

INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor 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>

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.

1. Registration and Login

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

PA
Help Contact Us

Walkthroughs

[Application Walkthrough](#) (For most of the program applications)
[Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

New Features

Single Application now collects:

- “Jobs that Pay” for all job creation programs
- Certified Community information (Sustainable Pennsylvania) Link
[\(http://www.sustainablepacommunitycertification.org/\)](http://www.sustainablepacommunitycertification.org/)

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

Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

Click to Register → **REGISTER**
(First Time User? Click the button above)

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

Login

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

User Name

Password

LOGIN

[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

1. Complete all the required fields (denoted with a red diamond)

- **E-mail address** – Used to forward forgotten password when requested. An email 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

2. **Single Application Information “Are you Applying As?”** – Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs.
3. **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.

The screenshot shows the PA Single Application website interface. At the top is a blue header with the PA logo and links for 'Help' and 'Contact Us'. The main content is divided into two columns. The left column contains 'Walkthroughs' with links for 'Application Walkthrough' and 'Condensed Application Walkthrough', followed by 'New Features' which lists 'Jobs that Pay' and 'Certified Community information'. Below this is a 'REGISTER' button and a 'FORGOT PASSWORD' button. The right column is titled 'Login' and includes a 'What's New?' section with a 'Help' link. The login form has 'User Name' and 'Password' input fields, both with red arrows pointing to them, and a 'LOGIN' button below.

[Commonwealth of PA Privacy Statement](#)

2. 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”
- Are you apply for assistance (GAT) – Select “No”
- Click on “CREATE A NEW APPLICATION”

Are you applying on behalf of your organization or another entity?
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
WQIP Test

Are you applying on behalf of your organization or another entity?
If you are applying for a sponsored program on behalf of another organization, please select "Another Entity."
My Organization

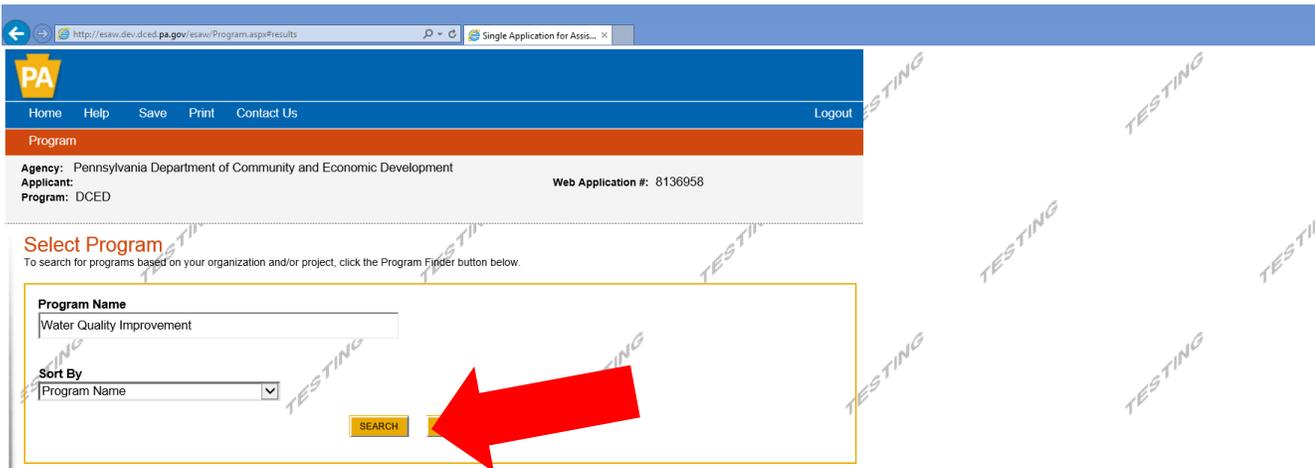
Do you need help selecting your program?
No

Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor's Action Team (GAT)?
No

CREATE A NEW APPLICATION

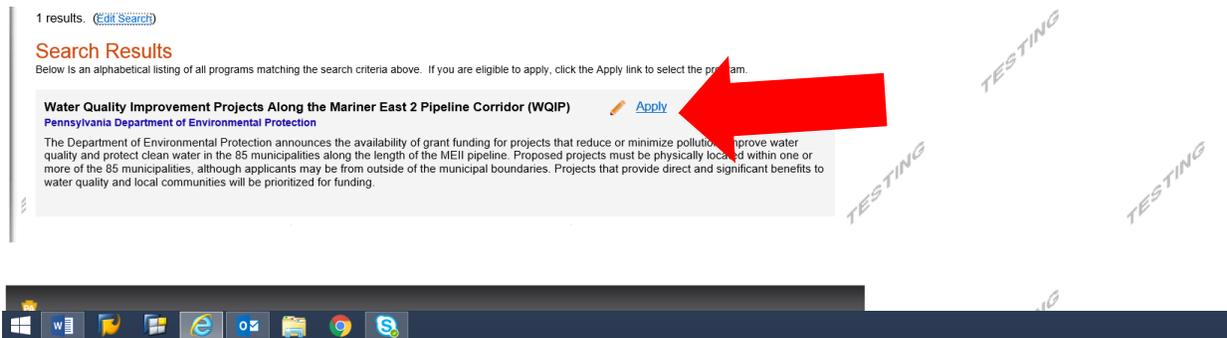
3. Select Program

- Under Program Name, enter “Water Quality Improvement”
- Click “SEARCH”



4. Apply

- Look for the Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor grant program offered by DEP. Click Apply.



5. 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.
- Enterprise Type – Select most appropriate type.
- Click "Continue" at the bottom right.

Applicant Information

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

USE ACCOUNT INFORMATION

Applicant Entity Type:

<input type="radio"/> Limited Liability Partnership	<input type="radio"/> Partnership
<input checked="" type="radio"/> Government	<input type="radio"/> Non-Profit Corporation
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Limited Liability Company
<input type="radio"/> S Corporation	<input type="radio"/> 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: 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.

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

6. 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 page 5 of the grant program guidance document.

7. 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 you spoke with someone at DEP regarding this application, select yes for that question and enter their name.
- **If you wish to also be considered under Growing Greener in the event you do not receive a grant under this program, select yes to the question “Are you interested in applying for multiple funding sources for this project.”** You will be provided the opportunity to apply for a Growing Greener grant at the end of this program’s application process. (See additional instructions at the end of this document.) **You must wait until the Growing Greener program is open (May 14, 2018) in order to apply under both program.**
- Be sure to enter the number of sites if there is more than one project site.

The screenshot shows a web browser window with the URL <http://esaw.dev.dced.pa.gov/esaw/ProjectOverview.aspx>. The page title is "Single Application for Assis...". The navigation menu includes Home, Help, Save, Print, Contact Us, and Logout. The main menu includes Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The page content shows the "Project Overview" section with the following fields:

- Project Name: Instruction County Conservation District Watershed Specialistist
- Agency: Pennsylvania Department of Environmental Protection
- Applicant: Conservation District Watershed Specialist Grant
- Web Application #: 8126559

The "Project Overview" section contains the following questions and options:

- Is this project related to another previously submitted project?
 No
- If yes, indicate previous project name:
- Have you contacted anyone at DEP about your project?
 No
- If yes, indicate who:
- Is your community certified through Sustainable Pennsylvania?
 No
- If yes, what level:
 Bronze Silver Gold Platinum
- Are you interested in applying for multiple funding sources for this project?
 No
- How many Sites in the project?

A red arrow points to the "Continue" button at the bottom of the form.

Click "Continue"

8. 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. (See program guidance document for list of municipality locations eligible under this program.)
- PA House, PA Senate and US House – These fields will be auto-populate based on the information entered above.
- Designated Areas – Leave blank.

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Conservation District Watershed Specialist Grant

Web Application #: 8126559

Project Site Location(s)

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

Site 1

Address:

City:

State: PA

Zip Code:

County: -- Select County -- ▾

Municipality: -- Select Municipality -- ▾

PA House: ♦

PA Senate: ♦

US House: ♦

Designated Areas:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> Uses PA Port

[Continue](#)

Click "Continue"

9. Project Narrative

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

The screenshot shows a web browser window with the URL <http://esaw.dev.dcd.pa.gov/esaw/Narrative.aspx>. The page has a blue header with a logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below the header is a red navigation bar with links: Program, Applicant, Company, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection
Applicant: [Redacted] **Web Application #:** 8136958
Company: [Redacted]
Program: Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor (WQIP)

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. 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.

