Instructions for the On-line Application

The Food Recovery Infrastructure (FRIG) Grant 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://grants.pa.gov/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 8:00 am to 6:00 pm EST.

Table of Contents

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 8:00 am to 6:00 pm EST.

1. **Registration and Login**
   - Go to ESA login page https://grants.pa.gov/Login.aspx and follow the instructions for creating a new account, or login with your existing account.
   - **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 8:00 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 "Yes"
- 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

[   ]

Do you need help selecting your program?

[Yes ▾]

CREATE A NEW APPLICATION

3. Select Program
- Under "Agencies," click DEP
- Scroll down and click "Search"

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.

☐ Dept of Agriculture	☐ PCA	☐ DCED	☐ DEP	☐ PennDOT	☐ PLCB	☐ L&I	☐ Office of the Budget	☐ PDA	☐ PEMA	☐ 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**
   - Scroll down through the various grant offerings, locate the " Food Recovery Infrastructure Grant 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.

Food Recovery Infrastructure Grant   ✏ Apply
Pennsylvania Department of Environmental Protection

Current circumstances within the charitable food system related to COVID-19 response demonstrate the need for additional flexibility and changes to this Grant Program.
Entities applying for support under this grant program must demonstrate the following:
  - *The organization's not-for profit status;*
  - *The financial stability of the organization (i.e. the organization's ability to sustain operations and fulfill its mission over time);*
  - *The organization must have an existing food utilization/distribution program;*
  - *The experience of the organization in operating a food recovery/distribution program (i.e. what is the organization's current food recovery/distribution program);*
  - *The sources of foodstuffs under the current program and the potential sources for foodstuffs under the proposed program; and*
  - *The ability to operate the expanded/enhanced program for the length of the grant demonstration period.*

The intent of this program is to reduce, to the greatest extent practicable, the amount of fresh and processed foodstuffs currently entering Pennsylvania's waste stream. Registered not-for-profit agencies operating programs in the Commonwealth that provide food to segments of the public (e.g. food banks, shelters, soup kitchens, etc.) will be supported in partnering with retailers, wholesalers, grocery stores, agriculture organizations, farms, processors, and cooperatives of foodstuffs operating in the Commonwealth to capture Apparently safe and wholesome foods before these items become waste, which can then be made available by these agencies to the public they serve.

Additional Information: Guidelines

5. **Requirements**
   - Enter the pre-application code received during your pre-application meeting with DEP.

❌ **REVIEW INFORMATION BELOW**

  - Before you can apply for Food Recovery Infrastructure Grant, you must complete the Pre-Application Requirements section below.

Requirements

Access Code ◆
[   ]

Continue

6. **Applicant Information**

- The Applicant Information section requires data related to the entity for which the application is being submitted.
- Applicant Entity Type – select the appropriate type for your organization
- Applicant Name – Enter the legal name, the name under which the entity legally conducts business.
- 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 name (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 – In this block, enter the authorized representative of the organization.
- Title – Enter the title of the authorized representative.
- 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 for this project.
- Enterprise Type – Select appropriate 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

7. 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.

Replace Image based on program

Project Overview

Project Name: ◆

FRIG

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"

8. 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"

9. Project Narrative
- Completion is not required.

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.

Provide a brief description of the project for which you are seeking financial support. ◆

Character Count: 98/3000 characters.

This area does not need to be completed. Instead, please answer all questions in the addenda tab.

Continue

Click on "Continue"

10. 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 any budget instructions or minimum/maximum amounts as needed**

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

Spreadsheet	Basis of Cost

On this page, list the total cost of your project. Total project cost should not exceed $50,000.

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	Food Recovery Infrastructure Grant	Total
Food Recovery Infrastructure Grant - Collapse	$0.00	
Total Project Cost Remove	$0.00	$0.00
Total	$0.00	
	Budget Total:	$0.00

Continue

Click on "Continue"

b. Basis of Cost Tab

- Click the Basis of Cost Tab
- Basis of Cost - Check the box(es) indicating what was used as the basis for calculating the costs that are identified in the project budget
- Budget Narrative completion is not required.

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: 103

This area does not need to be completed. Instead, please upload budget information on the addenda tab.

Continue

Click on "Continue"

11. Program Addenda
- Complete all fields in this section. **(If program requests, add each individual addenda question/topic with instructions)**

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.

If additional space is needed, please attach any additional documentation in the "Supporting Documents" section.

