurate site locations that eGrants can reference.

For mapping linear or large-landscape projects (e.g. trails, greenways, or watershed studies) where the project does not fit on an 8 ½" x 11" format, please use alternative mapping techniques that show the entire project area. Please provide logical beginning/ending points and trail mileage for all projects.

If possible please attach a CD or DVD containing an ESRI shape file for the project location or the parcel layer for the project from your County Tax Office.



Indicate the Project Location with a boundary and print out in color, including the aerial photography displaying street names, intersections, and longitude and latitude coordinates as displayed above.

**PA Alternative Fuels Incentive Grant
eGrants Application Step-by-Step Guide
Vehicle Retrofit and/or Purchase Instructions**

Supplemental Application Form [Required]

- **Outstanding Obligations:** Confirm that the applicant has no outstanding obligations to the state. Please describe the nature and status of any outstanding obligations in the Project Narrative.
- **Unresolved Compliance Issues:** Confirm that the applicant has no unresolved compliance issues with DEP. Please describe the nature and status of any unresolved compliance issues in the Project Narrative.
- **Other Funding Sources:** Indicate other sources of funding applied for and the anticipated award dates, if applicable.
- **Federal Funding:** Indicate whether the applicant will accept federal funding for this project if it becomes available.
- **Type of Alternative Fuel Vehicle:** Identify the type of alternative fuel vehicle to be purchased or retrofitted with the grant. Please explain in the Project Narrative.
- **Leased Vehicles:** Identify whether the applicant will be leasing the vehicles to another entity or if the applicant will be leasing the vehicles from another entity. Please explain in the Project Narrative.
- **Vehicle Registration:** Indicate whether or not all proposed vehicles are currently or planned to be registered in PA. Indicate if the vehicles intend to maintain operating in Pennsylvania for no fewer than two years.
- **Fueling Station:** Indicate if this station(s) will have full unrestricted public access, will be accessible to entities other than the applicant but with restrictions, or will be private use only. Identify the location of the new or existing fueling station(s) to be primarily used by the vehicles. Please explain in the Project Narrative.
- **PA Economic Development Measures:** Identify whether or not the manufacturer(s), installers(s), and/or the supplier/dealer(s) of the project components/equipment are located in Pennsylvania. If yes, list the name and address of each.
- **Air Quality Benefit:** If the vehicle will be primarily operated in one or more of the counties listed below under “Maintenance” or “Moderate”, click “yes” and list the county or counties:
 - o Maintenance: Adams, Berks, Blair, Cambria, Carbon, Centre, Clearfield, Cumberland, Dauphin, Erie, Franklin, Greene, Indiana, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Mercer, Monroe, Northampton, Perry, Tioga, Wyoming and York.
 - o Moderate: Allegheny, Armstrong, Beaver, Bucks, Butler, Chester, Delaware, Fayette, Montgomery, Philadelphia, Washington and Westmoreland.
- **Distressed Communities:** Indicate whether the applicant is itself designated as a distressed municipality pursuant to the Municipalities Financial Recovery Act 47 of 1987 (53 P.S. §11701.101 et seq.)
- **Strategic Expansion of Alternative Fueling Infrastructure:** Indicate whether the vehicles will fuel at a new, publically accessible fueling station or an existing public fueling station, within two miles of an interstate highway. Please explain in the Project Narrative.

Detailed Project Narrative [Required]

- Provide a detailed project narrative of no more than 10 pages on the provided Project Narrative Form. This narrative should focus on items identified in the general and specific evaluation criterion as well as the following items:
 - o A description of the number and type of eligible vehicles to be purchased or retrofitted and if the vehicles will be owned or leased.

- Confirmation of the existence of fueling infrastructure that will be available to supply all vehicles to be supported with grant funds.
- Whether the project includes the utilization of a fueling facility accessible to the public, and how the public will access the station.
- Confirmation that proposed alternative fuel conversion systems are EPA or CARB compliant, or, if not yet compliant, when they are expected to be compliant.
- An outreach and education plan to demonstrate how you will promote the environmental benefits of alternative fuels.

Alternative Fuel Vehicle Summary Table [Required]

- Provide the following information for all vehicles to be purchased or retrofitted.
 - Select the type of vehicle using the drop-down menu.
 - Using the drop-down menu, indicate whether the vehicle is a new purchase or a retrofit/conversion of an existing vehicle.
 - Indicate whether or not EPA and/or compliant certification system exists using the drop-down menu. If “no” or “pending” answer is provided, provide an explanation in project narrative.
 - List the vehicle make.
 - List the vehicle model.
 - List the vehicle year.
 - List the Gross Vehicle Weight Rating (GVWR) of the vehicle in pounds (lbs).
 - Enter the vehicle’s odometer reading. Enter “0” for new vehicle purchases.
 - List the anticipated miles to be driven per year.
 - Estimate the percent of annual miles anticipated to be driven on alternative fuels; enter "0" if a gasoline hybrid or diesel hybrid is selected. (**Note:** neither gasoline hybrid nor diesel hybrid use alternative fuel, but rather use fuel more efficiently.)

