INSTRUCTIONS FOR THE ELECTRONIC SINGLE ON-LINE APPLICATION

The County Recycling Coordinator Program Grant Application must be submitted through the Electronic Single Application (ESA) website.

<u>Paper and faxed copies will not be accepted</u>. 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

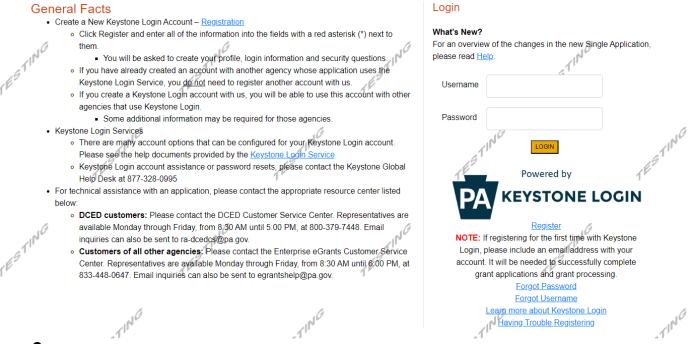
User Tips:

- Electronic Single Application (ESA) 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 red diamond "◆" 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.
- If you have questions completing the application, please call the Enterprise eGrants Customer Service Center at 1-833-448-0647 or by email at egrantshelp@pa.gov. They are open 8:30 am 6:00 pm EST Monday thru Friday.

1. Registration and Login:

Go to the ESA login page https://www.esa.dced.state.pa.us/Login.aspx

- If you have previously submitted a 903 Grant, please enter the Username and Password you were given. Do not register for a second time.
- If you have registered with another agency through the Keystone Login Account, you do not need to register again.



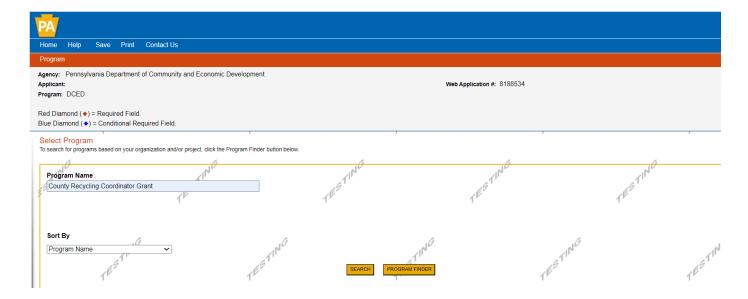
2. Begin a New Application:

- a. **Project Name** Enter County Recycling Coordinator Grant
- b. Do you need help selecting your program? Select "No" in the dropdown box.
- c. Click on "CREATE A NEW APPLICATION."



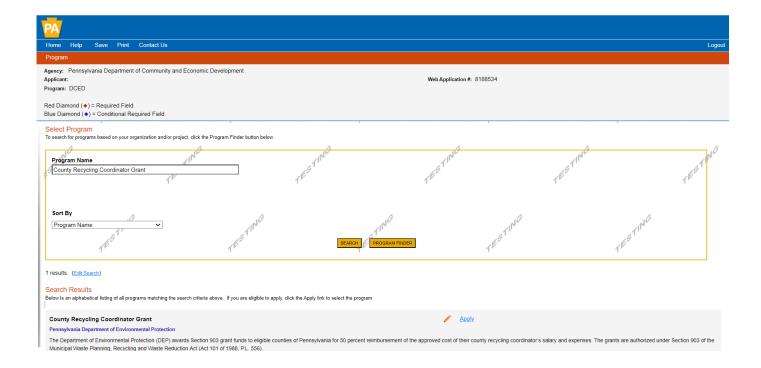
3. Select Program:

- a. Program Name County Recycling Coordinator Grant
- b. Scroll down and click on "SEARCH"



4. Apply:

- a. Locate "County Recycling Coordinator Grant."
- b. Click on "Apply."



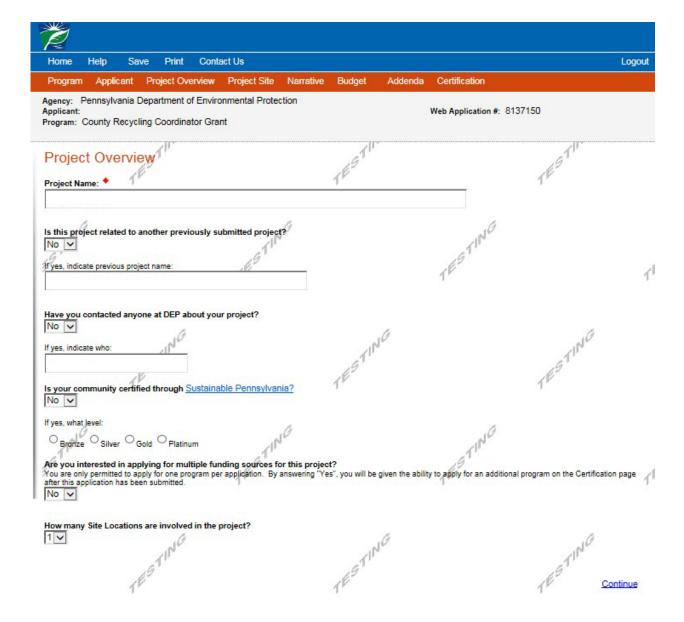
5. Applicant Information (shown on next page):

