

Instructions for the On-line Application

The Environmental Education Grants Program 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://www.esa.dced.state.pa.us/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.
- Please refer to the 2025 Environmental Education Grants Program Manual for specific **program** guidance. Should you have questions involving development of the proposal, completing the required Scope of Work and Detailed Budget forms or submitting acceptable Letters of Commitment, please contact RA-epEEgrants@pa.gov. This email is unable to provide assistance accessing and/or completing the electronic application.
- The 2025 Environmental Education Grants Program will begin accepting applications in August 2024. The application deadline is **11:59 pm on November 15, 2024**. Early applications or those submitted after the deadline will not be accepted.

Table of Contents

- 1. Registration and Login Page 3**
- 2. Begin a New Application Page 4**
- 3. Select a Program Page 5**
- 4. Apply Page 6**
- 5. Applicant Information Tab..... Pages 6-7**
- 6. Project Overview Tab..... Page 8**
- 7. Project Site Tab..... Page 9**
- 8. Narrative Tab Page 10**
- 9. Budget Pages 11-12**
- 10. Program Addenda Tab..... Pages 13-17**
- 11. Certification and Submission..... Pages 17-18**
- 12. Application Receipt Verification Page 19**

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://www.esa.dced.state.pa.us/Login.aspx> and follow the instructions for creating a new account, or login with your existing account.
- **Write down and save the Username and Password** you have chosen. You will need these later for 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 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.
- 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 radcedcs@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



[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](#)

7/26/2024

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?

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 ▾

4. Apply

- Scroll down through the various grant offerings, locate the “ Environmental Education Grant Program and click on “Apply.”

Environmental Education Grants Program
Pennsylvania Department of Environmental Protection

The Department of Environmental Protection's (DEP) Environmental Education Grants Program welcomes applications for the development of innovative formal and non-formal education projects that: 1) Address grant program priorities; 2) Provide opportunities to expand the public's understanding of Pennsylvania's environmental issues; and 3) Develop skills required to make informed decisions and take responsible action on behalf of the environment.

Eligible Applicants
(submissions by ineligible organizations will not be considered)

- Public schools and school districts (K-12) (includes Intermediate Units and Charter Schools)
- Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Businesses (must be registered to conduct business in Pennsylvania)

Additional Information: [Program Fact Sheet, Guidelines](#)

5. Applicant Information

- Select the applicant entity type and fill in the applicant’s (business, organization, school district, university, etc.) official (legal) name. For instance, if a teacher is submitting a proposal, enter the name of the school district. If unsure of the legal name, check with the organization’s business office. **Do not use a fictitious name.**
- NAICS Code – Use the drop-down box to select the organization’s focus. The NAICS code will be automatically inserted.
- FEIN Number (Federal Employer Identification Number) - Enter applying organization’s nine-digit number. If unknown, contact the organization’s business office. Do NOT enter the Project Director’s personal SS number.
- 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 top official/signing authority.
- SAP Vendor# - Enter, if known. If unknown, contact the organization’s business office.
Note: The SAP Vendor number is not required at the time of application. It is required to process the contractual Grant Agreement.
Suggestion: Establishing an SAP Vendor number may take time, delaying the processing of the contractual Grant Agreement. If the applying organization does *not* have an existing SAP Vendor number, you may wish to consider beginning the process. **To begin this process:**
Using Microsoft Edge or Chrome internet browser, open the Office of the Budget website at www.budget.pa.gov, Click “For Vendors.” Then select “Vendor Registration” and “Non-Procurement.” Complete the sections of the Non-Procurement vendor registration.

- Contact Name – Enter the primary contact name for this project. The contact may or may not be the same as the Project Director. The contact will be copied on all official Grant Center correspondence.
- Contact Title – Enter the primary contact 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 primary contact for this project. This may be different than the mailing address of where the project will take place.
- 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 Partnership Government Non-Profit Corporation Sole Proprietorship Limited Liability Company S Corporation 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 #: _____
(xxxxxxx or xxxxxxx-xxxx)

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"/> 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

[Continue](#)

6. Project Overview

- Project Name – The project name will auto-populate.
- Is this project related to another previously submitted project – select yes or no. If yes, explain.
- Have you contacted anyone at DEP about your project – If so, please indicate yes and indicate who.
- Is your community certified through Sustainable Pennsylvania? Select yes or no. If Yes, what level?
- Are you interested in applying for multiple funding sources for this project? While only application per project is permitted, by answering “Yes,” you will be able to submit an additional application for a different project.
- Site Locations – Default setting at 1. Only needs filled in if more than one site location exists for this project.

