INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Environmental Education Grant Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website. **Paper and faxed copies will not be accepted.** The link to the on-line application can be found at:

https://www.esa.dced.state.pa.us/Login.aspx

User Tips

- Electronic Single Application works best when accessed through Internet Explorer.
- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and will have to re-enter it.
- Save frequently.
- When completing the application, fields with a "◆" are required fields. If a required field is skipped, you will be notified later in the application to return to the affected section to complete the field.
- Do not use special characters in the fields such as \, /, *, &, %, #, etc.
- You do not need to send the signature page and/or any further documentation to the Grants Center. All the information needed is contained in your on-line submission.
- **If you have questions or require assistance in completing the application, please call the DCED Customer Service Center at 1-800-379-7448. Their hours are from 8:30 a.m. – 5:00 p.m. EST Monday thru Friday.**
- Questions about the 2021 Environmental Education Grants Program should be directed to RA-epEEgrants@pa.gov
- Applications must be submitted by 11:59 p.m. on December 11, 2020.

1. Registration and Login

General Facts

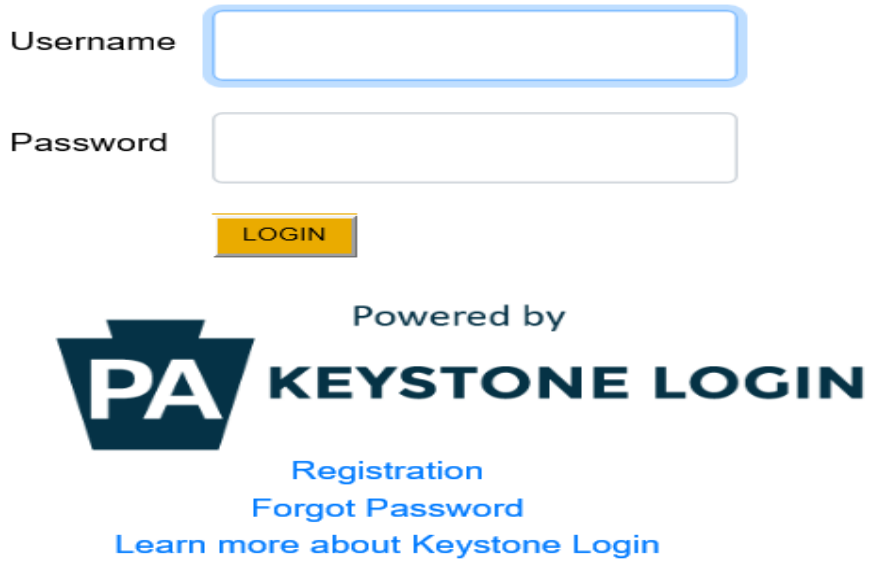
- Create a New Keystone Login Account – Registration
  - Create a new Keystone Login account – Registration
    - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
      - You will be asked to create your profile, login information and security questions.
    - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
    - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
      - Some additional information may be required for those agencies.
  - Account Migration - Migrate Account
    - If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the Keystone Login Website
      - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
  - Keystone Login Services
    - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the Keystone Login Service

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

Login

What's New?

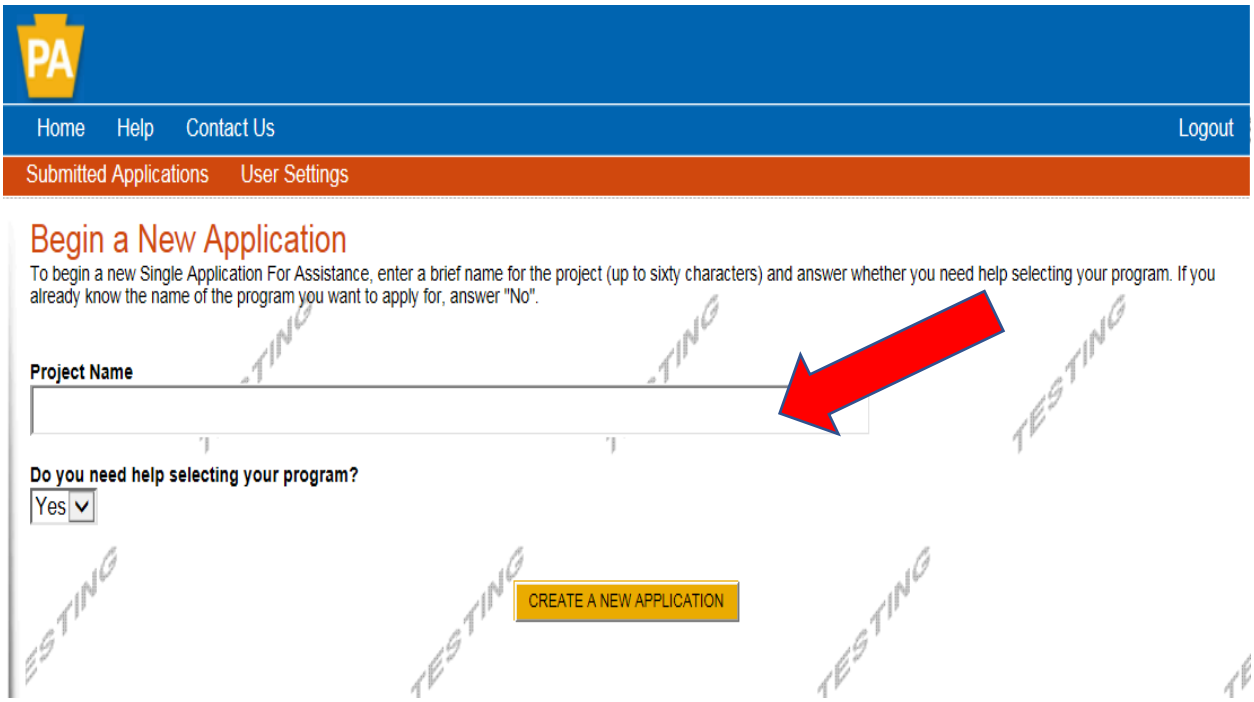
For an overview of the changes in the new Single Application, please read Help.



- **Write down and save** the Username and Password you have chosen. You will need this later for your grant documents.