- a. The Applicant Information section requires data related to the County for which the application is being submitted. Instructions are as follows:
 - Applicant Entity Type Select "Government."
 - Applicant Name This MUST BE ENTERED as a COUNTY NAME only! The 903 Grant Program ONLY ACCEPTS applications from a County. Enter as, for example, "Dauphin County" (substitute the county name for which the application is submitted).
 - <u>NAICS Code</u> From the dropdown box, select "Executive, Legislative & Other General Government Support." The NAICS code will auto-populate the fields.
 - <u>FEIN/SSN Number</u> Enter the Federal Tax ID number for the County's legal name (no dashes). Be sure this is the COUNTY Federal Tax ID!
 - <u>UEI Number</u> Unique Entity ID. Enter the applying organization's unique, 12-character alphanumeric identifier assigned to all entities that conduct business with the federal government.
 - <u>Top Official/Signing Authority</u>— In this block, enter the organization's authorized representative (Official Applicant who signed the Application for Reimbursement for a County Recycling Coordinator (Section A F Form) Affidavit (Section F).
 - <u>Top Official/Signing Authority Title</u> Enter the title of the authorized representative (Official Applicant in Section F above).
 - **SAP Vendor**# Leave blank.
 - Contact Name Enter the primary contact's name (current CRC).
 - <u>Contact Title</u> Enter the primary contact's title (current CRC).
 - Phone and Fax Enter the workplace phone and fax numbers for the primary contact (current CRC).
 - **E-mail** Enter the e-mail for the primary contact (current CRC).
 - Mailing address, City, State, and Zip Code Enter the workplace information for the primary contact (current CRC).
 - **Enterprise Type** Select "Government."
- b. Click on "Continue" at the bottom right of the page.

Applicant Information To copy your Registration information into the application, click the "Use Account Information" button below. Applicant Entity Type: Limited Liability Partnership O Partnership Government O Non-Profit Corporation O Sole Proprietorship O Limited Liability Company O S Corporation C Corporation Applicant Name NAICS Code FEIN/SSN Number *Please enter FEIN as 9 digits, no dash. UEI Number Top Official/Signing Authority: SAP Vendor #: (XXXXXX OF XXXXXX-XXX) Contact Name: Contact Title: Phone (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. • Authority Business Financial Services Call Center Commercial Child Care Center Community Dev. Provider Defense Related Economic Dev. Provider ☐ Educational Facility Govern Mining Other Professional Services Recycling Regional & National Headquarter Research & Deve Retail Continue

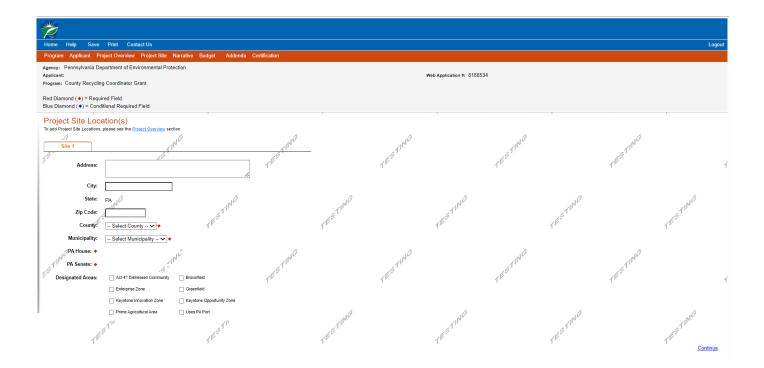
6. Project Overview:

- a. 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.
- b. The remaining information in the Project Overview section doesn't need entered.
- c. Click on "Continue."



7. Project Site:

- a. <u>Address</u> Enter the county's mailing address (street address). **P.O. Boxes are not accepted** for entry here.
- b. <u>City, State, and Zip Code</u> Enter this information in the boxes provided.
- c. County Select "County" from the dropdown box.
- d. <u>Municipality</u> Select "Countywide Project" from the dropdown box.
- e. PA House, PA Senate, and US House fields will disappear based on the selection of "Countywide Project" in the Municipality dropdown box.
- f. Designated Areas Leave blank.
- g. Click on "Continue."



