INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Growing Greener Plus Grant Application must be submitted through the Department of Community and Economic Development’s (DCED) Electronic Single Application website. **Paper and faxed copies will not be accepted.** This change allows DEP to expedite the review process. The link to the on-line application can be found at:

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

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

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

**No documentation needs to be mailed to DEP.**

**User Tips**

- The Electronic Single Application works best when accessed through Internet Explorer.
- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since your last save and will have to re-enter it. Save frequently.
- When completing the application, fields with a “*” are required fields. If a required field is skipped, you will be notified later in the application to return to that section to complete the field.
- Do not use special characters in the fields such as \, /, *, &,
- 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 application round opens April 22, 2022 at 8:00 a.m. Application deadline is on June 24, 2022 at 5:00 p.m. Early applications or those submitted after the deadline will not be accepted.
- **If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448 or by email at ra-dcedcs@pa.gov. They are open 8:30 am-5:00 pm EST Monday through Friday.**
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Reminder: If you have questions completing the electronic application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.
1. Registration and Login
   • If you are a first-time user, click the “REGISTER” button on the left.

General Facts
   • Create a New Keystone Login Account – Registration
     ◦ 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 do not 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.
     ◦ Account Migration - Migrate Account
       ▪ If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the Keystone Login Website
         ▪ If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
     ◦ 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

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

Login

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

Username
Password

Be sure to save the Username and Password you have chosen for future grant applications and other grant-related use.
2. **Begin a New Application**
   - Project Name – Enter a name for your project.
   - Do you need help selecting your program – Select “No”.
   - Click on “CREATE A NEW APPLICATION”.

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

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

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).
- DUNS Number – Enter the applying organization’s nine-digit number.
- UEI Number – Unique Entity ID. Enter the applying organization’s unique, 12-character alphanumeric identifier assigned to all entities that conduct business with the federal government.
- Top Official/ Signing Authority – Enter the name of the individual at your organization who has the authority to enter into a grant agreement with DEP (e.g. the name of President, Chairperson, CEO, etc., of the organization).
- Title – Enter that individual’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 (required field).
- Mailing address, City, State and Zip Code – Enter this information for the organization and primary contact for this project.
- Click “Continue” at the bottom right.
6. Company Tab

- If your application requires a sponsor, enter your organization’s information on this tab.

- If your application does not require a sponsor, click the “Copy from Applicant” button to copy your information over to this tab.

- For information on which applications require a sponsor, see the grant program guidance document.

- Business Specifics – Answer optional questions.

- Enterprise Type - Select most appropriate type for your application.
Company Information

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

Company Name:

Applicant Name:

Charitable Organization:
- Yes

NAICS Code:

FEIN:

DUNS Number:

UIN Number:

Top Official/Signing Authority:

Title:

SAP Vendor ID:

Contact Name:

Contact Title:

Phone:

Fax:

E-mail:

Mailing Address:

City:

State:

PA

Zip Code:

Business Specifics

Current # of Full-Time Employees:

Minority Owned:

Woman Owned:

Total Sales $:

Total Export Sales $:

R&D Investment:

Employee Training Investment:

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 & IT Services
- Defense Related
- Economic Dev. Provider
- Educational Facility
- Emergency Responder
- Environment and Conservation
- Exempt Facility
- Export Manufacturing
- Export Service
- Food Processing
- Exporting
- Food Processing
- Financial Services
- Healthcare
- Hospitality
- Industrial
- Manufacturing
- Government
- High Tech
- Professional Services
- Recycling
- Regional & National Headquarters
- Research & Development
- Retail
- Social Services Provider
- Tourism Promotion
- Warehouse & Terminals
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.
- Answer whether or not the project is related to a previously-submitted project and the project’s name.
- Enter the name of the person you spoke with at DEP regarding your application.
- If your community is certified through Sustainable Pennsylvania, enter what level.
- Answer whether or not you are interested in applying for more than one funding source.
- Be sure to enter the number of sites if there is more than one project site.
- 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.
- PA House, PA Senate and US House – These fields will be auto-populate based on the information entered above.
- Designated Areas – Leave blank.

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**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
  - Enterprise Zone
  - Keystone Innovation Zone
  - Prime Agricultural Area
  - Brownfield
  - Greenfield
  - Keystone Opportunity Zone
  - Uoss PA Port

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Click “Continue”
9. Project Narrative

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

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 and your match information in the appropriate categories.

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**Program Budget**

Please see the Help section for details on how to complete the Program Budget.

<table>
<thead>
<tr>
<th>Spreadsheet</th>
<th>Basis of Cost</th>
</tr>
</thead>
</table>

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.

In the Budget Spreadsheet, please use whole numbers only, such as $110,665.00.

**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.

<table>
<thead>
<tr>
<th>Add funding source</th>
<th>Add Category</th>
<th>Growing Greener Plus</th>
<th>Match Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td>Remove</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>Remove</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>Remove</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Administration (grant max 6%)</td>
<td>Remove</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contractual</td>
<td>Remove</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Construction</td>
<td>Remove</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$9.00</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

Budget Total: $9.00

Click “Continue”
Basis of Cost Tab

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

Click “Continue”
11. Program Addenda

- Complete all fields and upload all required documents on this tab. Once completed, click Continue.
6. Project Type (Select One)
- Design and Construction
- Watershed Management Planning
- Healthy Waters Initiative
- Education and Outreach
- Technical Assistance
- Operation, Maintenance and Replacement
- Evaluation, Assessment or Monitoring Tools
- Watershed Group Organization/Support
- Watershed Renaissance Initiative
- SMCR Bond Forfeiture
- AMD Set Aside

For Design and Construction Projects only, is your project?
- Design and Permitting Only
- Construction Only
- Design, Permitting and Construction

7. If in the Chesapeake Bay Watershed, what is the Watershed Implementation Plan (WIP) Tier Level?

8. Impairment Sources, Causes and Measurable Environmental Benefits

a. List the impairment Source(s), Cause(s) and Reach Code for the receiving waters of your project. ✶

Use the [latest Integrated Report](#) to obtain this information. If a Healthy Waters Initiative, Technical Assistance, Watershed Group/Organization, Education or Outreach or support or a statewide/regional or countywide project, summarize impairment sources/causes (reach codes are not needed).

