

INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Growing Greener Plus 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.** This change allows DEP to expedite the review process. The link to the on-line application can be found at:

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

This document will provide instructions on how to apply and upload the required documentation in the eGrants application. See the Growing Greener Plus program guidance document for instructions on filling out the forms associated with your application that must be uploaded on the addenda tab of the eGrants application.

The instructions contained in this document will assist you in applying for any program offered under the Growing Greener Plus solicitation. All information needed for your submission will be contained in this online application.

No documentation needs to be mailed to DEP.

User Tips

- The 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 your 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 that section to complete the field.
- Do not use special characters in the fields such as \, /, *, &, %, #, etc.
- If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.

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Reminder: If you have questions completing the electronic application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.

1. Registration and Login

- If you are a first-time user, click the “REGISTER” button on the left.

The screenshot shows a web page with a blue header containing the PA logo and links for 'Help' and 'Contact Us'. The main content area is split into two columns. The right column is titled 'Login' and contains a 'What's New?' section with a link to 'Help', followed by input fields for 'User Name' and 'Password', and a 'LOGIN' button. The left column contains a 'REGISTER' button, a 'FORGOT PASSWORD' button, and a link to the 'Commonwealth of PA Privacy Statement'. A red arrow points from a box labeled 'Click to Register' to the 'REGISTER' button, with the text '(First Time User? Click the button above)' below it. The 'FORGOT PASSWORD' button is annotated with '(Forgot Your Password? Click the button above)'.

PA

Help Contact Us

Login

What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

LOGIN

Click to Register

REGISTER
(First Time User? Click the button above)

FORGOT PASSWORD
(Forgot Your Password? Click the button above)

[Commonwealth of PA Privacy Statement](#)

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

Single Application Registration Information

In order to use the Web Submission of Single Application for Assistance you must have a valid PA PowerPort user name and password. If you do not have a PA PowerPort profile, simply fill out the form below and press the "Submit" button. To help provide a more detailed and easier process while filling out your application we are asking for information that will help us provide you with the best possible programs and screens.

PA Login Information

◆ Required Fields

First Name: ◆

Last Name: ◆

Address: ◆

City: ◆

State: PA ◆

Zip Code: ◆

Email Address: ◆

User Name: ◆

Password: ◆

Confirm Password: ◆

Security Question: ◆

Security Answer: ◆

Single Application Information

Reset

Are You Applying As? For Profit Non Profit Government Other

SUBMIT

- Complete all the required fields (denoted with a red diamond).
 - E-mail address** – Used to forward forgotten password when requested. An e-mail address cannot be used twice.
 - User Name** - Must be unique to all the user accounts within PA Login system.
 - Password** – Case sensitive and requires a minimum of 8 characters **passwords must include at least one of each of the following: uppercase letter, lowercase letter, number and symbol.**
 - Security Question/Answer** – protects the identity of account.
 - Security answer is case sensitive.
 - Information used to reset password.
 - Used by Customer Service Center to verify user and reset password.
- Single Application Information “Are you Applying As?”** – Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs.
- Click the orange SUBMIT button** – when you have completed all required fields.
- You should be at the Login screen and proceed to enter User Name and Password. Click Login button.

PA
Help Contact Us

Login

What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

(First Time User? Click the button above)

(Forgot Your Password? Click the button above)

[Commonwealth of PA Privacy Statement](#)



Begin a New Application

- Project Name – Enter a name for your project.
- Indicate whether you are applying for your or another’s organization.
- Do you need help selecting your program – Select “No”.
- Click on “CREATE A NEW APPLICATION”.

Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

Project Name

Do you need help selecting your program?



Select Program

- Under Program Name, enter “Growing Greener Plus”.
- Click “SEARCH”. Look for the Growing Greener Plus grant program offered by DEP.
- Click Apply.

Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name
Growing Greener Plus

Sort By
Program Name

SEARCH PROGRAM FINDER

1 results. ([Edit Search](#))

Search Results

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

Growing Greener Plus
Pennsylvania Department of Environmental Protection

Eligible applicants: incorporated watershed association; county or municipality; county conservation district; council of governments; educational institution; municipal authority; or other authorized organizations (see guidance document)

Ninety-six percent of water-quality-impaired watersheds in Pennsylvania are polluted because of nonpoint source pollution, such as abandoned mine drainage (AMD) and agricultural runoff, atmospheric deposition, on-lot sewage systems, earthmoving, stream hydromodification and timber harvesting. Pennsylvania's Nonpoint Source Management Program establishes the overall strategy Pennsylvania will use to implement watershed restoration and protection activities. The purpose of the Growing Greener Plus program is to address nonpoint source pollution through local, watershed-based planning, restoration and protection efforts for projects funded by Watershed Planning, Restoration and Protection; Surface Mining Conservation and Reclamation Act Bond Forfeiture; and AMD Set-Aside grants.

Additional Information: [Guidelines](#)

Apply

Apply

- You will be given the option of choosing one of the three programs offered under Growing Greener Plus – Growing Greener (Watershed Restoration and Protection), SMCRA (Bond Forfeiture) or AMD Set-Aside grants. Select the program for which you are applying.

Select Growing Greener Plus Type

Please select the type of Growing Greener Plus that you wish to apply from the list below. Please read the Program Guidelines for details. If you wish to apply for multiple types for a single project, answer "Yes" to the "Are you interested in applying for multiple funding sources for this project" question in the Project Overview section of the Application.

Growing Greener (Watershed Restoration and Protection)
The Environmental Stewardship and Watershed Protection Act, commonly known as Growing Greener, was passed into law in December 1999. The statutory authority for these grants is found in Section 6105(b) of the Environmental Stewardship and Watershed Protection Act (27 Pa. C.S. 6101 et seq.). The primary purpose of this program is to restore impaired waters or protect degrading waters within the Commonwealth. The Growing Greener program will be providing an increased emphasis on supporting project implementation within the Chesapeake Bay (Bay) watershed, with projects within the Bay watershed having a specific focus to address pollutant loadings of critical importance to the Bay. The eligibility criteria for Growing Greener Grants is broken into two sections, one dealing with project proposals within the Bay watershed, and one dealing with project proposals outside of the Bay watershed. Further eligibility and project requirements are listed in the Growing Greener Plus Application Submittal Instructions found [here](#).

Surface Mining Conservation and Reclamation Act Grants (Bond Forfeiture)
Section 18(j) of the Surface Mining Conservation and Reclamation Act allows the Department of Environmental Protection to award grants to municipalities, municipal authorities and appropriate incorporated nonprofit organizations from the SMCRA Fund. This includes SMCRA bond forfeiture grants. Projects eligible for grants under this grant program are limited to the sites that fit the definition of "ABSL Legacy Sites" (bond forfeiture sites) in 25 Pa Code §86.1 (mine sites permitted and closed from July 31, 1982, to August 4, 2001, under the Alternated Bond System (ABS) where bonds have been forfeited). Further eligibility and project requirements are listed in the Growing Greener Plus Application Submittal Instructions found [here](#).

Surface Mining Conservation and Reclamation Act AMD Set-Aside Grant
Section 18(j) of the Surface Mining Conservation and Reclamation Act allows the Department of Environmental Protection to award grants to municipalities, municipal authorities and appropriate nonprofit organizations from the SMCRA Fund for Acid Mine Drainage Set-Aside grants. Projects eligible for grants under this grant program must be located in Qualified Hydrologic Units (formerly Hydrologic Unit Plans) or in areas where Qualified Hydrologic Units are being developed or defined by the federal SMCRA under the 2006 reauthorization. The primary focus of the grants is abatement of AMD and/or treatment of AMD through treatment facility system construction. Grants may also be awarded for treatment system operation and maintenance of existing passive and active treatment systems. Priority will be given to projects that help to meet the goals established for the Qualified Hydrologic Unit. Further eligibility and project requirements are listed in the Growing Greener Plus Application Submittal Instructions found [here](#).

