ELECTRIC CARGO HANDLING GRANT PROGRAM
APPLICATION INSTRUCTIONS

A DRIVING PA FORWARD FUNDING PROGRAM

The instructions on the following pages describe the information required to complete the application. The information MUST be complete. Incomplete or inadequate applications will not be evaluated for or receive funding. Do not submit separate attachments other than those specifically called for in the instructions. The Commonwealth reserves the right to reject any application which does not meet Program goals and requirements.

APPLICATION INSTRUCTIONS

The Electric Cargo Handling Grant Program Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website, also called eGrants. <u>Paper and faxed copies will not be accepted.</u> This allows DEP to expedite the review process. The link to the online application can be found at: <u>https://www.esa.dced.state.pa.us/Login.aspx.</u>

User Tips
1. Electronic Single Application works best when accessed through Internet Explorer.
2. If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and will have to re-enter it.
3. Save frequently.
4. 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.
5. Do not use special characters in the fields such as \, /, *, &, %, #, etc.
6. If you have questions 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.

CONFIDENTIAL AND PROPRIETARY INFORMATION

The Department of Environmental Protection (DEP) strongly recommends that applicants for funding do not include any confidential or proprietary information. Pursuant to Section 13 .2 of the Pennsylvania Air Pollution Control Act, act of January 8, 1960, P.L. 2119 (1959), as amended, 35 P.S. §§ 4001 et seq. ("APCA"), and pursuant to the Pennsylvania Right-to-Know Law, act of February 14, 2008 (P.L. 6, No. 3), 65 P.S. §§ 67.101 et seq. ("RTKL"), records containing confidential business information and personally identifiable information are not public records. However, in exercising the discretion afforded to DEP under 65 P.S. § 67.506(c) of the RTKL, Pennsylvania will make an otherwise exempt record accessible after redaction. If an applicant believes it is absolutely necessary to include confidential or proprietary information, then the applicant must identify with specificity the confidential or proprietary information it seeks to protect, cite the specific statutory support under Pennsylvania's Air Pollution Control Act, Section 13.2, 35 P.S. § 4013.2, for its claim of protection, redact the material that it is claiming is confidential or proprietary information, and submit both a non-redacted and a redacted copy for review. Contact DEP if you need assistance with complying with these requirements. Any confidential or proprietary information submitted directly to DEP through the eGrants system application process (other than uploaded documents) will be appropriately redacted by DEP before public publication. The Pennsylvania APCA can be found here: http://www.dep.pa.gov/Business/Air/BAQ/Regulations/Documents/apca.pdf. The Pennsylvania RTKL can be found here: https://www.openrecords.pa.gov/RTKL/About.cfm.

A. Registration and Login
1. You will need to take one of three options on this page: register, migrate your account, or log in.
2. If you have never previously applied for any Commonwealth of Pennsylvania funding program, click one of the "REGISTRATION" links.

3. If you select "REGISTRATION," you will be taken to the Keystone Login page, shown below. Complete all the required fields (denoted with a red diamond).
   a. <u>Personal Information</u> – Enter the applicant's first name, last name, and date of birth.
   b. <u>Contact Information (Optional)</u> – Enter an email address and mobile telephone number.
   c. <u>Login Information</u> – Enter a username and password that is compliant with the requirements listed. Remember the username and password you have chosen. You will need this later for your grant documents.
   d. <u>Security Questions/Answers</u> – Select and answer three security questions. These protect the identity of account.
      i. Security answer is case sensitive.
      ii. Information is used by the DCED Customer Service Center to verify user and reset password.

Register

Personal Information:

First Name *

Last Name *

Date Of Birth *   mm/dd/yyyy

Contact Information:

Email

Mobile Phone Number   ###-###-####

Login Information:

Username *

The username should between 6 and 20 characters and should not contains any spaces.

The password must pass these rules:

☐ Must be between 12 to 128 characters in length.

Password *

☐ Do not include any of your username, your first name, or your last name.

Confirm Password *

The password must pass 3 out of 4 of these rules:

☐ One uppercase letter.

☐ One lowercase letter.

☐ One numeric number.

☐ One non-character (such as !,#,%,^, etc).

Password Strength: Invalid

4. If you have previously applied for a Commonwealth of Pennsylvania funding program through the PA Login system, you will need to migrate your account to the Keystone Login.
   a. Click on the "MIGRATE ACCOUNT" link next to Account Migration. You will see the screen below.
   b. Select "I have not logged into Keystone Login before" if you have not previously migrated your account.

PALogin to Keystone Login Migration

Please select one of the following

- I have not logged into Keystone Login before
- I have an existing Keystone Login account

c. The Keystone Login Migration page will open.
d. Enter your current PA Login username and password.
e. Then enter new Keystone Login credential information including: new username, new password, email address, and date of birth. You will also need to select and answer three new security questions.
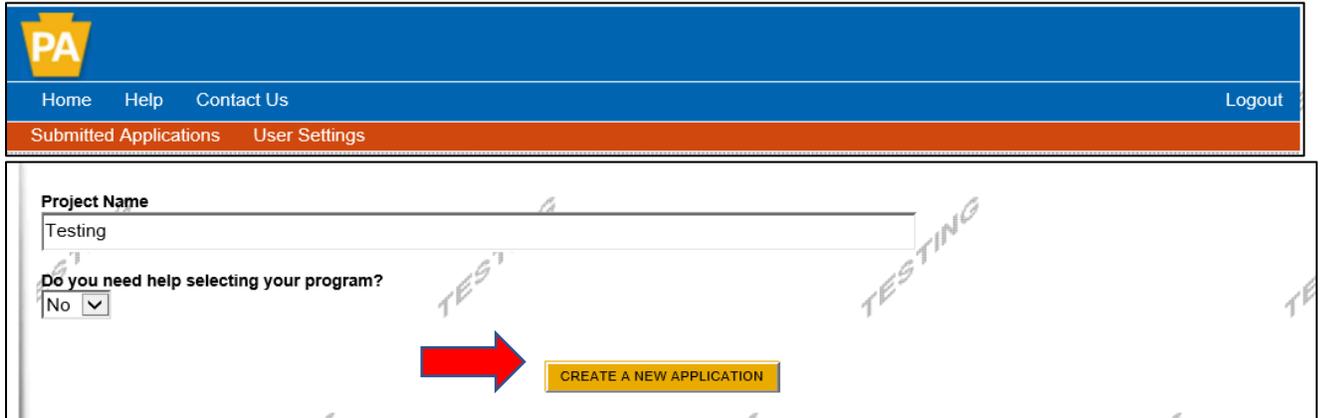

