



PennState

PennTAP

Pennsylvania Technical Assistance Program

RISE PA GRANT PROGRAM GUIDANCE: Small-Scale Award Track Applicants



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Table of Contents

- 1 Background1
- 2 Award Overview1
 - 2.1 Award Tracks.....1
 - 2.2 Bonus Awards.....2
 - 2.3 Period of Performance3
 - 2.4 Application Windows4
 - 2.5 Review Process4
 - 2.6 Funding Type.....4
- 3 Key Considerations Prior To Applying.....5
- 4 General Eligibility5
 - 4.1 Eligible Applicants.....6
 - 4.2 Eligible Projects6
 - 4.3 Ineligible Projects8
 - 4.4 Eligible Expenditures.....9
 - 4.5 Expenditures Restrictions9
 - 4.6 Cost Share10
- 5 Application Requirements.....10
 - 5.1 Proprietary/Confidential Information10
 - 5.2 Primary Grant Application.....10
 - 5.2.1 Primary Application Information.....10
 - 5.2.2 Application Attachments11
 - 5.2.2.1 Technical Assessment Report.....12
 - 5.2.2.1.1 Supplemental Technical Letter13
 - 5.2.2.2 Measurement, Monitoring, and Verification (MMV) Narrative Form13
 - 5.2.2.3 Project Budget.....13
 - 5.2.2.4 Property Owner and Operator Consent14
 - 5.2.2.5 Energy Reduction Estimate.....14
 - 5.2.2.5.1 Baseline Energy Consumption14
 - 5.2.2.5.2 Project Energy Estimates.....14
 - 5.2.2.6 GHG Emissions Reduction Estimate15
 - 5.2.2.6.1 Baseline GHG Emissions Estimates15
 - 5.2.2.6.2 Project GHG Emission Reduction Estimates.....15



- 6 Evaluation16
 - 6.1 Criteria16
 - 6.2 Program Policy Factors.....17
 - 6.3 Disqualifiers.....18
- 7 Grant Award and Contract Conditions.....19
 - 7.1 General.....19
 - 7.2 Metrics for EPA Reporting – CANNOT CONTAIN CBI20
 - 7.3 Permits21
 - 7.4 Payment.....21
 - 7.5 Accounting and Financial Controls.....21
 - 7.6 Measurement, Monitoring, and Verification.....22
 - 7.6.1 Application Requirement.....22
 - 7.6.2 Project Completion 1-Year Follow-up22
- 8 Acronyms23
- 9 Definitions.....24
- 10 PennTAP RISE PA Staff29
- 11 Appendix A: GHG Emission Calculation Guidance30
 - 11.1 Project Planning and Baseline Development.....30
 - 11.1.1 General Protocols.....30
 - 11.1.2 Emission Factors.....31
 - 11.2 Calculation Tools.....31
 - 11.2.1 General Toolkits31
 - 11.2.2 Calculation Tools by Project Type31
 - 11.2.2.1 Electrification.....31
 - 11.2.2.2 Energy Efficiency31
 - 11.2.2.3 Process, Emissions, Fugitive Emissions, and Waste Reductions.....31
 - 11.2.2.4 Fuel Switching32
- 12 Appendix B: Community Benefits Bonus (CBB)33
 - 12.1 Overview.....33
 - 12.1.1 Meaningful Community Involvement34
 - 12.1.2 Increased Quality of Life, Community Health, and Environmental Benefits.....37
 - 12.1.3 Diversity, Equity, Inclusion, and Accessibility (DEIA)38
 - 12.1.4 Justice40 Initiative39



- 13 Appendix C: Fair Labor Bonus (FLB).....41
 - 13.1 Overview.....41
 - 13.2 Good Neighbor Agreement.....42
 - 13.3 Collective Bargaining Commitments.....42
 - 13.4 Commonwealth Workforce Transformation Program Participation.....42
 - 13.4.1.1 Criteria for Establishing the Number of CWTP Trainees42
 - 13.4.1.2 Eligible Organizations.....43
 - 13.4.1.3 Eligible CWTP Trainees43
 - 13.4.1.4 CWTP Trainee Supportive Services45
 - 13.5 FLB Application Requirements45
 - 13.5.1.1 Small-scale Award Track (SAT).....46
 - 13.5.1.2 Medium-scale Award Track (MAT)46
 - 13.5.1.3 Large-scale Award Track (LAT)46
 - 13.5.1.4 Good Neighbor Agreement Application46
 - 13.5.1.5 Collective Bargaining Commitments Application48
 - 13.5.1.6 Commonwealth Workforce Transformation Program Participation Letter of Intent.....49
 - 13.6 Evaluation.....49
 - 13.7 Grant Award49
 - 13.7.1 Records and Inspection.....49
 - 13.7.2 Good Neighbor Agreement Ongoing Reporting.....49
 - 13.7.3 Collective Bargaining Commitments Ongoing Reporting.....50
 - 13.7.4 CWTP Ongoing Reporting50
- 14 Appendix D: Greenhouse Gas Emission Reduction Bonus (GERB)52
 - 14.1 Bonus Description52
 - 14.2 Eligibility52
 - 14.3 Award Details52
- 15 Appendix E: SAT Applicant’s Technical Assessment Report54
 - 15.1 General.....54
 - 15.2 Qualified Assessor54
 - 15.3 Data Management.....54
 - 15.4 Technical Assessment Report Outline55
 - 15.5 Technical Assessment Report Content56
 - 15.5.1 Applicant Background56



15.5.2 Project Description56

15.5.3 Qualifications of the Qualified Assessors.....57

15.5.4 Utility Bill Analysis.....57

15.5.5 Energy Assessment.....58

15.5.6 GHG Emissions Assessment58

15.5.7 Project Benefits Impact and Summary59

15.5.8 Measuring, Monitoring, and Verification (MMV) Plan (Optional).....59

15.5.9 Attachments to Technical Assessment Report.....59

Table of Figures

No table of figures entries found.

Table of Tables

Table 1: Small-scale Award Track2

Table 2: Example SAT for BGA, CBB, and FLB Award Allocations3

Table 3: GERB Award Tiers3

Table 4: Example MAT and LAT BGA, CBB, FLB, and GERB Award Allocations3

Table 5: SAT Trimester Application Windows.....4

Table 6: Example SAT Evaluation Criteria.....16

Table 7: GERB Percentages for a \$15,000,000 TPC, \$4,500,000 BGA52



1 Background

In the Commonwealth of Pennsylvania, the industrial sector has been a central economic driver for more than a century, producing critical goods that helped build and grow the modern U.S. economy. In partnership with the Pennsylvania Department of Environmental Protection (DEP or Department), the Pennsylvania Technical Assistance Program (PennTAP) is offering competitive grant funding to provide financial assistance through the Reducing Industrial Sector Emissions in Pennsylvania Grant Program (RISE PA) to decrease greenhouse gas (GHG) and co-pollutant emissions from the industrial sector, which is the highest-emitting sector statewide and accounts for more than 30% of [Pennsylvania's total GHG emissions](#).

RISE PA is funded by the U.S. Environmental Protection Agency (EPA) through the 2022 Inflation Reduction Act's (IRA) Climate Pollution Reduction Grants (CPRG). EPA has awarded DEP \$396,108,225 to reduce Pennsylvania's industrial sector emissions by deploying small-, medium-, and large-scale industrial decarbonization projects. RISE PA is seeking applications proposing innovative and cost-effective solutions that will result in permanent and substantial emission reductions while creating high quality jobs and improving the air quality in minoritized and low-wealth areas. RISE PA will receive applications for projects that fall within the category areas listed under the General Eligibility section of these guidelines.

RISE PA values working with partners who share our view that diversity and equity are integral to success in restoring and protecting the environment for all Pennsylvanians. As we work to demonstrably improve the inclusivity of our programs and processes, we also encourage our partners to pursue increased inclusivity in their operations. In this way, Pennsylvania's natural resources are best protected as "the common property of all the people," as identified in Article 1 Section 27 of the Pennsylvania Constitution.

2 Award Overview

These guidelines contain the procedures, criteria, and requirements for providing grant assistance under the RISE PA SAT funding program. **Note:** These guidelines are subject to updates. Applicants should always confirm they are working with the most recent revision, at the time of application, to ensure a complete application.

2.1 Award Tracks

RISE PA will award up to \$360 million to help fund industrial decarbonization projects that reduce GHG and co-pollutant emissions at industrial facilities across the Commonwealth. All projects will fall within the following Award Tracks: Small-scale, Medium-scale, and Large-scale. The Small-scale Award Track (SAT) will be administered by PennTAP and will only be available to Small- or Medium-sized Manufacturers (SMMs). See [Section 4: General Eligibility](#) for the definition of an SMM. A minimum GHG emission reduction threshold for Small-scale projects is not prescribed, but the amount of GHG reductions from the project will be considered during the evaluation process. See [Section 6: Evaluation](#) for eligible project criteria. Medium-scale and Large-scale Award Tracks (MAT and LAT, respectively) will be administered by DEP and Applicants must achieve at least a 20% annual facility-wide reduction in GHG emissions per project. All awards issued under RISE PA will include a Base Grant Award (BGA) that is a portion of the Total Project Costs (TPC), requiring the Grantee to provide the additional project cost share. The Award Tracks, available funding, BGA percentage, and award size, are detailed in Table 1.



Table 1: Small-scale Award Track

Award Track	Base Grant Award Percentage (% of Total Project Cost)	Anticipated Minimum Award Size for Any One Individual Award (PennTAP Share)	Anticipated Maximum Award Size of or Any One Individual Award (PennTAP Share)	Total Available Funding
SAT	50%	\$25,000	\$74,999	\$40,000,000
		\$75,000	\$149,999	
		\$150,000	\$500,000	
MAT	30%	\$300,000	\$20,000,000	\$100,000,000
LAT	30%	\$20,000,001	\$110,000,000	\$220,000,000
Total				\$360,000,000

The range of TPCs for the SAT is \$50,000-\$1,000,000. SMMs can apply for projects with TPCs greater than \$1,000,000 in the MAT or LAT. Applicants that do not qualify as SMMs cannot apply to the SAT, regardless of project size. Projects with a TPC greater than \$1,000,000 must apply to the MAT or LAT, as appropriate. The range of TPCs for the MAT is \$1,000,001-\$66,666,666. Projects with a TPC greater than \$66,666,666 must apply to the LAT. Please note that the maximum BGA will be capped at \$110,000,000, regardless of TPC.

The SAT has three award tiers ranging from \$25,000-\$74,999, \$75,000-\$149,999, and \$150,000-\$500,000. These tiers are intended to separate eligible projects to be competitively compared against similarly weighted GHG emission outcomes. See [Section 6: Evaluation](#) for eligible project criteria.

2.2 Bonus Awards

Projects submitted across all Award Tracks may be eligible to receive bonus award allocations that will be added to the BGA for projects that meet certain additional criteria. See Table 2 and Table 4 for maximum potential bonus awards for each Award Track.

Applicants across all Award Tracks that propose a project located in or benefitting a Low Income and Disadvantaged Communities (LIDAC) as identified in [EPA’s IRA Disadvantaged Communities map](#) (see for [Section 9: Definitions](#)) and submit an approved Community Benefits Plan (CBP) will be eligible to receive the Community Benefits Bonus (CBB), equal to 10% of the TPC. See [Appendix B: Community Benefits Bonus \(CBB\)](#) for additional information on CBB requirements.

Applicants across all Award Tracks may also be eligible to receive the Fair Labor Bonus (FLB) for meeting additional labor requirements beyond the prevailing wage and apprenticeship requirements that all projects must satisfy. The FLB will range up to 10% of the TPC. See [Appendix C: Fair Labor Bonus \(FLB\)](#) for additional information on FLB requirements.

Applicants across all Award Tracks may be eligible to receive multiple bonus award allocations that will be added to the BGA, as shown for example projects in Table 2 and Table 4. Across all Award Tracks, DEP will be the evaluating party of the bonus awards. If a SAT Applicant receives a bonus award, PennTAP will fund the award. The bonus awards will be withheld until DEP verifies that the applicant has satisfied the requirements. **DEP reserves the right to award a lower amount for all bonus awards if an applicant does not pursue the full Base Grant Award amount.**

Eligible projects submitted to the SAT are anticipated to receive a grant award ranging from \$25,000-\$500,000 with PennTAP contributing a BGA of 50% of the total eligible TPC, and the applicant contributing a 50% cost share. TPCs for the SAT will be \$50,000-\$1,000,000 per project; however, an applicant has the opportunity to increase



the 50% BGA and decrease the 50% cost share, by applying for and receiving the Community Benefits Bonus (CBB) and Fair Labor Bonus (FLB), each worth a maximum of 10% of the TPC on top of the BGA. Receiving both maximum bonus awards would increase the total grant award to 70% of the TPC and 30% cost share of the Applicant (see Table 2). The Applicant has to be prepared to contribute 100% of the TPC at time of application, as RISE PA is a reimbursement grant program, and the bonuses will not be evaluated until after the close of the application window.

Table 2: Example SAT for BGA, CBB, and FLB Award Allocations

Award Track	Example Total Project Cost (TPC)	BGA Amount	CBB <u>or</u> FLB (10% of TPC)		CBB <u>and</u> FLB (20% of TPC)	
			CBB or FLB Award Size	Total Adjusted Award Size	CBB + FLB Award Size	Total Adjusted Award Size
SAT	\$200,000	\$100,000	\$20,000	\$120,000	\$40,000	\$140,000

Applicants, within the MAT and LAT only, may be eligible to receive the GHG Emissions Reduction Bonus (GERB) for projects that reduce over 20% of the total facility-wide annual GHG emissions. The GERB will be calculated based on the GHG emission reduction achieved by the project, up to a maximum of 10% of the TPC for projects that achieve over 41% reduction. As noted in Table 3, a Grantee with a total project cost of \$10,000,000 that reduces emissions at a facility by 32% will receive a GERB award that is 6% of TPC (See [Appendix D: Greenhouse Gas Emission Reduction Bonus \(GERB\)](#) for additional information on GERB requirements), which equates to a GERB award size of \$600,000.

Table 3: GERB Award Tiers

GERB Range	GERB Bonus Percentage of TPC
21-24%	2%
25-29%	4%
30-34%	6%
35-40%	8%

Table 4: Example MAT and LAT BGA, CBB, FLB, and GERB Award Allocations

Award Track	Example Total Project Cost (TPC)	BGA Amount	Potential Bonus Award Size			
			Community Benefits Bonus (CBB) Award Size	Fair Labor Bonus (FLB) Award Size	Greenhouse Emissions Reduction Bonus (GERB) Award Size	Total Adjusted Award Size (CBB+FLB+GERB)
MAT	\$15,000,000	\$4,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$9,000,000
LAT	\$150,000,000	\$45,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$90,000,000

2.3 Period of Performance

If awarded, the Applicant will receive a letter via email. The target period of performance for eligible SAT projects is 12 months, beginning on the date of the written award notification. All projects must be completed prior to the anticipated sunset of the RISE PA Program on April 1, 2029. Any Applicant who begins a project and incurs costs



before receiving a fully executed grant agreement, does so with the understanding that the costs may not be reimbursed.

2.4 Application Windows

It is anticipated that the SAT funding program will be open through April 2028, or until all the funds have been obligated. This will allow for the projects committed during this tri-annual review to have a period of performance window of 12 months; All projects must be completed prior to the anticipated sunset of the RISE PA Program on April 1, 2029 (see [Section 2.3: Period of Performance](#)). Eligible projects will be competitively reviewed tri-annually, within assigned funding-award tiers, based on the grant amount requested. Table 5 lists the anticipated application windows.

Table 5: SAT Trimester Application Windows

Trimester Grant Year	Application Window Opening Dates	Application Closing Dates
T1.1	First Quarter 2025	April 30, 2025
T2.1	May 1, 2025	August 31, 2025
T3.1	September 1, 2025	December 15, 2025
T1.2	January 1, 2026	April 30, 2026
T2.2	May 1, 2026	August 31, 2026
T3.2	September 1, 2026	December 15, 2026
T1.3	January 1, 2027	April 30, 2027
T2.3	May 1, 2027	August 31, 2027
T3.3	September 1, 2027	December 15, 2027
T1.4	January 1, 2028	April 30, 2028

2.5 Review Process

The RISE PA SAT program will go through a tri-annual competitive review process. Every application will be subject to an administrative review to verify all application materials are complete and received together as submitted. If the application is considered complete, it will qualify for the technical review. The technical review will assess the quality of the Technical Assessment Report (see [Appendix E: SAT Applicant’s Technical Assessment Report](#)), and the quality of the assumptions made, if any. If the technical review is in good standing, the application will be subject to a panel review using the criteria and policy factors in [Section 6: Evaluation](#). If awarded, the Applicant will receive a letter via email with notification of the award amount.