1. Applicant Information Tab

***If your application has a need for a sponsor, the sponsor’s information should be filled in on this tab. Your organization’s information will be completed on the “Company Tab.”**

- The Applicant Information section requires data related to the applicant or sponsor for which the application is being submitted.
- Applicant Entity Type – select the appropriate type for your organization.
- Applicant Name – Enter the organization’s name, the name under which the applicant or sponsor legally conducts business.
- NAICS Code - From the dropdown box, select the appropriate type. The NAICS code will auto-populate for you.
- FEIN/SSN Number - Enter the Federal Tax ID number for the legal County name (no dashes).
- CEO – In this block, enter the head of the organization’s name.
- CEO Title – Enter that person’s title.
- SAP Vendor# - Fill in if known.
- Contact Name – Enter the primary contact name for this project.
- Contact Title – Enter the primary contact’s title for this project.
- Phone and Fax – Enter the phone and fax numbers for the primary contact for this project.
- E-mail – Enter the e-mail for the primary contact for this project.
- Mailing address, City, State and Zip Code – Enter this information for the organization and primary contact for this project.
- Click “Continue” at the bottom right.

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: Lebanon County

NAICS Code: --SELECT--

FEIN/SSN Number: (xxxxxxxx)

DUNS Number:

CEO: _____

CEO Title: _____

SAP Vendor #: (xxxxxx or xxxxxx-xxx)

Contact Name: _____

Contact Title: _____

Phone: (xxx-xxx-xxxx) Ext. _____

Fax: _____

E-mail: _____

Mailing Address: _____

City: _____

State: PA

Zip Code: _____

Type
 if enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Mail Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Retail Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder

2. Company Tab

Program Applicant Company Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Kings Landing
Company: Kings Landing
Program: Growing Greener Plus - Growing Green - Growing Greener

Web Application #: 8136925

Company Information

COPY FROM APPLICANT

Company Entity Type:

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

- **If your application requires a sponsor**, enter your organization’s information on this tab.
- If your application **does not** require a sponsor, click the “Copy from Applicant” button to copy your information over to this tab.
- For information on which applications require a sponsor, see the grant program guidance document.
- Enterprise Type – Select most appropriate type for your application.

3. Project Overview

- Project Name – The project name will auto-populate from the information you filled in at the beginning of the process. You may change the project name at this time.
- If your project is related to another previously submitted project, select yes and describe.
- Enter the name of the person you spoke with at DEP regarding your application.
- Be sure to enter the number of sites if there is more than one project site.
- Select Y/N to indicate if your community is certified through Sustainable Pennsylvania.

Agency: Pennsylvania Department of Environmental Protection
Applicant: Kings Landing
Company: Kings Landing
Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) Program Guidelines

Web Application #: 8178841

Project Overview

Project Name:

Is this project related to another previously submitted project?

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

If yes, indicate who:

Is your community certified through Sustainable Pennsylvania?

Click “Continue”

4. Project Site

- Address – Enter the mailing address (street address). **P.O. Boxes are not acceptable.**
- City, State and Zip Code – Enter this information. (If you indicated more than one site on the prior tab, you will be requested to complete this information for all sites.)
- County – Select your county from the dropdown box.
- Municipality – Select the Municipality or County-Wide from the dropdown box, as appropriate.
- PA House, PA Senate and US House – These fields will be auto-populate based on the information entered above.
- Designated Areas – Leave blank.

Project Site Location(s)
To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address: 400 Market Street

City: Harrisburg

State: PA

Zip Code: 17110

County: Dauphin

Municipality: Harrisburg City

PA House: Patty Kim (103)

PA Senate: John DiSanto (15)

Designated Areas: Act 47 Distressed Community Brownfield
 Enterprise Zone Greenfield



Click “Continue”

5. Project Narrative

- Complete questions in this section. Be as specific and concise as possible. Responses to all questions are required.

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Program Applicant Company Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection **Web Application #:** 8178841

Applicant:

Company:

Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) [Program Guidelines](#)

Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

Provide a brief, concise project description no more than two sentences. ♦

Provide a brief, concise project description no more than two sentences.
Character Count: 0/3000 characters.

Project Executive Summary ♦

Project Executive Summary
Character Count: 0/4000 characters.

Click “Continue”

6. Program Budget

- There are two tabs on this page, Spreadsheet and Basis of Cost.

Spreadsheet Tab

- Click on the Spreadsheet tab. Enter the amount of funding you are requesting from DEP and your match information in the appropriate categories.

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Company:
Program: Growing Greener Plus - Growing Green - Growing Greener

Web Application #: 8136966

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet | Basis of Cost

In the Budget Narrative Section located on the Basis of Cost Tab, please indicate the following:

- amount of cash-match that has already been received by the project applicant
- amount of cash-match that has been applied for, but not yet received by the project applicant
- amount of match that is expected as in-kind services, etc.

