

## **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 about 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.

**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](#)

**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

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

**Begin a New Application**

- Project Name – Enter Driving PA Forward.
- Do you need help selecting your program – Select “NO”.
- Click on “CREATE A NEW APPLICATION”.

**Begin a New Application**

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

**Project Name****Do you need help selecting your program?****Select Program**

- Under Program Name, enter “Driving PA Forward”.
- Click “SEARCH”. Look for the appropriate grant program offered by DEP. This program is listed as Driving PA Forward – Medium and Heavy-Duty Zero Emission Vehicle Fleet Pilot Grant Program.

## Select Program

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

Program Name  
Driving PA Forward

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.

Driving PA Forward – Medium and Heavy-Duty Zero Emission Vehicle Fleet Pilot Grant Program

Pennsylvania Department of Environmental Protection

Eligible Applicants:

- Business
  - Incorporated Nonprofit
  - State, Local, or Tribal Government Agency
  - Air Quality or Transportation Organization
  - Metropolitan or Rural/Regional Transportation Planning Organization
  - Federal Government Agency

The primary goal of the Medium and Heavy-Duty Zero Emission Vehicle Pilot ("MHD-ZEV") is to improve the Commonwealth's air quality by reducing NOx emissions from Class 4-8 trucks while driving the transformation from older, polluting diesel engines to cleaner transportation technologies. See full eligibility information for applicants and projects in the Program Guidelines.

Apply



## Requirements

- To apply you must answer the four required questions.

Requirements

1. Is the applicant seeking grant funds for the replacement of class 4-8 diesel 2009 or older vehicles? ◆

2. Will the project include the purchase of at least 5 class 4-8 zero emission vehicles of at least 20% of the applicant's fleet of similar vehicles (no fewer than 3 vehicles)? ◆

3. Will the new zero emission vehicles be domiciled in Pennsylvania and be operated predominantly in Pennsylvania? ◆

4. Has the Applicant had a pre-application meeting with DEP? ◆

[Continue](#)

## 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 description that best describes your organization.
- 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 an 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.
- 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:

Charitable organization?  Yes

NAICS Code:

--SELECT--

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.

<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"/> Event 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

[Continue](#)

## 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.
- If this project is related to another previously submitted project, indicate previous project name.
- Enter the name of the person you spoke with at DEP regarding your application (if applicable).
- If your community is certified through Sustainable Pennsylvania, indicate what level.
- Indicate whether or not you are interested in applying for multiple funding sources for this project.
- Be sure to enter the number of sites if there is more than one project site.

### Project Overview

Project Name: ◆

Driving PA Forward

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 ▾

Click "Continue"

## Project Site

- Address – Enter the mailing address (street address) of the project site location. **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.

Agency: Pennsylvania Department of Environmental Protection

Applicant:

Program: Driving PA Forward – Medium and Heavy-Duty Zero Emission Vehicle Fleet Pilot Grant Program

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:

City:

State:

PA

Zip Code:

County:

-- Select County -- ◆

Municipality:

-- Select Municipality -- ◆

PA House: ◆

PA Senate: ◆

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              |

Click "Continue"

## Project Narrative

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

Click “Continue”

## 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	Driving PA Forward – Medium and Heavy-Duty Zero Emission Vehicle Fleet Pilot Grant Program	Applicant Match Private	Total
DEP Medium and Heavy-Duty Zero Emission Vehicle Fleet Pilot Grant Program - Collapse	\$0.00	\$0.00	
Zero Emission Vehicle Purchase Costs Remove	\$0.00	\$0.00	\$0.00
Charging/Fueling Infrastructure Costs Remove	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$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.
- Question #5

Environmental Justice (EJ) – Pennsylvania DEP identifies an EJ Area where 20 percent or more individuals live at or below the federal poverty line, and/or 30 percent or more of the population identify as non-white minority, based on data from the U.S. Census Bureau and the federal guidelines for poverty. These areas tend to receive a disproportionate amount of pollution exposure and adverse health impacts. More information on Environmental Justice or designated EJ Areas can be found at the following website:

<https://www.dep.pa.gov/PublicParticipation/OfficeofEnvironmentalJustice/Pages/PA-Environmental-Justice-Areas.aspx>.

- a. To determine if the project is located in an EJ Area, use PA DEP's EJ Areas Viewer mapping tool by clicking [here](#).
  - i. Enter the project site location into the search box located in the top left corner to see if your project site location is in an EJ Area. As you start typing, the viewer will try to match the location; click on the correct address.
  - ii. The address location will show on the map and the applicant will be able to see whether the project location is within a designated Environmental Justice Area (EJA). Ensure the following four map layers are turned-on: EJA Census Block Group 2015 (light pink shading); EJA Census Block Group 0.5-mile buffer (pink shading); EJA Census Tract 2015 (purple shading); EJA Census Tract 2015 0.5 mile buffer (light purple shading). The map layer menu is found in the blue banner at the top of the map, in the top-right corner. If your project site location(s) is/are in any of the four pink and purple-shaded areas on the map, select "Yes" for EJ Area on the application.
  - iii. To see the legend, click on the first icon located in the blue banner at the top of the page on the righthand side. The icon has three lines on it. You may need to zoom in and out to see the shaded areas on the map. The legend will adjust to your zoomed area. You may need to scroll down to see the **Environmental Justice** heading.
  - iv. To remove layers other than the Environmental Justice layer, click on the last icon on the right in the blue banner at the top of the page. The icon looks like a stack of papers. You can unselect any layers you wish to remove from the map.
  - v. If the applicant cannot access this information on the internet, please contact DEP for assistance. If the applicant selects yes for this question, DEP will verify the EJ Area status of the project location during the application review process.
- b. If more than one Site Location is included in the application, you must identify which site location(s), if any, are located in or within 0.5 miles of an EJ Area in the Project Narrative under the Proposed Project Description.