Project Overview

Project Name: ◆

Environmental Ed

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”

7. 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 – These fields will be auto-populate based on the information entered above. If the Legislator is not auto-populated, please visit <http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/>
- 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:

<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 on “Continue”

8. Project Narrative

- Complete the project narrative section by describing the project and its expected outcomes.

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.

Complete the Project Summary and Project Outcomes sections. Do not exceed 700 characters in each section. Provide detailed information in the project proposal.

Project Summary



Provide a concise description of the project.

Example: The (applying organization) will hold three elementary education workshops (grades 4-6), providing base knowledge about climate change as it relates to local water issues. The workshops will provide PA STEELS standards-based, hands on activities. Participants will be formal and non-formal educators who primarily teach Environmental Justice community members.

Character Count: 0/700 characters.

Project Outcomes



Summarize the anticipated outcomes (behaviors) of the audience, as a result of participating in the project.

Example: At least 15 Formal, Nonformal and Pre-service educators will attend each workshop (reflecting a total of 45 project participants).. Attendees' content knowledge will increase as reflected in Pre- and Post-evaluations. At least 80% of the attendees will incorporate content into their classrooms or other teaching venues, as reflected in post-workshop follow-up surveys.

Character Count: 0/700 characters.

[Continue](#)

Click on “Continue”

9. Program Budget

There are two tabs on this page which need to be completed, the Spreadsheet and Basis of Cost.

a. Spreadsheet

- Click on the Spreadsheet tab
- Complete the Budget Spreadsheet tab, entering the amount of Grant funds being requested for People, Travel, Resource and Other Costs.

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet Basis of Cost

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	Environmental Education Grants Program	Total
DEP Environmental Education Grant - Collapse	\$0.00	
People Costs Remove	<input type="text" value="\$0.00"/>	\$0.00
Travel Costs Remove	<input type="text" value="\$0.00"/>	\$0.00
Resource Costs Remove	<input type="text" value="\$0.00"/>	\$0.00
Other Costs Remove	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	
	Budget Total:	\$0.00

[Continue](#)

- Click on “Add funding source.”
- Source Name: Enter “Match.”
- Use the drop-down to select the best Source Type (Private, Local, State, or In-Kind).
- If multiple Funding Source Types (Federal, Cash, and In-Kind Match) will be provided, repeat the process for each Match Source Type.

Add Funding Source ✕

Source Name:

Source Type:

- Click on “Save,” then Click on “Continue”

b. Basis of Cost Tab

- Click the Basis of Cost Tab
- Provide a brief narrative of the cost of each requested item.

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: 0



Click on “Continue”

10. Program Addenda

- Applications requesting \$10,000 or more in grant funds are required to submit a completed **Worker Protection Form**.
- **Project Organization's Name** – Enter the full legal name of the applying organization (DO NOT ABBREVIATE)
- **Project Director Information** – Provide project director's name, email, and telephone number.
- **Project Title** – List project title.
- **Project Priorities** – Use dropdown menus to list project priorities and verify Environmental Justice (EJ) communities, if applicable.
- **Project Type** – Use dropdown menus to indicate if formal or non-formal environmental education project.
- **Grant Track** – Use dropdown menus to indicate grant level
- **Project location** – Use the dropdown menu to indicate project location
- **Watershed project location** – List the watershed(s) where the project is taking place.
- **Project latitude and longitude** – List the latitude and longitude for each project location.
- **Appropriate entity type** – Select applying organization's entity type from the dropdown menu.
- **DEP Region** – Select applying organization's DEP region from the dropdown menu.
- **Grant Linkage** – Select “Yes” or “No” to whether the grant application or scope of work is related to another EE grant proposal, Growing Greener grant, currently- or formerly-funded EE grant, or another grant program.
- **Subcontractors** – Indicate if subcontractors will be used during the project. List the subcontractor's name, Federal Employee Identification Number (FEIN), and explain the work to be performed by the subcontractor.
- **Project Proposal** – Create and upload a project proposal seven (7) pages or less.
- **Scope of Work** – Download a copy of the Scope of Work form and instructions. Complete the form and upload to the application.
- **Detailed Budget Sheet** – Download a copy of the Detailed Budget Sheet. Complete and upload to the application.
- **Letter(s) of Commitment** – Download and review the instructions, then upload letter(s) of commitment.