Budget Spreadsheet ♦
The first column indicates the amount of funding you are requesting from DEP. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Growing Greener Plus - Growing Green	Match Local	Total
Please Select a Category ▼ Add Category			
DEP Growing Greener - Collapse	\$52,500.00	\$9,000.00	
Salaries/Benefits Remove	\$10,000.00	\$1,000.00	\$11,000.00
Travel Remove	\$1,000.00	\$0.00	\$1,000.00
Equipment and Supplies Remove	\$1,000.00	\$0.00	\$1,000.00
Administration (grant max 5%) Remove	\$500.00	\$0.00	\$500.00
Contractual Remove	\$20,000.00	\$0.00	\$20,000.00
Construction Remove	\$20,000.00	\$8,000.00	\$28,000.00
Total	\$52,500.00	\$9,000.00	
		Budget Total:	\$61,500.00

[Continue](#)

Click "Continue"

Basis of Cost Tab

- Choose Budget Justification.
- In the Budget Narrative Section located on the Basis of Cost Tab, please indicate the following:
 - amount of cash-match that has already been received by the project applicant;
 - amount of cash-match that has been applied for, but not yet received by the project applicant; and
 - amount of match that is expected as in-kind services, etc.

Agency: Pennsylvania Department of Environmental Protection

Applicant:

Web Application #: 8178841

Company:

Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) [Program Guidelines](#)

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

Basis of Cost ♦

Provide the basis for calculating the costs that are identified in the Project Budget.

- Appraisals Bids/Quotations
- Budget Justification Contractor Estimates
- Engineer Estimates Sales Agreements

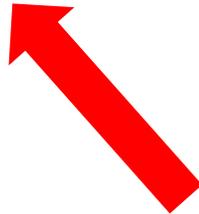
Budget Narrative ♦

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 297/2000

In the Budget Narrative Section, please indicate the following:

- amount of cash-match that has already been received by the project applicant
- amount of cash-match that has been applied for, but not yet received by the project applicant
- amount of match that is expected as in-kind services, etc.



Click "Continue"

7. Program Addenda

- Complete all fields and upload all required documents on this tab. Once completed, click Continue.

Home Help Save Print Contact Us Logout

Program Applicant Company Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8178841
Company:
Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) [Program Guidelines](#)

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

1. Short Title of Project 

2. Project Description 

3. Applicant/Sponsor Name 

4. Organization Type 

You may download required documents from within the application itself or visit <http://www.dep.pa.gov/Citizens/GrantsLoansRebates/Growing-Greener/Pages/default.aspx> to obtain a copy of the complete grant guidance document, including all required documentation.

8. Certification and Submission

- If there is any missing information in your application, your screen will look like 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.

The screenshot shows a web application interface. At the top is a blue header with a logo and navigation links: Home, Help, Save, Print, Contact Us. Below this is an orange navigation bar with links: Program, Applicant, Company, Project Overview, Project Site, Narrative, Budget, Addenda, Certification. The main content area has a grey background with the following text: Agency: Pennsylvania Department of Environmental Protection; Applicant: (blank); Company: (blank); Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) with a link to Program Guidelines. A Web Application #: 8178841 is displayed. Below this is a section titled "Application Certification" in orange. A red arrow points to the "Applicant" link, which is underlined and blue. To the right of the arrow is a blue rounded rectangle containing the text "Click here to make the necessary changes". Below the "Applicant" link is a list of incomplete fields:

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.

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

Agency: Pennsylvania Department of Environmental Protection
Applicant: Lebanon County
Program: 901 Municipal Waste Planning Grant
Web Application #: 8116130

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

I am the applicant

I am an authorized representative of the company, organization or local government.

I am a "Certified" Partner representative.

Type Name Here:

Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to DEP please print and send a copy of your E-Signature and mail it to DEP along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

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".

9. 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.

Home Help Print Contact Us Logout

Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Lebanon County Web Application #: 8116130
Program: 901 Municipal Waste Planning Grant

Application Certification

Single Application ID #: 201712074962

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201712074962 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)
[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following:

Pennsylvania Department of Environmental Protection
DEP Grants Center
PO Box 8776
Harrisburg, PA 17105-8776

You do not need to mail any documentation to DEP. All information needed is contained in your on-line submission.

- **Congratulations!** You have completed the on-line application.