


## INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Household Hazardous Waste Program Reimbursement Grant 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

- 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 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.

**IMPORTANT INFORMATION:** When you are ready to submit your application for reimbursement of approved events, please e-mail [RA-GrantsCenter@pa.gov](mailto:RA-GrantsCenter@pa.gov) to activate your security code and include the user name of the person submitting the application. This code would have been provided in your approval letter and will be needed to submit your reimbursement request. (For information on obtaining an account and user name, see below steps.)

## 1. Registration and Login

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

The screenshot shows the top navigation bar with the PA logo and links for Help and Contact Us. The main content area is divided into two columns. The left column contains sections for Walkthroughs, New Features, and registration options. The right column contains a Login section with input fields for User Name and Password, and a LOGIN button. A red arrow points from a 'Click to Register' box to the REGISTER button. Below the REGISTER button is a 'FORGOT PASSWORD' button.

**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.
- Choose appropriate entity type
- 3. Click the orange SUBMIT button** – when you have completed all the fields. You should be at the Login screen and proceed to enter User Name and Password. Click Login button.


Help   Contact Us

**Walkthroughs**

[Application Walkthrough](#) (For most of the program applications)

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REGISTER

(First Time User? Click the button above)

FORGOT PASSWORD

(Forgot Your Password? Click the button above)

**Login**

**What's New?**  
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User Name

Password

LOGIN

[Commonwealth of PA Privacy Statement](#)

## 2. Begin a New Application

- Project Name – Choose and enter a name for your project.
- Do you need help selecting your program – Select “Yes”
- Click on “CREATE A NEW APPLICATION”

**PA**

Home Help Contact Us Logout

Submitted Applications User Settings

### 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?

**CREATE A NEW APPLICATION**

### 3. Select Program

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

**PA**

Home Help Save Print Contact Us Logout

Program

Agency: Pennsylvania Department of Community and Economic Development  
Applicant: Web Application #: 8116127  
Program: DCED

### 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 Responers 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**

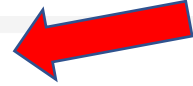
## 4. Apply

- Scroll down through the various grant offerings, locate “Household Hazardous Waste Program Reimbursement” and click on the “apply link” for the specific project type that you would like to apply for.


### Household Hazardous Waste Program Reimbursement Grant Pennsylvania Department of Environmental Protection

Under the PA Household and Small Business Pollution Prevention Act, the Department of Environmental Protection offers 50 percent reimbursement collection program grants to municipalities and non-profits.

 [Apply](#)



**In order to apply, you need to receive an individualized pre-approval code from the HHW Program. After entering approval code, click on the continue button**



Home Help Save Print Contact Us Logout

Program Requirements

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #: 8178109  
Program: Household Hazardous Waste Program Reimbursement Grant

**REVIEW INFORMATION BELOW**

- BEFORE YOU CAN APPLY FOR HOUSEHOLD HAZARDOUS WASTE PROGRAM REIMBURSEMENT GRANT, YOU MUST COMPLETE THE PRE-APPLICATION REQUIREMENTS SECTION BELOW.

### Program Requirements

Have you submitted and received approval from DEP for the events related to this reimbursement submission \*

**1. Approval Code**  
Please enter the code you were assigned on your approval for reimbursement.

[Continue](#)

## 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 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:

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:

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



## 5. Applicant Information

- The Applicant Information section requires data related to the entity for which the application is being submitted.
- Applicant Entity Type – **Select Appropriate Entity Type of your Organization.**
- Applicant Name – Enter the legal Entity name.
- NAICS Code - From the dropdown box, **select the appropriate option.** The NAICS code will auto-populate for you.
- FEIN/SSN Number - Enter the Federal Tax ID number for the legal County name (no dashes).
- DUNS Number – Leave blank.
- CEO – In this block, enter the authorized representative of the organization.
- CEO Title – Enter the title of the authorized representative.
- SAP Vendor# - Leave blank.
- Contact Name – Enter the primary contact name for this project.
- Contact Title – Enter the primary contact title for this project.
- Phone and Fax – Enter the phone and fax numbers for the primary contact title for this project.
- E-mail – Enter the e-mail for the primary contact title for this project.
- Mailing address, City, State and Zip Code – Enter this information for the primary contact for this project.
- Enterprise Type – Select Appropriate type for the organization.
- Click on “Continue” at the bottom right.

## 6. Project Overview

- Project Name – The project name will auto-populate.
- Is this project related to another previously submitted project – Select “Yes” if appropriate.
- Have you contacted anyone at DEP about your project – If so, please indicate “yes” and indicate who you spoke to.
- Site Locations – Enter as many sites that are applicable for your project.

The rest of the information in the Project Overview section is not required and does not need to be filled out.

The screenshot shows a web application interface for the Project Overview section. At the top, there is a navigation bar with links: Home, Help, Save, Print, Contact Us, and Logout. Below this is a secondary navigation bar with links: Program, Requirements, Applicant, Project Overview (highlighted), Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Jen's Company  
Program: Household Hazardous Waste Program Reimbursement Grant  
Web Application #: 8178109

### 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?](#)**

If yes, what level:  
 Bronze  Silver  Gold  Platinum

**Are you interested in applying for multiple funding sources for this project?**  
You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

**How many Site Locations are involved in the project?**

[Continue](#)

Click on “Continue”

## 7. Project Site

- 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.