2.6 Funding Type

RISE PA is a **reimbursement** grant program. This means a Grantee will pay all project costs and submit proof that project costs, including matching costs, have been paid, as well as proof of project work completion, to invoice for reimbursement from RISE PA. The funding for the bonus awards will be withheld until after project completion and DEP has verified that the Grantee has satisfied the requirements.

Post-project Measurement, Monitoring, and Verification (MMV) is required **13 months** after completion of the eligible project. **Failure to provide the required MMV within 13 months of completion of the project may result in revocation of RISE PA grants and will adversely affect applications from the grantee for future grant consideration.** (See [Section 7.6: Measurement, Monitoring, and Verification](#)).



3 Key Considerations Prior To Applying

- 1) All SAT applications must be submitted through the Pennsylvania Technical Assistance Program (PennTAP) available at: <https://penntap.psu.edu/>. Uploads will not be visible to entities outside PennTAP.
- 2) All MAT/LAT applications must be submitted online through the Department of Community & Economic Development (DCED's) Electronic Single Application (ESA) system. <https://grants.pa.gov/>.
- 3) Activities funded must be conducted in Pennsylvania.
- 4) Activities funded are subject to Federal pass-down requirements. EPA will exercise normal Federal stewardship in overseeing the project activities performed under this program. Requirements pertaining to [EPA's Climate Pollution Reduction Grants](#) (CPRG) can be found online. These requirements will also be included in the RISE PA grant agreement.
- 5) SAT projects can be reimbursed for eligible expenditures after the date of October 1, 2024.
- 6) All application materials must be complete and received together. RISE PA cannot accept revisions to submitted applications. Application materials will be considered nonconfidential for the purposes of this grant.
- 7) Eligible projects will be awarded funding for RISE PA through competitive selection. RISE PA will be accepting applications continuously and anticipates up to three funding opportunities annually for SAT Applicants, each remaining open for 4 months. RISE PA anticipates up to two funding opportunities annually for MAT and LAT Applicants, each remaining open for 6 months. RISE PA will evaluate if any changes are needed to this program guidance and the application following each funding opportunity. Additional opportunities are not guaranteed if PennTAP receives sufficient eligible applications to obligate all available funding.
- 8) The target period of performance for SAT projects is 12 months. ***All SAT projects must be completed prior to the anticipated sunset of the RISE PA Program on April 1, 2029.*** MMV is required **13 months** after all eligible completed projects.
- 9) PennTAP will accept facility audit reports dating back to 2022. The report must be equivalent to the Technical Assessment Report's Energy Assessment or GHG Emissions Assessment sections (see [Appendix E: SAT Applicant's Technical Assessment Report](#)). PennTAP will require a supplemental letter to accompany the existing report. The letter must address the open items missing from the Technical Assessment Outline. (See [Section 5.2.2.1.1: Supplemental Technical Letter](#)).

4 General Eligibility

Applicants are eligible to submit more than one application at a time if they are interested in funding for more than one project at multiple locations. Single applications representing multiple projects across several facilities will not be considered by RISE PA at this time. An Applicant can apply for additional funding for a separate eligible project for the same facility once the previous eligible project has submitted proof that project costs, including matching costs, have been paid, as well as proof of project work completion. **Note:** MMV is required **13 months** after all



eligible completed projects. **If an Applicant fails to provide the MMV, PennTAP reserves the right to readjust or withdraw any future grant awards under the RISE PA SAT program.**

4.1 Eligible Applicants

The following Applicants proposing projects to reduce industrial sector emissions are eligible for grants under the Small-scale Award Track (SAT), which is administered by PennTAP:

- 1) A Small- or Medium-sized Manufacturer (SMM), which means an industrial manufacturing facility with 500 or fewer employees at the assessed plant site. The site requesting funds must have manufacturing processes occurring at the assessed plant site. Manufacturing is defined as an entity that engages in the mechanical, physical, or chemical transformation of materials, substances, or components. Eligible Applicants that are not SMMs cannot apply for the SAT, regardless of TPC. However, SMMs can apply to the Medium-scale Award Track (MAT) or Large-scale Award Track (LAT) if their TPC exceeds \$1 million.
- 2) Other entities including Energy-as-a-Service companies, Sustainability-as-a-Service companies, and property managers of industrial manufacturers, may be eligible to apply for funding provided the project is conducted at an eligible SMM and all application materials are completed.
 - a) If an Other entity, as aforementioned, applies for RISE PA funding, the Senior Leadership of the impacted SMM facility(s) must corroborate that they will support the project and the reduction of GHG emissions. Roles and responsibilities must be clearly defined in the MMV Narrative and signed by the Applicant, and by the Senior Leadership of the impacted SMM.

4.2 Eligible Projects

Projects must meet the following requirements to be eligible for the Base Grant Award (GBA):

- 1) Projects submitted to the SAT must reduce GHG emissions through the installation of one or more of the following technologies:
 - a) Electrification technologies such as low- or zero-carbon process heat systems, electric heat pumps, and other heating systems based on electricity;
 - b) Energy efficiency technologies, including those that reduce direct fuel or electricity use, such as thermal storage, waste heat recovery, industrial heat pumps, combined heat and power (CHP) systems; utilize insulation, sensors or controls, deploy smart energy management systems, or other advanced energy efficiency technologies;
 - c) Industrial process emission technologies, and waste reduction technologies such as those that reduce waste in industrial applications, including advanced recycling approaches;
 - d) Fugitive emissions reduction technologies such as regenerative thermal oxidizers and ventilation air systems;



- e) Fuel switching technologies that enable the transition to low carbon fuels such as fluidized bed biomass furnaces, solar-thermal heating systems, clean hydrogen and direct reduced iron shaft furnaces designed or retrofitted for hydrogen-based reduction;
 - f) On-site renewable energy technologies such as solar photovoltaic systems, wind turbines, micro-hydropower, or geothermal;
 - a. **Note:** Only the portion of a renewable energy system generating electricity that is required on-site at the SMM will be eligible for funding.
 - g) Carbon capture, utilization, and storage (CCUS) technologies such as flue gas carbon capture systems or calcium looping carbon dioxide capture systems; and
 - h) Other technology that reduces industrial GHG emissions, as determined by RISE PA.
- 2) Projects submitted to the SAT must reduce the total Scope 1 and Scope 2 GHG emissions at an SMM.
- 3) Projects must ensure that not less than 15% of the total labor hours for the construction, alteration, or repair work is performed by qualified apprentices. Project must satisfy the apprentice-to-journeyworker ratio requirement such that each SMM owner, contractor, or subcontractor who employs four or more individuals to perform construction, alteration, or repair work with respect to the construction of a project must employ one or more qualified apprentices to perform such work, in accordance with Commonwealth and federal requirements.
- a) Any SMM can utilize a Registered Apprenticeship Training program (RAP) and any SMM can create an apprenticeship training program with assistance from the [U.S. Department of Labor Employment and Training Administration Apprenticeship Office](#) and the [Pennsylvania Department of Labor and Industry's Apprenticeship & Training Office](#).
 - b) RISE PA allows an alternative option for complying with this requirement, if Apprentices or RAPs are not available.¹
 - a. SMM owners may submit documentation that the on-the-job training provided aligns with existing training programs defined by RISE PA; or
 - b. If the provided training programs do not align with the workforce development needs for a project, SSM owners can develop an alternate training program and include this description for review and approval in the application. The program must provide a minimum of 1000 hours of combined on-the-job training and work experience to provide an effective, significant, and meaningful training opportunity. The 'proposed' training program outline should be formatted in the same manner as the RISE PA-approved outlines and included with your application.

¹ If an Applicant has pursued all of the paths detailed above, providing documentation, and is unable to meet the apprenticeship requirement, DEP has the discretion to provide a Good Faith Exemption to this Applicant.



- 4) Projects must meet the prevailing wage requirement as most recently determined by the [Secretary of the U.S. Department of Labor under the Prevailing Wage Rate Requirements](#).
- 5) All awarded projects will need to comply with Federal requirements including Build America, Buy America, Foreign National Participation, Transparency of Foreign Connections, Davis Bacon Act, Environmental Review in accordance to National Environmental Policy Act, and Flood Resilience as relevant and appropriate.
- 6) RISE PA Applicants must be in compliance with the Commonwealth's contractor integrity and responsibility requirements, including but not limited to, payment of all tax liabilities and/or other Commonwealth obligations and compliance with all applicable prevailing wage, wage payment, health and safety, equal employment opportunity, and other workplace laws. Applicants must disclose any instances in which they, their contractors or subcontractors have been found to have violated workplace laws such as the Occupational Safety and Health Act, the Fair Labor Standards Act, Davis Bacon and Related Acts, the Pennsylvania Prevailing Wage Act, the Pennsylvania Minimum Wage Act, anti-discrimination laws, the National Labor Relations Act and/or any other applicable labor and employment laws within the preceding three years. Violations that must be disclosed are not limited to work performed on Infrastructure Investment and Jobs Act (IIJA) or IRA projects. In addition, to maintain eligibility, Grantees must have cooperated with any past or future Federal or Commonwealth agency investigation into whether the Grantees have violated any workplace laws.

4.3 Ineligible Projects

The following projects are **ineligible** to apply to RISE PA:

- 1) Projects that receive an allocation under the Internal Revenue Service's Advanced Energy Project Credit Allocation Program under Section 48C(e) of the Internal Revenue Code. Applicants are required to declare they have not and/or do not intend to apply for this tax credit.
- 2) Projects are **ineligible** if they are otherwise required for compliance with local, state, or federal law. This includes projects to aid regulated entities in complying with EPA regulatory requirements.
 - a) In the event that the project location is subject to any such requirements, the Applicant is required to demonstrate all resulting air pollutant and/or energy reduction benefits are in excess of existing reduction or efficiency requirements, or that the reductions will occur at least one year before the requirements mandate.
 - b) Projects required for compliance that would be ineligible include those required under:
 - a. EPA's Standards of Performance for New, Reconstructed, and Modified Sources and Emissions Guidelines for Existing Sources: Oil and Natural Gas Sector Climate Review
 - b. Local building standards and codes
 - c. Environmental requirements such as the Air Pollution Control Act (35 P. S. § § 4001-4015)
- 3) Abandoned or orphaned well-plugging activities. Additional information on funding available for these activities can be found on the DEP website under the [Orphan Well Plugging Grant Program](#).



- 4) Any project that is not expressly determined by RISE PA to be an eligible project as per the eligibility requirements contained in this guidance.

4.4 Eligible Expenditures

The following types of expenditures are **eligible**:

- 1) Labor and capital costs associated with project implementation, including materials, equipment, delivery, software, construction, installation, retrofitting, tools, and contractual work directly related to the project.
 - a) **All work or delivery of equipment, etc., must occur during the stated period of performance in the grant agreement.** No reimbursement will be given for costs expended prior to the grant period of performance.
 - b) **Downpayments** may be required to secure equipment prior to a fully executed grant agreement. Only downpayments related to project equipment may be eligible for financial reimbursement. Downpayments for services, freight, permits, excavation, supplies, etc., will not be eligible for financial reimbursement. PennTAP will accept documentation for payments made after the date of October 1, 2024.
 - c) **Any Applicant who starts a project and incurs costs before receiving a fully executed grant agreement does so at their own risk.**
- 2) Travel costs are only eligible expenditures if considered integral to the purpose of the Applicant's proposed project, as determined by PennTAP.

4.5 Expenditures Restrictions

The following types of expenditures are **eligible** for SAT Applicant **cost share** (and can be included in TPC calculations), but are **ineligible** for **reimbursement**:

- 1) Reasonable costs associated with planning, development, and design of the project and bonus awards, including feasibility and engineering studies, that are incurred after October 1, 2024.
- 2) Services for a Technical Assessment Report eligible for cost share up to \$10,000. PennTAP will accept documentation made after the date of October 1, 2024, for the Applicant's matching cost share.

The following types of expenditures are **ineligible** for SAT Applicant reimbursement or cost share:

- 1) Land acquisition, permits, or landscaping;
- 2) Advertising or business start-up costs;
- 3) Indirect costs (i.e., general administrative and overhead, contingency funds, etc.);
- 4) Construction costs unrelated to the project;
- 5) Plant or facility closure costs;
- 6) Travel not integral to the purpose of the proposed project, lodging, subsistence, or conference or meeting expenses including catering, conference equipment and room rental.



- 7) Legal fees or fees associated with securing financing;
- 8) Maintenance contracts;
- 9) Costs for leased process equipment;
- 10) Costs incurred prior to October 1, 2024.
- 11) Project costs directly associated with Measurement, Monitoring, and Verification (MMV) services after the completion of the project should not be factored into an Applicant's total project costs as this scope is after the 12-month period of performance.
- 12) Project costs associated with any project(s) that is/are not clearly identified in the Technical Assessment Report will be considered ineligible costs.

4.6 Cost Share

Applicants are responsible for funding the portion of TPC not covered by the award. Cost share includes cash or in-kind contributions provided by the Applicant, subrecipients, or other project-related sources. Applicants can include other federal or state funding that has already been secured as an element of the cost share. RISE PA program awards and future/contingent funds "applied for" from other sources but not yet received may not be included as cost share. The Applicant must describe all existing or potential sources of cost share funding in their application materials.

5 Application Requirements

All required questions in the application must be responded to in full and must include all required attachments as outlined in the instructions. Failure to respond to a question or provide all supporting documentation may result in disqualification of an application.

5.1 Proprietary/Confidential Information

Application materials will be considered nonconfidential for the purposes of this grant. Note: Once a document is submitted through the PennTAP system, it cannot be renamed, edited, or deleted. All applications will be evaluated internally by PennTAP. Uploads will not be visible to entities outside PennTAP. Certain elements of an application required for EPA reporting by RISE PA cannot be considered confidential information and may be shared publicly.

5.2 Primary Grant Application

Applicants must complete the primary grant application form and upload relevant attachments.

5.2.1 Primary Application Information

SAT applications will require the following basic information:

- 1) The selected SAT Grant Tier.
- 2) The total project cost (TPC).
- 3) Estimated GHG emissions (MTCO_{2e}).



- 4) Grantee must have a Unique Entity Identifier (UEI) as required by 2 CFR Part 25 and 2 CFR 200.332(a)(1).
- 5) All SAT Applicants need to be registered via Penn State's Payment Works system as a vendor.
- 6) The type of SMM (NAICS Code and description).
- 7) Boundary where all project activities will occur.
- 8) A description of the emission reduction technology that will be implemented and the project (see Section 4.2, paragraph 1), a through h).
- 9) A description of the project timeline, confirming that all work can be completed within a 12-month performance period after receiving written notice of the grant award. ALL awarded projects must be completed prior to the anticipated sunset of the RISE PA Program on April 1, 2029.
- 10) A high-level description of project financing, with additional information to be included in the budget narrative and supporting documents.
- 11) A description of community outputs and the benefit to LIDACs². This section should include any measurable community benefits expected, expected economic benefits and avoided disbenefits, extent of meaningful community engagement, and specific, high-quality actions to support LIDACs.
 - a) An estimate of the proportion of total benefits occurring in each identified community. Benefits should be reported by census tract. To identify LIDACs, refer to the [EPA IRA Disadvantaged Communities Map](#) and a more detailed definition included in [Section 9: Definitions](#).
- 12) The Applicant must provide information about project scope, permitting, project benefits and impact, project innovation and transformative impact, and stakeholder engagement.
- 13) A description of how the project will enhance workforce and job quality, including commitments to ensure job quality and a diverse workforce; potential to create and/or retain high-quality, good-paying jobs. This response also needs to confirm how Applicants will meet the apprenticeship requirements. See [Section 4: General Eligibility](#) for a description of what training would fulfill this requirement.
- 14) A description of the expected impact on co-pollutant emissions including general changes and changes in LIDACs. See [Section 9: Definitions](#) section for a description of the co-pollutants of interest.
- 15) The Applicant must disclose whether there currently is or potentially could be any appearance of or actual conflicts of interest in connection to Penn State, the Commonwealth, DEP, EPA, or the RISE PA and CPRG programs.

