



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Small Business Energy Efficiency Grant Program

Jan. 12, 2009 – May 1, 2009

Commonwealth of Pennsylvania

Department of Environmental Protection

For more information, visit
www.depweb.state.pa.us, keyword: Small Business Energy Efficiency Grant

7000-BK-DEP4220 1/2009

**Rachel Carson State Office Building
P.O. Box 2063
Harrisburg, PA 17105-2063**

January 12, 2009

Secretary

717-787-2814

Dear Friend:

On behalf of Governor Edward G. Rendell, I am pleased to announce the first round of the Small Business Energy Efficiency Grant program. I invite you to review the application package and consider submitting an application when the grant program opens on Jan. 12, 2009. The program provides Pennsylvania small businesses with the opportunity to receive a 25 percent reimbursement matching grant of up to \$25,000 to implement qualified energy efficiency projects.

The small business community is critical to Pennsylvania's economic health and vitality. Well-designed energy efficiency projects can help small businesses operate more efficiently and save money while simultaneously improving Pennsylvania's environment. Examples of eligible projects include high efficiency motors, lighting upgrades, high-efficiency boilers and HVAC systems, geothermal systems and building insulation upgrades.

The Small Business Ombudsman's Office will begin accepting applications for Small Business Energy Efficiency grants on Jan. 12, 2009, and will accept applications until May 1, 2009, or until the funds are exhausted, whichever comes first. Applications must be postmarked Jan. 12, 2009, through May 1, 2009 to be eligible. I encourage you to complete and submit your application in as timely a fashion as possible since complete applications will be reviewed for funding in the order in which they are received until the allocated monies for this grant round have been depleted. Funds for this program will be allocated on a first come first served basis. This program provides an opportunity for your business to increase your competitive edge and reduce your energy consumption.

Governor Rendell and I look forward to supporting projects that are important to Pennsylvania's small businesses. For more information about the Small Business Energy Efficiency Grant Program, contact the Small Business Ombudsman's Office by e-mail at ra-sbgrants@state.pa.us or by telephone at 717-783-8411 or visit www.depweb.state.pa.us, keyword: Small Business Energy Efficiency Grant.

Sincerely,



John Hanger
Acting Secretary

TABLE OF CONTENTS

	Page
Small Business Energy Efficiency Grant Outline	1
Program Guidelines	1
Eligible Applicants	1
Project Eligibility	2
Grant Amounts and Limitations	2
Restrictions	3
Authority	4
Application Form	4
Abbreviated Program Funding Process Guide.....	4
Step-by-Step Guide to Applying.....	5
Identify the Project	5
Application.....	5
Application Criteria and Procedures.....	5
Project Implementation and Payment	6
Time Extensions or Project Scope Change Requests	6
Lease Financing Requirements.....	6
Project Completion Report/Request for Reimbursement	6
Payment	6
One-Year Follow-Up Report.....	6
General Requirements for Applications	7
Contact Information.....	9
Small Business Energy Efficiency Grant Application Form.....	10
Project Completion Report/Request for Reimbursement	14
One-Year Follow-Up Report.....	16
Change Scope or Time Extension Request	18

Small Business Energy Efficiency Grant

The Small Business Energy Efficiency Grant program will enable Pennsylvania small businesses to acquire equipment or adopt processes that promote energy efficiency. Well-designed energy efficiency projects can receive up to a 25 percent reimbursement matching grant, up to a maximum of \$25,000, to help small businesses cut operating costs and increase competitiveness, all while simultaneously reducing Pennsylvania's energy demand. The department will begin accepting new applications for this program on Jan. 12, 2009. Funding is limited and projects will be reviewed in the order in which they are received until the appropriated grant monies have been depleted or the grant round closes. Applicants are encouraged to submit completed applications in as timely a fashion as possible.

Important Grant Eligibility Information

1. The annual energy savings for the project must be at least 20 percent for the system being replaced or 20 percent of the entire business's energy consumption. The project must also save the small business at least \$1,000 a year in energy costs. Projects must meet both of these minimum requirements.
2. Energy Star rated equipment is required if the type of equipment being installed is covered under the Energy Star program (refer to www.energystar.gov). The applicant must also register their small business's energy consumption data with Energy Star's Portfolio Manager Program under the master account: PADEP-PASMALLBUSINESS www.energystar.gov/benchmark
3. Only project costs incurred after the grant opening date of January 12, 2009 will be eligible. No costs can be incurred prior to the grant opening date. No invoices dated prior to the grant opening date will be accepted for reimbursement. Projects must be completed no later than 180 days after the grant agreement has been fully executed or by Oct. 30, 2009, whichever comes first.
4. Projects not eligible for the Small Business Energy Efficiency Grant:
Residential rental units such as apartments, town homes and condominiums are not eligible. Businesses that are attached to a residence are only eligible if the building is equipped with separate utility meters, a separate customer entrance and the property is zoned for commercial business. Vehicles, including trucks and other transportation equipment are not eligible for this grant. Window and through-wall air conditioning units, outdoor wood furnaces or outdoor wood boilers, wood stoves, waste oil fired heaters and solar projects are not eligible for this grant. All vending and coin operated machines, including food and beverage coin operated machines, coin operated laundry machines, and coin operated car wash machines are not eligible.
5. Projects involving insulating energy efficiency improvements such as windows, doors and insulation must have an energy assessment of the structure undergoing the upgrade that projects the energy savings from the planned improvements. The energy assessment must be provided by an energy assessment professional, a small business assistance organization or by a trained equipment vendor.