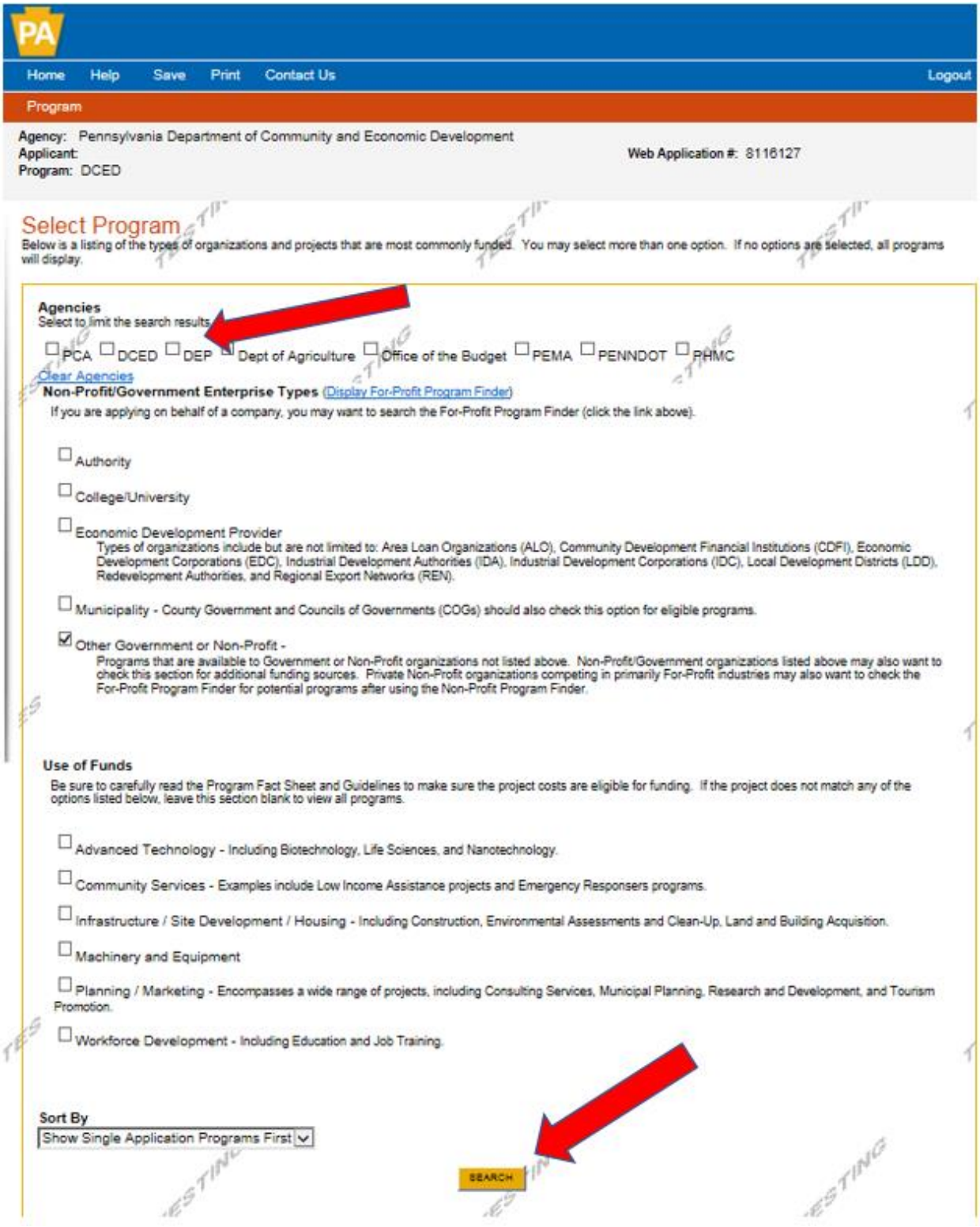
2. Begin a New Application

- Project Name – Enter the name of the project.
- Do you need help selecting your program – Select "Yes"
- Click on "CREATE A NEW APPLICATION"



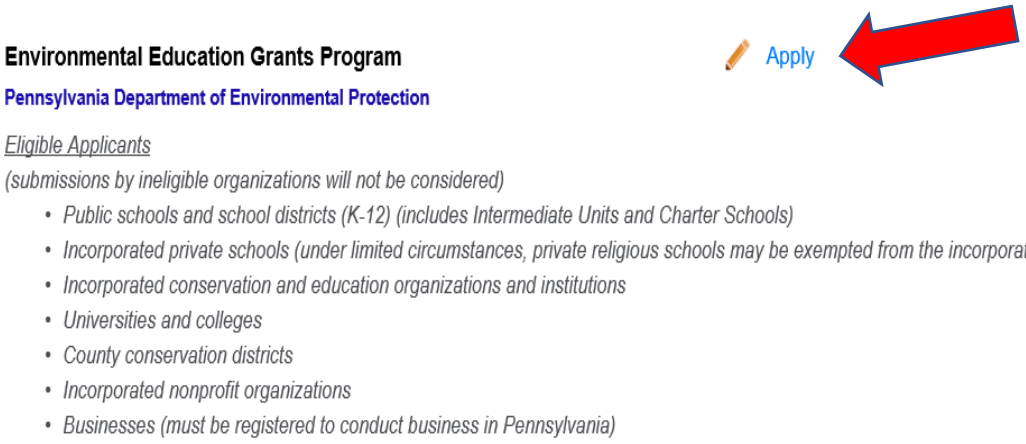
Select Program

- Under "Agencies", click on DEP.
- Scroll down and click "SEARCH"


Home Help Save Print Contact Us Logout
Program
Agency: Pennsylvania Department of Community and Economic Development
Applicant:
Program: DCED
Web Application #: 8116127
Select Program
Below is a listing of the types of organizations and projects that are most commonly funded. You may select more than one option. If no options are selected, all programs will display.
Agencies
Select to limit the search results.
PCA DCED DEP Dept of Agriculture Office of the Budget PEMA PENNDOT PHMC
Clear Agencies
Non-Profit/Government Enterprise Types (Display For-Profit Program Finder)
If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).
Authority
College/University
Economic Development Provider
Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).
Municipality - County Government and Councils of Governments (COGs) should also check this option for eligible programs.
Other Government or Non-Profit -
Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.
Use of Funds
Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for funding. If the project does not match any of the options listed below, leave this section blank to view all programs.
Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
Community Services - Examples include Low Income Assistance projects and Emergency Responsers programs.
Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.
Machinery and Equipment
Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.
Workforce Development - Including Education and Job Training.
Sort By
Show Single Application Programs First
SEARCH

3. Apply

- Scroll down through the various grant offerings, locate "Environmental Education Grants Program" and click on the "Apply" link.



Environmental Education Grants Program Apply

Pennsylvania Department of Environmental Protection

Eligible Applicants

(submissions by ineligible organizations will not be considered)

- *Public schools and school districts (K-12) (includes Intermediate Units and Charter Schools)*
- *Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)*
- *Incorporated conservation and education organizations and institutions*
- *Universities and colleges*
- *County conservation districts*
- *Incorporated nonprofit organizations*
- *Businesses (must be registered to conduct business in Pennsylvania)*

The Department of Environmental Protection's (DEP) Environmental Education Grants Program welcomes applications for the development of innovative formal and non-formal education projects that: 1) Address grant program priorities; 2) Provide opportunities to expand the public's understanding of Pennsylvania's environmental issues; and 3) Develop skills required to make informed decisions and take responsible action on behalf of the environment.

Additional Information: Program Fact Sheet, Guidelines

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:

- ○ Limited Liability Partnership
- ○ Partnership
- ○ Government
- ○ Non-Profit Corporation
- ○ Sole Proprietorship
- ○ Limited Liability Company
- ○ S Corporation
- ○ C Corporation

Applicant Name:

NAICS Code

FEIN/SSN Number

*Please enter FEIN as 9 digits, no dash.

