PA Grid Resilience Grant Program – Concept Paper
Instructions for the On-line Application

The PA Grid Resilience Grant (PA GRG) Program – Concept Paper application must be submitted online through the Electronic Single Application (ESA) website. **Paper and faxed copies will not be accepted**. This change allows DEP to expedite the review process. The link to the ESA website is: https://www.esa.dced.state.pa.us/Login.aspx

### No documentation should be mailed to DEP.

User Tips

- Electronic Single Application works best when accessed through Microsoft Edge or Google Chrome
- If you allow your screen to sit idle for 30 minutes or more, 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 the affected section to complete the field.
- Do not use special characters such as \,/,*,&,%,#, etc.
- If you have questions completing the application, please contact Enterprise eGrants Customer Service Center at 1-833-448-0647 or email at egrantshelp@pa.gov. Operating hours are Monday through Friday from 8:30 am to 6:00 pm EST.

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Reminder: If you have questions completing the application, please contact Enterprise eGrants Customer Service Center at 1-833-448-0647 or email at egrantshelp@pa.gov. Operating hours are Monday through Friday from 8:30 am to 6:00 pm EST.

1. Registration and Login
- **Write down and save** the <u>Username</u> and <u>Password</u> you have chosen. You will need this for later your grant documents.

General Facts
- Create a New Keystone Login Account – Registration
  - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
    - You will be asked to create your profile, login information and security questions.
  - If you have already created an account with another agency whose application uses the Keystone Login Service, you <u>do not</u> need to register another account with us.
  - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
    - Some additional information may be required for those agencies.
- Keystone Login Services
  - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the Keystone Login Service
  - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- For technical assistance with an application, please contact the appropriate resource center listed below:
  - **DCED customers:** Please contact the DCED Customer Service Center. Representatives are available Monday through Friday, from 8:30 AM until 5:00 PM, at 800-379-7448. Email inquiries can also be sent to ra-dcedcs@pa.gov.
  - **Customers of all other agencies:** Please contact the Enterprise eGrants Customer Service Center. Representatives are available Monday through Friday, from 8:30 AM until 6:00 PM, at 833-448-0647. Email inquiries can also be sent to egrantshelp@pa.gov.

Login

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

Username [   ]

Password [   ]

LOGIN

Powered by

PA KEYSTONE LOGIN

Register

NOTE: If registering for the first time with Keystone Login, please include an email address with your account. It will be needed to successfully complete grant applications and grant processing.

Forgot Password
Forgot Username
Learn more about Keystone Login
Having Trouble Registering

2. Begin a New Application
- Project Name – Choose and enter a name for your project.
- 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

[   ]

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."

-- Select 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

Select Program
- Under Program Name, enter "PA Grid" to search for program.
- Sort By "Program Name" and click "Search"

Select Program

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

Program Name

PA Grid

Sort By

Program Name ▾

SEARCH   PROGRAM FINDER

3. **Apply**

- Scroll down to the Search Results and click on "Apply."

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.

PA Grid Resilience Grants (PA GRG) Program – Concept Paper   Apply
Pennsylvania Department of Environmental Protection

This program is not currently accepting applications.
The Pennsylvania Department of Environmental Protection (DEP) is offering competitive grant funding to provide financial assistance to improve the all-hazards resilience of the electric grid and prevent disruptive events. The Pennsylvania Grid Resilience Grants (PA GRG or Program) Program is funded under Section 40101(d) Formula Grant Program of the Bipartisan Infrastructure Law (BIL).

Applicants must submit a Concept Paper to be eligible to submit a Full Application.

For further funding information and general eligibility (eligible applicants and eligible projects) requirements, refer to the Program Guidelines

4. **Applicant Information**

- The Applicant Information section requires data related to the Applicant 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, the name under which the entity legally conducts business.
- NAICS Code – Enter "**2211 – Utilities, Electric Power Generation, Transmission and Distribution**".
- FEIN/SSN Number - Enter the Federal Tax ID number (no dashes).
- UEI Number – Unique Entity Identifier. Enter the applying organization's unique, 12-character alphanumeric identifier which is assigned to all entities that conduct business with the federal government.
- Top Official/Signing Authority – Enter the name of the individual at the organization who has authority to enter into a grant agreement with DEP (e.g. name of the President, Chairperson, CEO, etc.).
- Title – Enter the title of the Top Official/Signing Authority.
- SAP Vendor# - Enter, if known.
- 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 title for this project.
- Enterprise Type – Select appropriate enterprise type.
- Click "Continue"

Applicant Information

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

USE ACCOUNT INFORMATION

Applicant Entity Type:
- ○ Limited Liability Partnership
- ○ Government
- ○ Sole Proprietorship
- ○ S Corporation
- ○ Partnership
- ○ Non-Profit Corporation
- ○ Limited Liability Company
- ○ C Corporation

Applicant Name:

NAICS Code

FEIN/SSN Number
*Please enter FEIN as 9 digits, no dash.