Program Guidelines

Eligible Applicants

An eligible applicant must be a small business whose facility is located within the Commonwealth of Pennsylvania. The project to which the grant will apply must be located within the applicant's Pennsylvania facility. Most small businesses are eligible, including but not limited to manufacturers, retailers, service providers, mining businesses and agricultural concerns. Non-profit and tax exempt organizations are not eligible. The small business facility receiving the grant must be a primary source of employment for at least one full-time employee. An eligible applicant must be a for-profit business enterprise that is a corporation, limited liability company, partnership, sole proprietorship or other separate legal business entity that has no more than 100 full-time employees. Residential rental units and dwellings are ineligible for this grant. Businesses that are attached to a residence are only eligible if the building is equipped with separate utility meters, a separate customer entrance and the property is zoned for commercial business.

Project Eligibility

The annual energy savings for the project must be at least 20 percent for the system being replaced or 20 percent of the entire business's energy consumption. The project must also save the small business at least \$1,000 per year in energy costs. Projects that include equipment or process changes related to the applicant's manufacturing processes, business operations or building insulation are eligible. Some examples of eligible projects are: Energy efficient lighting, high efficiency furnaces, boilers and air conditioners, geothermal heat pumps, windows and insulation, energy efficient refrigeration and process equipment.

Projects involving insulating energy efficiency improvements such as windows, doors and insulation must have an energy assessment of the structure undergoing the upgrade that documents the projected energy savings from these improvements. The energy savings assessment must be provided by a trained energy assessment professional, a small business assistance organization or by a trained equipment vendor. The applicant must either be the land owner or must include a Land Owner Consent Form signed by the building or land owner. Applicants may print out a Land Owner Consent Form from the Small Business Energy Efficiency Grant Program Web site or receive one by mail by calling the Small Business Energy Efficiency Grant Program Manager (717-783-8411).

Projects involving mechanical or equipment systems that implement energy efficiency improvements such as energy efficient lighting, high efficiency furnaces, boilers and air conditioners, geothermal heat pumps, energy efficient refrigeration and process equipment do not require an energy efficiency assessment of the building to be eligible. However, the applicant must show that the project or project component for which funding is sought has received an evaluation by a trained energy assessment professional, a small business assistance organization or by a trained equipment vendor demonstrating that the project, at a minimum, provides at least a 20 percent annual energy savings and \$1,000 a year savings over the system being replaced or if it is new construction the average commercially available product of its type. Energy Star rated equipment is required if the type or class of equipment being installed is rated under the Energy Star program (refer to www.energystar.gov).

Projects that are not eligible are window air conditioning units and through-wall air conditioning units, outdoor wood furnaces or wood boilers, wood stoves, waste oil fired heaters or furnaces, solar power systems and vehicle related upgrades for trucks and other transportation equipment. Vending and coin operated machines are not eligible, including food and beverage coin operated machines, coin laundry machines and coin operated car wash equipment.

For questions regarding the eligibility of your project, please contact Dave Barnes, Office of Energy and Technology Deployment, Small Business Ombudsman's Office at 717-783-8411 or at ra-sbgrants@state.pa.us BEFORE SUBMITTING AN APPLICATION.

Grant Amounts and Limitations

The maximum amount of this grant is \$25,000, or 25 percent of total eligible project costs, whichever is less. Applicants may use their own funds or funds borrowed or granted through other commonwealth programs, federal programs or private lenders to finance the 75 percent match requirement. However this grant cannot be combined with the Small Business Advantage Grant or Energy Harvest Grant.

As part of the contract agreement in accepting the grant, the grantees must register their small business's energy consumption data with Energy Star's Portfolio Manager Program under a shared master account: PADEP-PASMALLBUSINESS and submit a completed One-Year Follow-Up Report within 13 months of completion of the project documenting the project's energy savings. Failure to provide and maintain the small business's energy consumption data with Energy Star's Portfolio Manager Program and submit the One-Year Follow-Up Report within 13 months of completion of the project will be documented as failure of the grantee to meet the conditions of the grant agreement.

A small business may submit more than one application within the funding period, which runs from Jan. 12, 2009 through May 1, 2009; however, no business or business with ownership in common can be awarded more than \$25,000 from the program during the fiscal year July 1, 2008 through June 30, 2009. Business owners or business representatives with an ownership stake in multiple businesses may only receive up to the maximum grant award of \$25,000 per year.

Restrictions

1. It is required that applicants be in compliance with all state, federal, or local laws, permits, or zoning requirements.