5. If you have previously migrated your PA Login account to Keystone Login, no additional steps are needed. Use your Keystone Login credentials to sign in on the right side of the screen.

B. Begin a New Application
1. <u>Project Name</u> – Assign your project a descriptive title of 10 or fewer words. Use this title for all correspondence regarding this project. <u>Please DO NOT use the title of the program for which you are applying as your project name</u>.
2. Do you need help selecting your program?
   a. If you select "Yes," click on "CREATE A NEW APPLICATION." Then select DEP under "Agencies" and click "Search" at the bottom to see all of DEP's grant programs in eGrants. Search results will appear under "Single Application Programs" at the bottom of the page.

   b. If you select "No," click on "CREATE A NEW APPLICATION." Search results will appear at the bottom of the page. In the blank space for Program Name, enter "Driving PA Forward" and click Search.
   c. When the search results appear, select "Apply" next to the Driving PA Forward - Electric Cargo Handling Grant Program.

C. Program Requirements Tab – This page serves as a simple "Yes/No" screening tool to ensure the project meets basic eligibility criteria before proceeding with the application.
1. Select "Yes" or "No." Your project must be one of the eligible project types listed.
2. Click "Continue."

D. Applicant Information Tab

1. To copy your Registration information into the application, select the "USE ACCOUNT INFORMATION" button.
2. Applicant Entity Type – Select the option that most closely matches your organization. If additional options appear, select the most appropriate response.
3. Applicant Name – Enter the organization's legal name. If doing business under a different name, enter the "Doing Business Name" on the Program Addenda Tab.
4. NAICS Code – Use the dropdown menu to select the most appropriate option. You may need to go through several dropdown menus. Once complete, the NAICS code will auto-populate for you.
5. FEIN/SSN – Enter the Federal Employer Identification Number (Federal Tax ID Number) for the organization. If the owner's Social Security Number is used as the FEIN, enter it here. Enter FEIN as 9 digits, no dash.
6. DUNS Number – Is a unique nine-digit identifier for businesses.
7. UEI Number – Unique Entity Identifier. A number that will be assigned to all entities registered in SAM (System for Award Management).
8. Top Official/Signing Authority – Enter the name of an authorized representative of the organization, who is the legal signatory for the applicant and has the authority to enter into a contract with the Commonwealth.
9. Title – Enter the title of the person identified as the Top Official/Signing Authority.
10. SAP Vendor # – Enter if known. Applicants may skip this item, but successful grantees will be required to provide a valid SAP Vendor # in order to be reimbursed.
11. Contact Name – Enter the name of the primary contact for the project.
12. Contact Title – Enter the title of the primary contact.
13. Phone and Fax – Enter the telephone number and facsimile (fax) number (if applicable) for the primary contact.
14. Email – Enter the email address of the primary contact.
15. Mailing Address, City, State, and ZIP Code – Enter this information for the primary contact.
16. Enterprise Type – Indicate the types of enterprises that describe the organization listed on this screen. You may select more than one. Select "Other" if none apply.
17. Click "Continue."

Home   Help   Save   Print   Contact Us   Logout

Program   Requirements   Applicant   Project Overview   Project Site   Narrative   Budget   Addenda   Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 9332414
Program: Driving PA Forward – Electric Cargo Handling Grant Program
Program Fact Sheet   Program Guidelines

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

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.
DUNS Number: [   ] ♦
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

Continue

E. Project Overview Tab
1. <u>Project Name</u> – This field will auto-populate.
2. <u>DEP Contact</u> – Indicate if you have spoken to someone at DEP about this project and provide the name of the DEP contact.
3. <u>Number of Site Locations</u> – Indicate the number of site locations for the project.
4. All other information on this tab is optional and does not need to be filled out.
5. Click "Continue."

F. Project Site Location(s) Tab

1. If you have more than one project site location, you will need to fill out this tab for each project site. You must enter a specific address for the primary and any additional locations. <u>Do not mark the project 'county-wide'.</u> If multiple site locations are entered, each location will be scored during the review process for location-based criteria such as priority areas, Environmental Justice Areas, etc., and the final score will be based on the average score for all locations listed.
2. <u>Address</u> – Enter the project site address. This may be the same as the applicant's mailing address. P.O. Boxes are not acceptable.
3. <u>City, State, and ZIP Code</u> – Enter this information.
4. <u>County</u> – Select from the dropdown menu.
5. <u>Municipality</u> – Select a municipality or county-wide from dropdown menu.
6. <u>PA House, PA Senate, and US House</u> – These fields will auto-populate when the municipality and county are selected.
7. <u>Designated areas</u> – Select all that apply. For the purposes of this grant, the following definitions apply:
   a. Act 47 Distressed Community – Approved distressed municipality under Act 47, Financially Distressed Municipalities Act of 1987. A list of Act 47 Distress Determinations can be found on the PA Department of Community and Economic Development website at https://dced.pa.gov/local-government/act-47-financial-distress/. Only projects located within the municipal boundaries of an Act 47 designated municipality should select this option.
   b. Brownfields are former industrial locations that have been environmentally remediated to a standard that allows development of non-industrial businesses. To determine if the project is located in a Brownfield, follow the instructions at the bottom of this webpage http://www.dep.pa.gov/business/land/redevelopment/pages/default.aspx under "Pennsylvania Brownfields Inventory."
8. Click "Continue."