Character Count: 0 characters

b. Briefly discuss how the proposed project intends to address the listed Impairment Sources and Causes. Please limit your response to 500 words or less ✶

Character Count: 0 characters

c. Measurable Environmental Benefits

• Measurable Environmental Benefits
  Nonpoint Source Pollutant Load Reductions
  - Estimated
  - Modeled
  - Nitrogen (lbs/yr)
  - Phosphorus (lbs/yr)
  - Sediment (tons/yr)
  - Aluminum (lbs/yr)
Iron (lbs./day)

Manganese (lbs./day)

Acidity (lbs./day)

Length of streambank stabilized in feet?

Length of streambank fencing installed in feet?

Acres of riparian buffers planted?

Other (500 words max.)

9. Contacts
a. Has your organization contacted DEP staff to discuss the project? ☑

b. Has your organization contacted the county conservation district to discuss the project? ☑

10. Budget Summary
Upload the Task and Deliverable Budget Worksheet ☑

11. Prevailing Wage
If funded, will the project grantee or sponsor abide by Pennsylvania's Prevailing Wage Act? ☑

12. Projects on Grantee/Non-Grantee Owned Lands
Will your project be conducted on land you either own or control? ☑

13. Projects on State-Owned Lands
a. Will your project be conducted on land owned by Commonwealth agencies? ☑
b. Have you contacted the appropriate agency?  
   [ ]  

c. If yes, identify the person you contacted  
   [ ]  

14. Sustainable Forestry  
WILL project preclude access to or use of any forested land for the practice of sustainable forestry and commercial production of timber or other forest projects?  
   [ ]  

15. Land Use Planning  
Is this project consistent with local comprehensive land use plans and zoning ordinances under Acts 67 & 68 of 2008?  
   [ ]  

16. Commonwealth Investment Criteria  
a. Will the project increase job opportunities or foster sustainable businesses? If yes, provide the anticipated number of new and retained jobs from the project.  
   [ ]  

b. Number of New Jobs (enter single number, such as 3, do not enter range of numbers)  
   [ ]  

c. Number of Jobs Retained (enter single number, such as 3, do not enter range of numbers)  
   [ ]  

17. Environmental Justice  
Is your project located in an area designated as an Environmental Justice community?  
   [ ]  

18. Act 47 Financially Distressed Municipalities  
Is your project located in a designated Act 47 Financially Distressed Municipality?  
   [ ]  

19. Upload the AMDTreat Output Report. AMD Projects Only  
Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.  
   File 1  
   [ ]  

20. Worker Protection and Investment Certification  
For any application request totaling $10,000 or more, please review the attached Worker Protection and Investment Notice (relating to Executive Order 2001-06).  
If your request is for $10,000 or more, please complete and upload the attached Worker Protection Form  
   [ ]  

21. Is the proposed project located in a Qualified Hydrologic Unit (QHU)? (AMD Set Aside only)  
   [ ]  

22. Detailed Project Description and Checklist  
Upload the Detailed Project Description (include checklist for completeness) See Guidance for Requirements.  
Upload Files  
Use the control below to select your file. Each file can be no larger than 30MB.  
   File 1  
   [ ]  

23. Location maps, site maps, and/or aerial or other photos  
Upload the location maps, site maps, and/or aerial or other photos  
   [ ]  

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24. Landowner Letters
Upload any required Landowner Letters, Landowner Access Authorization Forms, or Landowner Letters of Commitment, or Landowner Grantee Agreements.

25. Confirmation of Application Sharing Within the Chesapeake Bay Watershed
Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.
File 1

26. Chesapeake Bay Countywide Action Plan Category Form
Upload the Chesapeake Bay Countywide Action Plan Project Category form acknowledging that project is not eligible for a CAP Implementation Grant, such as AMD treatment, operation, maintenance and repair replacement, tech assistance, evaluation, assessment and monitoring tools, watershed group organizational support, education and outreach or design and permitting.

27. Letters of Commitment
Upload any Letters of Commitment from project partners for identified match.

28. Land Use Planning Form or Letter
Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.
File 1

29. Letters of Support or Additional Information
Upload any letters of support or additional information.

30. Landowner Consent to Right of Entry for Study and Design of Mine Drainage Treatment Facility (SMCRA Bond Forgiveness projects only)
Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.
File 1

31. Stormwater Management Plan
Project is located in a county with a DEP-approved Act 167 Stormwater Management Plan.

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You may download required documents from DEP’s Growing Greener Plus Grants Program website to obtain a copy of the complete grant guidance document and related application forms, including all required documentation.

12. Certification and Submission

- If there is any missing information in your application, your screen will look like the following example.
- Under the orange “Application Certification” heading, it will state, “The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application”.
- To add/correct the information on your application, click on the section heading to return to the page.

Click here to make the necessary changes

The following sections are incomplete. All required fields marked with a red diamond (●) must be completed before you are able to submit this application:

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Ceo is required.
- Ceo Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use “-” instead of spaces. Must include area code xxx-xxxxxxx.
- Phone Number is required.
If your application is complete, your screen will look like this:

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.

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

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