5.2.2 Application Attachments

SAT applications will require the following attachments:

² Not all applicants will be in LIDACs. Applicants in LIDACs will be prioritized.



- 1) A Technical Assessment Report completed by a Qualified Assessor (see [Section 5.2.2.1: Technical Assessment Report](#) and [Appendix E: SAT Applicant's Technical Assessment Report](#)).
- 2) MMV Narrative Form (See [Section 5.2.2.2: Measurement, Monitoring, and Verification \(MMV\) Form](#))
- 3) Budget Form (See [Section 5.2.2.3: Project Budget](#))
- 4) All relevant project quotes on vendor's letterhead. Quotes will need to be itemized so that eligible and ineligible project costs are easily identified. (See [Section 4: General Eligibility](#)).
- 5) All utilities that impact the GHG emission reporting. 12 consecutive months of all supplier and distribution, if separate, utility bills (examples: electricity, natural gas, propane, fire suppression, refrigerants, etc.) See [EPA Simplified GHG Emissions Calculator](#) tool for relevant utilities for Scope 1 and Scope 2 emissions.
 - a. All utilities need to be within the same 12-month window.
 - b. Use the dates of consumption. Do not use the mailed on or invoice date.
 - c. If the site is not billed for a resource, include consumption data for the 12-month window.
 - d. Water and wastewater can be provided based on the type of project.
 - e. If a location has less than 12 months of operation(s) within the facility and, therefore, has less than 12 months of consecutive utility bills, please reach out to PennTAP prior to completing the application.
- 6) Equipment specification sheets and brochures and any technical design and engineering documentation, as applicable to the project. (See [Appendix E: SAT Applicant's Technical Assessment Report](#))
- 7) Submit the [Simplified GHG Emissions Calculator](#) tools for GHG emission baseline and project GHG emissions reductions. (See [Section 5.2.2.5: Energy Reduction Estimate](#), [Section 5.2.2.6: GHG Emissions Reduction Estimate](#), and [Appendix E: SAT Applicant's Technical Assessment Report](#))
- 8) Landowners Consent Form (See [Section 5.2.2.4: Property Owner and Operator Consent](#))
- 9) Bonus Award(s) Documentation, as applicable (See [Appendix B: Community Benefits Bonus \(CBB\)](#) and [Appendix C: Fair Labor Bonus \(FLB\)](#)).

5.2.2.1 Technical Assessment Report

Applicants must submit a Technical Assessment Report with their application. The Technical Assessment Report must be completed by a Qualified Assessor (See [Appendix E: SAT Applicant's Technical Assessment Report](#)). The report needs to provide details of how the estimates of GHG emissions reductions were calculated for the applicable project. Reports are encouraged to include sufficient detail for the basis for the greenhouse gas (GHG) emission reductions estimated, as well as the potential energy consumption and cost impacts. To competitively compare the eligible projects within the three funding tiers of the SAT program, the reports are used to determine the technical merit of all proposed projects.

Qualified Assessors should use the latest available information whenever possible and provide the methodology specific references for any models and/or tools used. See [Appendix A: GHG Emission Calculation Guidance](#) for



further details. If any assumptions are used in the development of the report, provide context for why they were appropriate.

If a SMM has previously received an energy or GHG emissions audit report equivalent to the Technical Assessment Report Energy Assessment and/or GHG Emissions Assessment sections since 2022, that report is eligible to be submitted with a Supplemental Technical Letter providing the details on any absent information.

5.2.2.1.1 Supplemental Technical Letter

The Supplemental Technical Letter must include an updated Utility Bill Analysis and include any missing energy or GHG emissions requirements of the Technical Assessment Report (See [Appendix E: SAT Applicant's Technical Assessment Report](#)). The required attachments must be updated and align with the application requirements. Include the original Technical Assessment Report in the SAT Application. See [Section 4: General Eligibility](#) for the project and cost share requirements.

5.2.2.2 Measurement, Monitoring, and Verification (MMV) Narrative Form

Applicants must submit a narrative describing how measurement, Monitoring, and Verification (MMV) will be conducted for the project once it is complete. The MMV narrative should describe how the Applicant will complete MMV for the project in accordance with the requirements described in the [Section 7.6: Measurement, Monitoring, and Verification](#). MMV is required 13 months after the awarded projects are completed.

RISE PA will require that a Grantee adequately determine the GHG emissions and related co-pollutant reductions from the source(s) post-project. When appropriate, Applicants should use the same methodology that was used to determine pre-project emissions after implementation. If an Applicant fails to provide the MMV 13 months after the completion of the project, PennTAP reserves the right to readjust or withdraw any future grant awards under the RISE PA SAT program.

5.2.2.3 Project Budget

The Application will include detailed budget information and a budget narrative for the project that must contain:

- 1) A description of costs included in the TPC, following the eligibility guidelines in this document.
 - a) Costs associated with performing MMV should not be included in TPC.
- 2) Describe any other public funding included in the project.
- 3) The application must contain letters documenting the financial commitment for any cost share 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). The letters must state:
 - a) Applicant acknowledges that RISE PA SAT does not consider the items listed in the ineligible cost section of this document as cost share funds nor as eligible costs for the use of this funding;
 - b) Applicant has funds available and in-hand to support the cost share identified in this application's budget either through a preapproved loan, award, or cash on hand; or
 - c) Applicant has a third-party agreement to support the cost share identified in this application's budget. A letter from that organization identifying the amount available must be provided.



5.2.2.4 Property Owner and Operator Consent

Applications must include a signed consent from the property owner and the operator of the SMM where the project will occur, demonstrating approval for the proposed project implementation and MMV. See [Section 4.1: Eligible Applicants](#).

Applicants that are not owners or operators of the facility will be required to submit a copy of the service contract they have entered with the operator or owner of the facility where the project will occur. If this paperwork is not provided, the project will not be considered eligible.

5.2.2.5 Energy Reduction Estimate

It is critical that Applicants thoroughly document the expected energy reduction of all related utilities that will be achieved by the proposed project.

5.2.2.5.1 Baseline Energy Consumption

Complete a site utility analysis of all utilities that impact the GHG emission reporting. Provide 12 consecutive months of all supplier and distribution utility bills, if separate, (examples: electricity, natural gas, propane, fire suppression, refrigerants, etc.) See [EPA Simplified GHG Emissions Calculator](#) tool for relevant utilities included for all Scope 1 and Scope 2 emissions.

- 1) All utilities need to be within the same 12-month window.
- 2) Water and wastewater can be provided based on the type of project.
- 3) If a renewable source of energy is utilized at the site, include this in the analysis.
- 4) Provide annual utility consumption and spend for each utility used. This data will be used in determining site's GHG baseline.
 - a) If the company uses a fuel at no cost, explain the situation and provide the relevant consumption data of the fuel.
- 5) For the purposes of this program, remove any credits or late fees from the total cost of energy and divide that value by the total energy consumption to determine the energy's unit costs (i.e. \$/kwh, \$/gallon, \$/MMBtu, etc.).
- 6) If an SAT Applicant has been operating for less than 12 months within the facility, contact PennTAP prior to submitting an application to discuss.

5.2.2.5.2 Project Energy Estimates

To qualify for funding, all applications must submit an estimate of the proposed energy reduction expected from the project. Detailed guidance on this submission element is described in [Appendix E: SAT Applicant's Technical Assessment Report](#). At a high-level, calculations for the energy reduction estimate must meet the following requirements:

- 1) Applicants should provide information such as the methods, models, key assumptions, related outputs, and calculations supporting their energy reduction estimates. Use the conversion tables located in the [EPA Simplified GHG Emissions Calculator](#) tool.



- 2) Provide the total amount of energy and total cost of energy used for the existing process and/or equipment being assessed. In addition, provide, for each proposed process and/or equipment, an estimate of the total amount of energy that would have been consumed and the total cost that would have been incurred if the proposed project were in operation for this same time period.
 - a) For PennTAP's reporting requirements, please provide a summary of each individual energy savings (examples: electricity in kWh, natural gas in MMBtu, propane in MMBtu, fire suppression gallons (gal) or pounds (lbs), refrigerants (lbs), etc.).
 - b) Aggregate of energy and cost savings can be included in the summary, in addition to the energy reduction and cost savings breakdown.
- 3) When appropriate, show before-and-after data in terms of consumption per unit of production, time, or area.
- 4) Provide an estimate of simple payback, including all calculations, documentation, and any key assumptions. Include an estimated life expectancy of the proposed equipment, as appropriate.

5.2.2.6 GHG Emissions Reduction Estimate

It is critical that Applicants thoroughly document the expected reduction of GHGs and co-pollutants that will be achieved by the proposed project.

5.2.2.6.1 Baseline GHG Emissions Estimates

To establish a baseline, Applicants must meet the following requirements:

- 1) Report annual GHG emissions, including related co-pollutants from the SMM, for the 12-month period defined by the Utility Bill Analysis in the Technical Assessment Report. This should include all Scope 1 and Scope 2 emissions.
- 2) Submit the completed [Simplified GHG Emissions Calculator](#) tool for the Baseline.
 - a) Describe the physical boundaries of the SMM and emissions included in these baseline estimates. Applicants should define a logical boundary for the entire facility, such as a permit or fence line boundary and should include adjacent property under common control.
 - b) Reported emissions must accurately represent how the facility is currently operated.

If an SAT Applicant has been operating for less than 12 months within the facility, contact PennTAP prior to submitting an application to discuss.

5.2.2.6.2 Project GHG Emission Reduction Estimates

To qualify for funding, all applications must submit an estimate of the proposed GHG emission reduction expected from the project. Detailed guidance on this submission element is described in [Appendix A: GHG Emission Calculation Guidance](#). At a high-level, calculations for the GHG reduction estimate must meet the following requirements:

- 1) Applicants should provide information such as the methods, models, key assumptions, related outputs, and individual calculations supporting their GHG reduction estimates.



- 2) Estimates of annual GHG emission reductions (in metric tons of CO₂ equivalent [MTCO₂e]) and cumulative GHG emission reductions for the periods 2025 through 2030 and 2025 through 2050 should be provided for the project.

Applicants must include a brief description of data and methods used for this calculation and complete a second [Simplified GHG Emissions Calculator](#) tool for the determination of the GHG emissions of the project.

6 Evaluation

DEP is required to report certain metrics to EPA in a semi-annual report. PennTAP is responsible for reporting the SAT related metrics to DEP for their reporting. Portions of these reports may be made publicly available and thus should not contain CBI. Information included in this document can be similar to that in the primary grant application but must not include CBI.

- 1) Project description.
- 2) Description of how the project will enhance job quality.
- 3) Expected impact on co-pollutant emissions.
- 4) Description of community engagement.
- 5) Quantify benefits to LIDACs.
 - a) In addition to GHG emission reductions, examples of priority benefits include: reductions in co-pollutants, creation of high-quality jobs and workforce development opportunities, increased public awareness and community capacity building, improved access to services and amenities, decreased energy costs and improved energy security, and reduced noise pollution.

Estimate the proportion of total benefits occurring in identified LIDACs. Benefits should be reported by census tract.

6.1 Criteria

For SAT Applicants, RISE PA will conduct a comprehensive review of all complete and eligible Applications including supporting documentation. Applicants will be evaluated based solely on the data provided, therefore, completeness and accuracy are important. Applications will be reviewed and evaluated by RISE PA using the criteria listed and defined in Table 6.

Table 6: Example SAT Evaluation Criteria

Criteria	
Project Factors	Overall project approach
	Commercial viability
	Financial viability
	Technical feasibility
	Impact of GHG reduction measures
	Project innovation/innovative impact
	Environmental and community outputs, outcomes, and performance measures



Criteria	
	Benefits to Low-income and Disadvantaged Communities (LIDACs)
	Workforce and job quality
	Project capabilities
Quality Factors	Sufficiency of technical detail
	Level of understanding of the key anticipated risks (e.g. technical, financial, market, environmental, regulatory)
	The qualifications, relevant expertise, and time commitment of technical experts and vendor(s)
	The level of clarity in the identification and definition of baseline metrics and project MMV
	The extent to which the project would contribute to meeting the objectives that 40% of the benefits of climate and clean energy investments flow to disadvantaged communities

6.2 Program Policy Factors

PennTAP may consider Program Policy Factors in making selection decisions to best achieve the overall goals and objectives of RISE PA.

Program Policy Factors will include the following:

- 1) The degree to which the proposed project exhibits geographic diversity when compared with other projects selected for RISE PA funding.
- 2) The degree to which the proposed project exhibits industry and subsector diversity when compared with other projects selected for RISE PA funding.
- 3) The degree to which the proposed project exhibits a change of the Industry Facility processes or equipment to reduce sources of GHG emissions.
- 4) The degree to which the proposed project exhibits technology type diversity when compared with other projects selected for RISE PA funding.
- 5) The degree to which the proposed project exhibits diversity in the type of applicant when compared with other projects selected for RISE PA funding.
- 6) The degree to which the proposed project implements innovative technologies, such as first of their kind solutions with potential to transform the market.
- 7) The amount of funding or number of awards previously granted to the Applicant through RISE PA.
- 8) The availability of alternative funding sources that can be used to fund the project.
- 9) The degree to which the proposed project enhances manufacturing competitiveness in the Commonwealth, such as reducing operating expenses through efficiency measures and other innovative technologies.



- 10) The degree to which the proposed project, including proposed cost share, optimizes the use of RISE PA funding to achieve programmatic objectives.
- 11) The degree to which the proposed project exhibits technical, financial, or organizational risks.
- 12) The degree to which the proposed Applicant exhibits financial and business viability.
- 13) The degree to which the Applicant has exhibited a strong history of performance with previous funded work.
- 14) The degree to which the Applicant anticipates creating jobs within the Commonwealth, including having a greater portion of total labor hours performed by qualified apprentices than the minimum required.
- 15) The degree to which the Applicant includes a greater number of Commonwealth Workforce Transformation Program Trainees than the proposed minimum.
- 16) The degree to which the proposed project incorporates fair labor and community benefits including the pursuit of RISE PA bonus awards.
- 17) The degree to which the proposed project is replicable and can be used as a model by future businesses to reduce industrial emissions in the Commonwealth.

6.3 Disqualifiers

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

- 1) Is incomplete or contains inaccurate information.
- 2) Does not clearly indicate that the project activities funded will be conducted in Pennsylvania.
- 3) Does not clearly indicate that the project is ready to commence and can be completed within the grant period of performance.
- 4) Does not provide written documentation from the Applicant or project partners providing cost share that clearly documents financial commitment.
- 5) Indicates that costs have been expended prior to dates stated in the guidance.
- 6) Does not document the 50% cost share for projects submitted to the SAT.
- 7) Does not clearly indicate if other federal or state funding has already been secured as an element of the cost share.
- 8) Applies under the SAT and MAT/LAT programs for the same project.
- 9) Does not clearly indicate the project will follow Commonwealth and Federal requirements.
- 10) RISE PA reserves the right not to award funds to Applicants that have:



- a) exhibited poor performance in complying with the expectations and requirements of previously awarded grants with DEP including, but not limited to, failure to complete previously awarded projects or failure to submit required paperwork in a timely fashion; or
- b) non-compliance issues with DEP or outstanding obligations to the Commonwealth, including other commonwealth agencies.

RISE PA may, at its discretion, award partial grant funding for a dollar amount less than the requested amount.

To qualify for any bonus award, projects across all award tracks must meet the requirements above. Bonus evaluation may differ by award track. For details on CBB, FLB, and GERB evaluation and requirements, see [Appendix B: Community Benefits Bonus \(CBB\)](#), [Appendix C: Fair Labor Bonus \(FLB\)](#), and for MAT/LAT projects [Appendix D: Greenhouse Gas Emission Reduction Bonus \(GERB\)](#).