G. Project Narrative Tab
1. Fill in the following information.
2. <u>Organization and General Fleet Description</u> – Provide a description of the applicant's organization and a general description of the organization's whole diesel fleet including what type of engines, equipment, and/or vehicles are part of the fleet, how many are in the fleet, and what type of tasks are performed by the fleet. This is not a request for detailed information about each vehicle and engine in the applicant's fleet. It is an overview intended to provide an understanding of the applicant's fleet and how the fleet is used. This information is in addition to the details provided in the Electric Cargo Handling (ECH) Project Information Form on the Addenda tab of the application, which will address the specific vehicles, engines, or equipment proposed for repower or replacement in this application. Description must be a minimum of 100 characters and a maximum of 3,000 characters.
3. <u>Proposed Project Description</u> – Provide a detailed description of the proposed project, including the type of project, why the project is needed, why the grant is needed to complete the project, and the project's sustainability (how long the applicant will operate the new equipment selected for the proposed project). Project Description must be a minimum of 100 characters and a maximum of 8,000 characters.
4. <u>Workplan with Schedule</u> – Applicants should provide a preliminary summary of their plan to complete the proposed project (work plan), including: identifying each significant task, an implementation schedule (timeline) for task completion, and the parties responsible for accomplishing each task. This will include identifying any partner organizations that will help to complete the project and specify the nature of their participation. A final, detailed work plan will be included in the grant agreement for successful applicants. Significant tasks include, but are not limited to, board (or other types) approvals, contract bids and awards, purchases, deliveries, and scrappage activities. Description must be a minimum of 100 characters and a maximum of 10,000 characters.
5. <u>Scrappage Plan</u> – Provide a description of the organization's plan to scrap or recycle the vehicle, engine, or equipment being replaced or repowered in the proposed project. The plan must be a minimum of 100 characters and a maximum of 3,000 characters. The following are acceptable methods of scrappage:
   a. For engine repowers and replacements, the following scrappage methods are allowed:
      i. Cutting a three-inch by three-inch hole in the engine block (the part of the engine containing the cylinders).
      ii. Crushing or shredding the entire engine.
      iii. Other acceptable scrappage methods may be considered and will require prior DEP approval.
   b. For vehicle or equipment replacements, the following scrappage methods are allowed:
      i. Cutting a three-inch by three-inch hole in the engine block (the part of the engine containing the cylinders) and disabling the chassis by cutting through the frame/frame rails on each side at a point located between the front and rear axles.
      ii. Crushing or shredding the full vehicle or piece of equipment.
      iii. Other acceptable scrappage methods may be considered and will require prior written approval from the DEP Project Officer.
   c. Evidence of appropriate scrappage or recycling is required in the final reimbursement request submitted to DEP. See the Program Guidelines for additional information.
   d. Applicants are permitted to receive compensation for the scrapping or recycling of certain portions of the replaced project vehicle(s), engine(s), or equipment. This type of compensation is classified as "Project Income" and will be subtracted from the project's total eligible costs.
6. Click "Continue."

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Driving PA Forward – Electric Cargo Handling Grant Program

Web Application #: ▉▉▉▉▉▉▉▉

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 Program Addenda section or the Program Guidelines.

Organization and General Fleet Description ◆
Provide a description of the applicant organization and a general overview of the organization's diesel fleet. Detailed information for the proposed replacements or repowers will be entered into the Electric Cargo Handling (ECH) Project Information Form on the Addenda tab. See Instructions for information required in this section.
Character Count: 0/3000 characters.

Proposed Project Description ◆
Provide a detailed description of the proposed project. See Program Guidelines for specific details required in this section.
Character Count: 0/8000 characters.

Work Plan with Schedule ◆
Provide a preliminary work plan, including all expected tasks or sub-tasks, the party responsible for completing the tasks, and a schedule, including dates, for completion of the tasks. Click here for a sample schedule. See Instructions for information required in this section.
Character Count: 0/10000 characters.

Scrappage Plan ◆
Provide a description of the organizations plan to scrap or recycle the vehicles, engines, or equipment being replaced in the proposed project. See Instructions for information required in this section.
Character Count: 0/3000 characters.

