

INSTRUCTIONS FOR THE ELECTRONIC SINGLE ON-LINE APPLICATION


The County Recycling Coordinator Program 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>

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 DCED Customer Service Center at 1-800-379-7448. They are open Monday thru Friday 8:30 am - 5:00 pm EST.

1. Registration and Login:

- a. If you have previously submitted a 903 Grant, please enter the User Name and Password you were given. Do not register for a second time.
- b. If you are a first-time user, click the “REGISTER” button and follow the instructions.
- c. **Write down and save** the User Name and Password you have chosen. You will need this later for your grant documents.

2. Begin a New Application:

- a. **Project Name** – Enter the name of the entity applying for the 903 Grant, such as Erie County, Delaware SWA, McKean County Conservation District, etc.
- b. Do you need help selecting your program? Select “Yes” in the dropdown box.
- c. Click on “CREATE A NEW APPLICATION.”

PA

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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?
Yes

3. Select Program:

- Under "Agencies," click on DEP.
- DO NOT ENTER anything else on this page.
- Scroll down and click on "SEARCH"

PA

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Program

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

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 Responders 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:

- a. Scroll down through the various grant offerings to locate “County Recycling Coordinator Grant.”
- b. Click on “Apply.”

County Recycling Coordinator Grant

Pennsylvania Department of Environmental Protection

The Department of Environmental Protection (DEP) awards Section 903 grant funds to eligible counties of Pennsylvania for 50 percent reimbursement of the approved cost of their county recycling coordinator's salary and expenses. The grants are authorized under Section 903 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of 1988, P.L. 558).

 [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).
 - **NAICS Code** – From the dropdown box, select “Executive, Legislative & Other General Government Support.” The NAICS code will auto-populate the fields.
 - **FEIN/SSN Number** – Enter the Federal Tax ID number for the County’s legal name (no dashes). **Be sure this is the COUNTY Federal Tax ID!**
 - DUNS Number – Leave blank.
 - **CEO** – 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).
 - **CEO Title** – 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).
 - **Contact Title** – 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.

USE ACCOUNT INFORMATION

Applicant Entity Type:

<input type="radio"/> Limited Liability Partnership <input type="radio"/> Government <input type="radio"/> Sole Proprietorship <input type="radio"/> S Corporation	<input type="radio"/> Partnership <input type="radio"/> Non-Profit Corporation <input type="radio"/> Limited Liability Company <input type="radio"/> C Corporation
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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: PA v

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

6. Project Overview:

- Project Name – The project name will auto-populate (this is the name entered in #3).
- The remaining information in the Project Overview section doesn't need entered.
- Click on "Continue."

The screenshot shows a web application interface for a project overview. At the top, there is a blue navigation bar with a logo on the left and links for Home, Help, Save, Print, Contact Us, and Logout on the right. Below this is an orange navigation bar with links for Program, Applicant, Project Overview (which is highlighted), Project Site, Narrative, Budget, Addenda, and Certification. A grey header section contains the following information: Agency: Pennsylvania Department of Environmental Protection, Applicant: County Recycling Coordinator Grant, and Web Application #: 8137150. The main content area is titled "Project Overview" and contains several form fields and questions:

- Project Name:** A text input field with a red diamond icon on the left.
- Is this project related to another previously submitted project?** A dropdown menu with "No" selected.
- If yes, indicate previous project name:** A text input field.
- Have you contacted anyone at DEP about your project?** A dropdown menu with "No" selected.
- If yes, indicate who:** A text input field.
- Is your community certified through Sustainable Pennsylvania?** A dropdown menu with "No" selected.
- If yes, what level:** Radio buttons for Bronze, Silver, Gold, and Platinum.
- Are you interested in applying for multiple funding sources for this project?** A dropdown menu with "No" selected. Below this is a note: "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?** A dropdown menu with "1" selected.

A large red arrow points from the bottom right towards a blue "Continue" link.