7 Grant Award and Contract Conditions

Complete applications will be evaluated, processed, and subsequently ranked, and will compete for funding, subject to the availability of grant funding. PennTAP will rank complete eligible applications using the scoring criteria specific in [Section 6: Evaluation](#). Higher scoring applications will receive first consideration. **Not all grant applications that compete for funding will receive an award.**

7.1 General

- 1) All Applicants will receive an email notification of their funding status once Grantees have been selected.
- 2) Projects selected for funding will receive a letter via email from the DEP Secretary or designee, addressed to the contact person specified in the application.
- 3) After the announcement of a grant award, RISE PA will forward a grant agreement to the Grantee; individuals vested with the authority to do the legal business for the organization will be required to execute (sign) the grant agreement electronically.
- 4) Grantees will be subject to EPA’s [General](#) and Programmatic Terms and Conditions and subject to EPA’s [Subaward Policy](#).
 - a) Grantee must have a Unique Entity Identifier (UEI) as required by 2 CFR Part 25 and 2 CFR 200.332(a)(1). Subrecipients are not required to complete full System for Award Management (SAM) registration to obtain a UEI. Information regarding obtaining a UEI is available at the SAM Internet site: <https://www.sam.gov/SAM/> and in EPA’s General Term and Condition “**System for Award Management and Universal Identifier Requirements**” of the pass-through entity’s agreement with the EPA.
- 5) Grantees will provide a detailed scope-of-work, project schedule, budget, and other information as required to RISE PA.
- 6) 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, ([Non-Procurement Registration Link](#)) and to submit a Form W-9, Request for Taxpayer Identification Number and Certification.



- 7) Grantees that have not had previous contracts or grant agreements with Penn State will be required to become a vendor in the Penn State’s Payment Works system to receive a reimbursement from the SAT funds.
- 8) Grantees must comply with all applicable laws and local ordinances including local, commonwealth and federal requirements in the implementation of the project.
- 9) 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 with documented evidence of approval by PennTAP. Projects that have been awarded funding and need to make a scope change must notify PennTAP before any changes are made. If the change in scope is significant, PennTAP may terminate the current award and require reapplying. If **reapplication is required**, any purchases or funds committed prior to receiving a new awarded grant agreement (given that the project is eligible for a new grant award), would **not** be eligible for reimbursement.
- 10) With PennTAP 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 PennTAP to the Grantee is not exceeded.
- 11) **Please note, this payment process may take 4 to 6 weeks from the approval of a complete reimbursement request.** Detailed invoice requirements and submission instructions will be provided to Grantees. RISE PA will not approve reimbursement requests for unpaid invoices.

7.2 Metrics for EPA Reporting – CANNOT CONTAIN CBI

DEP is required to report certain metrics to EPA in a semi-annual report. PennTAP is responsible for reporting the SAT related metrics to DEP for their reporting. Portions of these reports may be made publicly available and thus should not contain CBI. Information included in this document can be similar to that in the primary grant application but must not include CBI.

- 1) Project description.
- 2) Description of how the project will enhance job quality.
- 3) Expected impact on GHG and co-pollutant emissions.
- 4) Expected impact on energy reductions.
- 5) Description of community engagement.
- 6) Quantify benefits to LIDACs.
 - a) In addition to GHG emission reductions, examples of priority benefits include: reductions in co-pollutants, creation of high-quality jobs and workforce development opportunities, increased public awareness and community capacity building, improved access to services and amenities, decreased energy costs and improved energy security, and reduced noise pollution.
- 7) Estimate the proportion of total benefits occurring in identified LIDACs. Benefits should be reported by census tract.



7.3 Permits

- 1) Grantees must secure all permits (federal, state, or local) or approvals otherwise required for the project to proceed; this includes any permits required by DEP.
- 2) Permits are ineligible for RISE PA grant reimbursement.

7.4 Payment

- 1) RISE PA is a **reimbursement** grant program. Payment requests may begin only after the Grantee has received a fully executed grant agreement.
- 2) PennTAP will make payment to a Grantee based on review of the required accompanying zero-dollar invoices showing the completion of work, photographs of the installed equipment, details on the operability of the equipment, and adequate proof of payment documentation; PennTAP will not fund costs in excess of the awarded grant amount.

Grantees will be paid for eligible expenditures that align with the submitted RISE PA SAT application.

7.5 Accounting and Financial Controls

- 1) 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.
- 2) All work or delivery of equipment, etc., must occur during the stated period of performance in the grant agreement. No reimbursement will be given for costs expended prior to the grant period of performance. **Any Applicant who starts a project and incurs costs before receiving a fully executed grant agreement does so at their own risk.**
 - a) Downpayments maybe required to secure equipment prior to a fully executed grant agreement. Only downpayments related to equipment may be eligible for financial reimbursement. Downpayments for services, freight, permits, excavation, etc., will not be eligible for financial reimbursement.
 - b) Services for a Technical Assessment Report can be reimbursed for up to \$10,000. PennTAP will accept documentation made after the date of October 1, 2024, for the Applicant's matching cost share.
- 3) Matching funds provided by the Applicant or other project partners must be spent prior to the end of the grant period of performance. No credit will be given for funds spent prior to October 1, 2024. Matching funds must correspond to eligible categories as outlined in the project budget.
- 4) Documentation will be required for expenditure of matching funds as well as RISE PA SAT funds.
- 5) PennTAP reserves the right to terminate the project and/or recover funding from grant recipients that the PennTAP determines are either not performing or not properly managing the funding, as per the conditions of these RISE PA solicitations or the grant agreement.
 - a) Time extensions to the grant period of performance are possible but will only be granted if PennTAP determines the extension to be necessary through review of a documented time extension request. PennTAP requests that this process is started at least 30 days prior to the end of the period of performance.



- 6) PennTAP reserves the right to inspect projects financed with RISE PA funds and to audit or require a third-party audit of any project's financial transactions or compliance with grant agreement terms.
- 7) Projects may be subject to Pennsylvania **Prevailing Wage Act** requirements, as follows:
 - a) Grantees shall ensure where necessary that construction projects with a cost more than \$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 should 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.

7.6 Measurement, Monitoring, and Verification

7.6.1 Application Requirement

All SAT Grantees will be required to develop and submit an MMV Narrative for review and approval by PennTAP prior to project work commencing. This MMV Narrative will provide details on what will be done to appropriately monitor and measure the project's energy and GHG emissions performance post project completion.

If an Other entity, as defined in Section 4, applies for RISE PA funding, the Senior Leadership of the impacted SMM facility(s) must corroborate that they will support the project and the reduction of GHG emissions. Roles and responsibilities must be clearly defined in the MMV Narrative and signed by the Applicant, and by the Senior Leadership of the impacted SMM.

7.6.2 Project Completion 1-Year Follow-up

Grantees are required to report post-project applicable energy savings, GHG emissions, and related co-pollutant reductions 13 months after the completion of the project. Applicants should use the same methodology to determine pre-project emissions.

Grantees will be required to submit:

- 1) A [Simplified GHG Emissions Calculator](#) tool for quantifying the annual emissions for the period of MMV across all utilities for Scope 1 and Scope 2 emissions.
- 2) A second [Simplified GHG Emissions Calculator](#) tool for quantifying the project's GHG emissions.
- 3) The applicable energy consumption and cost savings from having implemented the project.
- 4) The utility bills relevant to the calculators.

If any additional changes, modifications, or events have impacted the project's performance and outcomes, please provide a description of the situation(s) and the result(s).



Please note, RISE PA will require that a Grantee adequately determine the GHG emissions and related co-pollutant reductions from the source(s) post-project. **Applicants should follow the same methodology used to determine pre-project emissions.**

If an Applicant fails to provide the MMV, PennTAP reserves the right to readjust or withdraw any future grant awards under the RISE PA SAT program.

8 Acronyms

BAQ – Bureau of Air Quality

BGA – Base Grant Award

CBA – Community Benefits Agreement

CBB – Community Benefits Bonus

CBI – Confidential Business Information

CBO – Community-based Organization

CBP – Community Benefits Plan

CCUS – Carbon Capture, Utilization, and Storage

CEJST – Climate & Economic Justice Screening Tool

CEMS – Continuous Emissions Monitoring System

CPRG – Climate Pollution Reduction Grants

CWTP – Commonwealth Workforce Transformation Program

DEIA – Diversity, Equity, Inclusion, and Accessibility

DEP – Pennsylvania Department of Environmental Protection

DOE – U.S. Department of Energy

EPA – Environmental Protection Agency

ERISA – Employee Retirement Income Security Act of 1974

ESA – Electronic Single Application

FAQ – Frequently Asked Questions

FLB – Fair Labor Bonus

GERB – Greenhouse Gas Emission Reduction Bonus

GHG – Greenhouse Gas

GNA – Good Neighbor Agreement



IJA – Infrastructure Investment and Jobs Act

IRA – Inflation Reduction Act

LAT – Large-scale Award Track

LIDAC – Low Income and Disadvantaged Community

MAT – Medium-scale Award Track

MMV – Monitoring, Measurement, and Verification

MTCO_{2e} – Metric Tons of Carbon Dioxide Equivalent

NAICS – North American Industry Classification System

PennTAP – Pennsylvania Technical Assistance Program

RAP – Registered Apprenticeship Program

RISE PA – Reducing Industrial Sector Emissions in Pennsylvania

SAM – System for Award Management

SAT – Small-scale Award Track

SMARTIES – Specific, Measurable, Attainable, Realistic, Timely, Impactful, Equitable, and Supportive

SMM – Small- or Medium-sized Manufacturer

TPC – Total Project Cost

UEI – Unique Entity Identifier

WIOA – Workforce Innovation and Opportunity Act

9 Definitions

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

Application – A submission containing all information required by DEP as identified in the Application Instructions. The Application must be materially complete in form and substance satisfactory to DEP within the specified time as defined in this guidance document.

Apprenticeship program – An apprenticeship program follows the following criteria:

- 1) An apprenticeship training program that is approved by and registered with the Department of Labor and Industry under the act of July 14, 1961 (P.L.604, No.304), known as The Apprenticeship and Training Act, and that provides for on-the-job training, classroom training and the graduation of apprentice trainees to journeyperson status.
- 2) The term includes an apprenticeship program subject to ERISA or a non-ERISA program.



"ERISA." The Employee Retirement Income Security Act of 1974 (Public Law 93-406, 29 U.S.C. § 1001 et seq.).

“As-a-Service” – A third-party financing and ownership model in which the service provider purchases, installs, owns, and is responsible for the operation and maintenance of eligible decarbonization equipment at an Eligible Applicant’s facility. There is no asset or liability added to the Applicant’s balance sheet, making the service payment similar to any other operating expenditure, such as a subscription payment.

Award - The financial assistance offered to an Applicant under the RISE PA program.

Base Grant Award (BGA) – the minimum award size that a project is eligible to receive, which equals 50% of eligible Total Project Costs for the Small-scale Award Track and 30% of eligible Total Project Costs for the Medium- and Large-scale Award Tracks.

Capital costs – Costs associated with project implementation, including materials, equipment, software, construction, installation, retrofitting, tools, and contractual work directly related to the project.

Captive audience meetings – Captive audience meetings refer to the practice among employers of meeting with employees during union organizing campaigns to express the employer’s view of the possible negative effects that unionizing may have on the general workforce. Some employers have structured such meetings as mandatory and held them on company property during working hours.

Climate Pollution Reduction Grants (CPRG) – U.S. Environmental Protection Agency program under the Inflation Reduction Act that provided grants to states, local governments, tribes, and territories to develop and implement ambitious plans for reducing GHG emissions and other harmful air pollution.

Collective bargaining agreement – A collective bargaining agreement is an agreement that is consistent with the National Labor Relations Act (29 U.S.C. 151 et seq.).

Commonwealth Workforce Transformation (CWTP) Program – A workforce development program that funds on-the-job training, pre-apprenticeship, and other training and job opportunities to build out the labor pool needed to bring Infrastructure Investment and Jobs Act and Inflation Reduction Act funded projects to bear.

Community Benefits Bonus (CBB) – Increases the Base Grant Award by 10% of the eligible Total Project Costs for an Applicant across all three Award Tracks that proposes a project in a LIDAC and submit an approved Community Benefits Plan.

Community Benefits Plan (CBP) – Document(s) that include(s) specific, actionable, and measurable actions to engage communities and labor, invest in America’s workers through quality jobs, advance diversity, equity, inclusion, and accessibility through recruitment and training, and implement the Justice40 Initiative.

Co-pollutants – For purposes of this grant program, Co-pollutants include particulate matter, sulfur compounds, nitrogen compounds, carbon monoxide, halogenated compounds, heavy metals, and organic compounds.



Cost share – The percentage of the total project cost (TPC) that the Applicant is required to contribute, including both cash and in-kind contributions.

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

Energy Assessment – A comprehensive section of the Technical Assessment Report that has been developed using the guidance and best practices of (but not limited to) ASHRAE 211: Standard for Commercial Building Energy Audits – Level II Audits; EPA’s Guide to Industrial Assessments for Pollution Prevention and Energy Efficiency; or ISO 50002. The energy assessments do not need to be a holistic facility audit as defined by these standards, however, for the purposes of the RISE PA SAT program, the approach of the energy assessments aligns with professional and industry standards, and includes current energy usage; recommended potential improvements, their costs, and generally estimated equipment life; energy savings from these improvements; dollars saved per year; the GHG emissions and the potential reduction; and simple payback. The final energy assessment must be validated and signed off by the Qualified Assessor who conducted the assessment or by the supervising qualified assessor of the individual who conducted the assessment, as applicable.

Fair Labor Bonus (FLB) – Increases the Base Grant Award by 10% of the eligible Total Project Costs for an Applicant across all three Award Tracks that proposes a project that incorporates Good Neighbor Agreements, Collective Bargaining Commitments, and Commonwealth Workforce Transformation Program participation.

Financial Feasibility - An eligible entity’s ability, as determined by DEP, to generate sufficient revenues to cover its expenses, sufficient cash flow to meet the financial ratios set forth in the competitive grant program.

Grantee – An Applicant that has an executed RISE PA grant agreement with DEP to receive funding.

Greenhouse Gas (GHG) Emissions – For purposes of this grant program, GHG emissions shall include carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulfur hexafluoride (SF₆), and nitrogen trifluoride (NF₃) emissions.

Greenhouse Gas (GHG) Emissions Assessment – A comprehensive section of the Technical Assessment Report that has been developed using the guidance and best practices of (but not limited to) The Greenhouse Gas (GHG) Protocol; ISO 14064, ISO 14065 and/or ISO 14067. The GHG emissions assessments do not need to be as holistic as an audit defined by these standards, however, for the purposes of RISE PA SAT program, the approach of the GHG emissions assessments aligns with professional and industry standards, and includes current energy usage; recommended potential improvements, their costs, and generally estimated equipment life; energy savings from these improvements; dollars saved per year; the GHG emissions and the potential reduction; and simple payback. The final GHG emissions assessment must be validated and signed off by the qualified assessor who conducted the assessment or by the supervising qualified assessor of the individual who conducted the assessment, as applicable.

Greenhouse Gas Emissions Reduction Bonus (GERB) - Increases the Base Grant Award by up to 10% of the eligible Total Project Costs for an Applicant in only the Medium- and Large-scale Award Tracks for projects that propose to reduce the total Scope 1 and Scope 2 GHG emissions at an Industrial Facility by greater than 20%.



Industrial sector emissions – GHG emissions from the combustion of fossil fuels, industrial processes, activities involving coal mining and abandoned coal mines, and activities involving natural gas and oil systems as defined by DEP’s annual Greenhouse Gas Inventory: <https://www.dep.pa.gov/Citizens/climate/Pages/GHG-Inventory.aspx>

Inflation Reduction Act (IRA) of 2022 – Law passed by the Biden Administration that provides historic levels of funding for clean energy and climate action through grants, loans, rebates, tax credits and other incentives.

In-kind – Non-cash contributions in the form of goods and services.

Justice40 Initiative – Created by E.O. 14008, establishes a goal that 40% of the overall benefits of certain federal investments flow to disadvantaged communities. <https://www.whitehouse.gov/environmentaljustice/justice40/>

Large-scale Award Track (LAT) – \$220,000,000 at a 30% Base Grant Award and 70% cost share available to all eligible Applicants to implement eligible large-scale industrial decarbonization projects.