UEI Number:

Top Official/Signing Authority:

Title:

SAP Vendor #:
(xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: Ext.
(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State: PA

Zip Code:

Enterprise Type

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

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

5. **Project Overview**

- Project Name – The project name will auto-populate.
- Site Locations – Default setting at 1. Only needs filled in if more than one site location exists for this project.

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

Project Overview

Project Name: +
[   ]

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?

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.
[No ∨]

How many Site Locations are involved in the project?
[1 ∨]

_____   Continue

Click on "Continue"

6. **Project Site**

- Address – Enter the applicant's mailing address (street address). **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, 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:
City:
State: PA
Zip Code:
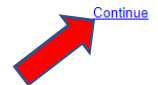County: -- Select County -- ◆
Municipality: -- Select Municipality -- ◆
PA House: ◆
PA Senate: ◆
Designated Areas:
☐ Act 47 Distressed Community   ☐ Brownfield
☐ Enterprise Zone   ☐ Greenfield
☐ Keystone Innovation Zone   ☐ Keystone Opportunity Zone
☐ Prime Agricultural Area   ☐ Uses PA Port

Continue

Click on "Continue"

7. **Project Narrative**

- This section is pre-populated and does not need to be completed.

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 Addenda section or the Program Guidelines.

Project Narrative ♦
This should be a short and concise description of your project.
Character Count: 40/3000 characters.

This area does not need to be completed.

]

Click on "Continue"

8. **Program Budget**

There are two tabs on this page which need to be completed, the <u>Spreadsheet</u> and <u>Basis of Cost</u>.

a. **Spreadsheet**
- Click on the Spreadsheet tab
- Enter amount requested for proposed project and any match amount in designated columns.

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	PA Grid Resilience Grants (PA GRG) Program – Concept Paper	Match Local	Total
Cost Category - Collapse	$0.00	$0.00	
Requested Amount Remove	$0.00	$0.00	$0.00
Total	$0.00	$0.00	
		Budget Total:	$0.00

Continue

Click on "Continue"

b. **Basis of Cost Tab**
- Click the Basis of Cost Tab
- This section is pre-populated and does not need to be completed.

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

This area does not need to be completed.

Continue

Click on "Continue"

9. **Program Addenda**
   - Links to download forms are available and upload completed forms where indicated for each section.

Addenda

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

For questions in regard to completing the below forms, refer to the Concept Paper Step-by-Step Guide for instructions.

1. Concept Paper Supplemental Form ◆
Upload a copy of the Concept Paper Supplemental Form.
Download PA GRG 2023 Supplemental Form.docx

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

File 1 Choose File   No file chosen

2. Detailed Concept Paper ◆
Upload a copy of the Detailed Concept Paper
Download PA GRG 2023 Concept Paper Form.docx

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

File 1 Choose File   No file chosen

3. Small Utility Verification
Applicants wishing to be classified as a Small Utility (Selling not more than 4,000,000 MWh of electricity per year) are required to attach EIA form 861 for their last reporting year. FORM EIA-861 ANNUAL ELECTRIC POWER INDUSTRY REPORT INSTRUCTIONS

Are you classified as a Small Utility? ◆
[▾]

If Yes, upload EIA form 861 for last reporting year.

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

File 1 Choose File   No file chosen

4. Additional Attachments (optional)
These optional attachments can include schematics, graphics, plans, etc.

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

File 1 Choose File   No file chosen

Continue

Click "Continue"

10. 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.

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.
- All conditional fields marked with a blue diamond (◆) may be required to 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.
- Top Official/Signing Authority is required.
- Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Enterprise Type is required.
- Applicant Information has not saved correctly

11. 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 username 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 online submission.

Application Certification

Single Application ID #: 202308295136

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 # 202308295136 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
P.O. 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 online application.