## Question #10

Normal Attrition Schedule – Based on the applicant organization's normal attrition schedule, operating budget, maintenance and replacement plan or any other organizational plan that determines the replacement schedule for fleet vehicles or equipment. Based on the Applicant's Normal Attrition Schedule, a fleet average remaining useful life will be entered into the Project Fleet Description Form identified in Question 15, for each proposed project vehicle.

- **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.

Home Help Save Print Contact Us

Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection  
 Applicant: Web Application #: 8185922  
 Program: Driving PA Forward – Medium and Heavy-Duty Zero Emission Vehicle Fleet Pilot Grant Program

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

### 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](#).

**1. Identify the date of your pre-application meeting with DEP: ◆**

**2. Applicant information:**

a. Select organization type from the dropdown box. See program guidelines for definitions. ◆

b. Is the Applicant a municipal government currently in Act 47 status? See the [Act 47 website](#) for more information. ◆

c. Is the Applicant a small business with less than 100 full time-equivalent employees? ◆

d. If the Applicant does business under a name different than the entity's legal name ('Doing Business As, or DBA'), please enter it here.

**3. Will the grant-funded ZEVs be leased to another organization (Lessee)? ◆**

If NO, continue to #4. If YES, answer a through f below.

a. Provide the Lessee organization's name.

b. Select Lessee organization type from the dropdown box. See program guidelines for definitions.

c. Provide the Lessee FEIN.

d. Is the Lessee a municipal government currently in Act 47 status? See the [Act 47 website](#) for more information.

e. Is the Lessee a small business with less than 100 full time-equivalent employees?

f. If the Lessee does business under a name different than the entity's legal name ("Doing Business As, or DBA), please enter it here.

4. Is the base of operation of the proposed fleet vehicles different than the applicant's address? ◆

a. If yes, please enter the address. If more than one address, please include all.

Character Count: 0 characters.

5. Environmental Justice Area:

a. Will the proposed project be located or implemented in an Environmental Justice(EJ) Area, as defined in the [Instructions](#), or benefit a community located in an EJ Area? ◆

If so, please describe the community and how the project will beneficially impact the environmental and/or public health of an underserved community.

Character Count: 0 characters.

b. Does your organization have a history of community involvement where the grant will be implemented? ◆

c. Would this grant facilitate working with an underserved population and/or organization to address local environmental and/or public health issues? ◆

If Yes for above question, please describe.

Character Count: 0 characters.

6. What is the total number of class 4-8 trucks to be replaced with ZEVs in this grant request? ◆

7. What is the total number of class 4-8 trucks of the same class and type in the Applicant's (or Lessee's) local fleet? ◆

8. Are all vehicles proposed for replacement currently registered in PA? ◆

9. Are all vehicles proposed for replacement operated predominantly in PA? ◆

10. What is the average remaining useful life of the vehicles to be replaced based on either the applicant's Normal Attrition Schedule, or U.S.EPA's standard attrition schedule for medium and heavy duty on-road vehicles? See the application instructions linked to the Driving PA Forward homepage for more details. ◆

11. Does the project require any federal, state, or local permits or approvals? ◆

If so, please list any permits needed and what actions have been/are planned to be taken to obtain these permits.

Character Count: 0 characters.

12. Does the applicant agree to scrap their current vehicles in accordance with the program requirements? ◆

13. Upload signed document committing to provide the minimum required cost share if selected for an award. ◆

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

File 1  No file chosen

14. Download and complete the Detailed Project Description form, and then upload it when complete. ◆

[Download MHD-ZEV Detailed Project Description form.docx](#)

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

File 1  No file chosen

Question #15

Proposed Project Fleet Description – Applicants should download, complete, and upload the completed Proposed Project Fleet Description form under this question. Applicants must fill out all required information and as much optional information in the spreadsheet as possible. If the information provided is deemed inadequate, DEP may request additional information from the applicant.

Question #17

Supporting Documentation – Applicant should attach any supporting documentation here, including but not limited to: letters of financial commitment, letters of support, emission modeling results, electric vehicle charging infrastructure cost estimates and quotes, and any other pertinent information suitable for review. There is no upload limit for supporting documentation.

15. Download, complete, and upload the Applicant Fleet Description spreadsheet. See [Instructions](#) for details on information required in this section. ♦

[Download MHD-ZEV Fleet Pilot Grant Program Project Fleet Description Form.xlsx](#)

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

File 1  No file chosen

16. 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, please 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  No file chosen

17. Upload any additional relevant documents.

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: AML/AMD 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 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.**