2. No Delinquencies

Neither the small business nor its principal owner may be delinquent on or in default of any taxes, loans or other obligations to the commonwealth. For purposes of this program, a "principal" is a person who possesses an ownership interest of at least 20 percent in the small business.

3. Conflicts of Interest

The small business and its principals and managerial officers must disclose any potential conflicts of interest with any Commonwealth of Pennsylvania officials or employees.

4. Ineligible Activities

Projects and project costs are not eligible if they relate to any of the following activities:

- Equipment or processes that were purchased or installed before the Small Business Energy Efficiency Grant opening date of 1/12/09;
- Routine maintenance or repair of existing equipment or processes. If the applicant is replacing a broken or non-functioning piece of equipment, the energy savings calculation follows the same requirements as new construction. The applicant in such a case must show that the project or project component for which funding is sought has received one of the following: documentation from the equipment manufacturer verifying an energy efficiency improvement of at least 20 percent over the average commercially available product; or an evaluation by a trained energy professional demonstrating that the project is, at a minimum, 20 percent more efficient than the average commercially available product of its type.
- Labor costs of the applicant's own employees, even if such costs are incurred in the acquisition and installation of the project;
- Research and development projects, demonstration projects, or pre-production prototypes;
- Technology that is unverifiable, unproven, unsound or unsafe;
- Fuel switching projects for power generation or heating that install technologies that increase pollution output; and
- Projects that increase net pollution or merely shift pollution from one medium or location to another.

5. Grant Termination

- The department may revoke a project approval upon the request of the applicant.
- The department may terminate a grant agreement and require the applicant to repay the grant if (i) the grant is used for any purpose other than the approved project; (ii) the applicant makes a material misrepresentation in the project application; (iii) the applicant fails to comply with the follow-up reporting requirement; or (iv) the project is not or will not be in compliance with all applicable federal, state and local laws.
- This grant may not be transferred or assigned to any other party absent explicit written approval from the department. Approval of any such transfer or assignment is in the sole discretion of the department.

Authority

Small Business Energy Efficiency Grant Program is authorized by Section 501 of the Act of July 4, 2008 (Special Session 2007-2008, No. 1), known as the Alternative Energy Investment Act.

Application Form

Only the current application, publication number 7000-BK-DEP4220 1/2009, will be accepted for review. Applicants should maintain a copy of all documents submitted to the department in the event that they are contacted with questions or for clarification of application information.

Abbreviated Small Business Energy Efficiency Grant Program Funding Process Guide

1. Applicant visits the Small Business Energy Efficiency Grant Web site www.depweb.state.pa.us, keyword: Small Business Energy Efficiency Grant to review program funding announcements, project funding history, general information.
2. Applicant submits a complete application between Jan. 12, 2009 and May 1, 2009.
3. Within approximately four weeks, the applicant will receive a letter regarding the status of the application as being listed for further technical review, not meeting program eligibility requirements, being returned for further minor information, or being returned for further significant information and clarification. Note: The applicant does not lose its review order priority if requested information is minor and is provided within 25 days of the preliminary review notification letter. However, applications being returned for significant information or clarification will lose review order priority and will be assigned a new number when the application is resubmitted in a more complete manner.
4. Within about 90 days, a letter is sent to the applicant stating approval or disapproval of the applicant's funding request.
5. If approved, the applicant is sent a W-9 form-Request for Taxpayer Identification Number and Certification.
 - a. If the applicant does not have an SAP vendor identification number, the applicant is instructed to register with the Central Vendor Management Unit (CVMU) either on-line at www.vendorregistration.state.pa.us (click on Non-Procurement Vendor Registration Form) or by phone at 717-214-2868 or toll free at 1-866-775-2868 and obtain a vendor identification number.
 - b. The applicant must fax or mail a completed W-9 form to the CVMU.
 - c. The applicant must fax or mail an identical W-9 form to the Small Business Ombudsman's Office, P.O. Box 8772, Harrisburg, PA 17105-8772 in order to start the grant agreement process.
6. After receiving the completed W-9 form, the department prepares the grant agreement. Allow five weeks to receive the grant agreement. This time may vary based on the volume of applications received.
7. Applicant receives and signs the four original grant agreements and returns all documents in their entirety within 30 days from the date of the grant agreement transmittal letter.
8. Applicant receives fully executed grant agreement in about five weeks.
9. Applicant may now submit the Project Completion Report/Request for Reimbursement, along with all supporting documentation including proof of payment as described in Section 5 of the STEP-by-STEP Guide to Applying.
10. Applicant submits a One-Year Follow-Up Report, Attachment F of the grant agreement, which includes actual quantities of energy saved as requested in the report.
11. After the One Year Follow-Up Report is received, the department will document that the applicant has met all the conditions of the grant agreement. Failure to submit the One Year Follow-Up Report within 13 months of completion of the project will be documented as failure of the applicant to meet the conditions of the grant agreement.