DUNS Number:

CEO:

CEO Title:

SAP Vendor #:

(xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: Ext.

(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State: PA

Zip Code:

Enterprise Type

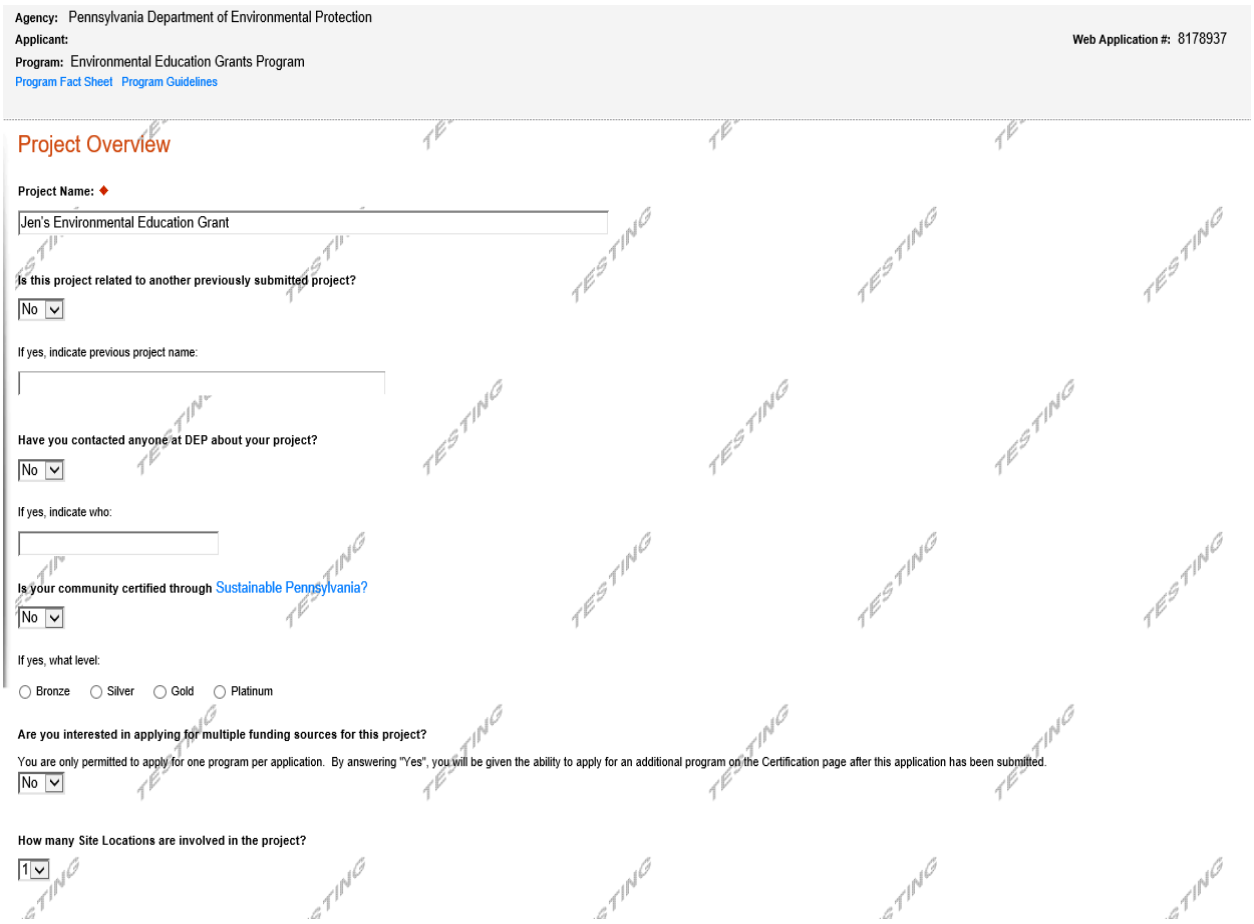
Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

- ☐ Advanced Technology
- ☐ Agri-Processor
- ☐ Agri-Producer
- ☐ Authority
- ☐ Biotechnology / Life Sciences
- ☐ Business Financial Services
- ☐ Call Center
- ☐ Child Care Center
- ☐ Commercial
- ☐ Community Dev. Provider
- ☐ Computer & Clerical Operators
- ☐ Defense Related
- ☐ Economic Dev. Provider
- ☐ Educational Facility
- ☐ Emergency Responder
- ☐ Environment and Conservation
- ☐ Exempt Facility
- ☐ Export Manufacturing
- ☐ Export Service
- ☐ Food Processing
- ☐ Government
- ☐ Healthcare
- ☐ Hospitality
- ☐ Industrial
- ☐ Manufacturing
- ☐ Mining
- ☐ Other
- ☐ Professional Services
- ☐ Recycling
- ☐ Regional & National Headquarters
- ☐ Research & Development
- ☐ Retail
- ☐ Social Services Provider
- ☐ Tourism Promotion
- ☐ Warehouse & Terminal