Continue

H. Program Budget Tab

1. Complete the Budget Spreadsheet. Below are descriptions of each category of the Budget Spreadsheet Table. A detailed budget, using the same categories below, will be required for any successful grantee.
   a. In the first column, enter the amount of funding you are requesting from DEP in the appropriate categories. The total for this column should be the total reimbursement you are requesting from DEP. If these categories are not showing on the chart, please select them from the dropdown menu to add them.
   b. In the second column, enter your match (mandatory and voluntary cost-share) amount.
   c. The third column will autofill with a total for each category.
2. <u>Vehicle, Engine, or Equipment Costs</u> – This includes the cost of the standard new vehicle, engine, or equipment. Additional costs may be considered, if it can be shown that they are necessary for the function that the vehicle, engine, or equipment will serve.
3. <u>Vehicle, Engine, or Equipment Installation Costs</u> – This includes all costs to install a new engine (repower) and any installation costs necessary for a replacement project.
4. <u>Electric Infrastructure Equipment Costs</u> – Complete if the applicant is requesting funding for electric charging infrastructure costs in association with a vehicle, engine, or equipment repower or replacement. If infrastructure funding is requested, it must be necessary for and directly connected to the operation of the new or repowered vehicle, engine, or equipment funded by this grant. A summary of the costs must be provided on the Basis of Cost tab or as an attachment under Supporting Documentation on the Addenda tab. Applicant should also upload any estimates or quotes received from a supplier under 'Estimates' (Question 22) on the Addenda tab.
5. <u>Electric Infrastructure Installation/Upgrade Costs</u> – This category includes any installation costs for the equipment or components identified above as electric charging infrastructure. Complete if the applicant is requesting funding for electric charging infrastructure installation and/or upgrade costs in association with a vehicle, engine, or equipment repower or replacement. If infrastructure installation funding is requested, please provide a summary of the costs on the Basis of Cost tab or as an attachment under 'Estimates' (Question 22) on the Addenda tab. Applicant should also upload any estimates or quotes received from a supplier under 'Estimates' (Question 22) on the Addenda tab.
6. <u>Match Requirements</u> – Match requirements can be met with cash, in-kind goods and services, federal grant or other federal funding awards, or some combination of the above. Successful grantees should be certain to identify and document all match contributions with the submittal of reimbursement requests. Match must be expended during the grant Period of Performance. Funds expended prior to the grant Period of Performance are not eligible, unless otherwise stated in a grant agreement. Costs claimed as match can be paid for with other sources of grants, from the organization's normal operating budget, or out of fundraising specific to the project. Detailed documentation will be required to be submitted with reimbursement requests.
   a. Cash Match: Examples of documentation include, but are not limited to:
      i. Copy of check from donor.
      ii. Letter of commitment from donor.
      iii. Verification from financial institution of cash on hand or financing agreement.
   b. Non-Cash Match: Charges allowed for match:
      i. Value of volunteers' donated time, including time to travel to work sites. Dollar values may be obtained at www.independentsector.org. Search for Value of Volunteer Time. Scroll down to state table.
      ii. Rate related to nature of work, not to volunteers' usual charge rate. For example, manual labor would be calculated at prevailing rate for manual labor and donated professional engineer's time would be calculated at the prevailing rate for engineers.
      iii. Administrative costs.
   c. Federal Awards: Must meet the following conditions:
      i. Must have an official award letter or notification from the relevant federal agency office.
      ii. Must be for use within the same project period as the proposed project period for this application.
      iii. May cover costs not eligible for reimbursement under this program.
      iv. May not be used for more than 50 percent of the required applicant match amount. The remaining 50 percent must come from one of the other sources identified above.

     v.   Funds awarded under this program may also be used as the applicant match for federal grants or awards, but DEP will not confirm the funding for use as match funding until a grant award letter is sent to the grantee or a grant agreement is fully executed.

  d. Charges not allowed for match or for reimbursement:
     i.   Any costs associated with lobbying, alcohol, or allowance for bad debts.
    ii.   Additional funds that were provided by DEP under another program.
   iii.   Contract contingency costs and other rate factors that do not reflect actual expenses.
   iv.   Costs associated with legal action against the Commonwealth.
    v.   Costs associated with illegal activities or substances.
   vi.   Costs associated with goods or services for personal use of Board members, officers or others.

6. <u>Basis of Cost tab</u> – Select the appropriate option for the basis of the funding request under Basis of Cost. Multiple options can be selected.
    a. In the Budget Narrative section, provide a brief description of what is being funded under each category of the budget summary chart. Applicants should also enter a description here of the costs for electric infrastructure, if applicable. Detailed budget information will be required in the grant agreement for successful applicants.
    b. Additionally, applicants should identify all known contractors for the proposed project, providing company name, phone number, and address.
        i. Although the contractor selection process is determined by the applicant, DEP encourages applicants to use contractors in the most cost-effective and efficient manner possible.
        ii. Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.
        iii. Please remember that all contractors are required to be cleared for outstanding obligations to the State, prior to their beginning work on the project.
        iv. Once awarded funding, grantees must refer the name, work function, address and EIN information for any contractors planned to be used to complete the project, to their project advisor in order to get this clearance.
7. Click "Continue."

I. Program Addenda Tab

1. <u>Small Business Designation</u> – Clicking 'Yes' in this section indicates that the applicant organization is a for-profit business which has 100 or fewer full-time equivalent employees for the entire company, including all employees worldwide for parent companies, subsidiaries, branch offices, and businesses under management in common.

2. <u>Doing Business As</u> – If an applicant is doing business under a name different than the entity's legal name ('Doing Business As, or DBA'), enter applicant's DBA name. Include DBA documentation as an attachment to Question 2 on this tab, if applicable.

3. <u>Organization Type</u> – Select the applicant's type of organization from the dropdown menu list of eligible applicants.
   a. If the applicant selects Business, Nonprofit, Government, or MPO/RPO, proceed to the next question.
   b. If the applicant selects Air Quality or Transportation Organization (a local, regional, or multi-state air quality or transportation organization) as the applicant type, list the Pennsylvania-based member and the eligible entity(ies) with which the organization has partnered or for whom the organization is managing projects.

4. <u>Project Duration</u> – Identify the project duration. Estimate the start date and the end date using the MM/DD/YYYY format. DEP anticipates awarding three-year grant awards. Extensions may be granted by DEP.

5. <u>Project Type</u> – Select the applicable project type(s). Select all that apply. See Section IV. Cost Share and Scrappage Requirements of the Program Guidelines for the percentages of the project costs that DEP will reimburse for each project type. If the applicant has any questions about the eligibility of a proposed project, the applicant should contact the program administrator prior to submitting an application. The eligible project types are described below. See Section III.D. Eligible Project Types of the Program Guidelines for additional information about eligible projects.

   ☐ Repower of a diesel-powered forklift, with a lift capacity of greater than 8,000 pounds, with an all-electric engine, including costs of installation of a new engine and charging infrastructure associated with a new all-electric engine.