Low Income/Disadvantaged Community (LIDAC) – According to the [EPA IRA Disadvantaged Communities map](#), which combines multiple datasets that individually can be used to determine whether a community is disadvantaged for the purposes of implementing programs under the IRA, a LIDAC includes the following:

- Any census tract that is included as disadvantaged in EPA’s [Climate & Economic Justice Screening Tool \(CEJST\)](#)
- Any census block group at or above the 90th percentile for any of the EPA’s [EJScreen](#) tool Supplemental Indexes when compared to the nation or state,
- and/or any geographic area within Tribal lands, as included in [EJScreen](#) tool
 - Alaska Native Allotments
 - Alaska Native Villages
 - American Indian Reservations
 - American Indian Off-reservation Trust Lands
 - Oklahoma Tribal Statistical Areas

Medium-scale Award Track (MAT) – \$100,000,000 available at a 30% Base Grant Award and 70% cost share to all eligible Applicants to implement eligible medium-scale industrial decarbonization projects.

North American Industry Classification System (NAICS) code – the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Pennsylvania Technical Assistance Program (PennTAP) - As part of the Pennsylvania State University, PennTAP serves the entire Commonwealth through a network of geographically dispersed Technical Advisors, who provide free and unbiased on-site industrial Energy Assessments and energy efficiency recommendations for small- and medium-sized manufacturers. Visit the [PennTAP’s website](#) for more information.



Project Labor Agreement – A project labor agreement is a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)).

Qualified Assessor – an individual who meets one of the following criteria: A certified energy auditor (CEA) certified by the Association of Energy Engineers (AEE); A certified energy manager (CEM) certified by the AEE; A licensed professional engineer (PA) in the State of PA with at least 1-year experience and who has completed at least two similar type energy audits; or an individual with a 4-year engineering or architectural degree with at least 3 years of experience and who has completed at least five similar type energy audits. A qualified assessor could also be an individual from a third-party greenhouse (GHG), decarbonization, carbon accounting and/or verification firm who has performed GHG emissions audits for industrial facilities in accordance with The Greenhouse Gas (GHG) Protocol and/or the intent of ISO 14064, ISO 14065 and/or ISO 14067, or equivalent. Certifications and/or licenses must be in good standing. [Industrial Training Assessment Center \(ITAC\) assessors and “ITAC qualified” assessors](#) are considered Qualified Assessors.

Reducing Industrial Sector Emissions in Pennsylvania Grant Program (RISE PA) – Competitive grant program allocating monies from the Inflation Reduction Act’s Climate Pollution Reduction Grants for projects approved by DEP and PennTAP.

Scope 1 Emissions – Direct greenhouse (GHG) emissions that occur from sources that are controlled or owned by an organization.

Scope 2 Emissions – Indirect GHG emissions associated with the purchase of electricity, steam, heat, or cooling.

Small- and Medium-sized Manufacturer (SMM) – An industrial manufacturing facility with 500 or fewer employees at the assessed plant site. The site requesting funds must have manufacturing processes occurring at the assessed plant site. Manufacturing is defined as an entity that engages in the mechanical, physical, or chemical transformation of materials, substances, or components.

Small-scale Award Track (SAT) – \$40,000,000 available exclusively to SMMs at a 50% Base Grant Award and 50% cost share to implement eligible small-scale industrial decarbonization projects.

Total Project Costs (TPC) – The total of all eligible costs for a project that serves as the amount from which the Base Grant Award and Bonus Awards are calculated.

Technical Assessment Report – Report required to be submitted with an eligible SAT project application. See *Energy Assessment* and/or *Greenhouse Gas (GHG) Emissions Assessment* and [Appendix E: SAT Applicant’s Technical Assessment Report](#).



10 PennTAP RISE PA Staff

For project inquiries, please contact:

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11 Appendix A: GHG Emission Calculation Guidance

Applicants need to submit a Technical Assessment Report completed by a Qualified Assessor detailing how their estimates of GHG emissions the project will reduce were calculated. Applicants are encouraged to include sufficient detail so that DEP can understand the basis for the GHG emission reductions estimated. Applicants should provide information such as the methods, models, key assumptions, related outputs, and individual calculations supporting their GHG reduction estimate. DEP has assembled a list of technical resources for Applicants, to help with developing high quality and consistent calculations, which can be found at the end of this Appendix.

Qualified Assessors should use the latest available information whenever possible and provide detailed and specific references for any models and/or tools used. Global warming potential (GWP) values should be from the 2013 IPCC AR5 Fifth Assessment Report. Additional important information may also include quantitative tables, graphs, charts and/or other data. Information to include in the Technical Assessment Report includes:

- 1) List or describe the specific methodology or tools used to develop the GHG emission reduction estimate; the name of the developer/provider of the model/tool (e.g., EPA); and any other detailed references as appropriate.
- 2) Provide key assumptions used as part of the method for estimating GHG emission reductions (e.g., emission rates; emission factors).
- 3) Relevant activity data that is used for estimating GHG emission reductions for each measure. This may include data such as energy savings (e.g., MMBtu by fuel or kWh of electricity saved), electrical output (e.g., kWh), units of equipment installed, or other metrics used to calculate effects of a GHG reduction project.
- 4) For each GHG reduction estimate, provide estimated annual GHG emission reductions (e.g., absolute reduction in metric tons of CO₂ equivalent [MTCO₂e]) and cumulative GHG emission reductions for the periods 2025 through 2030 and 2025 through 2050.

11.1 Project Planning and Baseline Development

11.1.1 General Protocols

[GHG Protocol Corporate Standard](#)

GHG Protocol's guidelines for corporate accounting and reporting, which provides guidance on how to develop a corporate-level GHG emissions inventory. Guidance includes widely accepted standards for boundary setting.

[GHG Protocol Project Protocol](#)

GHG Protocol's Project Protocol provides high level principles, concepts, and methods for quantifying and reporting GHG reductions from climate change mitigation projects. Guidance includes widely accepted standards for boundary setting.

[Industrial Onsite Renewable Energy and Storage Working Group Report Out](#)

As part of the Better Climate Challenge, DOE hosted the Industrial Onsite Renewable Energy and Storage Working Group to review onsite energy technologies, discuss the pre- and post-installation processes, identify barriers to onsite renewable energy and storage deployment, and establish best practices to overcome those barriers. The working group published a few technical resources as part of their discussions, with several more coming soon. Visit the resources below to learn more:



- [Site-Level Technology Screening](#): Designed to identify and prioritize technology opportunities quickly and narrow down site options in a larger portfolio based on the potential for onsite energy.
- [Assembling an Effective Team for Renewable Generation and Storage Projects](#): Helps to streamline the implementation of onsite renewable generation and storage systems to meet the needs of a facility owner.
- [Portfolio Screening and Prioritization for Onsite Energy](#): Provides organizations with guidelines to screen and prioritize a portfolio based on favorable project development criteria.

For more information on the working group, [visit the Better Climate Challenge Working Group page](#).

11.1.2 Emission Factors

[EPA Emission Factor Hub](#)

EPA's Emission Factor Hub provides emission factors by fuel and US regional electricity emission factors. These emission factors are the standards that should be used in all applicable GHG emission calculations for RISE PA.

11.2 Calculation Tools

11.2.1 General Toolkits

[DOE Uniform Methods Project](#)

DOE's Uniform Methods Project provides standard measurement and verification protocols to calculate energy savings from common commercial efficiency measures such as lighting, chillers, variable frequency drives, compressed air, combined heat and power, and more. Some of the relevant protocols include:

- [Combined Heat & Power \(CHP\)](#)
- [Compressed Air](#)
- [Strategic Energy Management \(SEM\)](#)

[DOE Better Buildings Solution Center](#)

DOE's Better Buildings Solution Center provides an Emission Reduction Planning (ERP) Toolkit which contains a wide range of tools and guidance to help organizations establish a GHG inventory, categorize their emission portfolio, assess emission reduction measures, and scenario plan.

11.2.2 Calculation Tools by Project Type

The following calculators can be used to support emission reduction estimates included in the RISE PA application.

11.2.2.1 Electrification

[ORNL Electrification Impact Calculator](#)

Web tool that can be used to calculate energy, cost, and emission changes from electrification of fuel-based equipment.

11.2.2.2 Energy Efficiency

[ORNL MEASUR](#)

Web application (with a downloadable version) for assessing and generating reports for energy use and savings opportunities of industrial and commercial equipment.

11.2.2.3 Process, Emissions, Fugitive Emissions, and Waste Reductions

[EPA GHG Emissions Calculator](#)



Excel spreadsheet designed by EPA to support GHG inventories that can be used to baseline and project Scope 1 and 2 emission reductions for electrification projects.

11.2.2.4 Fuel Switching

[ORNL Carbon Emissions Calculator](#)

Web tool that can be used to calculate emissions for different types of fuels.



12 Appendix B: Community Benefits Bonus (CBB)

DEP is responsible for evaluating an Applicant's CCB submission. If DEP agrees to incentivize the bonus, PennTAP will provide the funding out of the SAT program.

12.1 Overview

A community benefits approach seeks to help ensure public investment should benefit everyone, that there should be concrete, measurable, and intentional ways to name the benefits communities want to prioritize and ensure that those benefits come to fruition. Key factors contributing to strong community benefits, include the following:

- 1) Community interests are well-represented by diverse coalition members.
- 2) Community Benefits Plans and Agreements are transparent, inclusive, and accessible.
- 3) Coalition members have a structure that allows for meaningful involvement, as relevant, throughout the life of the project.
- 4) Concrete and measurable benefits that are meaningful and impactful and deliver what the community or impacted groups need and want for themselves.

Community benefits can cover a wide variety of efforts, determined by the community's priorities. The Community Benefits Bonus is worth **10% of the Total Project Cost** for qualifying Applicants. If an Applicant intends to apply for the Community Benefit Bonus under RISE PA, a Community Benefits Plan (CBP) must be submitted and set forth the Applicant's approach to ensuring that investments of the RISE PA program advance four goals:

- 1) **Meaningful community involvement;**
- 2) **Increased quality of life and environment, including improved environmental, community health, and economic benefits for Pennsylvania residents and communities;**
- 3) **Advancing diversity, equity, inclusion, and accessibility in Pennsylvania communities and with Pennsylvania-based stakeholder groups;**
- 4) **Contributing to the [Justice40 Initiative](#).**

A CBP template from U.S. Department of Energy (DOE) is available at: [About Community Benefits Plans](#). Applicants to RISE PA should omit the Workforce elements of the DOE Community Benefits Plan template, given that all workforce-related considerations and benefits are captured in the Fair Labor Bonus Guidance. The Workforce section of the DOE CBP template has been replaced with a new Section 2: "Increased quality of life, community health, and environment" as noted above and detailed below. If the DOE template is not used, the CBP must address all the elements described below. The CBP should demonstrate the Applicant's plan to engage meaningfully with impacted groups and communities throughout the life of the project and how these engagements informed the focus and priorities of the CBP, including the potential of entering into formal Community Benefit Agreements. In accordance with the project's scope, complexity, and sensitivities, Applicants may consider pursuing agreements with multiple partners to advance the goals of the Community Benefits Bonus and center the needs and aspirations as identified by the impacted group or community themselves.



Applicants may find additional considerations for CBP development in the Pennsylvania Department of Environmental Protection’s [Program Development Toolkit](#), which provides a series of guiding principles and prompting questions to assist program managers in creating more effective programs for communities facing environmental justice issues, conduct more meaningful engagement with impacted parties and potential beneficiaries in future projects, and provide helpful resources to leverage in program design and development.

DEP encourages, but does not require, Applicants to consider compensated partnerships between their companies and non-profit or community-based organizations (CBOs) to facilitate engagement through partners trusted by the communities, particularly when ongoing engagement is intended. Applicants may additionally opt to hire a contractor or facilitator for engagement if they choose. Costs for facilitating engagement are not an eligible use of RISE PA grant funds from PennTAP but are an eligible cost share expense.

The Applicant’s CBP must include **at least one** Specific, Measurable, Attainable, Realistic, Timely, Impactful, Equitable, and Supportive (SMARTIES³) milestone for each of the four sections below to measure progress on the proposed actions. The specific goals and milestones are intended to be determined between the Applicant and impacted groups and should comport with the scope, complexity, cost, period of performance, and sensitivity of the proposed project. The Applicant shall complete a matrix of the SMARTIES milestones for each of the four RISE PA Community Benefits Bonus sections. There is an example matrix linked above in the DOE CBP template, but an Applicant is also permitted to create their own.

The CBP will be evaluated as part of the competitive technical review process. If an applicant is awarded grant funding under RISE PA, the Commonwealth will incorporate the CBP into the terms of the award and the recipient must implement its CBP when carrying out its project.

Note: CBPs will be competitively scored. Funding for the CBB will be withheld until DEP verifies that the CBP has been fully implemented. Applicants should develop the CBP with the understanding that it is a clear, executable plan, with existing, aligned, and supportive community partners. The CBP is not a plan to develop a plan at a later date. DEP reserves the right to negotiate the specific goals and milestones with the Grantee between initial award notification and the final execution of the grant or during the project period of performance to advance meaningful benefits to the community and/or impacted groups.

Upon final execution of the grant agreement, the Community Benefits Plan shall be **publicly posted online** by the Grantee, and **DEP reserves the right to additionally publicly post the CBP**. Public transparency around the plan and SMARTIES commitments advance accountability. RISE PA will evaluate the Grantee’s progress during the award period of performance in collaboration with community-based organizations to monitor progress toward the goals and milestones of each project.

The Community Benefits Plan must address the following four sections:

12.1.1 Meaningful Community Involvement

Facilitating community input, social buy-in, and accountability can substantially reduce or eliminate stalls or slowdowns, litigation, and other risks associated with project implementation while building productive collaborations, advancing trust, and creating goodwill. The CBP must describe the Applicant’s actions to date, and

³ [The Partnership for Working Families and the Community Benefits](#)



future plans to engage with, and directly involve, community partners and impacted groups in decisions, and both the positive and potentially burdensome outcomes of the project. Community partners and impacted groups could include, but are not limited to, local governments, faith-based institutions, community-based organizations, multi-lingual community organizations, community watershed organizations, conservation districts, and other CBOs that are based in, support, or work with underserved communities.

- 1) **Defining a Community Beneficiary for the purposes of the RISE PA Program:** At least 40% of the benefits of the project should accrue to low-income disadvantaged communities (LIDAC). The EPA CPRG program defines a DAC as census block group that is at or above the 90th percentile under EJ Screen (version 2.3) or in a disadvantaged census tract under the Climate and Economic Justice Screening Tool (CEJST version 1.0). Additional information can be found on EPA’s website [here](#) and the mapping tool can be found [here](#).
- 2) Non-profits, municipal governments, CBOs, residents, or other intended Community Beneficiaries from these areas must inform the development of the CBP through meaningful engagement opportunities, both deliberative and participatory methods, at each scale.

Deliberative Engagement Methods: Deliberative methods engage stakeholder groups in the process of discussion and deliberation with the goal of coming to mutually acceptable conclusions. For example, participating in a community-based emissions reduction scenario collaborative planning process. A decision may not be made in these forums, but key insights about priorities can be derived. Additional methods include:

- **Stakeholder Meetings/Community Events:** Host public meetings and events—in-person, hybrid, and virtual—to establish effective working relationships with key industry stakeholders, community groups and leaders, and elected officials by answering questions, gathering feedback, and providing printed project information materials for dissemination.
- **Additional Strategies:** Citizen advisory committees, working groups, decision-maker access, open planning forums, collaborative problem definition & solutioning, partnered piloting, and co-defined metrics development, are examples of additional deliberative strategies that could be deployed based on the use of a stakeholder map approach and/or a stakeholder outreach plan and the right-fit approaches determined as ideal for productive two-way engagement.

Participatory Methods: Participatory methods engage stakeholders and empower them to take actions. Potential actions include narrowing and prioritizing industrial decarbonization pathways and greenhouse gas (GHG) reduction measures and strategies that best meet the needs and aspirations of the region or community or using survey functionality to encourage community members to share their perspectives. Participatory methods prepare stakeholders for redistribution of decision-making power, then hold space for stakeholder self-determination.

- **Public Webinars:** Plan and host a live webinar that is then recorded webinar and can be shared through websites, social media, and through partner organizations. The webinar will share key ideas, goals, our outcomes from the project and will provide the opportunity for public input and feedback.
- **Web Updates:** Develop public-facing materials updating stakeholders on project-relevant meetings and process updates, including partner or project-specific website content, social media posts, and content for stakeholders



to use on their own websites. Ensure that the content can be added to stakeholders’ websites without incurring additional web development costs that could be an additional financial burden.