4. **Applicant Information**

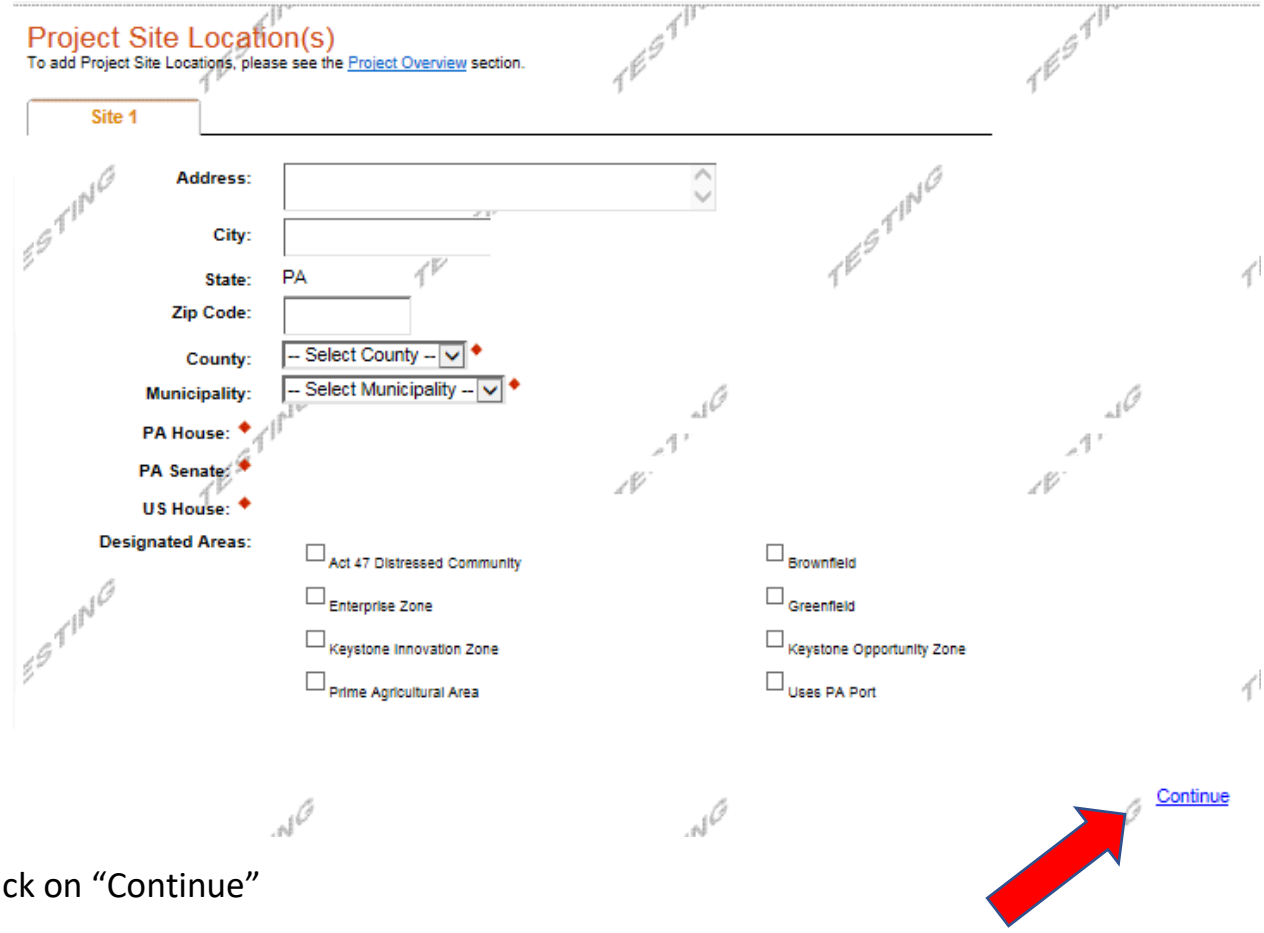
   - **Select the applicant entity type and fill in the applicant's (business, organization, school district, university, etc.) official (legal) name.** For instance, if an elementary teacher is submitting a proposal, enter the name of the school district. If unsure of the official name, check with the organization's business office. **Do not use a fictitious name.**
   - For the NAICS Code, use the drop- down box to select the organization's focus. This automatically inserts the NAICS code.
   - FEIN Number (Federal Employer Identification Number). The applying organization's business office has the nine-digit number. The EIN must be the applying organization's number.
   - Complete the CEO's name and title. The person in charge of the daily operation of the workplace, i.e. school principal, executive director or county conservation district manager.
   - Fill in the Commonwealth's SAP Vendor Number. The applying organization's business office has this number.

5. **Project Overview**
   - Project Name – The project name (title) will auto-populate.
   - Is this project related to another previously submitted project – Select yes or no. If yes, explain.
   - Have you contacted anyone at DEP about your project – If so, please indicate yes and indicate who.
   - Is your community certified through Sustainable Pennsylvania? Select yes or no. If yes, what level?
   - Are you interested in applying for multiple funding sources for this project? If you are interested in submitting additional grant applications, select, "yes." While applicants are only permitted to apply for one project per application, by answering "yes", you will be given the ability to submit another application.
   - Site Locations – Enter as many sites that are applicable for your project.



Click on "Continue"

6. **Project Site Location(s)**
   - Address – Enter the project location site. **P.O. Boxes are not acceptable.**
   - City, State and Zip Code – Enter this information.
   - County – Select county from the dropdown box.
   - Municipality – Select municipality from the dropdown box.
   - PA House, Senate and US House – These fields will auto-populate based on county and municipality. If a Legislator is not auto-populated, please visit http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/
   - Designated Areas – Leave blank.



Click on “Continue”

7. Project Narrative

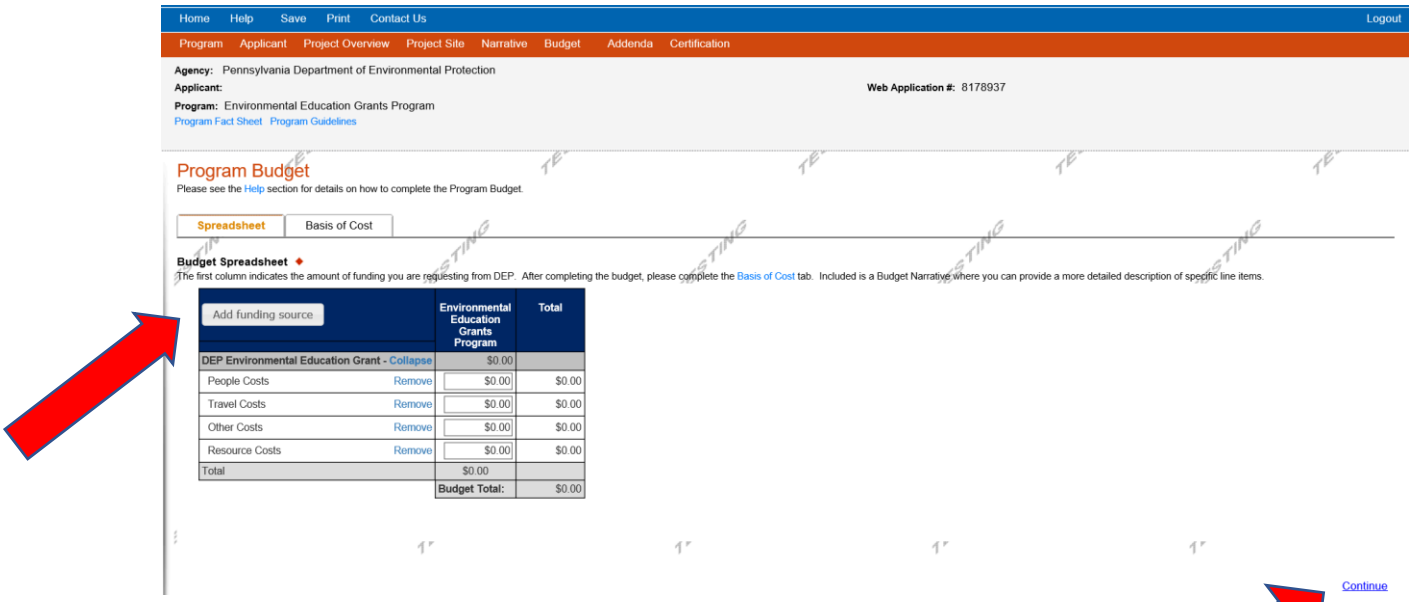
- Complete the project narrative section.