7. Project Site:

- a. **Address** – Enter the county’s mailing address (street address). **P.O. Boxes are not accepted for entry here.**
- b. **City, State, and Zip Code** – Enter this information in the boxes provided.
- c. **County** – Select “County” from the dropdown box.
- d. **Municipality** – 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.”

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:

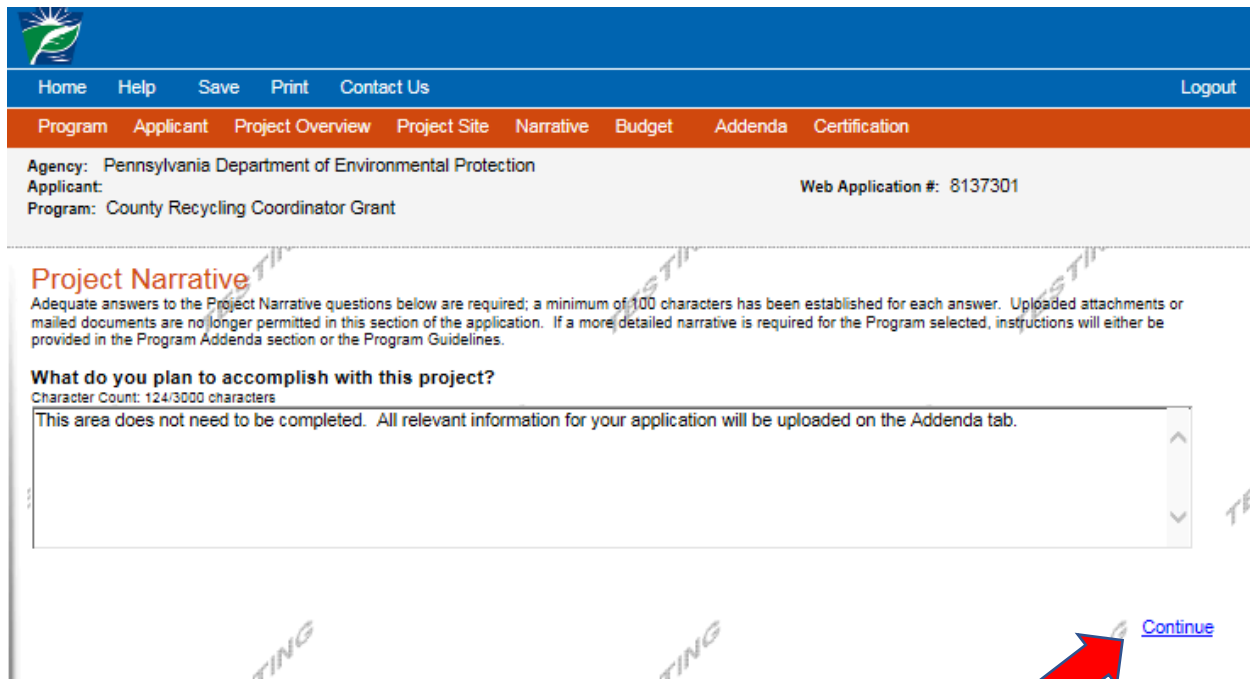
Designated Areas:

<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

[Continue](#)

8. Project Narrative:

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



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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: County Recycling Coordinator Grant
Web Application #: 8137301

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. 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.

What do you plan to accomplish with this project?
Character Count: 124/3000 characters

This area does not need to be completed. All relevant information for your application will be uploaded on the Addenda tab.

[Continue](#)

9. Program Budget – Spreadsheet Tab:

- a. Click on the Spreadsheet tab.
- b. **In the first column of the Grant Request section, enter \$1.00** 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.”

The screenshot shows a web application interface for the Program Budget. At the top, there is a blue navigation bar with links: Home, Help, Save, Print, Contact Us, and Logout. Below this is an orange navigation bar with links: Program, 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: County Recycling Coordinator Grant
Web Application #: 8137150

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**.