- **Email Communications:** Gather stakeholder emails throughout the process to develop an email distribution list, through which the team will share key updates and upcoming meetings.
- **Additional Strategies:** Fact sheets, media releases, presentations, video explainers, public comment periods, focus groups, polling, online forums, panels, workshops, small group engagement, interactive geographic information system (GIS) mapping, and participatory budgeting, which is a democratic process in which community members decide how to spend part of a public budget, are all additional examples of participatory engagement strategies that could be pursued based on the stakeholder map development and right-fit approaches for productive two-way engagement.

Applicants should provide community partnership documentation from representative organizations reflecting substantive engagement and feedback on the Applicant’s approach to community benefits, improved quality of life, environment, environmental health, and career; diversity, equity, inclusion, and accessibility; and the [Justice40 Initiative](#) detailed below in Section 3.

- 1) All CBPs must, at a minimum, provide letters of support from intended Community Beneficiaries. The number of letters of support should align with the scope, complexity, cost, and sensitivities of the applicant’s project.
- 2) Large-scale Award Track projects must additionally include a commitment to develop at least one legally binding Community Benefit Agreement (CBA), signed by a non-profit entity or CBO, or municipality (and its subdivisions) which can document community support for the project through transparent, equitable, and democratic public processes. If the CBA is not completed at the time of RISE PA application, likely parties to the agreement who represent the community or impacted stakeholder groups can include their understanding of the CBA framework agreement in their letter of support. Resources for CBA development are available from US DOE at [Community Benefit Agreement \(CBA\) Toolkit](#).

Applications will be evaluated for completion of this requirement based on:

- 1) Extent to which the Applicant documents community engagement to date that results in support for the proposed project;
- 2) Extent to which the Applicant has a clear and appropriately robust plan to engage the public, including non-profits and CBOs that support or work with under-resourced and minoritized communities and other affected groups;
- 3) Extent to which the Applicant has considered accountability to affected communities and impacted groups, including those most vulnerable to project activities; and
- 4) Extent to which the Applicant demonstrates that community involvement will lead to the delivery of high-quality RISE PA projects with minimal burdens with associated mitigation strategies, maximized benefits, and allocation of CBP project benefits to efforts that align with needs identified by community members through direct engagement.



- 5) Ability to track, monitor, and communicate commitments and progress toward engagement commitments over time.

12.1.2 Increased Quality of Life, Community Health, and Environmental Benefits

Applicants seeking the Community Benefit Bonus under RISE PA must, as part of their match funding, undertake community benefit efforts that align with the needs identified by community members through direct engagement that result in measurable quality of life, environmental health, and environmental improvements to communities and impacted groups.

Applicants may pursue one or more of the following two tracks for their CPB projects:

- 1) **Improved environmental outcomes** that mitigate climate change and its impacts; remediate, abate, and reduce pollution from the air, land, and water; deploy green infrastructure projects that protect life, health, property, and/or natural or cultural resources; reduce exposure to hazards; and increase access to wilderness and recreation.

These could include but are not limited to the following examples:

- Clean air (air monitoring equipment, distribution of air purifiers, monthly reporting, installation of additional equipment to reduce pollution)
- Clean water (testing, correct water contamination, water monitoring equipment)
- Healthy soil (testing, not shipping contaminated soil)
- Equitable and accessible trees, green spaces, forests, parks (build green space, invest in tree planting or wetland plants that can help re-establish floodplains and stream corridors)
- Stormwater management (natural approach to stormwater management)
- Climate resiliency and healthy buildings (fund a Climate Action Plan, healthy buildings design)

- 2) **Economic security measures** that support affordable, sustainable, safe, and efficient housing; utility affordability; access to essential human or community services; energy resilience and democracy; access to clean and affordable transportation.

These could include but are not limited to the following examples:

- Access to healthy food (access to land for a community garden and funding for educational programming, financial support to establish a grocery store).
- Public healthcare and services (fund an asthma prevention program in conjunction with college or medical providers, establishing a community health center for uninsured residents, fund health outreach coordinator for the city, fund an in-home, community-based maternal and reproductive health prevention program, fund an in-home, community-based mental health program).
- Low noise, light, and smell pollution (dust prevention, lighting provisions).



- Affordable housing (seed funding for affordable housing development, provide money for legal assistance, workforce housing fund).
- Safe housing that does not jeopardize the health, safety, or welfare of its occupants and household weatherization.
- Renewable energy such as solar for housing.
- Road and sidewalk safety (sidewalk repair and construction costs, traffic improvements, shade trees, and truck traffic agreements).
- Biking, walking, and hiking trails (design and construct new trails).
- Alternative transportation and electric vehicles (fund program to encourage public transportation, invest in electric vehicle infrastructure consumer rebates, electric scooters, or electric bikes).

12.1.3 Diversity, Equity, Inclusion, and Accessibility (DEIA)

The CBP must include a section describing how DEIA objectives will be incorporated into the project. The section should detail how the applicant will partner with underrepresented businesses, CBOs/non-profits, educational institutions, and training organizations that serve workers who face barriers to accessing quality jobs including people who experience a disability, and/or other project partners to help address DEIA.

The following is a list of potential DEIA concepts that could be included in a Plan. This list is offered to provide guidance to applicants and is not intended to be comprehensive:

- 1) Partnering with Minority Business Enterprises, minority-owned businesses, women-owned businesses, and veteran-owned businesses for contractor support needs for subcontracting purposes;
- 2) Partner with CBOs and non-profits serving marginalized and minoritized groups and those facing economic or social hardships including systemic barriers to quality employment, such as those with disabilities, women, citizens from returning from incarceration, opportunity youth, and veterans with the aim of hiring from population groups with barriers to employment;
- 3) Partner with credentialed social benefit or social enterprise businesses such as B Corps or others

Applications will be evaluated for completion of this requirement based on:

- 1) Extent to which the CBP includes specific, measurable and high-quality actions to meet DEIA goals and metrics, which may include DEIA recruitment procedures, diversity plans, and other DEIA initiatives; and
- 2) Quality of any partnerships and agreements with partner with CBOs and non-profits serving marginalized and minoritized communities and those facing economic or social hardships including systematic barriers to employment to facilitate meaningful and equitable benefit distribution.
- 3) Ability to track, monitor, and communicate commitments and progress toward DEIA commitments over time.



12.1.4 Justice40 Initiative

Applicants must provide an overview of benefits to communities that the project can deliver, supported by measurable milestones and how those will be tracked over time. The Justice40 Initiative section must include:

- 1) Identification of applicable LIDACs to which the anticipated project benefits will flow, as identified by the disadvantaged communities map linked above in Section 1.a. Identification of applicable benefits that are quantifiable, measurable, and trackable, including investments or positive project outcomes that achieve or contribute to the following in defined disadvantaged communities:
 - a) a decrease in energy burden;
 - b) a decrease in environmental exposure and burdens;
 - c) an increase in access to low-cost capital;
 - d) an increase in the job pipeline, and job training for individuals;
 - e) increases in clean energy enterprise creation and contracting (e.g., disadvantaged business enterprises);
 - f) increases in energy democracy to ensure all peoples and communities have the right and ability to participate in and make decisions about their energy system, including community ownership;
 - g) increased parity in clean energy technology access and adoption; and
 - h) an increase in environmental and/or energy resilience.
 - i) Additional goals relevant to the US Environmental Protection Agency (EPA) may also be included as relevant to stakeholders, like access to greenspace, the remediation of brownfields, abandoned mine lands, or or superfund sites, and other benefits as appropriate.
- 2) A description of how and when anticipated benefits are expected to flow to Community Beneficiaries. For example, whether the benefits will be provided directly within communities identified in the Justice40 Initiative section or in another way; whether the benefits will flow during project development or after project completion; and how the applicant will track benefits delivered and progress over time.
- 3) A discussion of anticipated negative and cumulative environmental impacts on communities. Applicants should discuss any anticipated negative or positive environmental impacts associated with the project, and how they will mitigate any negative impacts. Within the context of cumulative impacts created by the project, applicants should use LIDAC map linked above in Section 1.a to quantitatively discuss existing environmental impacts in the community and how the actions identified by the CBP will be used to mitigate them.

Applications will be evaluated for completion of this requirement based on:

- 1) Extent to which the Community Benefits Plan identifies specific, measurable benefits for marginalized communities, how the benefits will flow to Community Beneficiaries, and how negative environmental impacts affecting disadvantaged communities would be mitigated; and



- 2) Extent to which the project would contribute to meeting the objective that 40% of the benefits of federal investments accrue to low-income and disadvantaged communities.
- 3) Extent to which the project would contribute to meeting the objective that 40% of the benefits of climate and clean energy investments will flow to communities.
- 4) Ability to track, monitor, and communicate Justice40 commitments and progress toward commitments over time.



13 Appendix C: Fair Labor Bonus (FLB)

DEP is responsible for evaluating an Applicant's FLB submission. If DEP agrees to incentivize the bonus, PennTAP will provide the funding out of the SAT program. DEP reserves the right to award some or none of the FLB Award based on Grantee fulfillment of required elements. Applicants will be evaluated based solely on the data provided, therefore, completeness and accuracy are important.

13.1 Overview

The activities associated with RISE PA implementation will create high quality jobs in a sector that is a core component of Pennsylvania's broader economy. To further invest in workforce development, Governor Shapiro signed an executive order that created a first-of-its-kind statewide workforce training program designed to leverage funding from the Infrastructure Investment and Jobs Act (IIJA) and Inflation Reduction Act (IRA) by establishing the Commonwealth Workforce Transformation Program (CWTP). This initiative builds Pennsylvania's workforce and invests in training opportunities for workers facing barriers to gaining and maintaining quality jobs. With support from the Pennsylvania Department of Labor & Industry, which is responsible for administering the CWTP, RISE PA will deploy the following concrete strategies that support "high road" labor practices and ensure the creation of high-quality jobs with a diverse, highly skilled workforce.

the RISE PA Fair Labor Bonus (FLB), RISE PA will award **up to an additional 10%** of the Total Project Cost (TPC). The three prongs of the FLB, defined below, are a Good Neighbor Agreement, Collective Bargaining Commitments, and participation in CWTP. To receive the FLB, SAT Applicants are required to complete one of the three requirements (Good Neighbor Agreement, Collective Bargaining Commitments, or CWTP Participation). MAT Applicants are required to complete two of the three requirements (Good Neighbor Agreement, Collective Bargaining Commitments, or CWTP Participation). LAT Applicants are required to complete all three requirements (Good Neighbor Agreement, Collective Bargaining Commitments, and CWTP Participation).

- 1) **Good Neighbor Agreements** consist of plans to ensure access to jobs and business opportunities for local residents and investment in training for local workers, commitments to pay wages and benefits above the prevailing rates for construction, and commitments to pay above average wages and benefits for hourly (non-construction) workers.
- 2) **Collective Bargaining Commitments** include commitments to negotiate a Project Labor Agreement for construction activity, pledges and commitments to remain neutral during any union organizing campaigns, permit union recognition through card check, enter into binding arbitration to settle first contracts, allow union organizers access to appropriate onsite non-work places, and refrain from holding captive audience meetings.
- 3) **CWTP Participation** requires dedicating up to \$400,000 of the FLB to provide on-the-job training for CWTP Trainees as defined in the *Eligible CWTP Trainees* section below. The CWTP reimburses up to \$30,000 per CWTP Trainee and up to \$10,000 in supportive services per CWTP Trainee.

Note: The FLB will be withheld until the end of the period of performance, dependent on verification that the labor practices committed to in this application were deployed. DEP reserves the right to award some or none of the FLB Award based on Grantee fulfillment of required elements. DEP further reserves the right to award a lower amount



for the FLB Award if an applicant requests less than the full Base Grant Award amount. See **Grant Award and Contract Conditions** for reporting requirements once awarded.

13.2 Good Neighbor Agreement

A Good Neighbor Agreement (GNA) is a legally binding document describing how a facility and its neighbors will behave towards each other. The GNA should be written so that the community parties can enforce the facility’s obligations and should include commitments that can be enforced by the community parties. Under the FLB, the GNA must describe how the Applicant will provide access to jobs and business opportunities for local residents and detail what investments the Applicant will make in training for local workers (workers trained as part of a GNA may qualify for the CWTP as described below). The GNA must also specify the Applicant’s commitment to pay wages and benefits above the prevailing wage rates for construction and pay above average wages and benefits for hourly (non-construction) workers. Applicants must provide documentation of steps that will be taken to develop a GNA that addresses the elements listed above.

13.3 Collective Bargaining Commitments

Collective Bargaining refers to the negotiation of employment terms between an employer and a group of workers. This element of the FLB requires Applicants to commit to Collective Bargaining practices that support the development of an organized labor force. These Collective Bargaining Commitments, include: a commitment to negotiate a Project Labor Agreement for construction activity, pledges to remain neutral during any union organizing campaigns, permit union recognition through card check, enter into binding arbitration to settle first contracts, allow union organizers access to appropriate onsite non- work places, and refrain from holding captive audience meetings. Trained workers who meet the CWTP eligibility criteria can be part of the workforce under the Collective Bargaining Commitment. .

13.4 Commonwealth Workforce Transformation Program Participation

The Commonwealth Workforce Transformation Program (CWTP) allows the Department of Environmental Protection to dedicate federal funds to workforce development initiatives that build the labor pool and upskill workers through on-the-job training. In the RISE PA program, the CWTP on-the-job training costs will be built into Applicants’ bids or grant application as part of their project costs with the assumption of receiving up to \$30,000 per worker (“CWTP Trainee” as described in the eligibility requirements below) for which they provide on-the-job training in order to bring the project to bear. The Grantee will be required to provide training to the CWTP Trainee either through an apprenticeship program or a classification- specific training as determined by DEP and the Pennsylvania Department of Labor and Industry. Trainees under this program may also be eligible for up to \$10,000 in supportive services, including but not limited to, transportation, housing, child and dependent care, work-related tools and clothing, educational testing, and more. Therefore, the total amount of funding available is up to \$40,000 per CWTP Trainee for up to ten CWTP Trainees (up to a total of \$400,000 per Grantee per contract).

13.4.1.1 Criteria for Establishing the Number of CWTP Trainees

This document establishes the criteria for determining the number of CWTP Trainees required for Applicants pursuing the CWTP portion of the FLB.

- SAT projects: 1 CWTP Trainee
- MAT projects: 2 CWTP Trainees plus 1 additional CWTP Trainee for every \$20M of Total Project Cost.



- LAT projects: 2 CWTP Trainees plus 1 additional CWTP Trainee for every \$20M of Total Project Cost, not to exceed 10 CWTP Trainees.

Note: If an Applicant is pursuing the CWTP portion of the FLB, the amount of funding RISE PA will provide for each CWTP Trainee will be included as part of the FLB award. For example, for a TPC of \$10 million, the FLB is worth \$1 million, or 10% of the TPC. For a project of this size, the Grantee is required to utilize 2 CWTP Trainees, which corresponds to up to \$80,000 (up to \$40,000 per CWTP Trainee). The \$80,000 is included as part of the \$1 million FLB award.

13.4.1.2 Eligible Organizations

- 1) An Eligible Organization is a for-profit business entity including a corporation, limited liability company, joint venture, general partnership, limited partnership, limited liability partnership, or similar for-profit business entity, a not-for-profit organization, or a public benefit corporation operating in Pennsylvania which:
 - a. Receives a contract or grant from RISE PA for work occurring in the Commonwealth of Pennsylvania;
 - b. Is a subcontractor to an Eligible Organization that has received a contract or grant from RISE PA for work occurring in the Commonwealth of Pennsylvania;
 - c. Receives a contract or grant from RISE PA to provide on the job training or supportive services to CWTP Trainees on behalf of an Eligible Organization under (a)-(b) above.
- 2) Under the discretion of the CWTP, RISE PA may waive strict compliance with eligibility requirements – such as altering the duration and contents of training requirements or CWTP Trainee eligibility requirements for Eligible Organizations that perform work under a RISE PA project which is subject to a Project Labor Agreement, Community Benefits Agreement, or Good Neighbor Agreement.