Click on “Continue”

8. Program Budget

Spreadsheet Tab

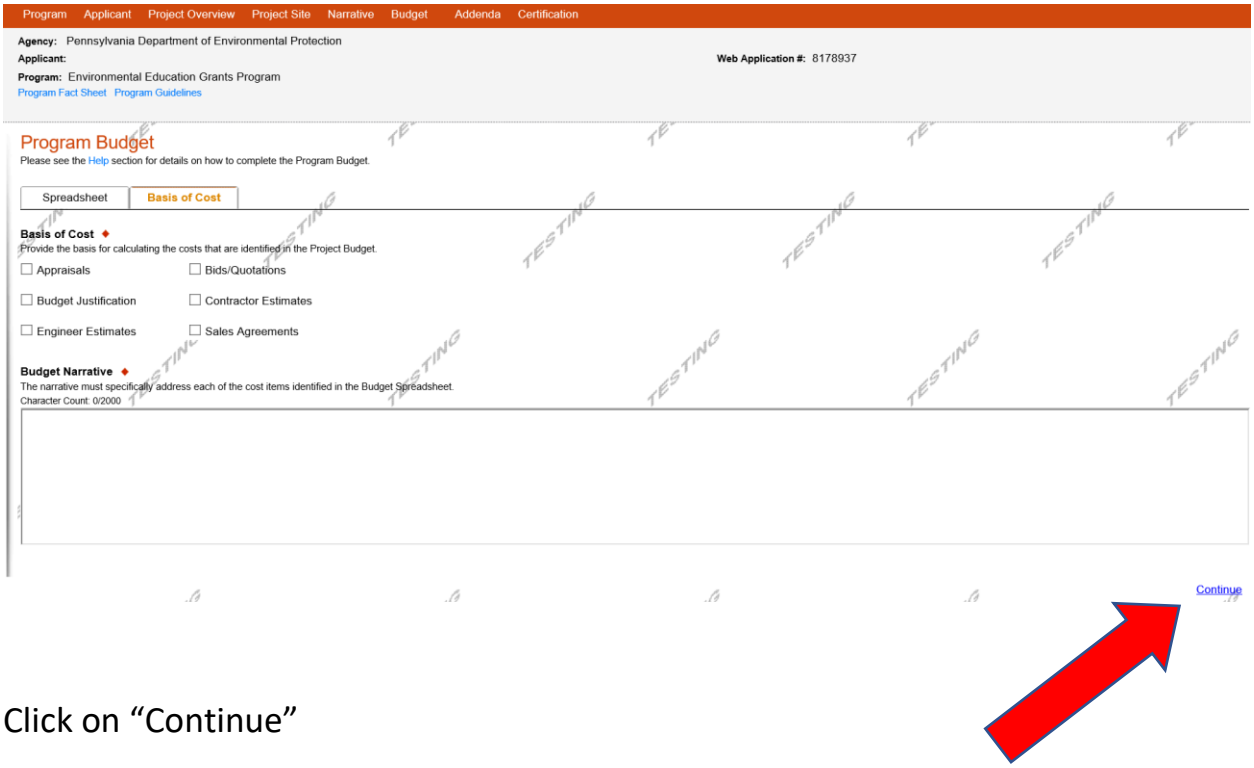
- Complete the Program Budget section.
- Enter Project Match (Cash or In-Kind) by clicking on “Add funding source.” Enter Source Name. Use the drop-down to select the Source Type. Repeat the process for each Match Source (Name and Type.)



Click on “Continue”

Basis of Cost Tab

- Complete the Basis of Cost section.



Click on “Continue”

9. Program Addenda

- **Efacts ID** – If known, fill in the organization’s Efacts ID
- **Project Director Information** – The project director serves as the point of contact for budget and program information. The project director coordinates grant activities and communicates with the applying organization.
  - Indicate the official name of the applying organization.
  - Indicate the project director’s name, email and phone number.
- **Project Title** – Enter the name of the project.
- **Project Priorities** – Select all priorities that will be addressed by selecting either “yes” or “no”.

    - **If Environmental Justice is "Yes"** provide: Number of people who will directly participate in the project; Percent of audience who live and/or work in an EJ area; and Verify the communities within the EJ area(s) to be engaged by the project.
- **Project Type** – Select the type of project. Non-Formal Environmental Education Projects will engage audiences outside of the formal k-12 classroom setting. K-12 Environmental Education Projects will engage audiences within the formal k-12 setting.
- **Grant Track** – Select the grant track, indicating if the proposal is a **Mini grant,** seeking up to $3,000 in funding, a **General Grant Level I,** seeking from $3,001 - $20,000 in funds, or a **General Grant Level II,** seeking from $20,001 - $85,000 in funds.
- **Where is the project located**? – Select applicable river basin or statewide reflecting where the project will take place.
- **If the project is located in more than one river basin, indicate below**. – Select additional river basin location(s) where the project will take place.
- **List watershed where project is located**. – Indicated the watershed(s) where your project is located. Find the watershed(s) at http://cfpub.epa.gov/surf/locate/index.cfm
- **Provide the project's Latitude and Longitude location(s)**. – Provide the project's Latitude and Longitude information for each project location(s).
- **Select the appropriate entity type**. – Use the drop-down arrow to select the applying organization's entity type.
- **Select your region**. – Use the drop-down arrow to select the applying organization's DEP Region. Click on the Region link for assistance.
- **Grant Linkage** – Use the drop-down arrow to select "Yes" or "No" indicating if the grant application and/or its scope of work is related to any of the following: another DEP EE Grant proposal; a DEP Growing Greener Grant; a currently or formally funded DEP

EE Grant; or another Grant Program. If "Yes" to any of the selections, explain in the space provided.

- **Please download and complete the detailed budget sheet**. – Refer to the EE Grant Guidance document (pages 10-11) to determine Eligible and Ineligible expenses. **Please note:** The DEP has the right to reject any line item expense during the grant agreement contracting process.
    - Download and complete the Detailed Budget sheet.
    - Follow the Detailed Budget sheet instructions.
    - The Detailed Budget sheet is an excel document that contains several tab. (People costs, Travel costs, Resource costs, Other costs, Match funds and Grand Total. Click on each tab and complete all sections, including activity letters. **DO NOT DELETE SHEETS** or attempt to insert or delete row.
- **Please upload your completed Detailed Budget sheet. –** Review the Detailed Budget sheet for accuracy and thoroughness. Upload the completed sheet.
    - **Submit the Detailed Budget sheet in Excel format only. A PDF will not be accepted.**
- **Please download and complete Partnering form. –** A Partnering form is required if match funds (either cash or in-kind) will be provided by an entity other than the applying organization. Provide a complete description of the Partnering match. The Partnering form must be signed by the partnering organization.
    - Fill in applying Organization's name.
    - Complete the partnering organization(s) sections including the partner's name, a description of the partner's committed match and the partner's telephone number.
    - Check the partner's contribution type (match funds effort and/or programming assistance).
    - If applicable, list equipment or resource materials, purchased with grant funds, that will be housed with the partnering organization.