Departmental Objectives

Please explain how the proposed project supports current DEP objectives as stated within the Growing Greener program guidance and the current revision of the PA Nonpoint Source Management Plan. Directly reference the Growing Greener guidance and/or PA Nonpoint Source Management Plan in your response. (500 words or less) <http://www.dep.pa.gov/business/water/planningconservation/nonpointsource/Pages/default.aspx>
Character Count: 0/3000 characters

Plan Implementation

Please explain how the proposed project supports the implementation and completion of a Watershed Based Plan (WBP), Watershed Implementation Plan (WIP), or other formal watershed focused plan pertaining to the implementation of BMPs drafted for the express purpose of water quality improvements. Where possible, directly reference projects by number as listed in the referenced plan. (500 words or less)
Character Count: 0/3000 characters

Synergism, Partnering and Funding Amplification

Please explain how the proposed project supports other work in the watershed that has already been completed by the applicant or others working on watershed restoration in this watershed. To the extent that it is known, please list other projects, currently underway or completed, regardless of funding source, that were implemented in this watershed for the purpose of effecting water quality improvement. (1,000 words or less)
Character Count: 0/6000 characters

The screenshot also shows a Windows taskbar at the bottom with various application icons and a system tray showing the time as 8:50 AM on 5/2/2018. The page is overlaid with a diagonal 'TESTING' watermark.

Click "Continue"

10. 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 in the appropriate categories.

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Company:
Program: Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor (WQIP)

Web Application #: 8136958

Program Budget

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

Spreadsheet | Basis of Cost

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	Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor (WQIP)	Total
Please Select a Category Add Category		
Water Quality Improvement Projects Along the MEII - Collapse	\$0.00	
Salaries/Benefits Remove	\$0.00	\$0.00
Travel Remove	\$0.00	\$0.00
Equipment and Supplies Remove	\$0.00	\$0.00
Administration (grant max 5%) Remove	\$0.00	\$0.00
Contractual Remove	\$0.00	\$0.00
Construction Remove	\$0.00	\$0.00
Other Remove	\$0.00	\$0.00
Total	\$0.00	\$0.00
	Budget Total:	\$0.00

[Continue](#)

Click "Continue"

Basis of Cost Tab

- This tab does not need to be completed and is prepopulated for you.

The screenshot shows a web browser window with the URL <http://esaw.dev.dced.pa.gov/esaw/BudgetJustification.aspx>. The page has a blue header with navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below the header is a menu with tabs: Program, Applicant, Company, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8136958
Company:
Program: Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor (WQIP)

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: 40/2000

This area does not need to be completed.

[Continue](#)

A red arrow points to the "Continue" link at the bottom of the page.

Click "Continue"

11. Program Addenda

- Complete all fields and upload all required documents on this tab.

The screenshot shows a web browser window with the URL <http://esaw.dev.dced.pa.gov/esaw/Addenda.aspx>. The page has a blue header with navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below the header is a red navigation bar with links: Program, Applicant, Company, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8136958
Company:
Program: Water Quality Improvement Projects Along the Mariner East 2 Pipeline Corridor (WQIP)

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](#).

Is the proposed project located in the Chesapeake Bay?

If yes, what percentage of the project is in the Bay?

Upload the application document, including the detailed project description. [Download Application.docx](#)

Upload Files
Click "Browse" to select a file. Each file can be no larger than 30MB.

File 1

Upload your Task and Deliverable Budget Worksheet. [Download Task and Deliverable Budget Worksheet.doc](#)

Upload Files
Click "Browse" to select a file. Each file can be no larger than 30MB.

File 1

Upload your Site Map.

The screenshot also shows a Windows taskbar at the bottom with various application icons and a system tray on the right displaying the time as 8:46 AM on 5/2/2018. A blue arrow points from the text below to the second 'Browse...' button.

You may download required documents from within the application itself or visit <http://www.dep.pa.gov/Citizens/GrantsLoansRebates/Pages/Water-Quality-Projects-Along-ME2-Pipeline.aspx> to obtain a copy of the complete grant guidance document, including all required documentation.

The screenshot shows a web browser window with the URL <http://esew.dev.dced.pa.gov/esaw/Addenda.aspx>. The page contains five distinct upload sections, each with the following structure:

- Section 1:** "Upload Files" with instructions "Click 'Browse' to select a file. Each file can be no larger than 30MB." and a "File 1" input field with a "Browse..." button.
- Section 2:** "Upload your Site Map." followed by a red diamond icon. Below it is an "Upload Files" section with the same instructions and a "File 1" input field with a "Browse..." button.
- Section 3:** "Upload your Location Map." followed by a red diamond icon. Below it is an "Upload Files" section with the same instructions and a "File 1" input field with a "Browse..." button.
- Section 4:** "Upload the 303(d) list, if applicable." followed by an "Upload Files" section with the same instructions and a "File 1" input field with a "Browse..." button.
- Section 5:** "Upload any other maps or photos that relate to your application." followed by an "Upload Files" section with the same instructions and a "File 1" input field with a "Browse..." button.

