

INSTRUCTIONS FOR THE ON-LINE APPLICATION


The Program Grant must be submitted through the Department of Community and Economic Development's (DCED) 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 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 ESA application. All information needed for your submission will be contained in this online application.

No documentation needs to be mailed to DEP.

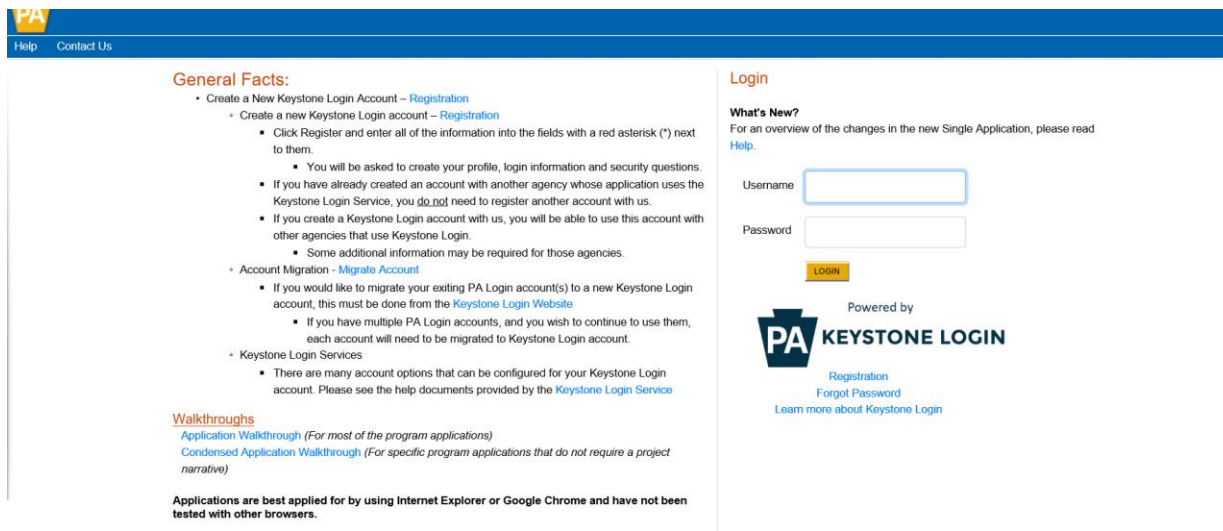
User Tips

- The Electronic Single Application works best when accessed through Internet Explorer or Google Chrome.
- 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.

Registration and Login

Go to the ESA login page <https://www.esa.dced.state.pa.us/Login.aspx> and follow the instructions for creating a new account (or migrating an existing account, if necessary). If you already have a login, you can enter it to begin.



PA
Help Contact Us

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 existing 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](#)

Walkthroughs

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

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

Powered by
PA KEYSTONE LOGIN

[Registration](#)
[Forgot Password](#)
[Learn more about Keystone Login](#)

Begin a New Application

- Project Name – Enter the name of your project or mine site.
- Indicate whether you are applying for your or another’s organization.
- Do you need help selecting your program – Select “No”.
- Click on “CREATE A NEW APPLICATION”.

Project Name

Do you need help selecting your program?

No ▾

CREATE A NEW APPLICATION

Select Program

- Under Program Name, enter “AML”.
- Click “SEARCH”. Look for the appropriate grant program offered by DEP. This program is listed as AML/AMD Grant Program.

Select Program

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

Program Name

Sort By

Program Name ▾

SEARCH PROGRAM FINDER

Apply

- After reviewing the program description and eligibility requirements, click apply if you wish to continue with your application.

AML/AMD Grant Program [Apply](#)

Pennsylvania Department of Environmental Protection

Eligible Applicants: Eligible applicants must be one of the following types of organizations or obtain a sponsor that is one of the following types of organizations to be eligible for a federal subaward:

- County or municipality
- County conservation district
- Council of governments
- Municipal authority
- Other appropriate incorporated nonprofit organization including the following:
 - Incorporated watershed association
 - Entity whose mission it is to further the protection, enhancement, conservation, or preservation of the Commonwealth’s environmental resources (Foundations, Conservancies, Environmental Associations, etc.)

Applications submitted by ineligible applicants or ineligible sponsors will not be considered.

Projects eligible for federal subawards under this program must reclaim or enhance abandoned coal mine sites and related AML problems as specified in SMCRA that pose a threat to public health and safety and the environment. Sites must be determined to be eligible by the Bureau of Abandoned Mine Reclamation and entered into both Pennsylvania’s and OSMRE’s abandoned mine land inventory systems. In most cases, the sites must be associated with a coal mine that was abandoned prior to August 3, 1977.