Below are a few examples for estimating the percent on alternative fuels. Please carefully consider your specific situations for each vehicle proposed:

- a) A bi-fuel CNG/gasoline vehicle may plan to use natural gas 60 percent of the time, when the vehicle is making regular local trips. However 40 percent of the miles may be using gasoline when periodic extended trips occur over the year, exceeding the range of natural gas.
 - b) A dual-fuel CNG conversion of a diesel engine will consume a percentage of natural gas based on the conversion technology and driving conditions, typically in the 40-70 percent range, but will never be 100 percent displacement of diesel.
 - c) A plug-in hybrid electric vehicle may only offer a 35 mile range on electric before switching over to gasoline. If the vehicle drives 100 miles per day, then the vehicle may run 35 percent of the time on alternative fuel (electricity).
 - d) A vehicle purchase that is capable of supporting E85 (85 percent ethanol, 15 percent gasoline) may not always run on this fuel mixture. The applicant may decide that running on 15 percent ethanol is more likely over the course of the year, based on fuel availability.
- For Vehicle Retrofits, insert the actual miles per gallon (MPG) of the vehicle prior to retrofit. For Vehicle Purchases, insert a typical MPG found for a conventional fuel vehicle of this vehicle class. Vehicle Purchases examples:
 - A transportation organization may be planning to purchase a propane powered bus. Applicant’s records indicate that a typical diesel bus in their fleet has an average of 10 MPG. Applicant would insert 10 MPG into the Summary Table.

- A business plans to purchase a mid-sized all-electric car. The applicant enters a typical MPG for mid-sized cars that use a conventional gasoline engine. In this case, a typical fuel economy may be 30MPG. Use the U.S. Department of Energy's fuel economy website www.fueleconomy.gov to help make this determination based on vehicle class.
- Enter the Incremental purchase cost over conventional vehicle or conversion cost of existing vehicle.
- Enter the Grant Request Amount (50 percent of incremental cost or \$20,000 per vehicle – whichever is less with a maximum grant request for all vehicles combined no greater than \$200,000).

Letters of Commitment [Required]

- Attach any letters of financial commitment. These must be uploaded as attachments to the electronic application; hardcopies will not be accepted. Letters should clearly state the amount of incremental cost to be committed to the project.

Lessor Letter [Conditional]

- If the applicant (lessee) will be leasing vehicles from another entity (lessor), the lessee must provide a letter from the lessor acknowledging their approval of the intended vehicle modification and commitment to the use of the vehicle primarily in Pennsylvania for not less than two years if lessor regains control of the vehicle during this time.

Fueling Infrastructure Documentation [Required]

- The application must contain documentation confirming the existence of fueling infrastructure available to supply eligible vehicles to be supported with grant funds.
- For existing fueling stations, the applicant must provide a letter from the owner or operator of the station stating that the fueling station is or will be capable of supporting the projected fuel consumption within the grant period of performance.
- For proposed new fueling stations, the applicant must provide a letter from the prospective owner and operator of the station stating the fueling station will be online and will be capable of supporting the projected fuel consumption within the grant period of performance.

Add more Attachments [Conditional]

- Browse for any additional files the applicant would like to submit and upload these files. Ensure files are closed on the computer before attempting to upload them. After uploading, confirm that the correct documents to be uploaded were successfully entered into the egrants application system.

Reminder: You must sign and certify the application:

Authorized Organizational Rep

- Certification must be made by the appropriate person authorized to represent the applicant.
 - **Note:** Certification occurs after the applicant has finished the application and the system has verified that the application is complete. Please allow time for this step to ensure that the applicant is able to submit the application prior to the deadline.

Certification

- Check the box stating that an executive officer agrees to the terms stated.

Submit Application

- Ensure all information is complete and accurate. Click the Submit this Application button.
 - o For questions or problems with the eGrants application please contact DEP's Grants Customer Service Center at 1-717-705-3768 or by email at: ep-efactshelpdeskteam@pa.gov. For AFIG specific questions, contact the appropriate individual listed on the DEP Contacts Page 9.

COMMONWEALTH OF PENNSYLVANIA

**SUPPLEMENTAL APPLICATION INFORMATION
ALTERNATIVE FUELS INCENTIVE
GRANT PROGRAM
VEHICLE RETROFIT AND/OR PURCHASE**



DEP

eGrants – Grants Online

Grants Customer Service Center
1-717-705-3768

eGrants
Grants Online

*Indicates required information

www.ahs.dep.pa.gov/eGrants/index.aspx

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Supplemental Application Information – See Instructions for assistance

Does applicant have any outstanding obligations to the commonwealth? ☐ Yes ☐ No

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

Has this proposal been submitted to another source for funding? ☐ Yes ☐ No

Name of other source and anticipated award date: _____

Would the applicant accept federal funding to complete the project, if available? ☐ Yes ☐ No

What types of alternative fuel vehicles are being applied for? ☐ CNG ☐ LNG ☐ Biofuel ☐ Electric
☐ Propane ☐ Other: _____

Will the vehicles be owned or leased? ☐ Owned ☐ Leased

If leased, is the applicant the lessor or the lessee? ☐ Lessor ☐ Lessee

Are all proposed vehicles currently or planned to be registered in PA? ☐ Yes ☐ No

Does the applicant intend to maintain operations in Pennsylvania for no fewer than two years?

