

Tom Wolf, Governor Patrick McDonnell, Secretary



Alternative Fuels Incentive Grant 2018 FAST Act Corridor Infrastructure Solicitation



0220-BK-DEP 5039 11/2018 G2087-Nov18

Commonwealth of Pennsylvania

October 24, 2018

DEPARTMENT OF ENVIRONMENTAL PROTECTION DEPARTMENT OF TRANSPORTATION

Dear Alternative Fuels Partner:

I am pleased to invite you to apply for the Pennsylvania FAST Act Alternative Fuel Corridor Infrastructure solicitation as part of a special solicitation under the Alternative Fuels Incentive Grant Program (AFIG).

FAST Act (Fixing America's Surface Transportation Act - Pub. L. No. 114-94) https://www.fhwa.dot.gov/fastact/, was signed into federal law on December 4, 2015. FAST Act was created to provide long-term certainty for surface transportation infrastructure planning and investment in the United States. Section 1413 of the FAST Act creates the designation of alternative fuel corridors which supports electric vehicle (EV) charging, hydrogen, propane, and natural gas transportation through the Federal Highway Administration (FHWA).

The FHWA's alternative fuel corridor designations in Pennsylvania provides the Commonwealth of Pennsylvania the opportunity to fund projects that are consistent with national strategies and the planned expansion of alternative transportation fuels. Through national planning and targeted state support, we can do more to reduce our dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and advance economic development in the transportation sector; which are all key goals in Pennsylvania's Alternative Fuels Incentive Act.

The Pennsylvania FAST Act Corridor Infrastructure solicitation provides Pennsylvania municipal authorities, political subdivisions, non-profit entities, corporations, and limited liability companies or partnerships incorporated or registered in the Commonwealth an opportunity to apply for a reimbursement grant to install alternative fuel public refueling stations along designated corridors.

The grant program seeks to award reimbursement grants for the installation of public electric, hydrogen, propane and natural gas refueling infrastructure to support FAST Act Corridors in the Commonwealth of Pennsylvania. Projects that are located on or within five road miles of Interstates I-76, I-276, I-376, I-476, I-79, I-90, I-95, and I-80, and are located in Pennsylvania will qualify geographically and are encouraged to apply for this solicitation.

DEP is interested in receiving proposals for the installation of alternative fueling sites that best address the "Three Aspirational Goals & Standardization Needs" as defined by the FHWA

- Consistency and Convenience
- Reliability and Performance, and
- Enhanced Coordination Among and Between the Public and Private Sectors

The program will begin accepting applications on November 9, 2018 using the DCED Electronic Single Application (ESA) system. All applications must be received by 4:00 p.m. February 8, 2019. Provided along with the attached application is detailed guidance to help develop project proposals. I encourage you to read through the entire package carefully to ensure your application is successful.

I look forward to funding Alternative Fuel Infrastructure projects within Pennsylvania's FAST Act Corridor as these projects are important to Pennsylvania's environmental and economic future. For more information, please contact DEP's Energy Programs Office at 717.783.8411 or our Grants Center at 717.705.5400.

Sincerely,

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Patrick McDonnell Secretary Department of Environmental Protection

Aur S. Rilar Sf

Leslie S. Richards Secretary Department of Transportation

Pennsylvania FAST Act Corridor Infrastructure

Solicitation Guidelines

Authority

The Alternative Fuels Incentive Grant Fund (AFIG) was established under Act 166 of 1992 and is administered by the Department of Environmental Protection (DEP) through the Energy Programs Office. We encourage you to read and review the Alternative Fuels Incentive Act of 2004, P.L. 1376, No. 178, available at http://www.legis.state.pa.us/WU01/LI/LI/US/HTM/2004/0/0178..HTM.

Eligible Applicants

In accordance with Act 178 of 2004, reimbursement funding is available to the following entities: Pennsylvania municipal authorities, political subdivisions, non-profit entities, corporations, and limited liability companies or partnerships incorporated or registered in the Commonwealth.

Grant Amounts and Application Due Dates

Approximately \$1,000,000 is available under this grant solicitation. AFIG's Pennsylvania FAST Act Corridor Infrastructure grant provides up to a fifty (50) percent reimbursement to enable successful entities to install public re-fueling infrastructure along the highway corridors designated as "Signage Ready" or "Signage Pending" by the FHWA. Individual project awards will be capped at \$500,000. <u>Any applicant applying for more than \$500,000 under a single project application will be deemed ineligible</u>. Applicants may submit more than one application (therefore potentially requesting more than \$500,000), if they are seeking funding to install refueling installations on separate highway segments. All applications must be standalone projects, and cannot rely on receiving funding from multiple applications. Applications will be competitively scored.