Applicant Information 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, enter 5629.
- FEIN/SSN Number - Enter the Federal Tax ID number for the organization’s legal name (no dashes).
- Enter your UEI number in the appropriate field.
- Top Official/Signing Authority – In this block, enter the head of the organization’s name.
- Title – Enter that person’s title.
- SAP Vendor# - Fill in your Commonwealth SAP Vendor number if known. (If your organization is awarded a grant and does not have a SAP Vendor number, you will be required to file for one at the time of award.)
- 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 – choose type that best describes your organization, such as “Mining”.
- Click “Continue” at the bottom right.

USE ACCOUNT INFORMATION

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

Applicant Name: Test

NAICS Code:

FEIN/SSN Number: 111111111
*Please enter FEIN as 9 digits, no dash.

UEI Number:

Top Official/Signing Authority: Test

Title: Test

SAP Vendor #:
(xxxxxx or xxxxxx-xxx)

Contact Name: Test

Contact Title: Test

Phone: (717)-555-5555 Ext.
(xxx-xxx-xxxx)

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.
- Enter the name of the person you spoke with at DEP regarding your application (if applicable).
- Be sure to enter the number of sites if there is more than one project site.

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

- Agency: Pennsylvania Department of Environmental Protection
- Applicant: Test
- Program: AML/AMD Grant Program

Legend: Red Diamond (♦) = Required Field, Blue Diamond (◆) = Conditional Required Field.

Project Overview

Project Name: ♦
AML/AMD Instructions

Is this project related to another previously submitted project?
No

If yes, indicate previous project name:
[Text Field]

Have you contacted anyone at DEP about your project?
No

If yes, indicate who:
[Text Field]

Is your community certified through Sustainable Pennsylvania?
...

Click “Continue”

Project Site

- Address – Enter the mailing address (street address) of the conservation district. **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.

The screenshot shows the 'Project Site Location(s)' section of the web application. It includes the same navigation and menu as the previous screenshot. The main content area displays the following information:

- Agency: Pennsylvania Department of Environmental Protection
- Applicant: Test
- Program: AML/AMD Grant Program

Legend: Red Diamond (♦) = Required Field, Blue Diamond (◆) = Conditional Required Field.

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

Site 1

Address: [Text Field]

City: [Text Field]

State: PA

Zip Code: [Text Field]

County: Dauphin

Municipality: Harrisburg City

PA House: ♦
 Patty Kim (103)

PA Senate: ♦
 John DiSanto (15)

Designated Areas:
 Act 47 Distressed Community
 Brownfield
 Enterprise Zone
 Greenfield

Click "Continue"

Project Narrative

Enter a brief description of the project related to this grant application in the Project Narrative Description box.

Home Help Save Print Contact Us

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Test Web Application #: 9452917
Program: AML/AMD Grant Program

Red Diamond (◆) = Required Field.
Blue Diamond (◆) = Conditional Required Field.

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 Addenda section or the Program Guidelines.

AML/AMD Grant Program Narrative Description ◆
Please provide a brief description of your project in one to two sentences.
Character Count: 43/500 characters.

Enter a description of your project here.

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 in each category.

Add funding source		AML/AMD Grant Program	Total
DEP AML/AMD Grant Program - Collapse		\$0.00	
Construction	Remove	<input type="text" value="\$0.00"/>	\$0.00
Contractual Services	Remove	<input type="text" value="\$0.00"/>	\$0.00
Equipment and Supplies	Remove	<input type="text" value="\$0.00"/>	\$0.00
Salaries and Benefits	Remove	<input type="text" value="\$0.00"/>	\$0.00
Other	Remove	<input type="text" value="\$0.00"/>	\$0.00
Indirect (Facility and Administration) Costs	Remove	<input type="text" value="\$0.00"/>	\$0.00
Total		\$0.00	
		Budget Total:	\$0.00

Click "Continue"

Basis of Cost Tab

This tab does not need completed and has been prepopulated. You may ignore this tab and simply click continue.

Program Addenda

- Please complete all information required on the addenda tab and click continue when completed.
- Some questions have additional instructions associated with them. Please read carefully.
- **Reminder:** Any items marked with a red diamond are required to be completed. You will not be able to submit your application without completing these sections.
- For Question 3, note you will need to click “Add” to save your entry after filling in the information.