13.4.1.3 Eligible CWTP Trainees

A CWTP Trainee for whom costs may be reimbursed under the CWTP is defined as an individual who:

- 1) Meets all of the following criteria:
 - a. is a minimum of 18 years of age;
 - b. is domiciled in the Commonwealth of Pennsylvania at the time of hire by an Eligible Organization;
 - c. except as provided in 3) below, has not previously been employed by the Eligible Organization, either directly or indirectly through a subsidiary organization, contractor, or subcontractor;
 - d. is employed by the Eligible Organization on a RISE PA funded project or projects located in Pennsylvania for at least six (6) months preceding the Eligible Organization's Reimbursement Application under these guidelines, unless otherwise approved by RISE PA and the CWTP as stated in 2) under *Eligible Organizations*;
 - e. is employed as a full-time employee, with a minimum average of thirty-five (35) hours per week for at least six (6) months during a consecutive nine (9) month period, unless otherwise approved by RISE PA and the CWTP as stated in 2) under *Eligible Organizations*;



- f. is eligible for all health care, disability, and other benefits on the same terms and conditions as offered by the Eligible Organization to its other full-time employees;
 - g. is paid in accordance with the Pennsylvania Prevailing Wage Act, Davis-Bacon Act or Related Acts, or such other wage statute or regulation as is applicable to the RISE PA funded project or projects on which they worked; and
- 2) Within the twelve months preceding their start date with the Eligible Organization meets one of the following criteria:
- a. graduates high school;
 - b. receives a high school equivalency credential recognized by the Commonwealth;
 - c. graduates or receives a certification from;
 - i. a trade school regulated, licensed or certified by the Commonwealth, or
 - ii. a community college regulated, licensed, or certified by the Commonwealth;
 - d. is enrolled in a registered apprenticeship program;
 - e. has completed a registered pre-apprenticeship program that matriculates to a registered apprenticeship program;
 - f. is eligible for services through the Jobs for Veterans state grant program;
 - g. is receiving Unemployment Compensation;
 - h. is released from incarceration or probation;
 - i. is serving a sentence of probation;
 - j. is a youth involved with the Juvenile Justice System;
 - k. is an Independent Living (IL) youth;
 - l. is a youth who has been involved in, or is currently involved, in the Alternative Education for Disruptive Youth Program;
 - m. received SNAP, WIC, TANF, or other public assistance;
 - n. is a customer of PA CareerLink® in one of the Workforce Innovation and Opportunity Act (WIOA) core programs Title I, Title II, Title III, or Title IV which may include: a dislocated worker, a low-income or lower-living standard level individual, out-of-school youth, in-school youth, underemployed individuals, individuals with disabilities, or individuals with literacy or language barriers. Eligible Organizations are encouraged to reach out to a PA CareerLink® for more information on WIOA core programs eligibility.
 - o. is hired under a Good Neighbor Agreement



- p. is hired under a Project Labor Agreement
- 3) Notwithstanding the forgoing, RISE PA, under the discretion of the CWTP, may consider and approve an incumbent worker as a CWTP Trainee for purposes of this program if that incumbent worker receives qualifying training resulting in a job reclassification, receives an increase in pay or benefits, receives a change in job title, and takes on increased responsibility and/or new job duties.

13.4.1.4 CWTP Trainee Supportive Services

RISE PA may provide, at its discretion, Supportive Services, and direct cash assistance, up to \$10,000 per CWTP Trainee, to help qualifying CWTP Trainees who may be facing barriers, participate in training and maintain employment.

- 1) Eligible supportive services and direct cash assistance include, but are not limited to costs incurred for bona fide services and assistance provided for:
 - a. Housing;
 - b. Child and dependent care;
 - c. Work-related tools;
 - d. Work-related clothing or uniforms;
 - e. Educational testing;
 - f. Transportation and travel to or from training and work sites;
 - g. Reasonable accommodations;
 - h. Legal assistance;
 - i. Referrals to healthcare, mental health counseling or drug treatment;
 - j. Linkages to community services;
 - k. Application fees and other costs of apprenticeship or required pre-employment training, tests, or certifications;
 - l. Financial counseling; or
 - m. Other costs demonstrated to RISE PA, within its discretion, that the foregoing can effectively be used to recruit or retain workers who have traditionally faced systemic barriers to training and employment.

13.5 FLB Application Requirements

Applicants in the SAT and MAT may to become party to a collective Good Neighbor Agreement and Collective Bargaining Agreement that would be negotiated among multiple owners, contractors, and trades regionally or even statewide. However, each Applicant must include the required documentation detailed below in their FLB award application.



13.5.1.1 Small-scale Award Track (SAT)

SAT Applicants for the FLB are required to complete **one** of the three application elements (Good Neighbor Agreement, Collective Bargaining Commitment, or CWTP) detailed below.

13.5.1.2 Medium-scale Award Track (MAT)

MAT Applicants for the FLB are required to complete **two** of the three application elements (Good Neighbor Agreement, Collective Bargaining Commitment, or CWTP) detailed below.

13.5.1.3 Large-scale Award Track (LAT)

LAT Applicants for the FLB are required to complete **all three** application elements detailed below (Good Neighbor Agreement, Collective Bargaining Commitment, and CWTP).

13.5.1.4 Good Neighbor Agreement Application

To receive the FLB, Applicants must submit the Good Neighbor Agreement (GNA) Application along with Letters of Support from participating stakeholders. If selected for an award, the Applicant will use the contents of the GNA Application to draft and execute a GNA and will be required to submit the executed GNA to RISE PA. The GNA Application must address the following:

- 1) Access to jobs and business opportunities for local residents:
 - a) Describe the Applicant’s plan for ensuring access to jobs and business opportunities for local residents and the timeline for implementing the plan.
 - b) What community and/or labor organizations will the Applicant engage and partner with to carry out the plan?
 - c) What is the timeline for engaging with the identified community and/or labor organizations to implement the plan, and has any engagement occurred to date?
 - d) How will the Applicant ensure access to jobs for local individuals who are underrepresented in the industry or are facing barriers to employment, such as women, those with disabilities, residents of disadvantaged communities, and returning citizens?
 - e) Specify what actions the Applicant will take to support or partner with local businesses and the extent to which the Applicant intends to support Disability-Owned Business Enterprises, LGBT Business Enterprises, Minority Business Enterprises, Veteran-Owned Business Enterprises, and Women-Owned Business Enterprises.
 - f) Specify any other commitments the Applicant will make for local hiring, retention, contracting, collaboration, or workforce development.
- 2) Investment in training for local workers:
 - a) Characterize the quality of the jobs that will be offered in both construction and ongoing operations.



- b) Describe the types and level of investment the Applicant will provide for local workforce education and training.
 - c) Indicate whether the Applicant will partner with any state or local Workforce Development Boards or American Job Centers. If so, state what the partnership(s) will entail.
 - d) Describe the methods by which the Applicant will support workers' rights, including a free and fair chance to join a union, and how the Applicant will signal this commitment to workers' rights to the workers.
 - e) Specify how workplace health and safety will be supported in the workplace, in both construction and ongoing operations.
 - f) Describe the Applicant's plan or mechanism to address and track worker retention.
- 3) Commitment to pay wages and benefits above the prevailing wage rates for construction:
- a) The Applicant will commit to paying competitive wage and benefit rates benchmarked against local Davis-Bacon Act prevailing wages as follows:
 - i) % ___ above posted prevailing wage per hour for base wages
 - ii) Health insurance: \$ ___ per ___
 - iii) Retirement contributions: \$ ___ per ___
 - iv) Paid Time Off: ___ hrs per ___
- 4) Commitments to pay above average wages and benefits for hourly (non-construction) workers:
- a) The Applicant will provide above-average wages and benefits, benchmarked to occupation and industry reported by the Bureau of Labor Statistics:
 - i) The minimum starting wage for production workers is \$ ___ per hour compared to the [75th or 90th] percentile of \$ ___ per hour for the [_____] industry.
 - ii) The minimum value of the following benefits offered to hourly workers is
 - (1) Health insurance: \$ ___ per ___
 - (2) Retirement contributions: \$ ___ per ___
 - (3) PTO: ___ hours per ___
 - (4) Paid sick or family leave: ___ days per ___
 - (5) Childcare or other caregiving financial assistance: \$ _____ per worker or provision of on/near-site care
 - (6) Transportation assistance: \$ _____ per worker
 - (7) Education/tuition reimbursement or financial contribution: \$ _____



(8) Other: \$ _____ per worker

13.5.1.5 Collective Bargaining Commitments Application

To receive the FLB, Applicants must submit the Collective Bargaining Commitment Application. If selected for an award, the Applicant will must draft and execute a Project Labor Agreement (PLA) and will be required to submit the executed PLA to RISE PA. The Application must address the following:

1) Commitment to negotiate a PLA for construction activity. Although each PLA should be tailored to suit the needs of the particular project, the Applicant must provide a detailed description of what they will include in the following required five articles, as outlined in the [North American Building Trades Unions Model PLA](#):

- i) Clearly defined scope Article II
- ii) Dispute and grievance resolution procedures Article VI
- iii) Resolution of jurisdictional disputes Article VII
- iv) Subcontracting language Article VIII
- v) Helmets to Hardhats language Article IX

b) Describe what will be included in any other articles that the Applicant will incorporate into the PLA. For example, RISE PA encourages Applicants to incorporate diverse local hire provisions (also called “Economic Opportunity Plans” and “Community Workforce Agreements) as part of the PLA.

c) What assurances does the Applicant have or will the Applicant establish to enable workers to have a free and fair right to workplace organizing and union representation without retaliation?

d) What labor unions has the Applicant engaged in planning the construction activity related to the industrial decarbonization project, including any engagement with unions that represent employees of the Applicant or with unions that represent employees of contractors and subcontractors that are part of the proposal or might be part of the project if funded?

e) Has the Applicant worked with labor unions in the past? If no engagement has occurred to date, please explain briefly and describe plans, if any, for future labor engagement before project initiation and during the project.

f) What are the applicant’s plans to ensure project success and continuity by mitigating labor disputes or strikes (e.g., labor peace agreements; good faith negotiations)?

2) Pledge to remain neutral during any union organizing campaigns:

a) In the event that a union organizing campaign occurs during project period of performance, how will the Applicant ensure that they maintain neutrality?

3) Intention or willingness to permit union recognition through card check (as opposed to requiring union elections):



- a) What is the process by which the Applicant will allow union recognition through card check?
- 4) Intention to enter into binding arbitration to settle first contracts:
 - a) Describe the procedure by which the Applicant would enter into binding arbitration to settle first contracts.
- 5) Pledge to allow union organizers access to appropriate onsite nonwork spaces (e.g., lunchrooms):
 - a) How will the Applicant ensure that union organizers have access to appropriate onsite nonwork spaces?
- 6) Pledge to refrain from holding captive audience meetings:
 - a) Describe how the applicant will ensure that no captive audience meetings are held?

13.5.1.6 Commonwealth Workforce Transformation Program Participation Letter of Intent

To receive the FLB, Applicants must submit a Letter of Intent stating that if awarded, the Applicant agrees to participate in the CWTP and adhere to the ongoing reporting requirements. See CWTP Ongoing Reporting Requirements for a list of the reporting requirements. The Applicant should include the number of CWTP Trainees they intend to hire and list all the reporting requirements in the body of the letter.

13.6 Evaluation

For FLB Applicants, RISE PA will conduct a comprehensive review of all complete and eligible bonus applications including supporting documentation. Applications will be evaluated for completeness, and if all the required elements are included, the Applicant will qualify for the FLB. The FLB will be withheld until the end of the period of performance, dependent on verification that the labor practices committed to in this application(s) were deployed. DEP reserves the right to award some or none of the FLB Award based on Grantee fulfillment of required elements. Applicants will be evaluated based solely on the data provided, therefore, completeness and accuracy are important.

13.7 Grant Award

13.7.1 Records and Inspection

Grantees (including contractors and subcontractors) are expected to retain documentation of employment and wage payments on projects receiving RISE PA award according to requirements to be detailed in the Grant Agreement. Additional reporting will be required during the period of performance to ensure the commitments made in the FLB are being upheld. This ongoing reporting will include, but is not limited to the following reports, on forms provided by DEP:

13.7.2 Good Neighbor Agreement Ongoing Reporting

Grantees must submit a copy of the executed GNA to RISE PA. Grantees must also submit the Quarterly GNA Evaluation for the duration of the grant period. The Quarterly GNA Evaluation must provide an update on the actions that the Grantee has taken to date on ensuring access to jobs and business opportunities for local residents and investments made to date in training for local workers. The Grantee must also provide certified payrolls in a manner prescribed by DEP to demonstrate that they construction workers are being paid wages and benefits above the prevailing wage rates for construction and hourly (non-construction) workers are being paid above average wages and benefits as specified in the executed GNA.



13.7.3 Collective Bargaining Commitments Ongoing Reporting

To ensure compliance with the provisions above, and receive the Fair Labor Bonus

- 1) The RISE PA recipient shall provide the state with [FORM LM-10 reports](#), required under LMRDA section 203(a), on which employers must report certain expenditures and activities, including any expenditure where an object thereof, directly or indirectly, is to interfere with, restrain, or coerce employees in the exercise of their collective bargaining rights, or to obtain information concerning the activities of employees or a labor organization in connection with a labor dispute involving such employer.
- 2) Further, the employer must report, on Form LM-10, any agreement or arrangement with a third-party consultant to persuade employees as to their collective bargaining rights or to obtain certain information concerning the activities of employees or a labor organization in connection with a labor dispute involving the employer. (For more detail on Employer and Consultant reporting related to collective bargaining rights required by the U.S. Department of Labor, see [this link](#).) These FORM LM-10 reports would be accessible to members of the public who file right-to-know requests.
- 3) The RISE PA recipient shall list and provide letters of support from any unions supporting the project which include their testimony to the employers' abiding by any these commitments that those unions believe they have the knowledge required to so testify.

13.7.4 CWTP Ongoing Reporting

- 1) FLB Applicants must submit the provided form for each CWTP Trainee including: the CWTP Trainee name, training plan, and a self attestation, supporting that the CWTP Trainee complies with the CWTP Trainee eligibility requirements as specified in the Eligible CWTP Trainees section. This attestation requires CWTP Trainees to identify that they meet one or more of the eligibility criteria. Additionally, once the CWTP Trainees are identified, the CWTP will follow up with a more in-depth survey. The FLB Applicant is responsible for ensuring that the CWTP Trainees fills out this required form. FLB Applicants will not receive incentives if CWTP Trainees do not submit the information required to demonstrate they meet the eligibility criteria outlined in the Eligible CWTP Trainees section. The contractor must submit the on-the-job training plan, and the plan must be approved by RISE PA and CWTP prior to the commencement of the CWTP Trainees training. Only after the CWTP Trainee has begun training under the approved plan is the contractor eligible to begin submitting for reimbursement to cover the cost of the training.
- 2) Note that the number of CWTP Trainees for whom eligibility verification documentation is submitted must align with the required number based on the Applicant's Total Project Cost.
- 3) Once awarded a RISE PA Base Grant Award and FLB, the Grantee must submit additional employee attestations if further CWTP Trainees are identified over the period of performance.
- 4) Once approved, the Grantee should provide each CWTP Trainee with the outline of the training program they will follow, and a sample certification they will receive if they complete training. The certificate should indicate the type and length of the training.



- 5) Hours of training completed prior to approval of the enrollment will not count toward the completion of training. Unions are also required to include their training program outlines with every new CWTP employee submission.
- 6) Grantees are to provide for the maintenance of all records and furnish required reports documenting the trainee's performance, including for trainees performing work under subcontractors.
- 7) CWTP Trainees should not receive preferential treatment when administering work rules, however, counseling should be given prior to their termination. Issues with a trainee's performance and/or attitude should also be documented on the CWTP Quarterly Training Report.
- 8) **CWTP Trainee Quarterly Evaluation**
 - a. Grantees awarded the FLB must submit a quarterly update to DEP for the duration of the grant period for each CWTP Trainee employed on the project. Provide the number of hours trained, projects where training occurred, what meaningful training was provided/planned, and how CWTP Trainee progressed. The CWTP Trainee will sign each quarterly update to attest to the training received. Hours must correspond to the certified payrolls.



14 Appendix D: Greenhouse Gas Emission Reduction Bonus (GERB)

This bonus is not eligible for SAT projects.

14.1 Bonus Description

The GHG Emissions Reduction Bonus (GERB) increases the Base Grant Award by up to 10% of the eligible TPC for eligible Medium- and Large-Scale Award Track projects that propose to reduce the total Scope 1 and Scope 2 GHG emissions at an Industrial Facility by at least 21%. All applications within the Medium- and Large-Scale Award Tracks are automatically considered for this bonus.