Applications must be submitted through DCED's Electronic Single Application (ESA) system: <u>http://www.esa.dced.state.pa.us/</u>. Applications received after 4:00 pm February 8, 2019, will not be accepted.

The grant solicitation may be extended or re-opened at the discretion of DEP. Should such a determination be warranted, notice will be posted in the Pennsylvania Bulletin and at: http://www.dep.pa.gov/Citizens/GrantsLoansRebates/Alternative-Fuels-Incentive-Grant/Pages/default.aspx.

Fixing America's Surface Transportation (FAST) Act

Section 1413 of the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) requires the U.S. Secretary of Transportation to designate national electric vehicle (EV) charging, hydrogen, propane, and natural gas fueling corridors. The Federal Highway Administration (FHWA) seeks to create a national network of alternative fueling and charging infrastructure along National Highway System (NHS) corridors. This infrastructure will improve the mobility of passenger and commercial vehicles that employ electric, hydrogen, propane, and natural gas fueling technologies across the United States; promote energy security and enhance our economy by reducing dependence on foreign oil; and reduce emissions from the transportation sector. FHWA continues to call on states to nominate national plug-in electric vehicle (EV) charging and hydrogen, propane and natural gas fueling corridors along major highways. The specific highway corridors were designated by Congress in the FAST Act as "Signage Ready" or "Signage Pending" based on fuel type. The corridor designations are described here, https://www.fhwa.dot.gov/environment/alternative_fuel_corridors/resources/section_1413_report/chapter0 0.cfm

In Pennsylvania, the following designations were established:

- Electric Vehicle (EV) Signage Ready
 - a) I-95: Entire length of PA corridor.
 - b) I-76: From Ohio border to Hunker, PA and from Mechanicsburg, PA to Philadelphia, PA.
 - c) I-276: From Western start of I-76 in King of Prussia to New Jersey border.
 - d) I-476: From Wilkes-Barre to Ridley, PA (intersection with I-95).
 - e) I-376: From Monroeville, PA (at the intersection of I-76) to Aliquippa, PA
 - f) I-79: From Washington, PA to Slippery Rock, PA
- Electric Vehicle (EV) Signage Pending
 - g) I-80: Entire length of corridor.
 - h) I-76: From Hunker to Mechanicsburg, PA.
 - i) I-476: From Wilkes-Barre to end in Chinchilla, PA (intersection with I-81).
 - j) I-79: From PA/WV border to Washington, PA, and from Slippery Rock, PA to Erie, PA
 - k) I-376: From Aliquippa, PA to West Middlesex, PA (at the intersection with I-80)
 - I) I-90: Entire length of corridor.
- Compressed Natural Gas (CNG) Signage Ready
 - m) I-80: From Dubois, PA to Ohio border.
 - n) I-76: From Philadelphia to Ohio border.
 - o) I-276: Entire length of corridor.
 - p) I-476: Entire length of corridor.
 - q) I-79: From Washington, PA to Cranberry, PA
 - r) I-90: Entire length of corridor.
- Compressed Natural Gas (CNG) Signage Pending
 - s) I-80: DuBois, PA to New Jersey border.
 - t) I-79: From PA/WV border to Washington, PA, and from Cranberry, PA to Erie, PA
 - u) I-376: From Monroeville, PA (at the intersection of I-76) to West Middlesex, PA (at the intersection with I-80)
- Propane (LPG) Signage Ready
 - v) I-80: From Clarion, PA to Ohio border.
- Propane (LPG) Signage Pending
 - w) I-80: Clarion, PA to New Jersey border.
- Hydrogen Signage Pending
 - x) I-80: Entire length of PA corridor.

Pennsylvania FAST Act Corridor Infrastructure Grant

Project Requirements

- Only applications for the installation of public stations for EV DC fast charging, CNG refueling, Propane refueling or Hydrogen refueling systems along the interstate highways designated as "Signage Ready" or "Signage Pending" FAST Act Corridors by the FHWA will be accepted. Please see the designations listed in this guidance package.
- 2. All resulting infrastructure must be: publicly accessible 24/7; incorporate roadway signage compliant with the FAST Act¹; offer an open and common payment platform; feature standardized nozzles and connectors; be co-located with convenient consumer amenities at safe locations; and provide travelers with measures of assurance that the fuel with be available during their planned stop.