   ☐ Replacement of a diesel-powered forklift, with a lift capacity of greater than 8,000 pounds, with the same equipment in an all-electric form, including costs of charging infrastructure associated with new all-electric equipment.

   ☐ Repower of Tier 0, Tier 1, or Tier 2 diesel-powered airport GSE with an all-electric engine, including costs of installation of a new engine and charging infrastructure associated with a new all-electric engine.

   ☐ Replacement of Tier 0, Tier 1, or Tier 2 diesel-powered airport GSE with the same airport GSE in an all-electric vehicle, including charging infrastructure costs associated with new all-electric equipment.

   ☐ Repower of diesel-powered port cargo handling equipment with an all-electric engine, including costs of engine installation and charging infrastructure associated with a new all-electric engine.

   ☐ Replacement of diesel-powered port cargo handling equipment with the same equipment in an all-electric form, including charging infrastructure associated with new all-electric equipment.

| Program | Requirements | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Driving PA Forward – Electric Cargo Handling Grant Program

Web Application #: ▆▆▆▆▆▆

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try changing your program.

Question 1: Small Business Designation

Is the applicant a business with fewer than 100 full-time equivalent employees? ◆

[▾]

Question 2: Doing Business As or DBA

If the organization is doing business under a name different than the entity's legal name ('Doing Business As, or DBA'), please enter it here and attach the organization's DBA documentation under Question 25 – Supporting Documentation below.

[   ]

Question 3: Organization Type

Select one of the following organization types for your organization. See Program Guidelines glossary for definitions of organization types. ◆

[▾]

If Air Quality or Transportation Organization is selected, identify:
a) the Pennsylvania-based member:

[   ]

b) the eligible entity(ies) it has partnered with or is managing project for:

[   ]

Question 4: Project Duration

Identify the anticipated project start date and end date. The project period for this program is three (3) years, with extensions possible.

Start Date: ◆

[   ]

End Date: ◆

[   ]

Question 5: Project Type

Choose the applicable project type(s) from those listed below. Select all that apply and provide details in the Project Narrative Tab under the Proposed Project Description. All projects are for the repower or replacement of vehicles, engines, or equipment with All-Electric versions, including required infrastructure. See Program Guidelines for detailed project type descriptions. ◆

☐ Repower of a diesel-powered Forklift, with a lift capacity of greater than 8,000 lbs.

☐ Replacement of a diesel-powered Forklift, with a lift capacity of greater than 8,000 lbs.

☐ Repower of Tier 0, Tier 1, or Tier 2 diesel-powered Airport Ground Support Equipment (GSE).

☐ Replacement of Tier 0, Tier 1, or Tier 2 diesel-powered Airport Ground Support Equipment (GSE).

☐ Repower of diesel-powered Port Cargo Handling Equipment.

☐ Replacement of diesel-powered Port Cargo Handling Equipment.

6. <u>Physical Location or Base of Operations</u> – Indicate whether the applicant has a physical location or base of operations located predominately within the boundaries of Pennsylvania.

7. <u>Environmental Justice (EJ)</u> – 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.

8. <u>Priority Areas</u> – Identify if the project site location is in a priority area. A priority area is an area in non-attainment or maintenance of national ambient air quality standards for ozone and/or $PM_{2.5}$. The priority area list is updated periodically, usually on an annual basis.

   a. Current priority areas include the following counties: Allegheny, Armstrong, Beaver, Berks, Bucks, Butler, Carbon, Centre, Chester, Cumberland, Dauphin, Delaware, Fayette, Greene, Indiana, Lancaster, Lawrence, Lebanon, Lehigh, Montgomery, Northampton, Philadelphia, Washington, Westmoreland, and York.

   b. If more than one Project Site Location is included in your application, you must identify in the Project Narrative under the Proposed Project Description which site location(s), if any, are located in a priority area.

9. <u>High Pollution Areas</u> – Identify if the project site location is in a High Pollution Area. If the applicant indicates that the project is in a high pollution area, the applicant must also include a description of the project location, specifically identifying it as one of these types of areas, in the Proposed Project Description on the Project Narrative tab. If the applicant fails to include a description, they may not receive points for this element in the review process.

   a. The following are considered High-Pollution Areas:

      i. Ports – cities, towns, or other places alongside navigable water with facilities for the loading and unloading of cargo from ships; places from which aircraft operate that have paved runways and passenger and cargo terminals which include baggage-movement and passenger-transit operations (airports); and places where foreign goods are inspected by customs officers and allowed to pass into and out of a country.

    ii.   Rail yards – places at which trains originate or terminate, or at which they are distributed or combined.

    iii.   Terminals – freight or passenger stations at the end of carrier lines or that serve as junctions at any point with other lines, which have facilities for the handling of freight and passengers.

    iv.   Distribution centers – facilities that perform consolidation, warehousing, packaging, decomposition and other functions linked with handling freight, often in proximity to major transport routes or terminals, and which generate large amounts of truck traffic.

    v.   Truck stops – places targeted for large truck operators that are usually by a highway or interstate and that include a parking area, fueling services, and/or other facilities.

    vi.   Construction sites – sites of ongoing large-scale commercial, industrial, or heavy civil construction.

    vii.   School bus depots/yards – parking areas and/or garages where school buses are stored and maintained, or where school buses queue.

b. If more than one Project Site Location is included in your application, you must identify in the Project Narrative under the Proposed Project Description which site location(s), if any, are located in high pollution areas. If a description is not included, an applicant may not receive any points for the project being located in a High Pollution Area.

Question 6:

Does the applicant organization have a physical location or base of operations located predominately within the boundaries of Pennsylvania? ◆

[⌄]

Question 7: 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: 0/1000 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: 0/1000 characters.