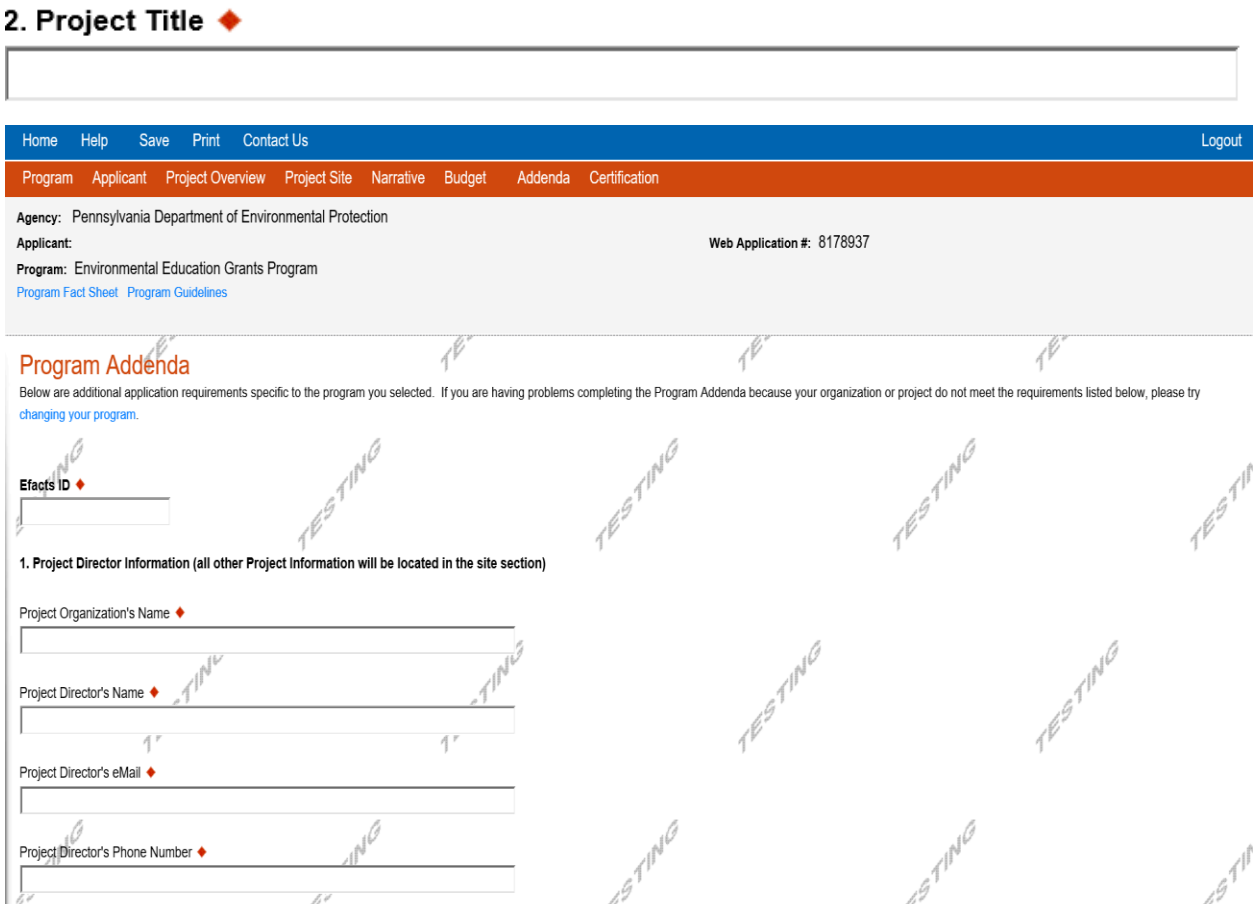
- Secure the partnering organization's authorized signature. Print the name of the individual signing the Partnering form (typically, a Director, Chief Fiscal Officer, Board member, or another individual who is authorized to make a financial or in-kind commitment on behalf of the partnering organization). Print the name of the authorized signature.

- **Please upload your completed Partnering form. –** Review the Partnering form for accuracy and thoroughness, including partner signatures. Upload the completed Partnering form(s).
- **SubContractors –** If an identified subcontractor will be used, provide the subcontractor's name, FEIN Number and explain the work to be performed.
    - If a specific subcontractor is not yet identified, DEP must be contacted before the subcontractor work may begin.

- **Attach the Narrative. -** The narrative should clearly explain the proposed project, **in seven pages or less, including:**
    - Briefly describe the applying organization and its history of delivering Environmental Education programming. Including the credentials of the Project Leader and others, including partners and subcontractors, involved with the project's implementation.
    - Describe the proposed project, outlining the Environmental Education Grant Program priorities that will be addressed, the audience that will be reached, and the location(s) where the project will be implemented.
    - Identify if the project will deliver a Non-Formal or Formal education program (refer to pages 6-7 of the 2020 EE Grants Program Manual).
    - Address the Scope of Work describing:
        1. <u>Project goals and objectives:</u> The Project goals reflect what the applicant intends to achieve (project outcomes); the Project objectives include specific steps, or benchmarks, needed to reach the goals.
        2. <u>Project benchmarks:</u> A sequential timeline, detailing Project objectives, and deadlines. Benchmarks should

include month/year deadlines for Midterm and/or Final Reports, requests for reimbursement and evaluation results. Label each benchmark with **Activity Letters** (A, B, C, etc.) The activity letters should coincide with the Detailed Budget Sheet.

- Note: The Assessment plan and evaluation results should be identified in the benchmarks. Draft assessment plans/tools must be submitted for review and feedback at least 6 weeks prior to a scheduled event, and no later than January 15, 2022. The evaluation results are due with the Final Report no later than July 15, 2022.
    - How the project will be promoted and "lessons learned" shared at the applicable local, state and/or national levels: venue.
    - The project's technology component (s); and
    - The plan for sustaining the project after funding expires.



3. Project Priorities

Water ◆

Climate Change ◆

Environmental Justice ◆

If Yes...

How many people will directly participate in the project (Do not include presenters)?

What percent of audience participants live and/or work in an Environmental Justice (EJ) area?

Please verify the communities within EJ area(s) engaged by the project. Enter City and Zip Code(s)
Use the DEP Environmental Justice Area Viewer
Character Count: 0 characters.

4. Project Type
Non-Formal Environmental Education Project ◆

Formal Environmental Education Project ◆

5. Grant Track
Mini-Grant (up to $3,000) ◆

General Grant Level I ($3,001-$20,000) ◆

General Grant Level II ($20,001-$85,000) ◆

6. Where is the project is Located? ◆

7. If the project is located in more than one river basin, indicate below.

8. List watershed where project is located. ◆
Indicate the watershed(s) where your project is located. Find the watershed(s) by clicking here,

9. Provide the project's Latitude and Longitude location(s). ◆
Character Count: 0 characters.

10. Select the appropriate entity type.

Use the drop-down arrow to select the applying organization's entity type. ♦

11. Select your region.

Use the drop-down arrow to select the applying organization's DEP Region. Click here for Region assistance. ♦

12. Grant Linkage

Use the drop-down arrow to select "Yes" or "No" indicating if the grant application and/or its scope of work is related to any of the following: another DEP EE Grant proposal; a DEP Growing Greener Grant; a currently or formally funded DEP EE Grant; or another Grant Program.