**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

Click on "Continue"



## 8. Project Narrative

- Complete the project narrative section.

**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.

**List the location and date of all events: ♦**  
**Please enter the locations and dates of all events covered under this reimbursement request in this text box**

Character Count: 0/3000 characters. Minimum requirement of 10 characters. **UNMET**

[Continue](#)

Click on “Continue”

## 9. Program Budget

### Spreadsheet Tab

- Click on the Spreadsheet tab.
- In the first column, enter the amount of funding you are requesting from DEP.

The screenshot shows a web application interface for the Program Budget. At the top, there is a navigation bar with links: Home, Help, Save, Print, Contact Us, and Logout. Below this is a secondary navigation bar with tabs: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Jen's Company  
Program: Household Hazardous Waste Program Reimbursement Grant  
Web Application #: 8178109

### Program Budget

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

There are two tabs: **Spreadsheet** (selected) and Basis of Cost.

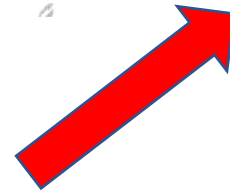
Please add the total cost of your event(s) in this spreadsheet.

**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	Hazardous Waste Program Reimbursement Grant	
DEP Household Hazardous Waste Program Reimbursement Grant - <a href="#">Collapse</a>	\$0.00	
Total Event(s) Cost <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	
	<b>Budget Total:</b>	\$0.00

[Continue](#)

Click on "Continue"



## Basis of Cost Tab

- The Basis of Cost tab will pre-populate. Nothing in this section needs to be filled out.

The screenshot shows a web application interface for a project budget. At the top, there is a blue header with a logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below this is an orange navigation bar with tabs: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays application details: Agency: Pennsylvania Department of Environmental Protection, Applicant: Jen's Company, Program: Household Hazardous Waste Program Reimbursement Grant, and Web Application #: 8178109. The 'Program Budget' section is active, with a 'Basis of Cost' tab selected. Under 'Basis of Cost', there are five checkboxes: Appraisals, Budget Justification (checked), Engineer Estimates, Bids/Quotations, Contractor Estimates, and Sales Agreements. Below this is the 'Budget Narrative' section, which contains a text area with the instruction: 'This area does not need to be completed. Any additional budgetary information should be uploaded to the addenda tab of this application, as required.' A red arrow points to the 'Continue' button at the bottom right of the page.

Click on “Continue”

## **10. Program Addenda**

- **“Period of Events”** – The exact date(s) of the program event(s), using numerical values only in the following format: xx/xx/xxxx
- **“Travel Expense Certification”** – Select **“Yes”** or **“N/A”** based on the applicant’s travel expense guidelines.
- **“Upload Application for Reimbursement Form”** – Complete and upload full reimbursement form found at link provided. Both Word and PDF formats are available for download.
- **“Upload Reimbursement Calculator”** – Complete and upload the Excel spreadsheet provided. Although this information is already included on pages 3-4 of the full reimbursement form, submitting it here, in a separate excel spreadsheet, allows the Department to file and reference more easily.
- **“Upload a Record of Operations”** – Multiple files may be uploaded to accommodate applicants with multiple events scheduled. If applicant has multiple events, please upload a Record of Operations for each individual event.

## 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](#).

### Period of Events covered under this application

From

To

### Travel Expense Certification

I certify that the applying organization does not have regulations, ordinances, or guidelines regarding travel expenses for its employees, officials, contractors or volunteers.

Does this application contain equipment or building costs? ♦

Upload Application for Reimbursement Form: <http://www.depgreenport.state.pa.us/eLibrary/GetFolder?FolderID=3439> ♦

#### Upload Files

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

File 1

### Upload Reimbursement Calculator ♦

[Download HHW New Program Worksheet.xlsx](#)

#### Upload Files

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

File 1

Upload a Record of Operation Report for each event: <http://www.depgreenport.state.pa.us/eLibrary/GetFolder?FolderID=3440> ♦

#### Upload Files

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

File 1

Upload any receipts or supporting documentation

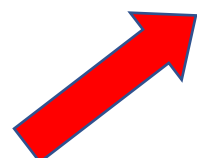
#### Upload Files

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

File 1

[Continue](#)





## 11. 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.

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Jen's Company  
Program: Household Hazardous Waste Program Reimbursement Grant

Web Application #: 8178109

### 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

- FEIN Number is required.

#### Program Budget

- Funding Source "Household Hazardous Waste Program Reimbursement Grant ()" must have a Grand Total greater than zero.

#### Program Addenda

- Equipment or Build Cost is required.
- Reimbursement Form has not been uploaded.
- Reimbursement Calculator has not been uploaded.
- Operations Report has not been uploaded.

Your application is automatically saved as you work. Feel free to exit this application and return at a later time.

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”.

## 12. 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 a web application receipt page. 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 is white and contains the following information:

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

### 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 address:

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

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