[   ]

Question 8: Priority Areas

Is the project located in a Priority Area as defined in the Instructions? ◆

[⌄]

If yes, identify the county(ies)

[   ]

10. <u>Population Density</u> – Indicate whether the project location is in a high, medium, or low population density area. Municipalities are listed as high, medium, and low density, and sorted by county in Population Density Reference Document available here. You can also access the document from the link in the application.

a. Identify the project location municipality.

b. If more than one Project Site Location is included in your application, you must identify the population density for each project site location in the Project Narrative under the Proposed Project Description.

11. <u>Electric Vehicle, Engine, or Equipment Infrastructure</u> – Select the most appropriate option that describes the applicant's electric charging infrastructure status. If requesting funding for electric infrastructure, also indicate whether or not the installation is technologically feasible.
12. <u>Infrastructure</u> – Use the dropdown menu to answer if infrastructure developments or structural improvements, other than electric vehicle infrastructure, are needed for the project.
    a. If yes, use the dropdown menu to answer if the developments and/or improvements are consistent with county, municipal, or multi-municipal comprehensive plans or zoning ordinances.
13. <u>Permits and Approvals</u> – Use the dropdown menu to answer if the project requires any federal, state, or local permits or approvals.
    a. If yes, use the dropdown menu to identify the status of obtaining those permits.
14. <u>Property Ownership</u> – Use the dropdown menu to identify whether or not the project, including the installation of charging infrastructure or stationary equipment, is occurring on property owned by the applicant. Projects can be eligible if the applicant does not own the property but an agreement between the applicant and the owner to complete the project must be included with this application.
    a. If no (indicating the property is not owned by the applicant), use the "Browse" button to upload a signed letter from the property owner indicating the owner's permission and approval of the project.

Question 9: High Pollution Areas
Is the project located in a high pollution area, as defined in the Instructions? ◆
[▼]

If yes, select the type of high pollution area from the choices below.
☐ Port/Airport ☐ Rail Yard ☐ Terminal ☐ Distribution Center ☐ Truck Stop ☐ Construction Site ☐ School Bus Yards/Depots

Question 10: Population Density
Use the Population Density Reference Document to determine if the project location is in a high, medium, or low population density area and select the appropriate option below. ◆
[▼]

Identify the project location municipality
[   ]

Question 11: Electric Charging Infrastructure
Select the most appropriate option below.
☐ Applicant has existing infrastructure and no additional infrastructure is necessary. ☐ Applicant will fund infrastructure through a different funding source. ☐ Applicant is applying for funding to build associated infrastructure in this application.

If applicant is requesting funding for electric vehicle charging infrastructure, has the applicant confirmed that the installation is technologically feasible at the proposed location?
[▼]

Question 12:
Are infrastructure developments or structural improvements, other than electric charging infrastructure, needed for this project? ◆
[▼]

If yes, are the developments or improvements consistent with a county, municipal, or multi-municipal comprehensive plan or zoning ordinance?
[▼]

Question 13:
Does the project require any federal, state, or local permits or approvals? ◆
[▼]

If yes, identify the status of obtaining those permits from the dropdown menu below.
[▼]

Question 14:
Use the dropdown menu to identify whether or not the project, including charging infrastructure or equipment, is being installed on property owned by the applicant.
[▼]

If no (indicating the property is not owned by the applicant), upload a signed letter from the property owner indicating the owner's permission and approval of the project.

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

Question 15: Vehicle, Engine, or Equipment Quantity
Identify the total number of vehicles, engines, or equipment that are proposed for replacement or repower for this project. Specify the types of vehicles, engines, or equipment for each one being replaced or repowered.
Character Count: 0/1000 characters.
[   ]

Question 16: Electric Cargo Handling (ECH) Project Information Form
Download, complete, and upload the ECH Project Information Form. See the Instructions tab on the form for information required to complete.
Download ECH Project Information Form.xlsx

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

Question 17:
If any of the vehicles or equipment proposed for repower or replacement are required to be registered, are they registered (either full or apportioned) in Pennsylvania?
[▼]

15. <u>Vehicle, Engine, or Equipment Quantity</u> – Specify the total number and type of vehicles, engines, or equipment proposed for replacement or repower for this project.
16. <u>Electric Cargo Handling (ECH) Project Information Form</u> – Download the ECH Project Information Form by clicking the link. Complete the worksheet with your project-specific information on all the appropriate tabs (i.e. Forklifts, Airport GSE, and/or Port Cargo Handling Equipment). Once complete, save the document and upload the completed worksheet to the application in the space provided. The filename will then appear in the "Upload Files" box with the options to View and Delete next to it.
17. <u>Registration</u> – If any of the vehicles or equipment proposed for repower or replacement are required to be registered in Pennsylvania, use the dropdown menu to answer if they are registered (either full or apportioned) in Pennsylvania.
18. <u>Normal Attrition Schedule</u> -
    a. Provide a detailed description of the applicant organization's normal attrition schedule, operating budget, maintenance, and replacement plan or any other organizational plan that determines the replacement schedule for vehicles or equipment. Applicants must provide sufficient detail for DEP to determine whether or not the application complies with the remaining useful life requirements of the program. DEP may reject the application if insufficient information is provided. The assertion of remaining useful life must be consistent throughout the application.
    b. Upload a list of all vehicles, equipment, or engines owned and operated by the applicant (or fleet owner, if different) that are proposed for replacement or repower in this application or are of the same or similar type of equipment as those proposed for replacement or repower. For each of the vehicles, equipment, or engines listed provide the following: a brief description of the use or purpose of it, an identification number, the engine model year, and the expected replacement (attrition) year based on the attrition schedule described in 18(a) above. For example, if you are proposing to replace an eligible forklift, include all forklifts (with similar lift capacity) on the list, including both the one proposed for replacement and the ones that are not proposed for replacement in this project.
    c. Additionally, applicants must self-certify the following two statements in the application by checking the appropriate boxes. The project will not be eligible for funding if these two statements are not certified by the applicant.
        • I certify that all the vehicles, engines, or equipment proposed for repower or replacement in this project have been in the applicant's fleet and used for their intended purposes for at least three (3) years prior to the application date.
        • I certify that all the vehicles, engines, or equipment proposed for repower or replacement in this project have at least three (3) years of useful life remaining, in accordance with the attrition schedule described above.