Another DEP EE Grant proposal this round. ♦

DEP Growing Greener Grant ♦

Currently-funded or formally-funded DEP EE Grant ♦

Another Grant Program ♦

If "Yes" to any of the selections, explain in the space provided

Character Count: 0 characters.

13. Please download and complete the detailed budget sheet.

Download Grant Detailed Budget Sheet

14. Please upload your completed detailed budget sheet. ♦

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 Browse...

15. Please download and complete partnering form.

Secure the Partnering organization's authorized signature. (Typically, a Director, Chief Fiscal Officer, Board member, or another individual who is authorized to make a financial or in-kind commitment on behalf of the Partnering organization).

Partnering Form.DOC

16. Please upload your complete partnering form. ♦

Upload Files

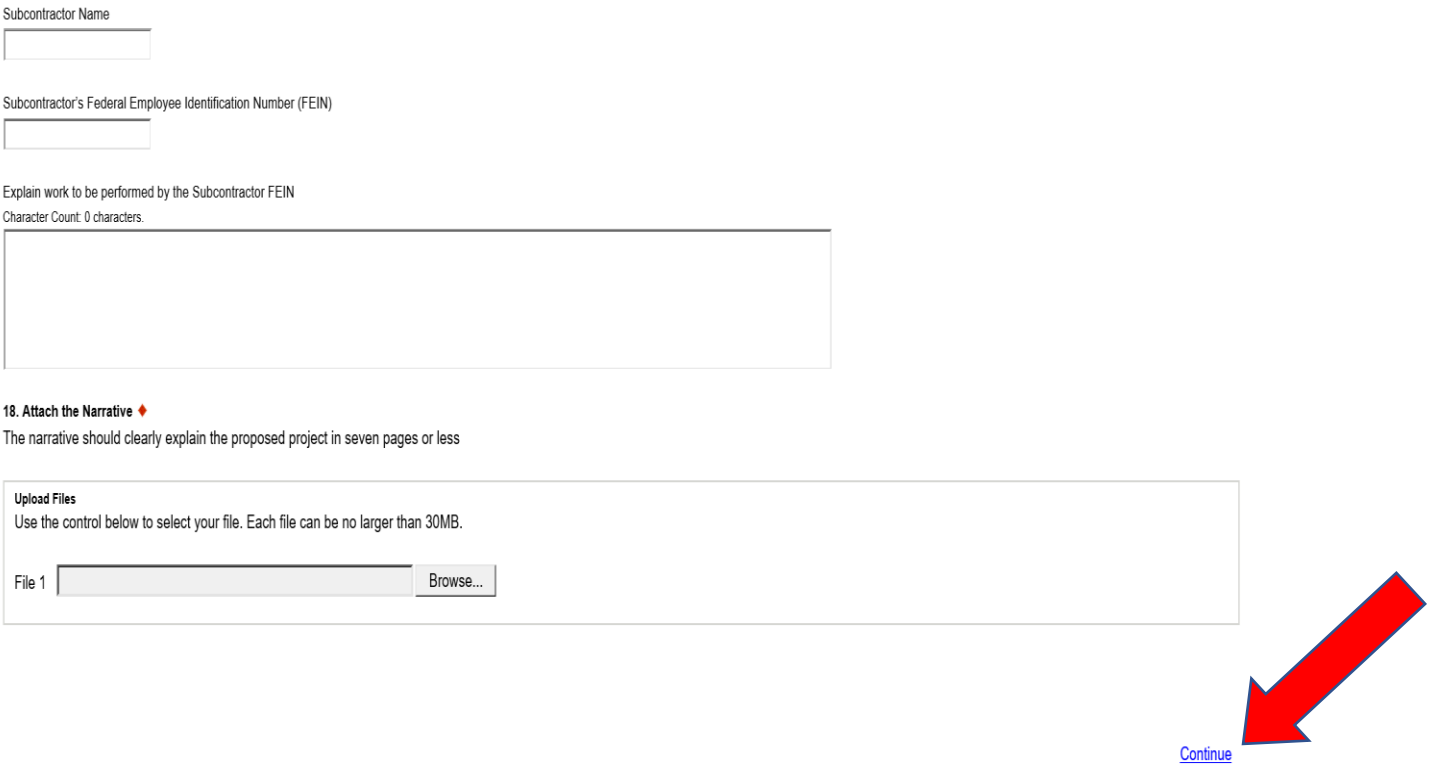
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 Browse...

17. SubContractors

Will a Subcontractor be used? ♦

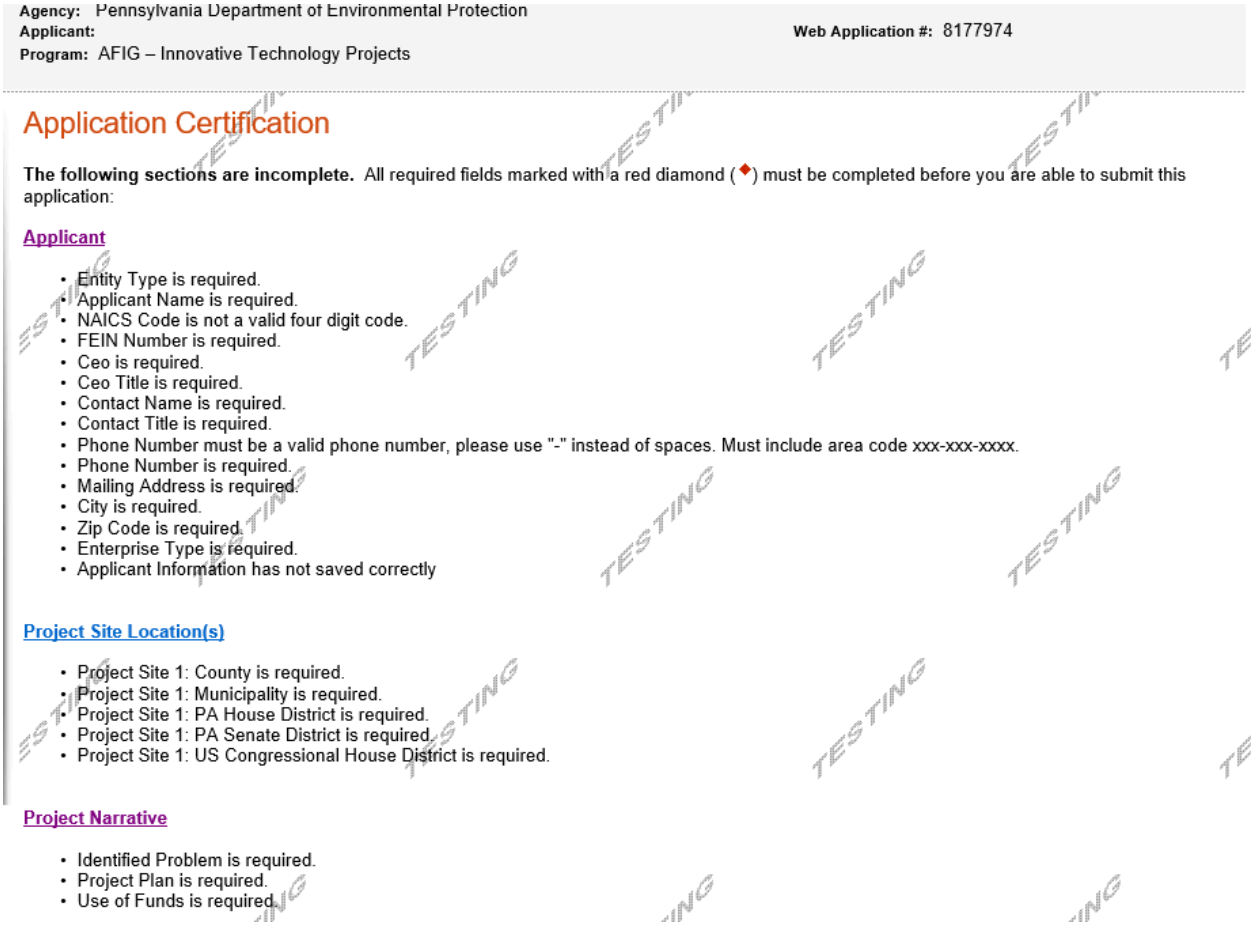
If "Yes," provide the Subcontractor name, FEIN number and explain the work to be performed below



