

Instructions for the On-line Application

The Air Quality Small Business Technical Provider Assistance 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://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 8:30 am to 6:00 pm EST.

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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 8:30 am to 6:00 pm EST.

1. Registration and Login

- **Write down and save the Username and Password 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 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 ra-dcedcs@pa.gov.
 - **Customers of all other agencies:** Please contact the Enterprise eGrants Customer Service Center. Representatives are available Monday through Friday, from 8:30 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](#)

12/21/2023

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 ▾

4. Apply


- Scroll down through the various grant offerings, locate the “ Air Quality Small Business Technical Assistance grant and click on “Apply.”

1 results. ([Edit Search](#))

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.

Air Quality Small Business Technical Assistance Grant

 [Apply](#)

Pennsylvania Department of Environmental Protection

This program is intended to identify applicants that have a proven ability to provide technical and environmental compliance assistance focused on air quality regulations and requirements to Pennsylvania small businesses. Section 7.7 of Pennsylvania's Air Pollution Control Act (APCA) and Section 507 of the Clean Air Act (CAA) require Pennsylvania to provide free and confidential environmental compliance assistance to small business stationary sources.

5. Applicant Information

- The Applicant Information section requires data related to the entity for which the application is being submitted.
- Applicant Entity Type –
- Applicant Name – Enter the legal County name, the name under which the county legally conducts business.
- NAICS Code - From the dropdown box, enter your 4-digit industry code.
- FEIN/SSN Number - Enter the Federal Tax ID number for the legal County 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 either the County Commissioner, County Secretary or County Treasurer name.
- Title – Enter either County Commissioner, County Secretary or County Treasurer.
- 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. This should be a phone at the County for which the application is being submitted.
- 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 County and primary contact title for this project.
- Enterprise Type – Select Government.
- 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 #: _____
(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"/> 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.
- 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: ♦

901 Municipal

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 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 & Senate – 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 -- ▾

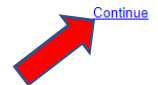
Municipality: -- Select Municipality -- ▾

PA House: ◆

PA Senate: ◆

Designated Areas:

<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 all fields in this section

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.

Project Narrative ♦

1. Describe applicant's experience assisting small businesses comply with air quality regulations including assistance identifying applicable regulations and preparing required forms, permitting applications, and reports. Please provide an example of technical compliance assistance the applicant provided to a small business.

Character Count: 0/3000 characters.

2. Please provide details of the applicant's experience developing, collecting, and coordinating information concerning compliance methods and technologies for small business stationary sources, and programs to encourage compliance with the Air Pollution Control Act and the Clean Air Act. ♦

Character Count: 0/3000 characters.

3. Please provide a detailed breakdown of the ways in which small businesses can contact the applicant to receive assistance. Describe how customer interactions would work at each point of contact, from initial contact until a question or problem is resolved. ♦

Character Count: 0/3000 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
- 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
--------------------	---------------

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	Air Quality Small Business Technical Assistance Grant	Match Local	Total
Cost Category - Collapse	\$0.00	\$0.00	
Overhead Remove	\$0.00	\$0.00	\$0.00
Fringe Benefits Remove	\$0.00	\$0.00	\$0.00
Marketing Remove	\$0.00	\$0.00	\$0.00
Telephone/Hotline Remove	\$0.00	\$0.00	\$0.00
Travel Remove	\$0.00	\$0.00	\$0.00
Publications Remove	\$0.00	\$0.00	\$0.00
Website Remove	\$0.00	\$0.00	\$0.00
Subcontracts Remove	\$0.00	\$0.00	\$0.00
Supplies Remove	\$0.00	\$0.00	\$0.00
Personnel Remove	\$0.00	\$0.00	\$0.00
Professional Develop Remove	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	
		Budget Total:	\$0.00

[Continue](#)

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

[Continue](#)



Click on “Continue”

10. Program Addenda

- Complete all fields in this section.

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. Is the applicant headquartered in Pennsylvania? ♦

2. Is the applicant a 501(c)(3) non-profit? ♦

3. How many physical location(s) does the applicant have that small business owners can visit? ♦

4. Will applicant be able to conduct on-site visits to small businesses? ♦

5. How many years of experience does the applicant have providing air quality technical environmental compliance assistance services to small businesses? ♦

6. Please provide testimonials or letters of support received within the last 5 years from small businesses for the technical and environmental services that the applicant provided. ♦

Character Count: 0 characters.

Upload Files

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

File 1 No file chosen

7. Does the applicant participate on state or national organizations or committees that focus on small business environmental compliance issues? ♦

If "Yes" is selected, please describe in detail including the name(s) of the organizations or committees and the level of participation and timeframe

Character Count: 0 characters.

8. Please describe the applicant's experience with sponsoring and/or participating in marketing events. Additionally, please provide details on the types of marketing events that the applicant would participate in and the value of those events in promoting the goals of the AQSFTA program. ♦

Character Count: 0 characters.

If applicant has examples of marketing and/or educational materials, please provide examples.

Upload Files

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

File 1 No file chosen

9. Explain how the applicant plans to network and collaborate in a manner that promotes improved support for small businesses across the Commonwealth. ♦

Character Count: 0 characters.

10. Please outline the website that the applicant has or will develop if awarded the grant. Provide details of the different webpages within the website. If applicant has an existing website, also provide web address in response. ♦

Character Count: 0 characters.

11. Please select ways the applicant will provide for small business owners to access the technical environmental compliance assistance resources and services provided under this grant. ♦

Physical locations/offices Remote access capabilities Phone hotline Other

Character Count: 0 characters.

12. Describe how applicant conducts environmental assessments. ♦

Character Count: 0 characters.

13. Provide the name, qualifications, percent effort and location for the staff that would be assigned to this project. ♦

Character Count: 0 characters.

14. Please upload a proposed workplan for fiscal year July 1, 2024 through June 30, 2025. Requirements of the workplan are detailed in the Online Submittal section of the AQSFTA Grant Guidance Document. ♦

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 provide a proposed template for the quarterly status report that the applicant would submit to DEP each quarter. The report should summarize technical and environmental assistance provided to small business throughout the quarter, breakdown activities and work outputs, and highlight notable requests for assistance. If you have done similar work in the past, you may upload an example of a quarterly or annual report from that work. ♦

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

File 1 No file chosen

16. Does the applicant receive funding from other programs for similar services in pennsylvania? ♦

if yes, please provide funding source and approximate amount of funding.

Character Count: 0 characters.

17. 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 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

- FEIN Number is required.

Project Site Location(s)

- Project Site 1: County is required.

Project Narrative

- Detailed breakdown is required.

Basis of Cost

- Cost Basis is required.
- Budget Narrative is required.

Addenda

- Able To OnSite Visits is required.
- Testimonials or Letters is required.
- plans to collaborate is required.

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

12. 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.