¹ <u>https://www.fhwa.dot.gov/environment/alternative_fuel_corridors/resources/section_1413_report/chapter00.cfm</u>

The availability of dedicated roadway signs to indicate the availability of alternative fuels has been discussed as a key need to increase awareness of station availability and ease "range anxiety" among drivers. Standardized signage has been developed to be used on alternative fuel corridors that complies with the provisions of the national Manual on Uniform Traffic Control Devices (MUTCD). This signage will alert drivers that they are traveling along an alternative fuel corridor and that appropriate services are available within five miles of the road. Deployment of these signs along corridors will be a key step to alerting drivers on fueling availability as a more comprehensive network is built out. It will also be crucial that these signs accurately represent the availability of alternative fuels at any given time as well as the starting and ending points of a given alternative fuel corridor. Maintenance of these signs and corridors will likely need to continue on a regular basis into the future. The dynamic nature of these corridors may also suggest the need for additional or supplemental ways to communicate alternative fuel station availability to drivers, such as through mobile device apps and in-vehicle information systems.

- 3. At a minimum, all resulting infrastructure must be designed to meet 5-year future projections of anticipated usage for the public at the proposed public stations. The project should be designed for ease of expansion and flexibility to comply with the changing market conditions, to the extent they can be predicted. Applicants must detail their usage projections, implementation strategy, and plans for expansion and flexibility in the application.
- 4. All projects must be sited within 5 roadway miles of the eligible corridor segment.
- 5. All projects must be completed within 24 months of the grant award. Depending on the fuel type proposed and application details, a project may consist of a single public station, or a series of public stations within an eligible highway corridor (or multiple corridors) in Pennsylvania.
- 6. All projects must have measurable environmental benefits for Pennsylvania.

Restrictions

The awarding of AFIG grants is subject to the following restrictions:

- 1. Projects proposing refueling locations adjacent to other highway system corridors in Pennsylvania, and not currently designated by the FHWA as "Signage-Ready" or "Signage Pending" are not eligible under this solicitation.
- 2. Applicants must not have any outstanding obligations to the Commonwealth, must not have any unresolved environmental violations, and must be current in payment of all state and local taxes.
- 3. The applicant must disclose any potential conflicts of interest with Commonwealth of Pennsylvania officials or employees.
- 4. If awarded a grant, the grantee must be able to demonstrate completion of at least half of the project (to be determined during negotiation of a grant award contract) before any grant funds are released. The final payment will be paid upon successful completion of the project and provision of a final report. These are reimbursement grants, and so, it is not possible to receive grant monies upfront to cover start-up costs. All eligible expenses must be demonstrated as paid, through the submittal of the required invoicing and proof of payment, prior to the release of any grant dollars.
- 5. The applicant must be bonded and insured or otherwise held responsible for repayment to the Commonwealth for any reimbursements made if for some reason the refueling station installation is not completed or operational within the period of performance.
- 6. Applicants must not have installed equipment to be used in the project prior to the announcement of awards.
- 7. Applicants must provide documentation verifying the dollar amounts of matching funds they intend to contribute to the project. Any project partners providing direct financial commitments to the project must also provide documentation verifying those dollar amounts, as matching funds. All financial commitment documentation must be in the form of a signed letter of financial commitment from a person eligible to make financial commitments on behalf of the business. Proposals that fail to provide acceptable financial documentation will be considered ineligible. Please see section E of "A Primer for Fitting Expenditures within Budget Categories" for examples of eligible match/cost share charges.
 - Funds "applied for" from other sources <u>will not</u> be considered as eligible matching contribution.
 - An application <u>may not</u> be funded in cases where the applicant has "secured" other state agency funding for the same refueling infrastructure location that is being proposed in this application.
 - Other DEP program funds cannot be used to comply with the project match criteria.

Please Note:

- DEP reserves the right to not award funds to applicants that have not completed projects previously awarded AFIG funds or applicants who have previously received grants and completed AFIG funded projects but have failed to submit the proper reporting forms.
- DEP may revoke a grant award and require the applicant to repay the grant if:
 - The grant is used for any purpose other than the approved project;
 - The applicant makes a material misrepresentation in the project;
 - The applicant cannot complete the project Scope of Work within the period of performance; or
 - The project is not or will not be in compliance with all applicable federal, state, and local laws.
- Applicants/Grantees must secure all permits or approvals otherwise required for the project to proceed.
- Applicants/Grantees must comply with all commonwealth requirements in the implementation of the project.
- AFIG funds <u>cannot be used</u> to cover the following costs:
 - Preparation of the AFIG application;
 - Permits;
 - Landscaping;
 - Advertising;
 - Business start-up costs;
 - o 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.
- Building Permits:
 - If a permit is required, a copy of the permit must be supplied to the department prior to the first reimbursement payment.