☐ Yes ☐ No

What is the location(s) of the primary fueling station? _____

Name of the owner or operator of the fueling station? _____

Is this station(s) new (to be constructed) or existing? ☐ New ☐ Existing

Check the applicable statement for the primary fuel station:

This station(s) is/will be accessible to the general public with unrestricted access. ☐

This station(s) is/will be accessible to entities other than the applicant, but will have restrictions, such as station-specific access card, is on limited-access property, or has restricted hours. ☐

This station(s) is/will be for the private use of the applicant only. ☐

Pennsylvania Economic Development Measures		
	Yes/No	If yes, list name and address
Is the manufacturer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the installer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the supplier/dealer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the vehicles operate primarily in a non-attainment area for ozone?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please identify which counties: _____		
Is the applicant a distressed Act 47 municipality?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please identify the municipality: _____		
Does the project include the construction of a new, publicly accessible fueling station, or expansion of an existing public fueling station, within two miles of an interstate highway?		<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMONWEALTH OF PENNSYLVANIA
**PROJECT NARRATIVE
ALTERNATIVE FUELS INCENTIVE
GRANT PROGRAM
VEHICLE RETROFIT AND/OR PURCHASE**



Grants Customer Service Center
1-717-705-3768

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*Indicates required information

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Project Narrative

Instructions: Provide a detailed project narrative as described in the Step-by-Step Guide included in the Alternative Fuels Incentive Grant Program Guidelines

SAMPLE

SAMPLE



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
POLICY OFFICE

ALTERNATIVE FUELS INCENTIVE GRANT PROGRAM SUMMARY TABLE

Application Information													
Web Application ID:													
Applicant Legal Name:													
Project Title:													
No.	Type of alternative fuel vehicle	New Purchase or Existing Vehicle Retrofit?	Is the proposed alternative fuel system EPA and/or CARB compliant?	Vehicle Make	Vehicle Model	Vehicle Year	Vehicle GVWR (lbs)	Odometer reading (enter "0" for new vehicle purchases)	Anticipated miles driven per year	Estimated percent (%) of annual miles to be driven on alternative fuel; enter "0" if Gasoline or Diesel hybrid is selected.	Existing Vehicle Retrofits: Insert MPG of vehicle prior to conversion. Vehicle Purchases: Enter a typical MPG found for a conventional fuel vehicle of this vehicle class.	Existing Vehicle Retrofits: Insert conversion cost. Vehicle Purchases: Insert the incremental purchase cost (\$)	Grant Request Amount (50% or \$20,000 whichever is less)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

SAMPLE

No.	Type of alternative fuel vehicle	New Purchase or Existing Vehicle Retrofit?	Is the proposed alternative fuel system EPA and/or CARB compliant?	Vehicle Make	Vehicle Model	Vehicle Year	Vehicle GVWR (lbs)	Odometer reading (enter "0" for new vehicle purchases)	Anticipated miles driven per year	Estimated percent (%) of annual miles to be driven on alternative fuel; enter "0" if Gasoline or Diesel hybrid is selected.	Existing Vehicle Retrofits: Insert MPG of vehicle prior to conversion. Vehicle Purchases: Enter a typical MPG found for a conventional fuel vehicle of this vehicle class.	Existing Vehicle Retrofits: Insert conversion cost. Vehicle Purchases: Insert the incremental purchase cost (\$)	Grant Request Amount (50% or \$20,000 whichever is less)
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
												Total	

**PA Alternative Fuels Incentive Grant
eGrants Application Step-by-Step Guide
Alternative Fuel Refueling Infrastructure Instructions**

Supplemental Application Form [Required]

- **Outstanding Obligations:** Confirm that the applicant has no outstanding obligations to the commonwealth. Please describe any outstanding obligations in the Project Narrative.
- **Unresolved Compliance Issues:** Confirm that the applicant has no unresolved compliance issues with DEP. Please describe any compliance issues in the Project Narrative.
- **DEP Staff:** Provide the name of the DEP staff person with whom you discussed your application, if applicable.
- **Alternative Fuel Infrastructure Type:** Indicate what types of alternative fuel infrastructure are being applied for.
- **Permits:** Indicate whether any Federal, State or Local permit(s) will be required for the project.
- **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.
 - o “Facilities” are buildings and other structures that involve new land development or result in a change to the existing use of land. “Infrastructure” is a permanent structure for transportation, storage or dispensing of alternative fuels.
- **Other Funding Sources:** Indicate other sources of funding applied for and the anticipated award dates, if applicable.
- **Other Potential Funding:** Indicate whether DEP is permitted to share this proposal with other potential public or private funding sources.
- **Federal Funding:** Indicate whether the applicant will accept federal funding for this project if it becomes available.
- **Fleet or Workplace, Home or Intermediary Refueling:** Identify if the project is a Fleet Refueling or a Workplace, Home or Intermediary Refueling project. Please refer to the eligibility, requirements and evaluation criteria.
- **Project Duration:** Identify the project duration in months.
- **Fueling Station Location:** Identify the location of this fueling station or stations.
- **Fueling Station Owner:** Identify the owner(s) or operator(s) of the fueling station(s).
- **New or Expansion:** Indicate whether this project is the construction of new fueling station(s) or the expansion of existing fueling station(s).
- **Fueling Station Accessibility:** Indicate if this station(s) will have full unrestricted public access, will be accessible to entities other than the applicant but with restrictions, or will be private use only. Please explain in the Project Narrative.
- **Fuel Displaced or Dispensed:** List the amount of fuel anticipated to be dispensed per year in gasoline or diesel gallon equivalents.
- **Expected Users:** List the expected users of the fueling station(s) in order of most to least.
- **Air Quality Benefit:** If the vehicles using the station will be primarily operated in one or more of the counties listed below under “Maintenance” or “Moderate”, click “yes” and list the county or counties:
 - o Maintenance: Adams, Berks, Blair, Cambria, Carbon, Centre, Clearfield, Cumberland, Dauphin, Erie, Franklin, Greene, Indiana, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Mercer, Monroe, Northampton, Perry, Tioga, Wyoming and York.
 - o Moderate: Allegheny, Armstrong, Beaver, Bucks, Butler, Chester, Delaware, Fayette, Montgomery, Philadelphia, Washington and Westmoreland.

