



SMALL BUSINESS ADVANTAGE GRANT APPLICATION INSTRUCTIONS

Each application will be reviewed “as-is.” If applications are deficient or missing requested information, they will be deemed ineligible and returned to the applicant. Prior years’ application forms will be returned without review. Application versions 0320-FM-SBOO0140 7/2012 or earlier will not be accepted.

All application fields must contain a response. If a portion of the application does not apply to a project, the abbreviation “NA” should be written in the information field. All application information must be provided or the application will be rejected. Stating “See Attached” without using the application area designated for the response will not be accepted.

Type or print legibly all items except the owner’s signature in Section IX. Printed applications must be in black or blue ink.

An original application and one copy must be submitted.

If space is needed for additional information, attach additional sheets of paper. Write the owner’s name and the section number at the top of all extra pages. Staple all the sheets together.

Provide equipment specifications, itemized costs of equipment, materials, labor, etc. with the application. Provide applicable Energy Star product literature, specifications, brochures, etc. that would be helpful in evaluating the application. Also provide an itemized list of any contracted services necessary to implement the proposed project.

SECTION I. OWNER INFORMATION – This section identifies the full legal name of the owner/company that is applying for the grant as well as the number of employees and other information about the company. Enter the number of employees for the entire company world wide. Also include the Federal Employee Identification Number (EIN). All correspondence will be sent to the contact listed in this section of the application. This information must be identical to that on file with the PA Vendor Data Management Unit.

An accurate Commonwealth of Pennsylvania vendor ID is required. The vendor ID number can be obtained by visiting www.vendorregistration.state.pa.us, click on Non-Procurement Vender Site then Non-Procurement Registration Form or by calling 1.877.435.7363.

In the spaces provided, 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.

SECTION II. PROJECT INFORMATION – This section includes basic project information. An example of a project name would be “Installation of high efficiency boiler.” The grant request may be up to a maximum of \$9,500. The amount of the grant cannot be more than 50 percent of the total eligible project costs. Indicate whether an electric utility rebate has been received for any equipment submitted as part of this application.

Select the “Type of Project” based on whether the project is replacing existing equipment or is buying equipment for new construction.

Select the “Technology Type,” checking all that apply to the project, options include, but are not limited to the following:

- A. Lighting (including lighting controls)
Energy Star Benchmarking required, unless new construction
- B. HVAC (Heating, Ventilation and Air Conditioning, including geothermal)
Energy Star Benchmarking required, unless new construction
- C. Industrial Equipment (refrigeration, pumps, compressors, etc.)
Energy Star Benchmarking required, unless new construction

- D. Insulation/Air Sealing of existing structure/
Energy Star Benchmarking required
- E. Pollution Prevention/Material Recycling/
Energy Star Benchmarking not required
- F. Auxiliary Power Units (APUs), Bunk Heaters or Anti-Idling equipment/
Energy Star Benchmarking not required

SECTION III. PROJECT LOCATION – This section identifies the project location. To identify the project location, use street name, rural route box, etc. A post office box number alone is not acceptable. A complete mailing address must be provided for the applicant and the project separately if they differ. The project 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) address provided in Section I of the application and not to the project location.

SECTION IV. PROJECT SUBCONTRACTOR/VENDOR – This section identifies the project subcontractor(s), if any. An EIN is required for any vendor that will be providing equipment or services.

If no information is provided in Section IV, the application will be returned as incomplete. If a subcontractor will not be used, write the word "NONE" in Section IV.

SECTION V. PROJECT SCOPE/BENEFITS SUMMARY – Provide a detailed description of the project, including what and how this funding will impact the business. Describe what the project will accomplish and a timetable for the project tasks. Explain how this project will reduce pollution or energy consumption and include an explanation of the economic and environmental advantages offered by this project over the current process or technology. Include any process audit recommendations resulting from a site assessment of the process or service impacted. Simply stating "See Attached" is not acceptable and may result in the application being deemed incomplete and returned to the applicant. When an application is returned, the applicant will lose their sequential numbering in the application order. If the application is resubmitted, a new number will be assigned to it.

Applications will be deemed ineligible and returned if any of the required information is not provided.

Provide a statement quantifying any energy or resource reduction along with any pollution or emission prevention; for example, kWh saved or pounds of waste prevented, etc. Please provide the unit cost for each item, waste/emission or energy/resource listed in Section VII (\$/gal, \$/kWh, \$/Mcf, etc.) of the application.

SECTION VI. EQUIPMENT/CONTRACTED SERVICES – Provide a list of any equipment or contracted services to be funded by this project. Provide the equipment name, useful life in years, the estimated cost of the equipment and the amount of any electric utility rebate received for the equipment. Similarly, provide the service name, service purpose and estimated cost of the service.

SECTION VII. POLLUTION PREVENTION AND ENERGY CONSERVATION QUANTIFICATION – This section displays the type(s) of pollution being reduced, the resource(s) usage being offset and the energy reduction described in SECTION V. PROJECT SCOPE/BENEFITS SUMMARY. Total Cost Savings are also identified in this section.

- A. Type of Pollution, Waste, or Emissions – Use one line for each type reduced. Specify the type of pollution, waste or emission, along with its current and projected generation and cost. Then calculate and list the estimated annual savings associated with this type of pollution, waste or emission. Provide a total. Note: Anti-Idling technology applications need not complete section VII. A. but must complete VII. B.
- B. Energy and Resource Reduction – This section quantifies the annual energy and/or resource(s) (water, raw materials, etc.) that will be conserved as a result of implementing this project. Itemize the raw materials and energy being conserved by this project, including projected cost savings. Usage, costs and savings must be clearly identified in this section. Use one line for each energy or resource usage reduction that will be used to justify investment in this project.

SECTION VIII. RESULTS – SUMMARY OF SAVINGS AS PERCENTAGES – This section identifies the project's savings, as a percentage, related to pollution prevention and energy efficiency.

Percentage Savings Calculation - Enter the Total Eligible Cost of this Project. Next, enter the Projected Annual Savings (A) for pollution, from Section VII. A. and the Projected Annual Savings (B) for energy efficiency resulting from this project, from Section VII. B. above.

The percentage savings can be calculated by dividing the Total Savings in either (A) or (B), determined above, by the cost of current annual quantities of the energy used and pollution generated without the project that was entered in Section VII.

SECTION IX. COMPANY COMMITMENT – Type or print legibly the complete legal company name, the 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. The company name must match the company name used by the applicant to obtain their PA Vendor identification number.

COMPLETE AND SUBMIT THE ORIGINAL APPLICATION AND ONE COPY TO: Department of Environmental Protection, at:

DEP Grants Center, P.O. Box 8776, Harrisburg, PA 17105-8776.

Note: An applicant may provide only one application per envelope. Envelopes containing multiple applications or multiple years' submissions will be deemed ineligible and returned.

HAND DELIVERED APPLICATIONS AND ONE COPY MAY BE SUBMITTED TO: DEP Grants Center, 15th Floor, RCSOB, 400 Market Street, Harrisburg, PA 17101-2301.

Phone: 717.705.5400

Fax: 717.705.5401