Question 19:

Does the applicant agree to scrap their current vehicle(s), engine(s), or equipment in accordance with the program requirements? ◆

[▾]

Question 20: Emissions Summary

Use the U.S. EPA's Diesel Emission Quantifier (DEQ) to quantify the emission reduction estimates for the proposed project. Complete the chart below with the results. Use remaining useful life determined by the DEQ, as listed in the ECH Project Information Form (Question 16), or as described in the Normal Attrition Schedule (Question 18) to calculate lifetime emission reductions. See the DEQ Instructions for more information on using the DEQ.

Annual NOx Emission Reductions ◆

Character Count: 0/100 characters. Minimum requirement of 3 characters UNMET

[   ]

Annual Other Emission Reductions (CO, HC/VOC, and PM2.5) ◆

Character Count: 0/100 characters. Minimum requirement of 3 characters UNMET

[   ]

Lifetime NOx Emission Reductions ◆

Character Count: 0/100 characters. Minimum requirement of 3 characters UNMET

[   ]

Lifetime Other Emission Reductions (CO, HC/VOC, and PM2.5) ◆

Character Count: 0/100 characters. Minimum requirement of 3 characters UNMET

[   ]

Model or methodology used to calculate emission reductions

Character Count: 0/100 characters.

[   ]

Question 21: Cost-Effectiveness

Calculate and enter the cost-effectiveness of the proposed project in the format of dollars requested per ton NOx lifetime emissions reduced. ($ requested/ton NOx reduced lifetime). See Instructions for details on how to calculate this value. ◆

Character Count: 0/500 characters.

[   ]

Question 22:

Upload any documentation you have for estimates, bids, or other project proposal information you have received for this project at the time of 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

Question 23:

Upload a site map of the facility and indicate 1) the location of proposed or existing charging infrastructure for new, all-electric mobile vehicles or equipment (whether or not it's funded by this program), and/or 2) the location of the proposed installation of new, all-electric stationary engines or equipment.

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

Question 23:

Upload a site map of the facility and indicate 1) the location of proposed or existing charging infrastructure for new, all-electric mobile vehicles or equipment (whether or not it's funded by this program), and/or 2) the location of the proposed installation of new, all-electric stationary engines or equipment.

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

Question 24: Transformational Project

Indicate if the proposed project is considered 'transformational' and, if yes, explain why. See Instructions for information on determining if a project is transformational.

[▾]

Character Count: 0/3000 characters.

[   ]

Question 25: Supporting Documentation

Upload any additional supporting documentation here. See Instructions for a list of suggested documentation. Applicant should attach any letters of financial commitment, letters of support or any other pertinent information suitable for review.

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

Question 25: Supporting Documentation

Upload any additional supporting documentation here. See Instructions for a list of suggested documentation. Applicant should attach any letters of financial commitment, letters of support or any other pertinent information suitable for review.

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

Question 26: Worker Protection 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, 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 [Choose File] No file chosen

Continue

19. Current Vehicle Scrappage – Applicants are required to scrap or render permanently inoperable each vehicle, engine, or equipment proposed for replacement or repower. Instructions for scrappage will be included in the grant agreement, but will require, at a minimum: scrapping the existing vehicle, engine, or equipment in a way approved by DEP (such as cutting the frame and drilling a hole in the engine, or crushing/shredding the entire vehicle, engine or equipment) and completing a Certificate of Destruction form for each vehicle, engine, or piece of equipment and including the required pictures. The Certification of Destruction form will be provided by DEP. Funding will not be awarded to projects that do not agree to the scrappage requirements. The vehicle, engine, or equipment proposed for replacement or repower must match the vehicle, engine, or equipment that is scrapped, unless an alternative is approved in writing by DEP prior to it being scrapped.

20. Emissions Summary – The applicant should use the EPA's Diesel Emission Quantifier (DEQ) to quantify emission reduction estimates for the proposed project, unless DEP approves an alternate emission reduction calculation methodology. The DEQ can be found at the following website: https://cfpub.epa.gov/quantifier/. Select 'Log In' or select 'Use the DEQ without logging in.'

a. If you have not used the DEQ before, an instruction document is available as a link within this question in the online application. This instruction document provides a step-by-step walkthrough of how to use the DEQ to quantify emissions for project types eligible under this program. The instruction document also explains what information needs to be submitted in part (b) of this question from the model results. Applicants do not need to log in or create an account to use the DEQ but may do so if they choose.

b. Insert the emission reduction estimate results from the DEQ for the following into the lines provided in the application:
    i. Annual NO_X emission reductions in tons. This is the 'Annual amount reduced' listed for NO_X in the DEQ results spreadsheet.
    ii. Annual other emission reductions in tons (total of $PM_{2.5}$, CO, HC/VOC, and CO_2 annual emission reductions). Applicants should add the 'Annual amount reduced' for each of these categories from the spreadsheet and enter the total here.
    iii. Lifetime NO_X emission reductions in tons (using DEQ or applicant supplied remaining useful life times the annual NO_X emission reductions estimate). Applicants should enter the 'Lifetime amount reduced' from the spreadsheet for NO_X if using the DEQ. If using the normal attrition schedule, applicants should multiply the annual emission reductions (Question 20(b)(i)) by the remaining useful life established by the applicant's normal attrition schedule.
    iv. Lifetime other emission reductions (using DEQ or applicant supplied remaining useful life times the annual $PM_{2.5}$, CO, HC/VOC, and CO_2 emission reductions estimates). Applicants should add the 'Lifetime amount reduced' from the spreadsheet for each of these categories and enter the total here if using the DEQ. If using the normal attrition schedule, applicants should multiply the annual emission reductions (Question 20(b)(ii)) by the remaining useful life established by the normal attrition schedule.
    v. Identify the model or methodology was used to calculate emission reductions. It should be the DEQ, unless the applicant has received approval to use an alternate method or model.