- **Distressed Communities:** Indicate whether the applicant is itself designated as a distressed municipality pursuant to the Municipalities Financial Recovery Act 47 of 1987 (53 P.S. §11701.101 et seq.)
- **PA Economic Development Measures:** Identify whether or not the manufacturer(s), installers(s), and/or the supplier/dealer(s) of the project components/equipment are located in Pennsylvania. If yes, list the name and address of each.
- **Summary Statistics:** Summarize the expected energy, economic and environmental results or benefits and define measures of success in quantitative terms in the Proposed Annual Project Summary Statistics tables.

Detailed Project Narrative [Required]

- **Provide** a detailed project narrative of no more than 10 pages on the provided Project Narrative Form. This narrative should focus on items identified in the general and specific evaluation criterion as well as the following items:
 - o A detailed description of the project
 - o The location and ownership of the fueling station(s).
 - o The public accessibility of the fueling facility(s).
 - o A statement regarding financial viability of the project including an identification of expected annual fuel dispensed, and an anticipated simple payback on the investment in number of years.
 - o A description of all other public, state, federal and local funds applied for or obtained to be invested in the project.
 - o A description of the vehicles and vehicle types which would primarily utilize the refueling facility
 - **Please Note:**
 - All fleet refueling projects must service at least one existing fleet of alternative fuel vehicles. Fleet vehicles described in the application must be a group of ten or more vehicles comprised of passenger cars, light duty trucks, buses and heavy duty trucks up to 26,000 lbs. in gross vehicle weight owned by a single entity. (Class 1 through Class 6 vehicles)
 - All workplace, home or intermediary refueling projects must service at least one alternative fuel vehicle by the end of the period of performance. Alternative fuel vehicles using this refueling infrastructure may only be passenger cars or light duty trucks or light heavy duty trucks up to 10,000 lbs. in gross vehicle weight rating (Class 1 and Class 2a and Class 2b) Alternative fuel vehicles utilizing a home refueling project do not have to be fleet vehicles.
 - o 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. The Grantee agrees that, for the term of the grant period of performance, including any extensions thereto, the Grantee will not lease, sell, transfer or assign any and all property and/or equipment, whether real or personal, that is purchased in whole or in part with grant funds provided by DEP. The Grantee agrees to obtain the prior written approval of DEP prior to leasing, selling, transferring or assigning such property and/or equipment, in whole or in part, during the Grant period of performance, including any extensions thereto.

- Experience and Collaborations:
 - Applicants should describe their experience and ability to accomplish the scope of as well as the technical abilities and experience of any other organizations that will help to complete the project. Please specify the nature of any other organization's participation. (the applicant may attach/upload resumés under "more attachments")
- An outreach and education plan to demonstrate how you will promote the environmental benefits of alternative fuels.

Detailed Budget Information [Required]

- **Complete the Budget Summary and Detailed Budget Information:** worksheet included with the application form. The worksheet included as part of the application form must be used. If additional clarification is to be provided, please include it in the detailed project narrative. The worksheet must be completed in full; and the Detailed Budget Information worksheet must be consistent with the Budget Summary.
 - **Budget Summary:**
 - Grant funds requested (from DEP) are placed in the first column of the budget summary and matching funds (from the applicant) are to be placed in the second column of the budget summary.
 - The total of the grant funds requested (from DEP) in the budget summary should equal the total of the funds described in items 1-4 of the detailed budget.
 - The matching funds (from the applicant) identified in the budget summary should equal the total of any matching funds identified in the Match Section of the Detailed Budget worksheet.
 - **Detailed Budget:**
 - The Detailed Budget Information worksheet is intended to support, and provide detail to the budget summary.
 - Only grant funds requested are to be included in items 1-4 on the Detailed Budget worksheet. **Note:** All costs incurred by the applicant's contractor and then billed to the applicant should be identified on the worksheet under items 2-A and B.
 - Matching funds are only identified in the Match Section of the detailed budget worksheet.
 - Please identify the contributor,
 - Please reference the budget category by name, Personnel, Contractual, Equipment, Supplies.
 - Please provide a brief description, status and value.
 - **Please Note:** 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 of performance. Funds expended prior to the grant period of performance cannot be claimed as match.
- **The following costs are not allowed under any circumstances:**
 - Preparation of the AFIG application;
 - Land acquisition;
 - Permits;
 - Landscaping;
 - Advertising;