Step-by-Step Guide to Applying

1. **Identify the Project.** Identify one or more energy efficiency opportunities that will enhance your company's energy efficiency by the standards set in the guidelines. It is strongly recommended and in some cases required that an energy assessment of the business is conducted by an energy assessment professional, small business assistance organization or a trained equipment vendor. Ascertain the cost of the proposed project and determine the cost savings that should result from the project's implementation. The calculated energy savings should be provided by the energy professional you have chosen to work with.
2. **Application.** Complete the Small Business Energy Efficiency Grant Application, which is included on pages 10 through 13 of this document. The application can be downloaded at www.depweb.state.pa.us, keyword: Small Business Energy Efficiency Grant or requested by mail from the department by calling 717-783-8411. The applicant's original hand printed name and title, hand-written signature, and the date are required in Section XII of the application. Submit the completed application to:

**Department of Environmental Protection
Office of Energy and Technology Deployment
ATTN: Small Business Energy Efficiency Grant
P.O. Box 8772
Harrisburg, PA 17105-8772**

3. **Application Criteria and Procedures.** The department will review the application and proposed project using the criteria below. The department will notify the applicant in writing of its eligibility determination within approximately four weeks of receipt of the fully completed application. The response time may be delayed if the department must request additional information from the applicant. After the application is determined to be complete and eligible, an approval determination will be provided to the applicant in writing within 90 days of the date of the determination of eligibility letter. The department makes every effort to process applications quickly; however, depending upon the volume of applications, processing delays can occur.

The following criteria must be met in order to be eligible for consideration:

- The applicable information is complete and legible. An original signature is required on the application form.
- The small business applicant is registered on Energy Star's Portfolio Manager Program www.energystar.gov/benchmark and has set up a **shared account** with master account PADEP-PASMALLBUSINESS and has logged in its energy consumption data for the prior year.
- The project is technically feasible and the applicant has demonstrated its feasibility in the application.
- The project is not a demonstration project, a research and development project or a pre-production prototype.
- The applicant has provided sufficient information to enable the department to evaluate the project feasibility and verify the projected energy savings, the manufacturer's data and a calculated annual savings of at least 20 percent that generates at least \$1,000 in annual energy savings.
- The applicant and the project are in compliance with any Pennsylvania, federal or local environmental law, regulation, permit or other legal requirement relating to environmental protection.
- The PROJECT SCOPE/BENEFITS SUMMARY clearly describes the project to be implemented and specifies the energy savings benefits, and the applicant has attached the relevant energy assessment report or data and the brochures and technical information from the manufacturer on the equipment that is to be installed.

4. **Project Approval** - Project selection is made at the discretion of the department based on the guidelines provided, in the order in which the applications were received in and the availability of funding.
5. **Project Implementation and Payment** - The applicant may begin to incur project costs after the grant opening date of January 12, 2009, however, **doing so is at the risk of the applicant**. The department is not obligated to reimburse project costs until the grant application has passed a technical review and a grant agreement is fully executed. The project must be completed not later than 180 days after a grant agreement is fully executed or by Oct. 30, 2009, whichever comes first. The applicant must submit the completed request for reimbursement with documentation of expenditures within 30 days of completion of the project or no later than November 30, 2009.

Time Extensions or Project Scope Change Requests - Time extensions will only be granted in extraordinary circumstances, or for reasons beyond the applicant's control. For example, floods, strikes, etc. Not having the money or resources on-hand to complete the project will not be considered a valid reason to extend the project execution timeframe. If a change in the project is being requested, the applicant must complete the request for change form prior to the termination date of the agreement. Each request for a project execution time or scope change will be reviewed on a case-by-case basis. See page 18 - CHANGE SCOPE OR TIME EXTENSION REQUEST.

Lease Financing - The Small Business Energy Efficiency Grant funds are paid out on a reimbursement basis. Therefore, the grantee must have paid for the project prior to requesting reimbursement from the commonwealth. If the project is financed through a lease arrangement, the applicant must have expended the total eligible cost of the project 1) by the project completion date, and 2) before submitting a Project Completion Report/Request for Reimbursement in accordance with requirements of the Small Business Energy Efficiency Grant Agreement.

Project Completion Report/Request For Reimbursement. Upon completion of the project, the grant awardee must submit a report containing the following information. See PROJECT COMPLETION REPORT/REQUEST FOR REIMBURSEMENT FORM on page 14. Note: The grant awardee may only submit one report/request for reimbursement upon completion of the project.

- The name of the applicant and other owner information.
- The project completion date.
- A summary of the work completed.
- A report of the project's total cost, including an itemization of expenses, including dated copies of the original invoices for equipment or services to implement the project.
- Proof of payment, which can be in the form of a vendor's invoice indicating a zero balance, front and back of a canceled check, a credit card receipt, or a letter from a lending institution stating that the project has been financed through a bank loan.
- A summary of the original application's estimated energy savings including any new estimates of energy savings including the applicable unit price (\$/gal, \$/kWh, \$/Mcf, etc.).
- Where applicable, a copy of the final inspection report by a construction code official, indicating that the completed project meets the requirements of the Uniform Construction Code.

Payment. The grantee will be reimbursed for up to 25 percent of its total eligible project costs. The grantee must prove that they have paid for the project in the Project Completion Report/Request for Reimbursement. If the project is financed through a lease arrangement, the applicant will only be reimbursed for amounts paid through the end of the fiscal year or up to \$25,000.