The budget for this program is not determined until the program has been submitted. However, a placeholder value is required at this time. Please fill in a value of \$1 now, and the program office will update the budget once you submit your application.

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	County Recycling Coordinator Grant	Total
DEP County Recycling Coordinator Grant - Collapse	\$0.00	
Grant Request Remove	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	
	Budget Total:	\$0.00

A red arrow points to the [Continue](#) button in the bottom right corner of the page.

11. Basis of Cost Tab:

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

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: County Recycling Coordinator Grant
Web Application #: 8137150

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: 34/2000

This area does not need completed.

[Continue](#)

12. Program Addenda

- a. **Upload all required documentation**, (see the 903 County Recycling Coordinator Program Grant for more detailed information) to include:
- 903 Application Spreadsheet.
 - All expenses, such as invoices, receipts, proofs of payment, etc. If there are none for this application, please download a page saying, “no requests.”
 - Section A-F Form, pages 1-3 (Application for Reimbursement for a County Recycling Coordinator).
 - Agreement between the County and the Contractor (organization / person) designated as the CRC, if applicable.
- b. Click on “Continue.”

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: County Recycling Coordinator Grant
Web Application #: 8178753

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](#).

Please upload the completed 903 Application Spreadsheet for the appropriate calendar year, which has been sent by the 903 County Recycling Grant Coordinator via e-mail to the County Recycling Coordinator. ♦

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

File 1 Browse...

Please upload a copy of all expense receipts, proofs of payment, etc. ♦

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

File 1 Browse...

Upload the Section A-F Form (Application for Reimbursement) ♦

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

File 1 Browse...

Please upload any agreements between the County and an organization/individual designated as the County Recycling Coordinator for the County.

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

File 1 Browse...

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.

The screenshot shows a web application interface with a blue header and an orange navigation bar. The navigation bar includes links for Home, Help, Save, Print, Contact Us, and Logout. Below the navigation bar, the application details are displayed: Agency: Pennsylvania Department of Environmental Protection, Applicant: County Recycling Coordinator Grant, and Web Application #: 8137150. The main content area is titled "Application Certification" and contains the following text: "The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:". Below this text, there are three sections of incomplete information: "Applicant", "Project Site Location(s)", and "Program Budget". A red arrow points to the "Applicant" section, and a blue callout box with the text "Click here to make the necessary changes" is positioned over the "Applicant" section. The "Applicant" section lists the following incomplete fields: Entity Type, Applicant Name, NAICS Code, FEIN Number, Ceo, Ceo Title, Contact Name, Contact Title, Phone Number, Mailing Address, City, Zip Code, Enterprise Type, and Applicant Information. The "Project Site Location(s)" section lists the following incomplete fields: Project Site 1: County, Project Site 1: Municipality, Project Site 1: PA House District, Project Site 1: PA Senate District, and Project Site 1: US Congressional House District. The "Program Budget" section lists the following incomplete field: Funding Source "County Recycling Coordinator Grant ()". The "Program Addenda" section lists the following incomplete fields: Application Spreadsheet, Expense Receipts, and Application For Reimbursement. At the bottom of the page, there is a message: "Your application is automatically saved as you work. Feel free to exit this application and return at a later time."

14. Application Certification – Submission:

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

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: York County
Program: County Recycling Coordinator Grant

Web Application #: 8137150

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 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).

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 an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

b. Complete the following fields under the Electronic Signature Agreement (see above):

- **Indicate certification of application information** by checking the related checkbox.
- **Indicate identity** by clicking on "I am an authorized representative of the company, organization, or local government."
- **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".**

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 **Single Application ID#**. 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.**

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Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: York County Web Application #: 8137150
Program: County Recycling Coordinator Grant

Application Certification

Single Application ID #: 201809278038

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 # 201809278038 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~~

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