Certification and Submission

- The application must be certified, by an authorized, electronic signature. This signature attests that the organization is supportive of the proposal and that the grant funds will not supplant existing funds.
- If there is any missing information in your application, your screen will look similar to the following example.
- Under the orange "Application Certification" heading, it will state, "The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application".
- To add/correct the information on your application, click on the section heading to return to the page.

If your application is complete, your screen will look like this:



Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: AFIG – Innovative Technology Projects
Web Application #: 8177974

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (◆) must be completed before you are able to submit this application:

Applicant

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Ceo is required.
- Ceo Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Enterprise Type is required.
- Applicant Information has not saved correctly

Project Site Location(s)

- Project Site 1: County is required.
- Project Site 1: Municipality is required.
- Project Site 1: PA House District is required.
- Project Site 1: PA Senate District is required.
- Project Site 1: US Congressional House District is required.

Project Narrative

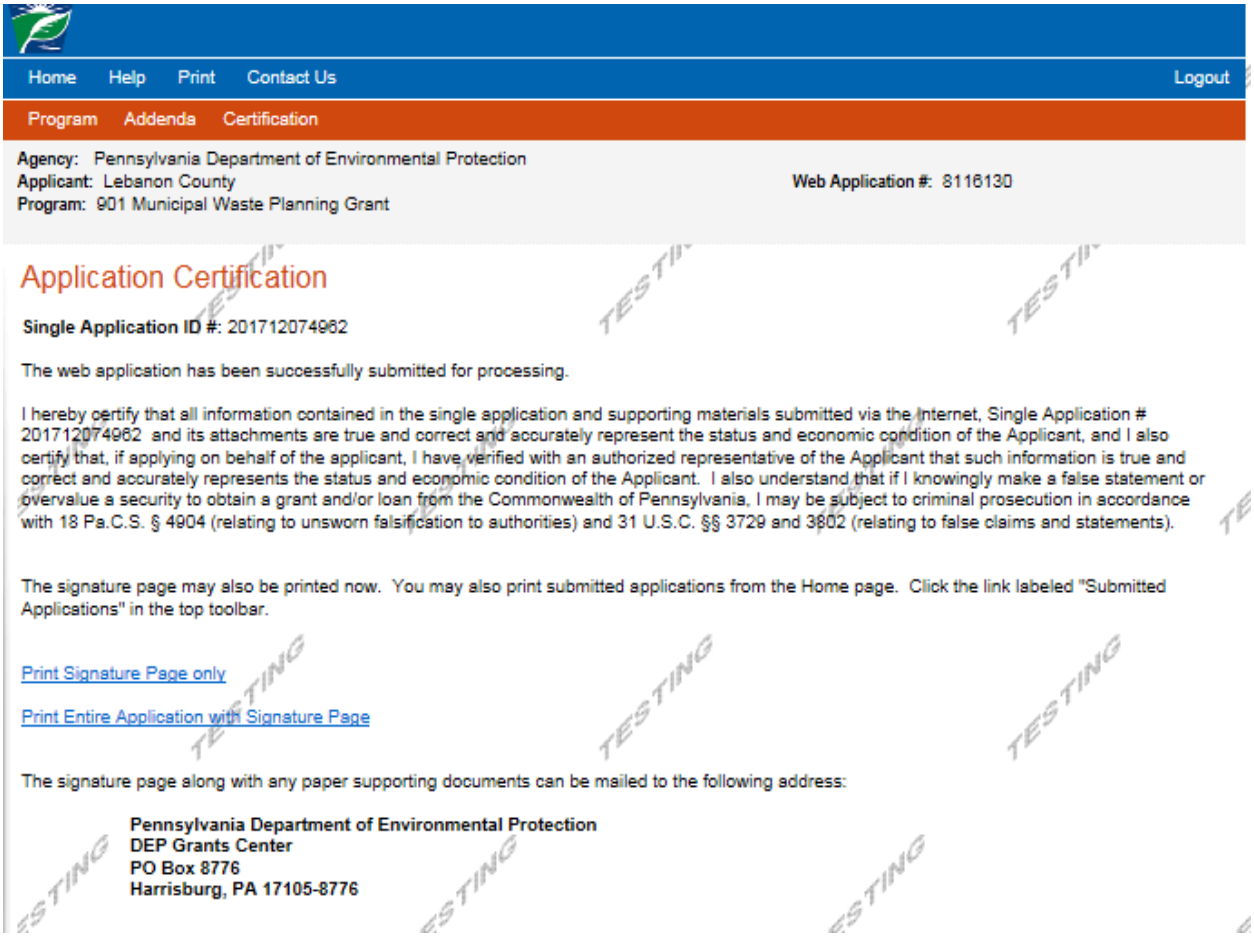
- Identified Problem is required.
- Project Plan is required.
- Use of Funds is required.

Complete the following fields:

- Indicate certification of application information by checking the related checkbox under the Electronic Signature Agreement.
- Indicate identity as one of the following:
  - I am the applicant
  - I am an authorized representative of the company, organization or local government.
  - I am a “Certified” Partner representative
- Type your name in the “Type Name Here” block. This will serve as your official e-signature and authorizes your application.
- Check the “Electronic Attachment Agreement” box.
- Click on “Submit Application”.

10. Application Receipt Verification

- If you want a copy of your application, click the “Print Entire Applications with Signature Page” link. You will always be able to access your application with the user name and password you created at the beginning of the application.
- Make sure to note the Single Application ID#. All future correspondence from the Department will reference this number.
- **You do not need to send the signature page and/or any further documentation to the Grants Center. All the information needed is contained in your on-line submission.**



- **Congratulations!** You have completed the on-line application. You will be notified of your application status and subsequent steps in the next few weeks.