An orange callout box with a black border is positioned over the "Upload your Location Map." section. It contains the text: "Responses to questions/upload areas with a red diamond are required." A red arrow points from the left side of this box to the red diamond icon next to the "Upload your Location Map." label.

The Windows taskbar at the bottom shows the Start button, task view, and several application icons including Word, Outlook, and Chrome. The system tray on the right indicates the time is 8:46 AM on 5/2/2018.

12. Certification and Submission

- 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.

The screenshot displays a web application interface. At the top, there is a blue navigation bar with a logo on the left and links for Home, Help, Save, Print, Contact Us, and Logout on the right. Below this is an orange navigation bar with links for Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. A grey header area contains the following information: Agency: Pennsylvania Department of Environmental Protection; Applicant: Lebanon County; Program: 901 Municipal Waste Planning Grant; and Web Application #: 8116130.

The main content area is titled "Application Certification" in orange. Below the title, a message states: "The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:". A red arrow points from a blue call-to-action button to the "Project Narrative" section heading. The button contains the text "Click here to make the necessary changes".

The incomplete sections listed are:

- Applicant**
 - Ceo is required.
 - Ceo Title is required.
 - Enterprise Type is required.
- Project Narrative**
 - Planning is required.
 - Project Summary and Justification is required.
 - Project Schedule is required.
- Program Budget**
 - Funding Source "901 Municipal Waste Planning Grant (0)" must have a Grand Total greater than zero.
 - Funding Source "Applicant Match (Local)" must have a Grand Total greater than zero.
- Basis of Cost**
 - Cost Basis is required.
 - Budget Narrative is required.
- Program Addenda**
 - County Personnel is required.
 - Benefits is required.
 - Supplies is required.
 - Travel is required.
 - Consultants & Subcontracts is required.
 - In Kind Services is required.
 - Nature of In Kind Services is required.
 - Volunteer Hours and Tasks is required.
 - Supporting documents has not been uploaded.

At the bottom of the page, a note reads: "Your application is automatically saved as you work. Feel free to exit this application and return at a later time."

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”.

13. Application Receipt Verification

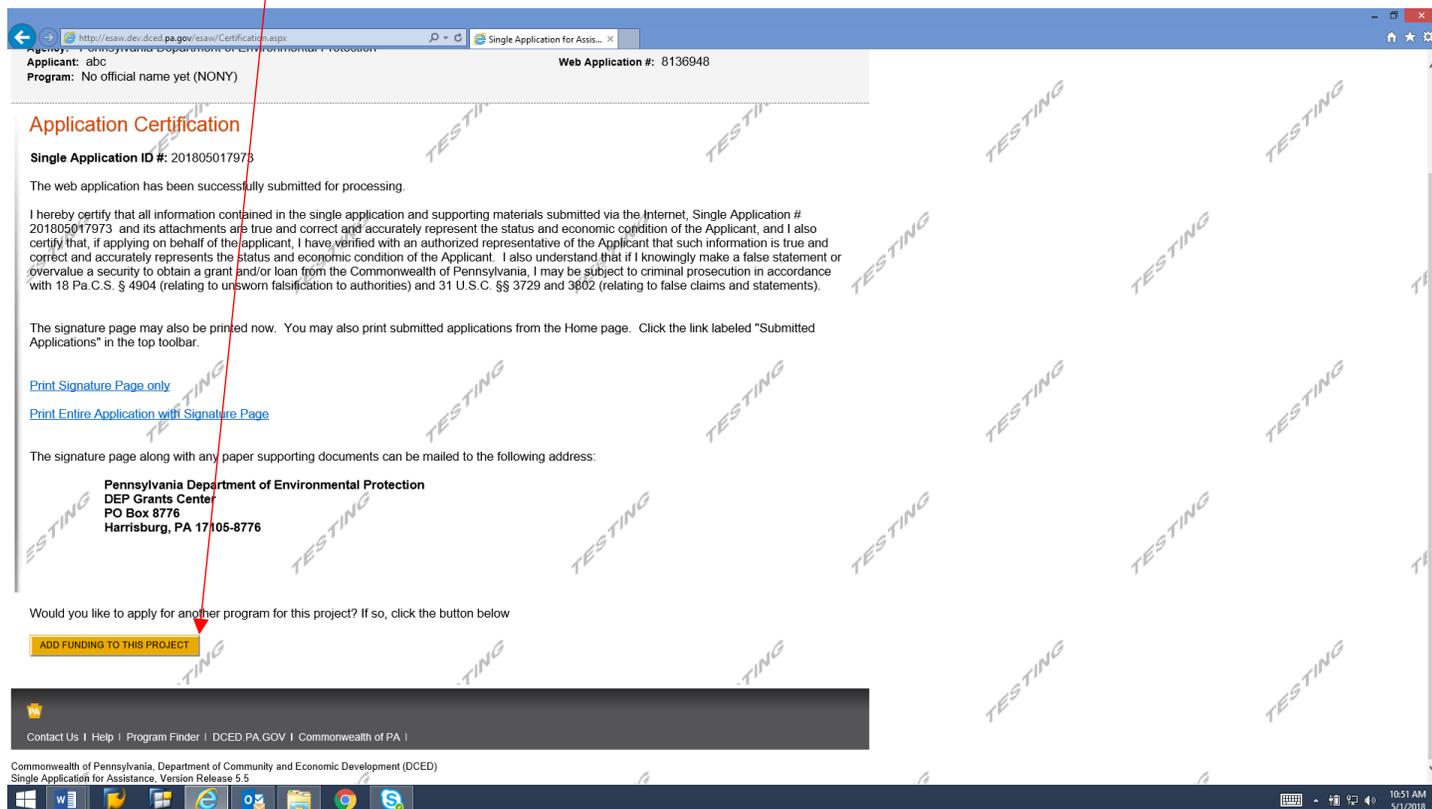
- If you want a copy of your application, click the “Print Entire Applications with Signature Page” link. You will always be able to access your application with the user name and password you created at the beginning of the application.
- Make sure to note the Single Application ID#. All future correspondence 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.