Application Evaluation Criteria

Applications will be evaluated based solely on the information and data provided; therefore, completeness and accuracy are important. Applications and applicants that do not meet the conditions listed under Project Requirements or Restrictions will not be reviewed and will not be considered eligible for funding. Furthermore, to create a competitive application for consideration, inclusion of the following information is required:

- The application must include: a detailed description of the project, signatures of responsible parties and all items contained in the application instructions including but not limited to:
 - Information on vendors, type, quantity, costs, and capacity of the equipment to be installed including applicable equipment specifications, maps, drawings or photos associated with the project;
 - Cost of installation (including itemization of any costs that may create cost overruns, and other financial risks to the project);
 - o Documentation that equipment meets federal, state, and local requirements;
 - Details of ownership, and an operation and maintenance plan of equipment;
 - A map identifying the proposed location(s) of the refueling station and identification of the route or routes from the highway corridor to the station and an accurate documentation of the distance from the highway corridor;

- A plan for deploying necessary signs or information directing the public to the refueling station;
- Project start and end date with detailed timeline outlining the project milestones;
- Letters of commitment from partners including landowners where the facility will be constructed;
- o A detailed company profile and resumés from the Principals and all project staff.
- The application must contain letters supporting the financial commitment for any match claimed from any entity other than the applicant. These letters of commitment must include clear documentation of amounts from each source.
- All proposals must include an estimation of usage in the form of vehicles per week, amount of
 alternative fuels dispensed, documentation supporting the anticipated fossil fuel displaced and
 associated emissions reductions for the project due to diesel or gasoline gallons displaced as well
 as any available documentation to support estimations (e.g. studies, letters of commitment/copies
 of correspondence from fleet owners or other potential station users).

Application Recommendations

AFIG strongly encourages participation by small disadvantaged businesses as prime contractors, joint ventures, and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors. This recommendation refers to the use of, to the maximum extent possible, local Pennsylvania contractors, suppliers, products, services, labor, and minority and women-owned and disadvantaged business enterprises to successfully bring projects to fruition, greatly benefiting Pennsylvania's local communities and economy.

- Small Diverse Businesses are small businesses that are owned or controlled by a majority of
 persons, not limited to members of minority groups, who have been deprived of the opportunity to
 develop and maintain a competitive position in the economy because of social disadvantages.
 The term includes:
 - a. Department of General Services Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) -certified minority, women, veteran, service-disabled veteran, LGBT and disability-owned business enterprises, that qualify as small businesses; and United States Small Business Administration certified 8(a) small disadvantaged business concerns.
 - A database of BDISBO-certified minority- and women-owned businesses can be accessed at <u>http://www.dgs.pa.gov/Businesses/Small%20Diverse%20Business%20Program/Small-Diverse-Business-Verification/Pages/Finding-Small-Diverse-Businesses.aspx</u>. The federal vendor database can be accessed at https://www.sam.gov/portal/SAM.
- Applicants are also strongly encouraged to discuss their proposal with one of the DEP contacts listed in this guidance document, prior to submittal.
- The use of Pennsylvania contractors, suppliers, labor and products is also strongly preferred.

Post Award Contracting Information

- 1. Any proposal selected for funding will receive a letter of confirmation from the DEP Secretary or designee, addressed to the contact person specified in the application.
- 2. The grantee will be assigned a DEP project advisor and the grantee will be expected to meet with DEP staff to review contract requirements.