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](#).

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

1. Project Director Information (all other Project Information will be located in the site section)

Project Organization's Name

Project Director's Name

Project Director's E-Mail

Project Director's Phone Number

2. Project Title

3. Project Priorities

Water

Climate Change

Environmental Justice

If Yes...

How many people will directly participate in the project (Do not include presenters)?

What percent of audience participants live and/or work in an Environmental Justice (EJ) area?

Please verify the communities within EJ area(s) engaged by the project. Enter City and nine-digit Zip Code(s) ([ZIP Code™ Lookup | USPS](#)).

Use the DEP [PennEnviroScreen](#)

Character Count: 0 characters.

Other

4. Project Type

Non-Formal Environmental Education Project ◆

Formal Environmental Education Project ◆

5. Grant Track

Mini-Grant (up to \$5,000) ◆

General Grant Level I (\$5,001-\$30,000) ◆

General Grant Level II (\$30,001-\$85,000) ◆

6. Where is the project is Located? ◆

7. If the project is located in more than one river basin, indicate below.

8. List watershed where project is located. ◆

Indicate the watershed(s) where your project is located. Find the watershed(s) by clicking [here](#).

9. Provide the project's Latitude and Longitude location(s). ◆

Character Count: 0 characters.

10. Select the appropriate entity type.

Use the drop-down arrow to select the applying organization's entity type. ♦

11. Select your region.

Use the drop-down arrow to select the applying organization's DEP Region. Click [here](#) for Region assistance. ♦

12. Grant Linkage

Use the drop-down arrow to select "Yes" or "No" indicating if the grant application and/or its scope of work is related to any of the following: another DEP EE Grant proposal, a DEP Growing Greener Grant, a currently or formally funded DEP EE Grant, or another Grant Program.

Another DEP EE Grant proposal this round. ♦

DEP Growing Greener Grant ♦

Currently-funded or formally-funded DEP EE Grant ♦

Another Grant Program ♦

If "Yes" to any of the selections, explain in the space provided

Character Count: 0 characters.

13. SubContractors

Will a Subcontractor be used? ♦

If "Yes," provide the Subcontractor name, FEIN number and explain the work to be performed below

Subcontractor Name

Subcontractor's Federal Employee Identification Number (FEIN)

Explain work to be performed by the Subcontractor FEIN

Character Count: 0 characters.

REQUIRED APPLICATION DOCUMENTS

(refer to EE Grants manual pages 10-13)

14. Attach the Project Proposal ♦

Explain the proposed project in seven pages or less

Upload Files

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

File 1 No file chosen

15. Please download and complete the Scope of Work. ♦

[Download Scope of Work Instructions](#)

[Download Scope of Work form](#)

16. Please upload the Scope of Work. ♦

Upload Files

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

File 1 No file chosen

17. Please download and complete the Detailed Budget sheet.

[Download Grant Detailed Budget Sheet](#)

18. Please upload the completed Detailed Budget sheet. ♦

Upload Files

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

File 1 No file chosen

19. Please download Letter of Commitment Instructions.

[Download Letter of Commitment Instructions](#)

20. Please upload your Letter(s) of Commitment. ♦

Upload Files

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

File 1 No file chosen

[Continue](#)

Click “Continue”

11. 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

- Entity Type is required.

Project Site Location(s)

- Project Site 1: PA Senate District is required.

Program Budget

- Funding Source "Environmental Education Grants Program ()" must have a Grand Total greater than zero.

Addenda

- Another Program is required.

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

12. 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 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

13. Application Receipt Verification

- If you want a copy of your application, click the “Print Entire Applications with Signature Page” link. You will always be able to access your application with the 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 #: 202308295136

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 # 202308295136 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
P.O. Box 8776
Harrisburg, PA 17105-8776

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

- **Congratulations!** You have completed the online application.