8. Project Narrative:

- a. This section does not need to be completed.
- b. Click on "Continue."

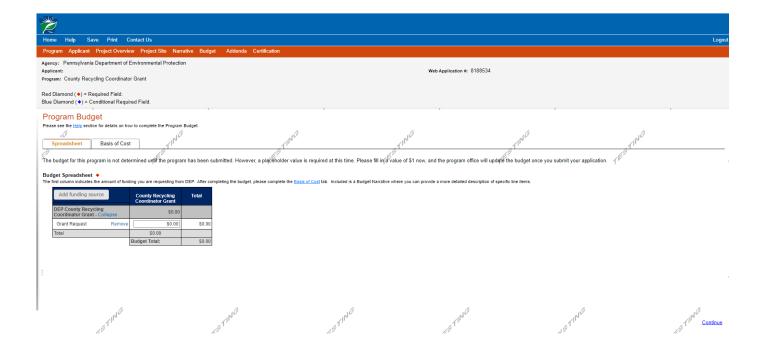


9. Program Budget – Spreadsheet Tab:

- a. Click on the Spreadsheet tab.
- b. <u>In the first column of the Grant Request section, enter \$1.00</u> as the amount of funding you are requesting from DEP.

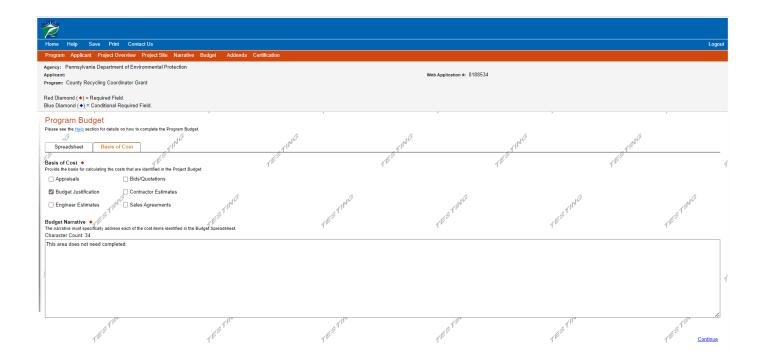
NOTE: The total amount of reimbursement will not be known until the application is processed. This entry will not have any effect on your final reimbursement amount.

c. Click on "Continue."



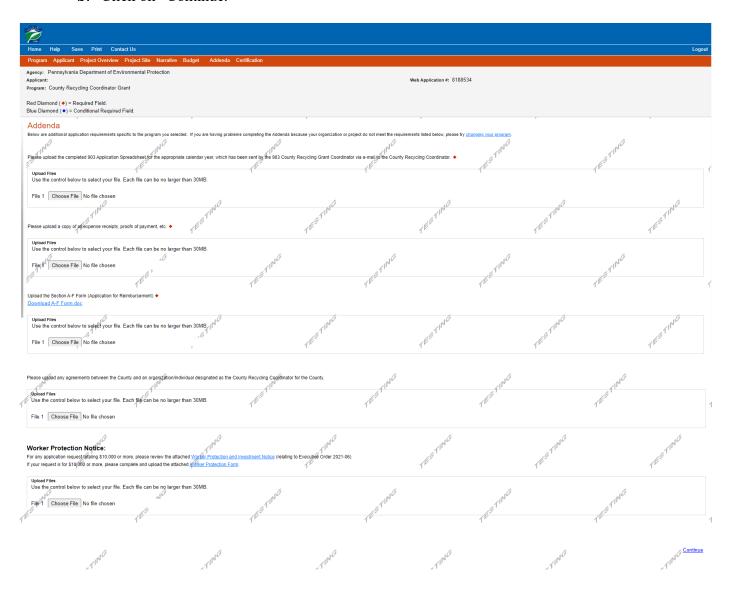
11. Basis of Cost Tab:

- a. The Basis of Cost tab will pre-populate. Nothing in this section needs entered.
- b. Click on "Continue."