- 3. After the announcement of a grant award, DEP will forward a grant agreement to the recipient. The grantee will be required to execute the grant agreement, including a detailed scope-of-work, project schedule, budget and other information.
- 4. Any grantee that has not had previous contracts or grant agreements with the commonwealth will be required to obtain a vendor identification number through the Central Vendor Management Unit, <u>https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx</u> (Non-Procurement Registration Link) and to submit a Form W-9, Request for Taxpayer Identification Number and Certification.
- 5. Project activities may begin after the grantee and DEP have signed the grant agreement.
- 6. DEP will make payment to the successful grantee based on review of the required Application for Reimbursement form, accompanying invoices, and adequate proof of payment documentation. DEP will not fund costs in excess of the requested grant amount.
- 7. The grantee will be reimbursed for eligible expenditures that have occurred only during the period of performance, which is 24 months beginning on the grant award date.
- 8. Reporting and Invoices:
 - a. The grantee must submit Quarterly Progress Reports for the duration of the grant period, a Final Report within 30 days of when the grant is completed, and a One-Year Follow-Up Report as detailed in the special conditions of the grant agreement.
 - b. The grantee must ensure current Quarterly Progress Reports are on file with DEP for the periods covered by each Application for Reimbursement, as outlined in the grant agreement.
 - c. The grantee will use the report forms provided by DEP. These forms will be referenced in the grant agreement and available in DEP's <u>eLibrary</u>.
 - d. The grantee 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.
- 9. Completion of Project:
 - a. The project must be completed as described in the application and grant document. Modifications to the project will not be considered, except for limited scope and budget changes, which must be approved by DEP.
 - b. Changes may include replacements of equal quality and function, and reallocation of contract budget category dollar amounts to and from other budget categories, as long as the maximum grant contract dollar amount payable by DEP to the grantee is not exceeded.
- 10. Permits:
 - a. The grantee must secure all permits or approvals otherwise required for the project to proceed. This includes any permits required by DEP and other local, state, or federal agencies.
 - b. If building 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. The final building inspection report must be signed, and a copy must be submitted to DEP, before the grantee applies for final payment.
 - c. The grantee must comply with all applicable laws and local ordinances including local, commonwealth and federal requirements in the implementation of the project.
- 11. Accounting and Financial Controls:
 - a. The grantee 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.
 - b. Matching funds provided by the applicant must be spent during the period of performance. No credit will be given for funds spent prior to the period of performance.

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.

- c. All funding must be spent in accordance with the spending plan included in the grant contract. DEP reserves the right to terminate the project and/or recover funding from grant recipients not properly managing the funding in accordance with the conditions of the program and the grant.
- d. If any other grant condition is not adhered to, DEP reserves the right to terminate the project and/or recover funding from grantees that are not properly managing the funding in accordance with the conditions of the program and the grant agreement.
- e. Extensions will not be granted, unless DEP concludes one is necessary by determination or request.
- f. Requests for extensions to the period of performance must be received sixty days prior to the end date of the period of performance on a DEP Change Scope, Change Budget, or Extension Request form. Change Scope, Change Budget, or Extension Request forms may be obtained from the grant project advisor.
- g. 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 agreement terms.
- h. AFIG grant proposals are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the commonwealth to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary.
- 12. Projects may be subject to Pennsylvania Prevailing Wage Act requirements:
 - a. The grantee 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.
 - b. For information about the applicability of Prevailing Wage, applicants are encouraged to contact the Department of Labor and Industry at (800) 932-0665 or visit their website at <u>http://www.dli.pa.gov</u>. It is solely the responsibility of a grantee to ensure the Act is followed if applicable.

Costs associated with a project to be reimbursed with AFIG funds cannot have been incurred prior to the date of issuance of a grant award. The Alternative Fuels Incentive Grant Program is a competitive program; and, an application may fail to receive funding or be determined unacceptable due to application inadequacies. *Any applicant who begins a project and incurs costs before receiving a fully executed grant agreement does so at his or her own risk.*

Definitions

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

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

CNG refueling – Public, fast fill, 3,600 psi Compressed Natural Gas stations.

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

Direct Current (DC) Fast Charging – Public Electric Vehicle DC Fast Charging equipment, typically 208/480V AC three-phase input, enables rapid charging along heavy traffic corridors at installed stations.

Facilities – 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, production and processing of alternative fuels, or manufacturing of alternative fuel vehicles and related technologies.

FAST Act – Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94)—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment.

Fund – The Alternative Fuels Incentive Fund, established under the Alternative Fuels Incentive Act of 1992 (Act 166).

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

Hydrogen refueling – Public hydrogen stations.

Infrastructure – A permanent structure for transportation, storage or dispensing of alternative fuels.

Propane refueling – Public, primary propane stations (i.e., those stations that offer vehicle-specific fueling capabilities and fuel priced specifically for use in vehicles).

Public station – a station that is accessible by the public, without restrictions, 24/7.

Signage Ready – A FAST Act designation made by the FHWA (under FAST Act) which describes the highway corridor and the alternative fuel, for which the Department is accepting infrastructure applications.

Signage Pending – A FAST Act designation made by the FHWA (under FAST Act) which describes the highway corridor and the alternative fuel, for which the Department is accepting infrastructure applications.

Project and Application Related Inquiries:

DEP Contacts

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 or Walter Dinda, 717-783-8411