- Business start-up costs;
- Indirect costs (i.e. general administrative and overhead, contingency funds, etc.);
- Travel, lodging, and subsistence;
- Conference or meeting expenses including catering, conference equipment and room rental; and
- Any other cost not deemed acceptable to DEP.

Letters of Commitment [Required]

- **Attach any letters of financial commitment.** These must be uploaded as attachments to the electronic application; hardcopies will not be accepted.

Add More Attachments [Conditional]

- **Browse for any additional files the applicant would like to submit and upload these files.** Ensure files are closed on the computer before attempting to upload them. After uploading, confirm that the uploads were successful and that the correct documents were uploaded.

Reminder: You must sign and certify the application.

Authorized Organizational Rep

- **Certification must be made by the appropriate person authorized to represent the applicant.**
 - **Note:** Certification occurs after the applicant has finished the application and the system has verified that the application is complete. Please allow time for this step to ensure that the applicant is able to submit the application prior to the deadline.

Certification

- **Check the box stating that an executive officer agrees to the terms stated.**

Submit Application

- **Ensure all information is complete and accurate. Click the Submit this Application button.**
 - For questions or problems with the eGrants application please contact DEP's Grants Customer Service Center at 1-717-705-3768 or by email at: ep-efactshelpdeskteam@pa.gov. For AFIG specific questions, contact the appropriate individual listed on the DEP Contacts Page 9.

COMMONWEALTH OF PENNSYLVANIA

**SUPPLEMENTAL APPLICATION
INFORMATION
ALTERNATIVE FUELS INCENTIVE GRANT
REFUELING INFRASTRUCTURE**



Grants Customer Service Center
1-717-705-3768

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eGrants – Grants Online

*Indicates required information

www.ahs.dep.pa.gov/eGrants/index.aspx

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Supplemental Application Information

Does applicant have any outstanding obligations to the commonwealth? ☐ Yes ☐ No

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

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

What types of alternative fuel infrastructure are being applied for? ☐ CNG ☐ LNG ☐ Biofuel ☐ Electric
☐ Propane ☐ Other: _____

Does this project require a building permit? ☐ Yes ☐ No

If so, and a copy of a permit has been received, include it as an Attachment. If a permit has not been received, it will need to be submitted to DEP prior to request for payment.

Is your project consistent with county, municipal or multi-municipal comprehensive plans or zoning ordinances? ☐ Yes ☐ No

Has this proposal been submitted to another source for funding? ☐ Yes ☐ No

Name of other source and anticipated award date: _____

May DEP share this proposal with other potential public or private funding sources? ☐ Yes ☐ No

Would the applicant accept federal funding to complete the project, if available? ☐ Yes ☐ No

Is the project a Fleet Refueling project? ☐ Yes ☐ No

Is the project a Workplace, Home, or Intermediary Refueling project? ☐ Yes ☐ No

Identify the project duration in months: _____

What is the location(s) of this fueling station? _____

Name of the owner or operator of this fueling station? _____

Is this station(s) new (to be constructed) or an expansion? ☐ New ☐ Expansion

Check the applicable statement for this fueling station:

- ☐ This station(s) is/will be accessible to the general public with unrestricted access.
- ☐ This station(s) is/will be accessible to entities other than the applicant, but will have restrictions, such as station-specific access card, is on limited-access property, or has restricted hours.
- ☐ This station(s) is/will be for the private use of the applicant only.

Amount of potential fuel displaced (or GGE dispensed?) per year (gallons): gasoline _____ diesel _____

List the expected users of this fueling station, in order of most to least: _____

Is the station in a non-attainment area for ozone? ☐ Yes ☐ No

If so, please identify which counties: _____

Is the applicant a distressed Act 47 municipality? ☐ Yes ☐ No

If so, please identify the municipality: _____

Does the project include the construction of a new, publicly accessible fueling station, or expansion of an existing public fueling station, within two miles of an interstate highway? ☐ Yes ☐ No

Pennsylvania Economic Development Measures

	YES/No	If yes, list name and address
Is the manufacturer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the installer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the supplier/dealer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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.

Estimated Energy Performance outcomes of the project(s)

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

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
liquid fuel saved		gals/yr
solid fuel saved		tons/yr
gaseous fuel saved		MMcf/yr

B. Energy and Fuel Generation as a result of project deployment.

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
liquid fuel generated		gals/yr
solid fuel generated		tons/yr
gaseous fuel generated		MMcf/yr

Environmental Benefit Data: If applicable, provide the answers to the following statements in the format of a table. Add additional rows if necessary. Fill in all blanks. Enter NA if not applicable.