14.2 Eligibility

In order to qualify for the GERB an Applicant must:

- 1) Meet all eligibility requirements for the Base Grant Award (BGA). See Application Requirements for details.
- 2) Submit an application within the Medium- or Large-Scale Award Tracks. Small-Scale Award Track applicants are not eligible for the GERB.
- 3) Estimate a total Scope 1 and Scope 2 GHG emissions reduction at an Industrial Facility of at least 21%.

14.3 Award Details

Applicants who are approved for the GERB will receive a bonus award that is a percentage of TPC, up to 10%, based on the proposed GHG emissions reduction percentage. An example calculation for a GERB award is shown in Table 7.

Table 7: GERB Percentages for a \$15,000,000 TPC, \$4,500,000 BGA

GHG Emissions Reduction Percentage Range	GERB Bonus Percentage of TPC	GERB Award Size	Total Adjusted Award Size (BGA+GERB)
21-24%	2%	\$300,000	\$4,800,000
25-29%	4%	\$600,000	\$5,100,000
30-34%	6%	\$900,000	\$5,400,000
35-40%	8%	\$1,200,000	\$5,700,000
41% +	10%	\$1,500,000	\$6,000,000

The GERB will be added to the BGA and any other bonuses received, such as the Fair Labor Bonus or Community Benefits Bonus, to determine an Applicant’s total award size.

Applicants need to accurately calculate the GHG emission reductions their projects can achieve, as this impacts the award amount. See **Appendix A: GHG Emission Calculation Guidance** for emissions calculation details. Calculated GHG emission reduction percentages will not be rounded up (i.e., a GHG emission reduction of 34.6% will be considered 34%).

The GERB is dependent on verification of the actual GHG emissions reduced. Therefore, 100% of the GERB will be withheld until the ultimate emissions reduced has been measured and verified. See **Grant Award and Contract Conditions** for measurement, monitoring, and verification requirements.



Note: Applicants must reduce emissions within the same range as the percentage of GHG emission reduction proposed in the application percentage to receive GERB funding. DEP **may not** elect to award the full grant bonus funding if the Applicant achieves emission reduction in a lower range than the value proposed in the application. DEP **may not** elect to award additional funding over and above the GERB amount originally awarded, even if greater GHG emissions are ultimately reduced. DEP further reserves the right to award a lower amount for the GERB if an applicant does not pursue the full Base Grant Award amount.



15 Appendix E: SAT Applicant's Technical Assessment Report

15.1 General

Each SAT application must contain a Technical Assessment Report completed by a Qualified Assessor. PennTAP will determine the technical merit for every eligible SAT project using the information provided in the SAT Applicant's application and Technical Assessment Report.

Note: DEP will determine the merit of the SAT CBB and FLB submissions. Any potential funding from the bonus awards will be paid out of the RISE PA SAT funds.

15.2 Qualified Assessor

The Technical Assessment Report must be supplied by a Qualified Assessor that meets one of the following criteria:

- 1) A certified energy auditor certified by the Association of Energy Engineers;
- 2) A certified energy manager certified by the Association of Energy Engineers;
- 3) A licensed professional engineer in the State of PA with at least 1-year experience and who has completed at least two similar type assessments; or
- 4) An individual with a 4-year engineering or architectural degree with at least 3 years of experience and who has completed at least five similar type assessments.
- 5) An individual from a third-party greenhouse (GHG), decarbonization, carbon accounting and/or verification firm who has performed similar types of GHG emissions assessments for industrial facilities in accordance with The Greenhouse Gas (GHG) Protocol and/or the intent of ISO 14064, ISO 14065 and/or ISO 14067, or equivalent.

The Qualified Assessor will provide documentation that demonstrates their possession of at least one of the credentials described above and that they are in good standing. [Industrial Training Assessment Center \(ITAC\) assessors and "ITAC qualified" assessors](#) are considered Qualified Assessors.

15.3 Data Management

Much of the data that will be collected by RISE PA is Secondary Data. As noted in Section 5.3.2.1, DEP is required to report certain metrics to EPA in a semi-annual report. PennTAP is responsible for reporting the SAT related metrics to DEP for their reporting. The following details from the applications may be made publicly available and thus should not contain CBI.

- 1) Project description.
- 2) Description of how the project will enhance job quality.
- 3) Expected impact on GHG and co-pollutant emissions.
- 4) Expected impact on energy reductions.
- 5) Description of community engagement.
- 6) Quantify benefits to LIDACs.
 - a) In addition to GHG emission reductions, examples of priority benefits include: reductions in co-pollutants, creation of high-quality jobs and workforce development opportunities, increased public awareness and



community capacity building, improved access to services and amenities, decreased energy costs and improved energy security, and reduced noise pollution.

- 7) Estimate the proportion of total benefits occurring in identified LIDACs. Benefits should be reported by census tract.

Sources of Existing Data

The energy and GHG assessment outcomes measures for each SAT application will be collected through post project documentation and surveys, and are considered sources of secondary data. This data will originate from the participating companies and organizations and will be provided to DEP for their semi-annual grant reporting to EPA.

15.4 Technical Assessment Report Outline

The SAT project must be constructed, installed and operated as described in the Technical Assessment Report. The Technical Assessment Report submitted must be in accordance with the following:

- 1) Applicant Background
- 2) Project Description
- 3) Qualifications of the Qualified Assessor(s)
- 4) Utility Bill Analysis
- 5) Energy Assessment
- 6) GHG Emissions Assessment
- 7) Project Benefits Impact and Summary
- 8) MMV Narrative Plan (Optional)
- 9) Attachments to Technical Assessment Report
 - a) Screen Captures of Low Income/Disadvantaged Community (LIDAC) area from map(s) (See [Section 9: Definitions](#))
 - b) Equipment and Project Quote(s)
 - c) Complete and Consecutive Utility Bills
 - d) Equipment Specification Sheet, Brochures, and any Technical Design and Engineering Documentation, as applicable
 - e) A completed EPA Simplified GHG Emissions Calculator – SMM Baseline Data
 - f) A completed EPA Simplified GHG Emissions Calculator – SAT Project Specific Data



15.5 Technical Assessment Report Content

The contents of the report are to be in accordance with the outline provided in Section 15.4. Photographs of the facilities and processes are encouraged, and photographs of the existing equipment are required, (such of the equipment location in the facility, nameplates, motors, etc.); photographs of products are not necessary. Reports cannot contain CBI.

All photographs need to be 16 megapixels and no smaller than 3” x 2” when inserted into a report.

Any attachments that are of a scanned document must be legible and complete, not cropped or missing critical information.

15.5.1 Applicant Background

Describe the company and existing industrial or manufacturing capabilities, including the operations and processes at the facility where the proposed project is planned for implementation. Describe the products currently produced at the facility and provide an average annual output in appropriate units (e.g., tons of steel).

Include, but not limited to, the following:

- 1) Facility address
- 2) Facility size (square-feet)
- 3) NAICS Code for the impacted manufacturing process(es)
- 4) Number of employees employed at the facility
- 5) LIDAC benefits.

15.5.2 Project Description

Section should include details of the project that is to be funded by RISE PA. Include, but not limited to, the following:

- 1) Provide a description of the existing processes and the need for improvement.
- 2) Explain whether the proposed project will alter the capacity or output of the facility, including whether the project will shift output from one product to another.
- 3) Provide an estimate timeline of the project with an anticipated completion date.
- 4) Provide the value of the SAT grant that is being requested and any bonus awards that are being requested, as applicable.
- 5) Include photographs of the current process and/or equipment.
- 6) Describe how the design, engineering, testing, and monitoring are sufficient to demonstrate that the proposed project will meet its intended purpose, ensure public safety, and comply with applicable laws, regulations, agreements, permits, codes, and standards.
 - a) State how the technological or process change will impact local environmental pollution (e.g. air, water, soil, toxins, etc.):
- 7) Declare which categories this project falls within: energy efficiency, electrification, industrial process emissions reduction, fugitive emissions reduction, fuel switching, on-site renewable energy, and carbon capture utilization



and storage. If more than one category is appropriate – the first listed category will be considered the most inclusive/primary category and the following categories will be considered secondary.

15.5.3 Qualifications of the Qualified Assessors

Section should include details about how the Qualified Assessor(s) meets the requirements within this guidance, including the number of similar systems installed and/or manufactured previously, professional credentials, licenses, and relevant experience. Include a brief description of the company or firm who employs the Qualified Assessor(s). Certification and licenses credentials/numbers must be current when provided. Resumes of relevant experience can be attached if desired.

15.5.4 Utility Bill Analysis

Section should include an analysis of all utilities that impact the GHG emission reporting. 12 consecutive months of all supplier and distribution, if separate, utility bills (examples: electricity, natural gas, propane, fire suppression, refrigerants, etc.) See [EPA Simplified GHG Emissions Calculator](#) tool for relevant utilities. This should include all Scope 1 and Scope 2 emissions.

- 1) All utilities need to be within the same 12-month window.
 - a) If the site is not billed for a resource, include consumption data for the 12-month window.
- 2) Water and wastewater can be provided based on the type of project.
- 3) If a renewable source of energy is utilized at the site, include this in the analysis.
- 4) Provide annual utility consumption and spend for each utility used in determining the site's GHG baseline.
 - a) If the utility consumption is offset by a renewable process, include what the consumption would be without the renewable offset.
- 5) Provide the unit cost for each relevant utility
 - a) If the utility cost is offset by a renewable process, include what the cost of the utility would be without the renewable offset.
- 6) Graph the monthly utility consumption and cost trends across the 12-month period.
 - a) If a relevant fuel is billed periodically, versus monthly or quarterly, then 1-2 years of invoices may be necessary to indicate any trends of the fuel used.
- 7) Attach all relevant utility bills to the report.
 - a) The most recent bill cannot be older than 6-months of the application submission date.

If the company uses a fuel at no cost, explain the situation and provide the relevant consumption data of the fuel.

For the purposes of this program, remove any credits or late fees from the total cost of energy and divide that value by the total energy consumption to determine the energy's unit costs (i.e. \$/kwh, \$/gallon, \$/MMBtu, etc.).

Applicants must submit the [Simplified GHG Emissions Calculator](#) tool for the GHG Baseline for Scope 1 and Scope 2 emissions.



If an SAT Applicant has been operating for less than 12 months within the facility, contact PennTAP prior to submitting an application to discuss.

15.5.5 Energy Assessment

Section should include the breakdown and results of the current process versus the proposed process and/or equipment. Include, but not limited to, the following:

- 1) Provide a narrative summary of the potential improvement and its ability to reduce energy consumption or improve energy efficiency, including a discussion of reliability and durability of the improvements.
 - a) Indicate the expected lifespan of the equipment to be installed and current age of equipment to be replaced (as applicable).
- 2) Describe the method of analysis of the current process and the analysis of the proposed, improved process.
 - a) Include information about the tooling, equipment, software, and assumptions used to collect data and calculate the results.
 - i) If assumptions were made, provide context for why they were appropriate.
- 3) When appropriate, show before-and-after data in terms of consumption per unit of production, time, or area.
- 4) Provide an estimate of the total amount of energy that would have been used and the total cost that would have been incurred if the proposed project were in operation for this same time period as the Utility Bill Analysis. Estimate the cost savings of the proposed project using the unit/costs determined from the Utility Bill Analysis.
- 5) Provide an estimate of simple payback.
- 6) Reference the specification sheets, brochures, and/or technical design and engineering documentation as appropriate.
 - a) Attach all relevant references to the report. Please highlight the information and/or notate the references to indicate where the relevant information is listed on the references. This will aid in the review process, and ensure information is not missed.
- 7) Use the [Simplified GHG Emissions Calculator](#) tool as a reference for converting values.

15.5.6 GHG Emissions Assessment

Section should include the breakdown and results of the current process versus the new process and/or equipment. This should include all Scope 1 and Scope 2 emissions. Include, but not limited to, the following:

- 1) Provide a narrative summary of the potential improvement and its ability to reduce GHG emissions or improve the environmental conditions, including a discussion of reliability and durability of the improvements.
 - a) Describe the equipment used to facilitate the GHG emissions reductions, and the extent to which best-in-class technologies are deployed. Where multiple emissions-reducing technologies are deployed, describe each.
- 2) Describe the method of analysis of the old process and the analysis of the new improved process.
 - a) Include information about the tooling, equipment, software, and assumptions used to collect data and calculate the results (refer to Appendix A for tools and resources).



- i) If assumptions were made, provide context for why they were appropriate.
- 3) When appropriate, show before-and-after data in terms of consumption per unit of production, time, or area.
- 4) Provide an estimate of the total amount of MTCO_{2e} that would have been emitted if the proposed project were in operation for this same time period as the Utility Bill Analysis. Estimate the cost savings of the proposed project using the unit/costs determined from the Utility Bill Analysis.
- 5) Reference the specification sheets, brochures, and/or technical design and engineering documentation as appropriate.
 - a) Attach all relevant references to the report. Please highlight the information and/or notate the references to indicate where the relevant information is listed on the references. This will aid in the review process, and ensure information is not missed.
- 6) Estimates of annual GHG emission reductions (in metric tons of CO₂ equivalent [MTCO_{2e}]) and cumulative GHG emission reductions for the periods 2025 through 2030 and 2025 through 2050 should be provided for the project.

Applicants must include a brief description of data and methods used for this calculation and complete a second [Simplified GHG Emissions Calculator](#) tool for the determination of the GHG emissions of the project.

15.5.7 Project Benefits Impact and Summary

Section should include a summary of the project's grant request, any bonus requests, simple payback, and the energy, costs savings, and GHG emissions benefits.

15.5.8 Measuring, Monitoring, and Verification (MMV) Plan (Optional)

Section is not required to be completed within the Technical Assessment Report, however, if the Qualified Assessor is assisting with the MMV Narrative, this information can be included here. SAT Applicants are required to submit an MMV Narrative, however this plan can be a standalone response, outside of the Technical Assessment Report, within the SAT application.

- 1) Provide an MMV Narrative that includes a description of the MMV actions that will be employed to establish the energy, GHG and co-pollutant emissions baseline before project work commences and verify the actual energy savings and emissions reduced after project completion. Include a description of the data the Applicant plans to collect and track.
 - a) Identify significant changes in future related operations and maintenance costs.
 - b) Describe explicitly how outcomes will be measured. Refer to [Appendix A: GHG Emission Calculation Guidance](#).

This is the method and means for collecting information and reporting the required follow-up information 13 months after the period of performance is complete. If included in the Technical Assessment Report, this must be clearly indicated.

15.5.9 Attachments to Technical Assessment Report

- 1) Screen Capture of a Low Income and Disadvantaged Communities (LIDAC) area from map(s)



- a) Applicants across all Award Tracks that propose a project located in or benefitting a Low Income and Disadvantaged Communities (LIDAC) as identified in [EPA's IRA Disadvantaged Communities map](#) (see [Section 9: Definitions](#)).
- 2) Equipment and Project Quote(s)
 - a) Vendors are to provide itemize quotes (Note that the RISE PA application has *Personnel, Contractual, Equipment, Supplies*, as the budget categories). See [Section 4.4: Eligible Expenditures](#). The TPC includes eligible and ineligible expenditures.
 - b) The SAT program will support SMM's with a TPC no greater than \$1,000,000. A TPC of \$1,000,001 and greater will only be eligible for the MAT and LAT programs.
 - c) Costs associated with performing MMV should not be included in TPC.
- 3) Complete and consecutive utility bills for all relevant and impacted utilities
 - a) Provide copies of the relevant and impacted utilities bills across 12 consecutive months. Bills must be within the same date ranges.
 - i) The most recent bill should not be older than 6 months from the application date.
 - ii) Include supplier and distributor bills if they are not listed on the same bill.
 - iii) If the client does not pay for the fuel, provide a table of the consumption over the 12-months, with an explanation for the situation.
 - iv) If there is a bill that is impacted by renewable energy, indicate which account and/or meter is impacted.
- 4) Equipment Specification Sheet, Brochures, and any Technical Design and Engineering Documentation, as applicable.
 - a) Highlight and/or indicate what information is relevant on the documentation provided, to support the review of the application.
- 5) Submit the [Simplified GHG Emissions Calculator](#) tool for the GHG Baseline.
- 6) Submit the [Simplified GHG Emissions Calculator](#) tool for the determination of the GHG emissions of the project.