After the grantee has provided proof of project payment by one of the methods stated above, the grant is paid in the form of a check that is mailed to the applicant within 45 days of the department's approval of the project completion report.

6. **One-Year Follow-up Report.** The grantee must submit a follow-up report that includes 12 months of savings data occurring after the project completion date. The completed report must detail the environmental benefits and financial costs and savings of the project realized over a 12-month period. The follow-up report is used to enable the department to assess the program's effectiveness. **Note: failure to provide the One-Year Follow-Up Report within 13 months of completion of the project will result in the applicant being listed as failing to agree to the terms of the contract. The applicant and small business will be barred from future financial assistance programs with Pennsylvania's Department of Environmental Protection.**

GENERAL REQUIREMENTS FOR APPLICATIONS

Incomplete applications will be returned without review. Type or print legibly all items except the owner's signature in Section XII. Printed applications must be in black or blue ink. If additional space is needed, attach additional sheets of paper. Write the business's name and the section number at the top of all extra pages. Attach all the sheets together.

Provide an itemized cost of equipment and materials with your application. Please include supporting energy assessment report documentation, product specifications, brochures, etc. that would be helpful in evaluating your application. Also provide an itemized list of any contracted services necessary to implement the proposed project including the Employer Identification Number (EIN) of the contractor.

SECTION I. OWNER INFORMATION – This section identifies the owner/company that is applying for the grant as well as the number of employees and other information about the small business. Also include your Employer Identification Number (EIN). All correspondence will be sent to the contact listed in this section of the application.

For permitted businesses, list the permit type, permit number, issuance date, and compliance status for any permitted processes or equipment at the company. Examples include, but are not limited to, the following: wastewater treatment systems, air purification systems, or water treatment systems. For businesses not requiring permits check the Not Applicable box.

SECTION II. PROJECT INFORMATION – This section includes basic project information. An example of a project type would be, "Installation of high efficiency HVAC or Window and Insulation upgrades." The grant request may be up to a maximum of \$25,000. The grant amount cannot be more than 25 percent of the total eligible project costs. Please note the energy savings projection requirements in the project eligibility section on page two when determining the type of project that is being undertaken.

SECTION III. PROJECT LOCATION – This section identifies the project location. To identify the project location, use street name, rural route number, municipality, county and nine-digit Zip code. A post office box number is not acceptable for the location. A complete mailing address must be provided for the applicant and the project separately if they are at different locations. This location is where the project investment is to be made and may or may not be the same as the owner's address. Please note that grant program information, including the grant agreement, will be sent to the owner's (or contact's) mailing address provided in section I of the application and not to the project location.

SECTION IV. PROJECT CONTRACTOR/VENDOR – This section identifies the project contractor or vendor. All information must be provided for each contractor/vendor, including the employer identification number (EIN).

If a contractor will not be used, enter "NONE" and explain who will be doing the installation in Section IV. If multiple contractors or vendors are used please attach their information on an additional page.

SECTION V. PROJECT ENERGY ASSESSMENT PROVIDER – This section identifies the energy assessment provider who conducted the energy assessment or energy audit of the business and provided the energy savings calculations for this grant application. This person can be an energy assessment professional, a small business assistance organization or a trained equipment vendor. The relevant training of this professional should be reflected in the qualifications section.

SECTION VI. PROJECT SCOPE/BENEFITS SUMMARY – Provide a detailed description of the project, including what and how this funding will impact the small business. Describe what the project will accomplish and a timetable for the project tasks. Explain how this project will reduce energy consumption over the current equipment in place or the standard available product. Include any recommendations resulting from the energy assessment. Provide a statement quantifying any projected energy reductions, for example, kWh saved. Please provide the unit cost for each energy source listed in section VIII (\$/gal, \$/kWh, \$/Mcf, etc.) of the application. Include or attach the energy assessment report. (Please attach only the relevant energy assessment report pages pertaining to the project in this application.)

Simply stating "See Attached" is not acceptable and may cause your application to be returned.

SECTION VII. ENERGY STAR PORTFOLIO MANAGER – This section confirms the small business applicant’s registration with the Energy Star Portfolio Manager benchmarking program. All applicants must enter their small business into the program and **register to share** as “Read Only” their facility data with the master account (PADEP-SMALLBUSINESS). The “Read Only” is a selection option within the Access Role of registration; the applicant should also select “No” for the other Optional Rights. Once registered the small business applicant must enter at least 12 months of billing data from all sources of energy including oil, natural gas, propane and electric. It is recommended that the small business work with their designated energy assessment provider, trained energy assessment professional, small business assistance organization or trained equipment vendor to correctly register and provide one year’s worth of energy utility data.

Note: Portfolio Manager will require the small business to designate its building “space type“, such as office, supermarket or warehouse. Please select other if an appropriate “space type” is not available such as manufacturer.