c. Applicants should save a copy of the excel spreadsheet output from the DEQ, a screenshot of the DEQ results, or documentation of the results from other methodology as supporting documentation in case the emission reduction estimates need to be verified.

d. If the emission benefits for the proposed project cannot be calculated using the DEQ, contact DEP for approval to use an alternate calculation method. If the DEQ is not used, a detailed explanation of the calculation method, including inputs and calculations, must be included as Supporting Documentation uploads under Question 28.

21. Cost-effectiveness – Calculate cost-effectiveness of the proposed project. To determine cost-effectiveness, applicants should divide the total amount requested from DEP (Budget Tab) by the lifetime NO_X emission reductions calculated for Question 20 (Question 20(b)(iii)).

22. Estimates – Upload any documentation you have for estimates, bids, or other project proposal information you have received for this project at the time of application.

23. Site Map - Upload a site map of the facility and indicate 1) the location of proposed or existing charging infrastructure for new, all-electric mobile vehicles or equipment (whether or not the chargers are funded by this program), and/or 2) the location of the proposed installation of new, all-electric stationary engines or equipment.

24. Transformational Project – Indicate if the applicant considers the proposed project to be transformational, and, if yes, describe in detail why you consider the project to be transformational. This could mean the project is transformational for the applicant's organization, community, or industry. Some examples of a project being transformational include: a project that enables an organization to begin transitioning its fleet to a different fuel (with a plan to do so); a project that encourages a local community to invest in cleaner vehicles; a project that results in local investments in new alternative fueling infrastructure; a project that educates other local organizations about a new fuel or vehicle technology. This list is not exclusive. All explanations will be considered. The description text box has a maximum character count of 3,000.

25. Compliance Certification – To be eligible for funding under this grant program, applicants must certify that their organizations and any contractors, consultants, and/or lessors that they compensate for costs incurred from the grant-funded project, are compliant with all applicable Pennsylvania state labor and workforce safety laws, including the PA Prevailing Wage Act and Executive Order 2021-06, Worker Protection and Investment. Applicants must self-certify the following three statements in the application by checking the appropriate boxes. The project will not be eligible for funding if these statements are not certified by the applicant.

 - I certify that all personnel under the employ of the applicant's organization are paid wages commensurate with the requirements of the PA Prevailing Wage Act AND the Governor's Executive Order 2021-06, Worker Protection and Investment.

 - I certify that all consultants, contractors, and lessors which are to be reimbursed for project activities are likewise compliant with the requirements of the PA Prevailing Wage Act AND the Governor's Executive Order 2021-06, Worker Protection and Investment.

 - I certify that the applicant organization is compliant with applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
    a. Construction Workplace Misclassification Act.
    b. Employment of Minors Child Labor Act.
    c. Minimum Wage Act.
    d. Equal Pay Law.
    e. Employer to Pay Employment Medical Examination Fee Act.
    f. Seasonal Farm Labor Act.
    g. Wage Payment and Collection Law.
    h. Industrial Homework Law.
    i. Construction Industry Employee Verification Act.

26. 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 or installation cost estimates and quotes, and any other pertinent information suitable for review. If DEQ results (Excel spreadsheet or screenshot of results page) are saved, they should be uploaded here. There is no limit for supporting documentation.

27. Click "Continue".

J. **Application Certification and Submission**
1. If there is any missing information in your application, your screen will look similar to the following example (see below).
2. 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."
3. To add/correct the information on your application, click on the section heading to return to the page.

| Home | Help | Save | Print | Contact Us | | | | | | Logout |

| Program | Requirements | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Environmental Protection
Applicant: ▇▇▇▇▇▇▇▇t
Program: Driving PA Forward – Electric Cargo Handling Grant Program

Web Application #: 8▇▇▇▇▇▇

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

- FEIN Number is required.

Program Addenda

- Organization Type is required.
- Population Density is required.
- Normal Attrition Schedule - b has not been uploaded.
- Annual NOx Emission Reductions is required.
- Annual Other Emission Reductions is required.
- Lifetime NOx Emission Reductions is required.
- Lifetime Other Emission Reductions is required.
- Cost-Effectiveness is required.

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

4. Once all required information is complete, you will see the following screen:

5. Check the box under the Electronic Signature Agreement certification, click the appropriate option, and type your name in the space provided to complete the electronic signature process.
6. Check the box for the Electronic Attachment Agreement. You will not be able to submit your application without checking this box. Please note that DEP does not require any printed documents for this application and does not anticipate requesting any documentation be mailed to DEP.
7. Select "SUBMIT APPLICATION."

8. If your application has been submitted successfully, you will see this page. Make sure to note the Single Application ID # (also called the Electronic Single Application ID/ESA ID #). All future correspondence from DEP will reference this number.

9. <u>Please note: even though this page indicates that the signature page along with any other paper supporting documents can be mailed to DEP, this grant program does NOT require and will not accept paper documents, and your electronic signature on the previous page is the only signature needed to apply.</u>

Note: Applicants should not mail any documents nor the signature page to DEP. All necessary information is to be included in your online submission