3. Property Owner(s) Information. (Click “Add” after each entry to save information in below chart.) ♦

Property Owner Name ♦	Cell Phone No	Telephone No ♦	E-mail Address ♦	Street Address or P.O. Box ♦	City ♦	County ♦	State ♦	Zip Code ♦	Add	Cancel

No data has been entered.

- When completing Priority 1 and 2 Reclamation and Environmental Accomplishments (Question 21) and Priority 3 Reclamation and Environmental Accomplishments (Question 22), please list the Quantity/Amount for each item listed, including entering zero as appropriate. Any items listed in acres or miles should be rounded to the nearest tenth decimal point; all others should be rounded to the nearest whole number.

Priority 1 and 2 Reclamation and Environmental Accomplishments

21. Accomplishment Description - Please list the Quantity/Amount for each item listed below. Any items listed in acres or miles should be rounded to the nearest tenth decimal point; all others should be rounded to the nearest whole number:

Clogged Streams (CS) (In Miles)	♦	
Clogged Stream Lands (CSL) (In Acres)	♦	
Dangerous Highwalls (DH) (In Linear Feet)	♦	

- Have any documents you will be uploading to your application saved to your computer for easy access when needed.

24. Upload a detailed description of the project. Please include a Project Location Map and Site Photos. ♦

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

File 1 No file chosen

File 2 No file chosen

File 3 No file chosen

File 4 No file chosen

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.

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

- 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-xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.

Click here to make the necessary changes

If your application is complete, your screen will look like this:

Home Help Save Print Contact Us

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Test
Program: AMLIAMD Grant Program
Web Application #: 9452917

Red Diamond (♦) = Required Field
Blue Diamond (◆) = Conditional Required Field

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 accurate 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 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. §§ 37

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 application immediately after you submit.

SUBMIT APPLICATION

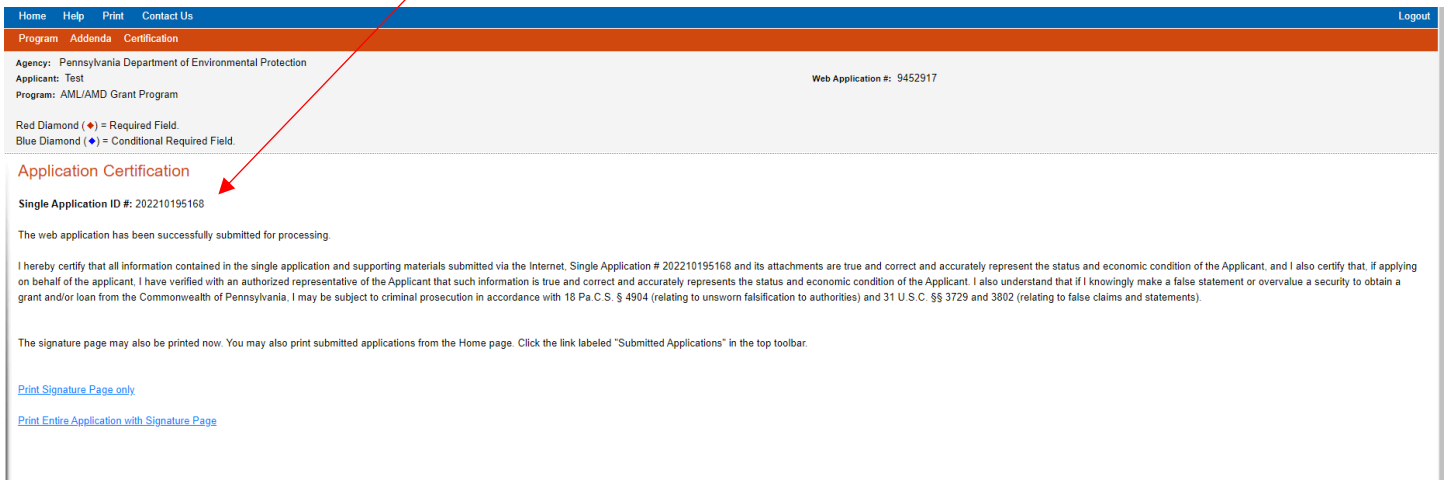
Complete the following fields:

- 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”.

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#. 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.



Home Help Print Contact Us Logout

Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Test
 Program: AML/AMD Grant Program

Web Application #: 9452917

Red Diamond (♦) = Required Field.
 Blue Diamond (◆) = Conditional Required Field.

Application Certification

Single Application ID #: 202210195168

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 # 202210195168 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](#)

- **Congratulations!** You have completed the on-line application. **You do not need to mail anything additional to DEP.**