<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Air pollutant reduced:	NO _x	(lbs/yr)
Air pollutant reduced:	SO _x	(lbs/yr)
Air pollutant reduced:	CO ₂	(lbs/yr)
Air pollutant reduced:	Hg	(mg/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)
Estimated Job Creation Measures		
A. Jobs directly created – number of temporary and permanent jobs created by grant award funds and for how long (# years). Add more rows if needed.		
List Job (Full-time/part-time temporary/permanent)	Type (Describe)	Duration (# years)

COMMONWEALTH OF PENNSYLVANIA
**PROJECT NARRATIVE
ALTERNATIVE FUELS INCENTIVE
GRANT PROGRAM
REFUELING INFRASTRUCTURE**



Grants Customer Service Center
1-717-705-3768

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www.ahs.dep.pa.gov/eGrants/index.aspx

*Indicates required information

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Project Narrative

Instructions: Provide a detailed project narrative as described in the Step-by-Step Guide included in the Alternative Fuels Incentive Grant Program Guidelines

SAMPLE

COMMONWEALTH OF PENNSYLVANIA

**DETAILED BUDGET INFORMATION
ALTERNATIVE FUELS INCENTIVE GRANT
REFUELING INFRASTRUCTURE**

eGrants

Grants Online



Grants Customer Service Center
1-717-705-3768

*Indicates required information

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www.ahs.dep.pa.gov/eGrants/index.aspx

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Detailed Budget Information

Budget Summary (Must be consistent with the Detailed Budget Worksheet below)

Category	Grant Request (from DEP)	+	Match (from Applicant)	=	Project Cost (Total)
Personnel		+		=	
Contractual		+		=	
Equipment		+		=	
Supplies		+		=	
Total for each column:		+		=	

Please complete the below detailed budget worksheet. This worksheet must be submitted with the application. Totals for each category should be entered on the application budget summary above. Items 1-4 are for grant requested funds only. All matching funds should be listed in the Match table.

1. Personnel

Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Salaries & Benefits					

2. Contractual					
A. Contractor Salaries (List billing rate by task. Salary ranges are not acceptable, see instructions)					
Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Contractual Salaries					
B. Other Contractual Expenses					
	Item			Cost	
	Other (List specific item)				
Total Other Contractual Expenses					
C. Total Contractual Expenses (=A+B)					
Contractor Salaries		Other Contractual Expenses			Total Contractual
3. Equipment					
Item	Quantity	Cost per Item	Total Cost		
Total Equipment					
4. Supplies (Non-Construction-Related Costs)					
Item	Quantity	Cost Per Item	Total Cost		
Total Supplies					

5. Match

Please use the following table to calculate matching contributions of cash, goods and services to be entered on the application form. All items listed must be accompanied by a letter of commitment.

Contributor	Budget Category	Description	Status (pending or secured)	Value in Dollars
Total Match				

SAMPLE

**PA Alternative Fuels Incentive Grant
eGrants Application Step-by-Step Guide
Innovative Technology Instructions**

Supplemental Application Form [Required]

- **Outstanding Obligations:** Confirm that the applicant has no outstanding obligations to the commonwealth. Please describe any outstanding obligations in the project narrative.
- **Unresolved Compliance Issues:** Confirm that the applicant has no unresolved compliance issues with DEP. Please describe any compliance issues in the project narrative.
- **DEP Staff:** Provide the name of the DEP staff person with whom you discussed your application, if applicable.
- **Fuel Displaced:** Indicate whether alternative fuels will be utilized in PA, and/or whether conventional fuels will be displaced or conserved. If yes, please provide details of any fuel purchase in the Project Narrative Form.
- **Permits:** Indicate whether any Federal, State or Local permit(s) will be required for the project.
- **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.
 - o “Facilities” are buildings and other structures that involve new land development or result in a change to the existing use of land that may involve research, development, processing of alternative fuels, or manufacturing of alternative fuel vehicles and related technologies.
 - “Infrastructure” is a permanent structure for transportation, storage or dispensing of alternative fuels.
- **Other Funding Sources:** Indicate other sources of funding applied for and the anticipated award dates, if applicable.
- **Other Potential Funding:** Indicate whether DEP is permitted to share this proposal with other potential public or private funding sources.
- **Federal Funding:** Indicate whether the applicant will accept federal funding for this project if it becomes available.
- **Project Duration:** Identify the project duration in months. **Note:** no payment will be made for any expense incurred prior to the period of performance.
- **PA Economic Development Measures:** Identify whether or not the manufacturer(s), installer (s), and/or the supplier/dealer(s) of the project components/equipment are located in Pennsylvania. If yes, list the name and address of each.
- **Summary Statistics:** Summarize the expected energy, economic and environmental results or benefits and define measures of success in quantitative terms in the Proposed Annual Project Summary Statistics tables.
- **Distressed Communities:** Indicate whether the applicant or an aggregated partner is itself designated as a distressed municipality pursuant to the Municipalities Financial Recovery Act 47 of 1987 (53 P.S. §11701.101 et seq.)