Web address: www.energystar.gov/benchmark

SECTION VIII. EQUIPMENT/CONTRACTED SERVICE – Provide a list of any equipment or contracted services to be funded by this project. Provide the equipment name, useful life in years, and the estimated cost of the equipment. Similarly, provide the service name, service purpose, and estimated cost of the service. Attach supporting documentation such as brochures, equipment specifications or other manufacturer’s information that demonstrates energy savings.

SECTION IX. ENERGY CONSERVATION QUANTIFICATION – This section quantifies the annual amount of energy that will be conserved as a result of implementing this project. Applicants itemize the energy being conserved by this project, including projected cost savings using current energy prices. Space is provided to list the type of energy and current cost along with the current and projected energy usage. Energy quantities, costs and savings must be clearly identified in this section. Use one line for each type of energy that is being reduced. Total Cost Savings are also identified in this section.

SECTION X. RESULTS – SUMMARY OF ENERGY COST SAVINGS– This section identifies the project’s savings, as a percentage, related to energy efficiency.

Percentage Savings Calculation - Enter the Total Eligible Cost of this Project. Next, enter the Projected Annual Savings for energy efficiency resulting from this project, from Section IX.

The percentage savings can be calculated by dividing the Total Savings, determined above, by the cost of current annual quantities of the energy used without the project that you had entered in SECTION IX.

ENERGY CONSERVATION QUANTIFICATION.

SECTION XI. AUTHORIZATION TO RELEASE UTILITY DATA – Provide the names of the energy companies (electric, gas, fuel oil) that service the small business. Provide the current billing account number(s) for each energy type used. This information will only be used for the tracking of the projects impact in reducing the small businesses energy consumption.

SECTION XII. COMPANY COMMITMENT – Type or print legibly the company name, the applicant name, and title of the owner. The owner must print or type his/her name and title, hand-sign the form and enter the date that the application was completed. The signature and date must be hand written and original.

REVIEW AND SUBMIT THE APPLICATION TO: Department of Environmental Protection, Office of Energy and Technology Deployment, Attn. Small Business Energy Efficiency Grant, P.O. Box 8772, Harrisburg, PA 17105-8772. **Note: Please mail applications through the US Postal Service.**

DEP CONTACTS

SMALL BUSINESS ENERGY EFFICIENCY GRANT PROGRAM

David W. Barnes – (717) 783-8411
Program Manager
Office of Energy and Technology Deployment
Department of Environmental Protection
E-mail – ra-sbgrants@state.pa.us

DEP Small Business Ombudsman

Julien F. Gaudion – (717) 783-8411
Small Business Ombudsman
Office of Energy and Technology Deployment
Department of Environmental Protection

SMALL BUSINESS POLLUTION PREVENTION ASSISTANCE ACCOUNT LOAN PROGRAM

Gene A. Del Vecchio – (717) 783-8411
Office of Energy and Technology Deployment
Department of Environmental Protection

ENERGY RELATED INQUIRIES (REGIONAL OFFICES):

Northcentral Region: David Shimmel - 570-327-3568
(Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union)

Northeast Region: Janet Warnick - 570-826-2475
(Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming)

Northwest Region: Geoff Bristow - 814-332-6681 (Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren)

Southcentral Region: Robert Zaccano - 717-705-4797
(Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York)

Southeast Region: Heather Cowley - 484-250-5816
(Counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia)

Southwest Region: Margaret Hall - 412-442-4137
(Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland)

Business Assistance Providers that have Energy Assessment Capabilities:

- Pennsylvania's Small Business Development Center's – Environmental Management Assistance Program (SBDC-EMAP) phone: 877-ASK-EMAP or internet: www.askemap.org
- Pennsylvania Technical Assistance Program (PennTAP) phone: 814-865-0427 www.penntap.psu.edu
- Electrotechnology Applications Center (ETAC) www.etctr.com/about.htm

Inquiries Regarding the Pennsylvania Uniform Construction Code:

http://www.dli.state.pa.us/landi/lib/landi/bois/asb_lead_ucc_updates/uccmun.htm

- Pennsylvania's Department of Labor and Industry
Phone: 717-787-3806 then select option 1



SMALL BUSINESS ENERGY EFFICIENCY GRANT APPLICATION

INSTRUCTIONS ARE INCLUDED FOR YOUR REFERENCE
INCOMPLETE APPLICATIONS WILL BE RETURNED

I. OWNER INFORMATION/MAILING ADDRESS (Type or Print Legibly)

Owner Name _____ EIN _____
 Company Name _____ Number of Employees _____
 Type of Entity: Sole Proprietorship Corporation Partnership Other _____
 Address _____
 City _____ State _____ Zip _____
 Type of Business _____
 Phone No. (___) _____ - _____ FAX No. (___) _____ - _____
 E-mail Address _____
 Contact Name _____ Phone No. (___) _____ - _____

Permitted Facilities must provide information on any permitted processes: Water, Wastewater, Waste Handling, or Air Emissions. Compliance Status: Check "yes" if in compliance with the permit requirements or "No" if not in compliance with permit requirements. If "No", please attach additional information explaining compliance status. Businesses not requiring permits please mark: **Not Applicable**

