



Small Award Track (SAT) Grant Application Checklist

Detailed grant guidelines at penntap.psu.edu/rise-pa



Confirm your eligibility

- Pennsylvania manufacturing facility
- Fewer than 500 full-time employees at your facility
- Project cost between \$50K-\$1M
- Questions about eligibility? [Reach our RISE PA team.](#)

12 weeks prior

Schedule your no-cost energy assessment

All applicants are required to submit a Technical Assessment Report completed by PennTAP or a qualified third-party assessor.

- [Contact PennTAP](#) or another qualified assessor to schedule your assessment
- Allow 2 weeks for scheduling your assessment
- Allow approximately 6 weeks for a completed Technical Assessment Report (once all documents below are submitted).

Prepare/secure your documentation

8-10 weeks prior

- Submit 12 consecutive months of utility bills to your Technical Advisor or qualified assessor (Must be the same 12 months for all utilities and cannot be older than 8 months from the time of your intended application submission date).
- Secure a [Unique Entity Identifier \(UEI\)](#).
- Acquire itemized project quotes ([helpful guidance here](#)).
- Acquire a landowner consent form and copy of lease (if leasing facility or land).
- Acquire a financial commitment letter (showing leadership support for your facility to participate in a reimbursement grant program and the proposed financing method). [See a sample here.](#)
- [Register for PennTAP's Virtual Office Hours](#) if you need guidance.

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Begin your application

6 weeks prior

- Complete sections of the application related to your facility, the proposed project, and the use of apprentices by your preferred contractors. *Note: You will need your completed Technical Assessment Report to complete the application in full.*
- Review the remaining sections to prepare to finish your application.
- [Register for PennTAP's Virtual Office Hours](#) if you need guidance.

Continue your application

2-4 weeks prior

- Finalize your budget form ([helpful guidance here](#) and [here](#)).
- Attach all equipment specification sheets or technical design engineering documentation.
- Attach the Simplified GHG Emissions Calculator for both baseline emissions ([see a sample here](#)) and project emissions reductions ([see a sample here](#)).
- [Register for PennTAP's Virtual Office Hours](#) if you need guidance.

Finalize and submit your application

Deadline week

- Confirm that all application fields have been completed and all required documentation is attached.
- If needed, schedule a last-minute Q&A with your Technical Advisor or our [RISE PA Program Manager](#).
- Submit your application.

Find this document and other helpful application resources at penntap.psu.edu/rise-pa.



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