PRE-APPLICATION REQUIREMENT

A pre-application meeting was required prior to submitting this application. What was the date of your pre-application meeting? ◆

Please upload your completed Pre-Application Form. ◆

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

PART 1 – APPLICANT INFORMATION

1. Applicant/Nonprofit Organization. ◆

2. Official Business Address ◆

3. Address of operation (if different from above)

4. County ◆

5. Contact Person Name ◆

6. Contact Person Title ◆

7. Contact Person Telephone Number ◆

8. Contact Person Email Address ◆

9. Non-Profit Organization website address ◆

PART II – DESCRIPTION OF CURRENT OPERATIONS

1. Please describe the nature and make-up of your organization ◆
Character Count: 0/5000 characters.

2. How long has your organization been in existence? ◆
Character Count: 0/5000 characters.

3. How often are you distributing food? ◆
Character Count: 0/5000 characters

4. From where do you currently recover food? ◆
Character Count: 0/5000 characters.

5. How often is the food recovered? ◆
Character Count: 0/5000 characters.

6. What is the target group of your efforts? ◆
Character Count: 0/5000 characters.

7. How many individuals do you currently serve per month? ◆
Character Count: 0/5000 characters.

8. What is the budget for your current operations and how are funds procured to finance your efforts? ◆
Character Count: 0/5000 characters.

PART III – DESCRIPTION OF PROPOSED PROGRAM

1. Please describe the equipment (including other eligible items such as shipping and installation of the eligible equipment) you are proposing to procure with the requested funding? ◆

Character Count: 0/5000 characters.

2. How do you envision the current program being enhanced with the new equipment? ◆

Character Count: 0/5000 characters.

3. Are there any budgetary changes required by your organization due to the enhanced program? ◆

Character Count: 0/5000 characters.

4. What are the food sources you intend to utilize in the enhanced program? ◆

Character Count: 0/5000 characters.

5. How will the enhanced food recovery/distribution program be operated (staff, schedule, etc.)? ◆

Character Count: 0/5000 characters.

6. Please describe the non-reimbursable costs related to the proposed enhanced food distribution program (such as interest payments, utilities, fuel, administration, labor, rent, etc.). ◆

Character Count: 0/5000 characters.

PART IV – ENVIRONMENTAL JUSTICE AREAS

What is Environmental Justice?

- Environmental Justice means **the just treatment** and **meaningful involvement** of all people, regardless of income, wealth, race, color national origin, area of residence, Tribal affiliation, or disability, in agency decision-making and other activities that affect human health and the environment so that people are **fully protected from disproportionate and adverse human health and environmental effects** (Including risks) and hazards, including those related to climate change, the cumulative impacts of environmental and other burdens, **and the legacy of racism and other structural or systemic barriers;** and have equitable access to a healthy, sustainable, and resilient environment in which to live, play, work, learn, grow, worship, and engage in cultural and subsistence practices. **It further involves the prevention of future environmental injustice and the redress of historic environmental injustice.**
- If you have any questions regarding environmental justice, please contact DEP's Office of Environmental Justice using the information on the 'Contact Us' website.

How does PA define an Environmental Justice Area?

- Pennsylvania DEP defines EJ Areas as, "A geographic area characterized by increased pollution burden, and sensitive or vulnerable populations based on demographic and environmental data."
- DEP has provided the PennEnviroScreen tool to help assist communities in making this assessment and for the purposes of DEP's EJ policy identifies EJ areas as areas with a score above 80, indicating within the top 80th percentile of communities based on pollution burden and sensitive or vulnerable populations. By selecting the "themes" box which is the second down on the right hand side of the PennEnviroScreen tool, you can turn on only these areas.

*More information and tutorial videos about using the PennEnviroScreen tool are available on DEP's website at www.dep.pa.gov/EJAreas

Environmental Justice Area Grant Questions

1. Will your recycling project be implemented in an EJ area and benefit a community located in an EJ Area? ◆

[⌄]

2. If Yes, please describe the EJ community and how the recycling project will beneficially impact the environmental and/or public health of an underserved community?
Character Count: 0/5000 characters.

[   ]

PART VI – SUPPORTING DOCUMENTATION

Upload any additional documentation to include, but not limited to:

- Documentation of your organization's not-for-profit status
- Invoices, price quotes or receipts for equipment/services
- Letter(s) of support from the food source(s) you will be partnering with, indicating their willingness to participate in your program
- Any other information which you believe may be helpful to the Department in favorably assessing your application

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

WORKER PROTECTION AND INVESTMENT NOTICE

For any application request totaling $10,000 or more, please review the attached Worker Protection and Investment Notice (relating to Executive Order 2021-06).
If your request is for $10,000 or more, you are required to complete and upload the attached Worker Protection Form.

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"

12. 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

- Enterprise Type is required.

Project Site Location(s)

- Project Site 1: PA House District is required.

Addenda

- How Long is required.
- Total Serving is required.
- Food Sources is required.

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

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

13. 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:
  - o I am the applicant.
  - o I am an authorized representative of the company, organization or local government.
  - o 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."

14. 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 #: 202408016049

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 # 202408016049 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 online application.