Detailed Project Narrative [Required]

- **Provide a detailed project narrative of no more than 10 pages on the provided Project Narrative Form.** This narrative should focus on items identified in the general and specific evaluation criterion as well as the following items:
 - o Goals and objectives:
 - Describe the project’s goals and objectives, including energy, economic and environmental benefits.

- Business Plan:
 - Applicants must show their ability to complete the project through a written business plan as well as show their need for funding through economic analysis and demonstration of cost-effectiveness. These elements should be provided in a concise manner that relates directly to the project.
- 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 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 greenhouse gases, nitrogen oxides, volatile organic compounds, sulfur oxides, and toxic pollutants. There are many websites that can help you determine the environmental benefits of reducing your conventional energy use. The following website is an example: www.biodiesel.org/tools/calculator. Others exist at www.epa.gov.
- Need for the Grant:
 - Applicants should identify the problem or need the proposal is intended to address. Explain why the problem or need exists, and how your proposal addresses the problem or need. Explain why your proposal should be funded, and elaborate on its cost-effectiveness and environmental and energy benefits. Provide literature references where appropriate.
- Economic benefits:
 - Applicants should identify the economic benefit of the project. 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.
- Experience and Collaborations:
 - Applicants should describe their experience and ability to accomplish the scope as well as the technical abilities and experience of any other organizations that will help to complete the project. Please specify the nature of any other organization's participation. (the applicant may attach/upload resumes under "more attachments")
- Work Plan with Schedule:
 - Applicants should provide an implementation schedule identifying sub-tasks, schedule for their completion, and naming parties responsible for their accomplishment. If DEP or other permits will be required, include a schedule for applying and receiving these permits in the work plan.
- 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. The Grantee agrees that, for the term of the grant period of performance, including any extensions thereto, the Grantee will not lease, sell, transfer or assign any and all property and/or equipment, whether real or personal, that is purchased in whole or in part with grant funds provided by DEP. The Grantee agrees to obtain the prior written approval of DEP prior to leasing, selling, transferring or assigning such property and/or equipment, in whole or in part, during the Grant period of performance, including any extensions thereto.

- An outreach and education plan:
 - Applicants should describe how they will promote the environmental benefits of alternative fuels.

Detailed Budget Information [Required]

- **Complete the Budget Summary and detailed budget Information worksheet included with the application form.** The worksheet, included as part of the application form, must be used. If additional clarification is to be provided, please include it in the detailed project narrative. The budget worksheet must be completed in full and the detailed budget Information worksheet must be consistent with the Budget Summary.
 - Budget Summary:
 - Grant fund requests (from DEP) are placed in the first column of the budget summary.
 - Matching funds (from the applicant) are to be placed in the second column of the budget summary.
 - The total of the grant funds requested (from DEP) in the budget summary should equal the total of the funds described in items 1-4 of the detailed budget.
 - The matching funds (from the applicant) identified in the budget summary should equal the total of any matching funds identified in the match section of the detailed budget worksheet.
 - Detailed Budget:
 - The Detailed Budget Information worksheet is intended to support, and provide detail to the budget summary.
 - Only grant funds requested are to be included in items 1-4 on the Detailed Budget worksheet.
 - **Note:** All costs incurred by the applicant's contractor and then billed to the applicant should be identified on the worksheet under items 2-A and B.
 - Matching funds are only identified in the Match Section of the detailed budget worksheet.
 - Please identify the contributor
 - Please reference the budget category by name, Personnel, Contractual, Equipment, Supplies.
 - Please provide a brief description, status and value.
 - **Please Note:** 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 of performance. Funds expended prior to the grant period of performance cannot be claimed as match.
 - The following costs are not allowed under any circumstances:
 - Preparation of the AFIG application;
 - Land acquisition;
 - Permits;
 - Landscaping;
 - Advertising;
 - Business start-up costs;
 - Indirect costs (i.e. general administrative and overhead, contingency funds, etc.);

- Travel, lodging, and subsistence;
- Conference or meeting expenses including catering, conference equipment and room rental; and
- Any other cost not deemed acceptable to DEP.

Letters of Commitment [Required]

- **Attach any letters of financial commitment.** These must be uploaded as attachments to the electronic application; hardcopies will not be accepted.

Add more Attachments [Conditional]

- **Browse for any additional files the applicant would like to submit and upload these files. Ensure files are closed on the computer before attempting to upload them.** After uploading, confirm that the uploads were successful and that the correct documents were uploaded.

Reminder: You must sign and certify the application:

Authorized Organizational Rep

- **Certification must be made by the appropriate person authorized to represent the applicant.**
 - o **Note:** Certification occurs after the applicant has finished the application and the system has verified that the application is complete. Please allow time for this step to ensure that the applicant is able to submit the application prior to the deadline.

Certification

- **Check the box stating that an executive officer agrees to the terms stated.**

Submit Application

- **Ensure all information is complete and accurate. Click the Submit this Application button.**
 - o For questions or problems with the eGrants application please contact DEP's Grants Customer Service Center at 1-717-705-3768 or by email at ep-efactshelpdeskteam@pa.gov. For AFIG specific questions, contact the appropriate individual listed on the DEP Contacts Page 9.