DEP Permit Type	Permit Number	Date Issued	Compliance Status	
1.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.			<input type="checkbox"/> Yes	<input type="checkbox"/> No

II. PROJECT INFORMATION

Type of Project _____
 Check Either that Apply: Building Insulation Improvements Equipment / Mechanical Systems
 Amount of Grant Request _____ Estimated Project Start Date _____
 Total Cost of Project _____ Estimated Project Completion Date _____
 Total Eligible Cost of Project _____

III. PROJECT LOCATION – PROVIDE 9 DIGIT ZIP CODE WITH ALL ADDRESSES

Address (PO Box NOT acceptable) _____
 City _____ State _____ **9-digit Zip Code** _____
 Municipality _____ County _____
 Contact Name _____ Phone No. (___) _____ - _____

IV. PROJECT CONTRACTOR / VENDOR – Note: List multiple contractors/vendors on additional sheets

Name _____ EIN _____ Title _____
 Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone No. (____) _____ - _____ E-mail _____

V. ENERGY ASSESMENT PROVIDER – Individual providing the energy savings calculations

Name _____ Qualifications _____
 Company or Organization Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone No. (____) _____ - _____ E-mail _____

VI. PROJECT SCOPE/BENEFITS SUMMARY – Attach energy assessment report

VII. ENERGY STAR PORTFOLIO MANAGER – www.energystar.gov/benchmark

New users should click on **Register** link in the Portfolio Manager Login section.

Check Each Once Completed:

Set up a **shared account** with master account: PADEP-PASMALLBUSINESS

Provide at least 12 months of energy utility data in **shared account**

Entry of Portfolio Manager Data Completed by: _____

VIII. EQUIPMENT/CONTRACTED SERVICES (List the equipment being purchased for this project, its manufacturer, projected lifespan, and cost. List the service name, service purpose, and estimated cost of the service. Attach brochures, equipment specifications, or other information from the manufacturer or vendor)

TYPE OF EQUIPMENT, MANUFACTURER & MODEL NUMBER	USEFUL LIFE (YEARS)	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTRACTED SERVICE	SERVICE PURPOSE	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____

IX. ENERGY CONSERVATION QUANTIFICATION - Annual Energy Usage and Costs

Energy unit price-\$/gal, \$/kWh, \$/Mcf, etc.	Current Annual Quantity/Cost	Projected Annual Quantity/Cost	Estimated Annual Savings
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Energy Usage Reduction SUB-TOTAL			_____

Note about new construction: For assistance calculating savings for projects not involving the replacement of existing equipment or materials, it may be helpful to refer to the EPA Energy Star, Business Improvements website at www.energystar.gov.

X. RESULTS -- SUMMARY OF ENERGY COST SAVINGS

Total Eligible Cost of This Project \$ _____

Estimated Annual Savings \$ _____

From Section IX.
Energy conservation percentage _____ %
 (Estimated Annual Savings divided by the **Current Annual Cost** multiplied by 100)

XI. AUTHORIZATION TO RELEASE UTILITY DATA

In signing and submitting this grant application I agree to authorize my utility providers to release my business's demand and consumption history data to the Pennsylvania Department of Environmental Protection and the Energy Star Portfolio Manager Program. I understand that no records shall be sent to any other organization without a new authorization from my business. This authorization will remain in effect until 36 months after my signature date below.

Name of Utility	Account Number	Energy Type
_____	_____	_____
_____	_____	_____
_____	_____	_____

XII. COMPANY COMMITMENT

The Owner, President or CEO of the applying business must sign this document.

I certify that the information provided herein is true, accurate and complete to the best of my knowledge and belief. I have reviewed the grant guidelines and understand the requirements of this grant.

Name and Title: _____

Signature: _____
(Original signature required)

Date: _____

Please return the completed application to the:

Department of Environmental Protection
Office of Energy and Technology Deployment
Attn: Small Business Energy Efficiency Grant
P.O. Box 8772
Harrisburg, PA 17105-8772

**Please mail applications through US Postal Service.
Completed applications will be accepted if
postmarked between January 12, 2009 and May 1, 2009.**

**Faxed or e-mailed applications will not be accepted.
Hand delivered applications must be received by 4:00 p.m. on May 1, 2009
and should be delivered to the following address:**

**Small Business Energy Efficiency Grant Program
Rachel Carson State Office Building
400 Market Street, 15th Floor
Office of Energy and Technology Deployment
Harrisburg, PA**



**SMALL BUSINESS ENERGY EFFICIENCY GRANT PROGRAM
PROJECT COMPLETION REPORT/REQUEST FOR REIMBURSEMENT**

I. OWNER INFORMATION (Type or Print Legibly)

Owner's Legal Name _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Phone No. (____) _____ - _____ FAX No. (____) _____ - _____
E-mail Address _____
Contact Name _____ Phone No. (____) _____ - _____

II. PROJECT INFORMATION

Type of Project _____
Amount of Grant Request _____ Grant Document # _____
Project Start Date _____ Total Eligible Cost of Project _____
Project Completion Date _____

PENNSYLVANIA UNIFORM CONSTRUCTION CODE: Where applicable, please attach a copy of the final inspection report by a construction code official, indicating that the completed project meets the requirements of the Uniform Construction Code.