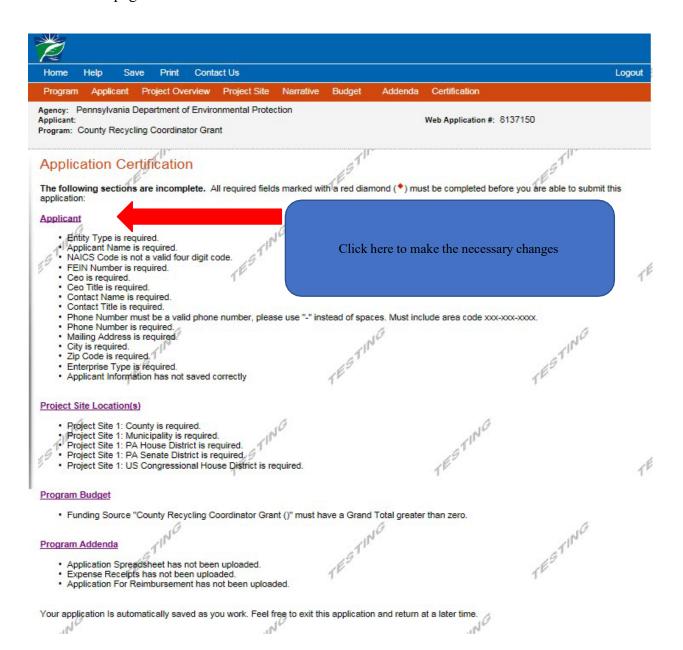
12. Program Addenda

- a. <u>Upload all required documentation</u>, (see the 903 County Recycling Coordinator Program Grant for more detailed information) to include:
 - o 903 Application Spreadsheet.
 - o All expenses, such as invoices, receipts, proofs of payment, etc. If there are none for this application, please download a page saying, "no requests."
 - O Section A-F Form, pages 1-3 (Application for Reimbursement for a County Recycling Coordinator).
 - o Agreement between the County and the Contractor (organization / person) designated as the CRC, if applicable.
 - o Worker Protection Form if grant request is totaling more than \$10,000.00.
- b. Click on "Continue."



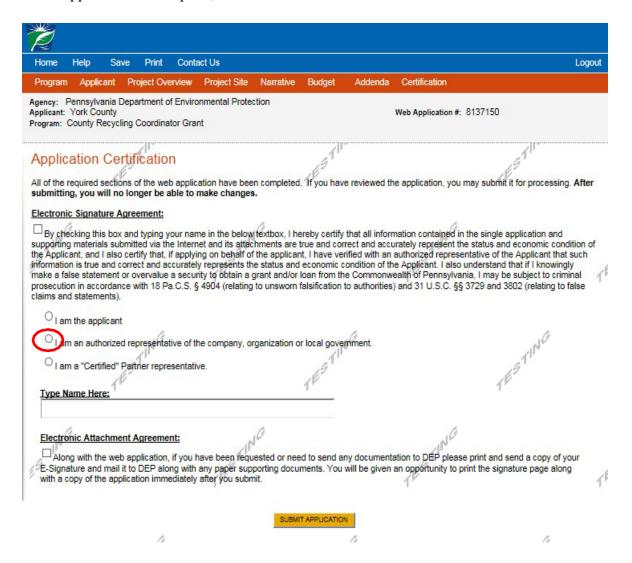
13. Application Certification – Completion:

- a. If there is any missing information in your application, the screen will look similar to the following example.
- b. 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 submission of this application".
- c. To add/correct the information on the application, click on the orange section heading to return to the page.



14. Application Certification – Submission:

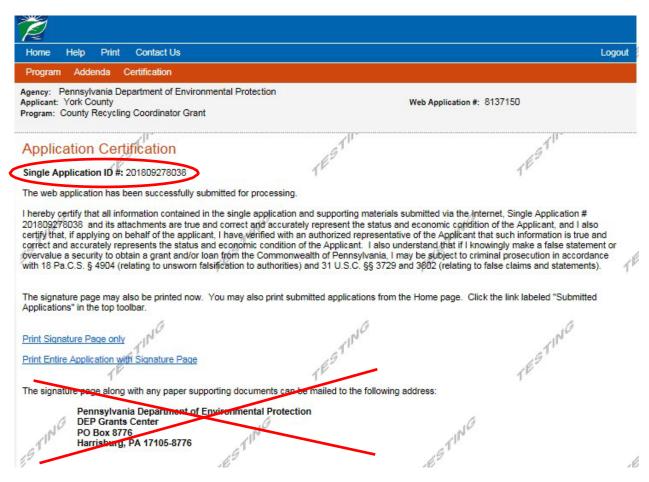
a. If application is complete, the screen will look like this:



- b. Complete the following fields under the Electronic Signature Agreement (see above):
 - <u>Indicate certification of application information</u> by checking the related checkbox.
 - <u>Indicate identity</u> by clicking on "I am an authorized representative of the company, organization, or local government."
 - <u>Type YOUR name in the "Type Name Here" block</u>. This will serve as your official e-signature and authorizes your application.
 - Check the "Electronic Attachment Agreement" box.
 - Click on "Submit Application".

15. Application Receipt Verification:

- a. If you want a copy of your application, click the "Print Entire Application 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.
- b. Make sure to note the <u>Single Application ID#</u>. All future correspondence from the Department will reference this number.
- c. Please do not send the signature page and/or any further documentation to the Grants Center. All the information needed is contained in the on-line submission.



d. **Congratulations!** The on-line application is completed. Notification of application status will be sent.