COMMONWEALTH OF PENNSYLVANIA
**SUPPLEMENTAL APPLICATION
INFORMATION
ALTERNATIVE FUELS INCENTIVE GRANT
INNOVATIVE TECHNOLOGY**



Grants Customer Service Center
1-717-705-3768

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*Indicates required information

www.ahs.dep.pa.gov/eGrants/index.aspx

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Supplemental Application Information

Does applicant have any outstanding obligations to the commonwealth? ☐ Yes ☐ No

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

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

Will the project result in alternative fuel utilized in PA, or conventional liquid fuels displaced:

☐ Yes ☐ No

If you answered yes, please provide details of any fuel purchase in the detailed project description described in the Project Narrative Form.

Does this project require a building permit? ☐ Yes ☐ No

If so, and a copy of a permit has been received, include it as an Attachment. If a permit has not been received, it will need to be submitted to DEP prior to request for payment.

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? ☐ Yes ☐ No

Has this proposal been submitted to another source for funding? ☐ Yes ☐ No

Name of other source and anticipated award date: _____

May DEP share this proposal with other potential public or private funding sources? ☐ Yes ☐ No

Would the applicant accept federal funding to complete the project, if available? ☐ Yes ☐ No

Identify the project duration in months _____

Pennsylvania Economic Development Measures		
	YES/No	If yes, list name and address
Is the manufacturer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the installer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the supplier/dealer of the project components / equipment in Pennsylvania?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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.		
Estimated Energy Performance outcomes of the project(s)		
A. Energy and Fuel Savings as a result of project deployment.		
<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
liquid fuel saved		gals/yr
solid fuel saved		tons/yr
gaseous fuel saved		MMcf/yr
B. Energy and Fuel Generation as a result of project deployment.		
<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
liquid fuel generated		gals/yr
solid fuel generated		tons/yr
gaseous fuel generated		MMcf/yr
Environmental Benefit Data: If applicable, provide the answers to the following statements in the format of a table. Add additional rows if necessary. Fill in all blanks. Enter NA if not applicable.		
<i>(Insert more rows if necessary)</i>	Specify Type	Quantity
Air pollutant reduced	NO _x	(lbs/yr)
Air pollutant reduced	SO _x	(lbs/yr)
Air pollutant reduced	CO ₂	(lbs/yr)
Air pollutant reduced	Hg	(mg/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)
Estimated Job Creation Measures		
A. Jobs directly created – number of temporary and permanent jobs created by grant award funds and for how long (# years). Add more rows if needed.		
List Job (Full-time/part-time temporary/permanent)	Type (Describe)	Duration (# years)
Is the applicant a distressed Act 47 municipality?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please identify the municipality: _____		

COMMONWEALTH OF PENNSYLVANIA

**PROJECT NARRATIVE
ALTERNATIVE FUELS INCENTIVE
GRANT PROGRAM
INNOVATIVE TECHNOLOGY**



Grants Customer Service Center
1-717-705-3768

eGrants
Grants Online

eGrants – Grants Online

*Indicates required information

www.ahs.dep.pa.gov/eGrants/index.aspx

Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Project Narrative

Instructions: Provide a detailed project narrative as described in the Step-by-Step Guide included in the Alternative Fuels Incentive Grant Program Guidelines

SAMPLE

COMMONWEALTH OF PENNSYLVANIA

**DETAILED BUDGET INFORMATION
ALTERNATIVE FUELS INCENTIVE GRANT
INNOVATIVE TECHNOLOGY**

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Grants Customer Service Center
1-717-705-3768

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Application Information

Web Application ID:*

Applicant Legal Name:*

Project Title:*

Detailed Budget Information

Budget Summary (Must be consistent with the Detailed Budget Worksheet below)

Category	Grant Request (from DEP)	+	Match (from Applicant)	=	Project Cost (Total)
Personnel		+		=	
Contractual		+		=	
Equipment		+		=	
Supplies		+		=	
Total for each column:		+		=	

Please complete the below detailed budget worksheet. This worksheet must be submitted with the application. Totals for each category should be entered on the application budget summary above. Items 1-4 are for grant requested funds only. All matching funds should be listed in the Match table.

1. Personnel

Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Salaries & Benefits					

2. Contractual					
A. Contractor Salaries (List billing rate by task. Salary ranges are not acceptable, see instructions)					
Individual	Position	Hourly Rate	Hours	Benefits	Total Cost
Total Contractual Salaries					
B. Other Contractual Expenses					
	Item				Cost
	Other (List specific item)				
Total Other Contractual Expenses					
C. Total Contractual Expenses (=A+B)					
Contractor Salaries		Other Contractual Expenses			Total Contractual
3. Equipment					
Item		Quantity	Cost per Item	Total Cost	
Total Equipment					
4. Supplies (Non-Construction-Related Costs)					
Item		Quantity	Cost Per Item	Total Cost	
Total Supplies					

5. Match

Please use the following table to calculate matching contributions of cash, goods and services to be entered on the application form. All items listed must be accompanied by a letter of commitment.

Contributor	Budget Category	Description	Status (pending or secured)	Value in Dollars
Total Match				

SAMPLE



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