III. SUMMARY OF THE WORK COMPLETED

IV. ITEMIZATION OF EXPENSES

TYPE OF EQUIPMENT, MANUFACTURER & MODEL NUMBER	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EQUIPMENT/CONTRACTED SERVICES	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

V. PROOF OF PAYMENT

Please attach copies of the original invoices or receipts indicating the actual cost to you for equipment or contracted services to implement the project. Proof of payment must be provided, which can be the vendor's invoice indicating a zero balance or marked "paid" by the vendor, the front and back of a canceled check, a credit card receipt, or any other documentation which shows proof that the equipment and contracted services for the project were paid. **Please be aware that any purchases or payments made before the Small Business Energy Efficiency Grant opening date of 1/12/09 will not be reimbursed.**

Please return the completed report to the:
Pennsylvania Department of Environmental Protection
Office of Energy and Technology Deployment
Attn: Small Business Energy Efficiency Grant
P.O. Box 8772
Harrisburg, PA 17105-8772

NOTE: PLEASE PROVIDE A COMPLETED ONE-YEAR FOLLOW-UP REPORT WITHIN THIRTEEN MONTHS OF PROJECT COMPLETION. FAILURE TO PROVIDE THE ONE-YEAR FOLLOW-UP REPORT WITHIN 13 MONTHS OF COMPLETION OF THE PROJECT WILL RESULT IN THE APPLICANT BEING LISTED AS FAILING TO AGREE TO THE TERMS OF THE CONTRACT.



SMALL BUSINESS ENERGY EFFICIENCY GRANT ONE-YEAR FOLLOW-UP REPORT

Approximately one year ago your company was awarded grant funding from the Small Business Energy Efficiency Grant Program to implement energy efficiency improvements at your small business. A condition of accepting the grant funds is the submission of a follow-up report quantifying the energy savings the business has realized since the improvements were implemented. The data provided regardless of the measured results is of significant importance to the grant program.

Please provide this completed report to our office within 30 days of the anniversary date of project completion.

Note: Failure to provide the One-Year Follow-Up Report within 13 months of completion of the project will result in the applicant being listed as failing to agree to the terms of the contract. The applicant and small business will be barred from future financial assistance programs with Pennsylvania's Department of Environmental Protection.

(Type or print legibly.)

I. Owner Information

Owner Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone No. (____) _____ - _____ FAX No. (____) _____ - _____

E-mail Address _____

Contact Name _____ Phone No. (____) _____ - _____

II. Site Information

Site Name _____

Address _____

City _____ State _____ Zip _____

Municipality _____

County _____

III. Energy Efficiency Improvements Implemented

Attach additional sheets of paper if necessary.

1. Describe the impact this energy efficiency project has had on your business. _____

2. Provide before/after Energy Efficiency results
Annual Energy Usage and Costs

Energy - include unit price- \$/gal, \$/kWh, \$/Mcf, etc.	Pre-Grant Annual Energy Usage and Cost	Current Annual Energy Usage and Cost	Annual Savings
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Energy Usage/Resource Reduction SUB-TOTAL			_____

3. Please ensure that your small business's Energy Star Portfolio manager account contains 12 months of energy utility data following the completion of the energy efficiency project for which the grant was awarded.

I have verified the energy utility data is complete within my business's Energy Star Portfolio manager account.

www.energystar.gov/benchmark

4. Please note if your small business has added equipment, increased output or added hours of operation since the completion of the energy efficiency project for which you received this payment.

Please return the completed report to the:

Pennsylvania Department of Environmental Protection
Office of Energy and Technology Deployment
Attn: Small Business Energy Efficiency Grant
P.O. Box 8772
Harrisburg, PA 17105-8772



SMALL BUSINESS ENERGY EFFICIENCY GRANT PROGRAM CHANGE SCOPE OR TIME EXTENSION REQUEST

Applicant and Project Name: _____

Project Change Requested:

Scope _____ Time _____ Time and Scope _____

Time Extension Only – Provide New Project Completion Date: _____

Current Agreement End Date: _____

Describe Reasons For This Change Request and Proposed Solution: _____

Describe Impact on Project (Time and Project Value (Cost?): _____

Preparer of This Change Request/Title/Date: _____

Original Applicant Signature: _____

FOR DEPARTMENT USE ONLY	
Change Request:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reason:	_____
Reviewer's Signature:	_____ Date: _____
For Further Information Regarding Changes to Commonwealth Agreements, Please See the Following Attachment to Your Agreement:	
REVISED 11/18/02 ATTACHMENT – C GENERAL CONDITIONS – PART 3. CHANGES	
Advantage Change Request No.: _____	Application FY/No.: _____
Business Name: _____	County: _____

Commonwealth of Pennsylvania
Department of Environmental Protection
Office of Energy and Technology Deployment
P.O. Box 8772
Harrisburg, PA 17105-8772