The screenshot shows the DEP Grants Center website interface. At the top, there is a blue navigation bar with links for Home, Help, Print, Contact Us, and Logout. Below this is an orange bar with links for Program, Addenda, and Certification. The main content area displays application details: Agency: Pennsylvania Department of Environmental Protection, Applicant: Lebanon County, Program: 901 Municipal Waste Planning Grant, and Web Application #: 8116130. A red arrow points to the "Application Certification" section, which includes the Single Application ID #: 201712074962 and a confirmation message: "The web application has been successfully submitted for processing." Below this is a certification statement and a signature page link. A black callout box on the right side of the screenshot contains the text: "You do not need to mail any documentation to DEP. All information needed is contained in your on-line submission." The bottom of the page shows the mailing address for the DEP Grants Center in Harrisburg, PA.

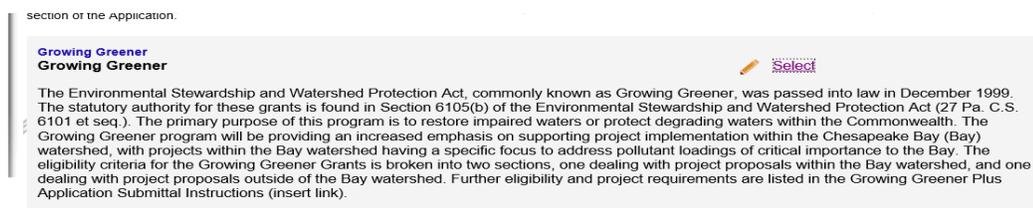
- **Congratulations!** You have completed the on-line application.

If you have selected to also apply for Growing Greener funding for the same project in the event you are not funded under this program, you would have selected yes to the question “Are you interested in applying for multiple funding sources for this project” on the Project Overview tab.

Once you have submitted your original application under this program, you can click on the “Add Funding to this Project” button at the bottom of the certification page.



Search for and select “apply” for the Growing Greener application. If you wish to apply for both programs and wish to use this feature, you must wait to apply until both programs are open. Growing Greener Plus will be open May 14, 2018.



Multiple tabs will prepopulate using the information contained in your original application. You will need to complete a new budget tab and addenda tab. **Please note that the Growing Greener application requires a 15% minimum match.** You will need to enter that amount in the budget tab.

Agency: Pennsylvania Department of Environmental Protection
 Applicant: abc
 Company: abc
 Program: Growing Greener Plus - Growing Green - Growing Greener
 Web Application #: 8136949

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		\$0.00	\$0.00	
Salaries/Benefits Remove		\$0.00	\$0.00	\$0.00
Travel Remove		\$0.00	\$0.00	\$0.00
Equipment and Supplies Remove		\$0.00	\$0.00	\$0.00
Administration (grant max 5%) Remove		\$0.00	\$0.00	\$0.00
Contractual Remove		\$0.00	\$0.00	\$0.00
Construction Remove		\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	
			Budget Total:	\$0.00

[Continue](#)