# INSTRUCTIONS FOR THE ON-LINE APPLICATION

# Agriculture Energy Rebate Program

Rebate must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application (ESA) website. **Paper, e-mailed or faxed copies will not be accepted.** The link to the on-line application can be found at:

https://www.esa.dced.state.pa.us/Login.aspx

This document provides step-by-step instructions on how to apply and upload the required documentation in the ESA application. All information needed for your submission will be contained in this online application.

# No documentation needs to be mailed to DEP. It is not necessary to send any documents, copies of applications or signature pages to DEP.

# **User Tips**

- The Electronic Single Application works best when accessed through Internet Explorer or Google Chrome.
- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since your last save and will have to re-enter it. Save frequently.
- When completing the application, fields with a "
  " are required fields. If a required field is skipped, you will be notified later in the application to return to that section to complete the field.
- Do not use special characters in the fields such as \, /, \*, &, %, #, etc.

If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.

# **Registration and Login**

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Go to the ESA login page <u>https://www.esa.dced.state.pa.us/Login.aspx</u> and follow the instructions for creating a new account or migrating an existing account.

Holp Contact Us	
Help         Contact Us           General Facts:              • Create a New Keystone Login Account – Registration             • Create a new Keystone Login account – Registration             • Create a new Keystone Login account – Registration             • Create a new Keystone Login account – Registration             • Click Register and enter all of the information into the fields with a red asterisk (*) next to them.             • You will be asked to create your profile, login information and security questions.             • If you have already created an account with another agency whose application uses the Keystone Login Service, you <u>do not</u> need to register another account with us.             • If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.	Login What's New? For an overview of the changes in the new Single Application, please read Help. Username Password
Some additional information may be required for those agencies.     Account Migration - Migrate Account     If you would like to migrate your exiting PA Login account(s) to a new Keystone Login     account, this must be done from the Keystone Login Website     If you have multiple PA Login accounts, and you wish to continue to use them,     each account will need to be migrated to Keystone Login account.     Keystone Login Services     There are many account options that can be configured for your Keystone Login     account. Please see the help documents provided by the Keystone Login Service	Powered by KEYSTONE LOGIN Registration Forgot Password
Walkthroughs           Application Walkthrough (For most of the program applications)           Condensed Application Walkthrough (For specific program applications that do not require a project narrative)           Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.	Learn more about Keystone Login

# **Begin a New Application**

- Project Name Enter a name for your project. This can be something simple such as "Smith Farm LED Lighting Upgrade".
- Indicate whether you are applying for your or another's organization.
- Do you need help selecting your program Select "No".
- Click on "CREATE A NEW APPLICATION".

# **Begin a New Application**

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you nee the program you want to apply for, answer "No".

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#### Select Program

- Under Program Name, enter "Agriculture Energy."
- Click "SEARCH". Look for the appropriate grant program offered by DEP.

Agriculture Energy	. d
Sort By Program Name	
Sort By Program Name	TESTI
Program Name	́д.
-TINE SEARCH TI PROGRAM	
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• Select the program for which you are applying.

#### Search Results

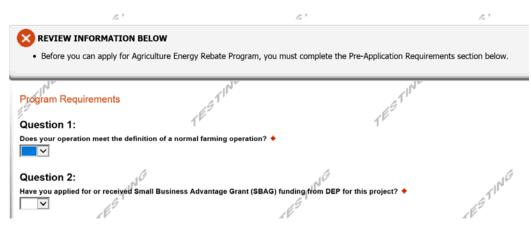
Below Is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the pro-

Apply

Agriculture Energy Rebate Program
Pennsylvania Department of Environmental Protection
Provides limited rebates to farmers for prescribed energy efficiency measures.

#### **Program Requirements**

Answer the two Program Requirements questions to make sure you are eligible to apply.



## **Applicant Information Tab**

- The Applicant Information section requires data related to the applicant or sponsor for which the application is being submitted.
- Applicant Entity Type select the appropriate type for your organization.
- Applicant Name Enter the organization's name, the name under which the applicant or sponsor legally conducts business.
- NAICS Code From the dropdown box, select the appropriate type. The NAICS code will autopopulate for you.
- FEIN/SSN Number Enter the Federal Tax ID number for the legal name (no dashes).
- CEO In this block, enter the head of the organization's name or owner name.
- CEO Title Enter that person's title (can be listed as owner/operator).
- SAP Vendor# Fill in if you have one/if known. This is not required.
- Contact Name Enter the primary contact name for this project.
- Contact Title Enter the primary contact's title for this project.
- Phone and Fax Enter the phone and fax numbers for the primary contact for this project.
- E-mail Enter the e-mail for the primary contact for this project.
- Mailing address, City, State and Zip Code Enter this information for the organization and primary contact for this project.
- Select your enterprise type (ex. Agri-producer)
- Click "Continue" at the bottom right.

	Call Account IN CITAR HOIL		
Applicant Entity Type:	O Limited Liability Partnership	O Partnershi	P
	Government	O Non-Profit	Corporation
	O Sole Proprietorship	O Limited Lis	ability Company
	O S Corporation	C Corpora	tion
Applicant Name:	Lebanon County		•
NAICS Code	•		
	SELECT		×
FEIN/SSN Number	•		
	(x00000000x)		
DUNS Number:			
CEO:			•
CEO Title:			•
SAP Vendor #:			
Contact Name:	(x00000x or x00000x-x00x)		•
	l		
Contact Title: Phone:		-	-
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Fax:			
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Mailing Address:		^	
		<ul> <li>✓</li> </ul>	
City:	I		•
	PA		
Zip Code:	•		
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2 · ·	organization listed above. You may selec	ct more than one type. 🕈	
	Processor Agri-Producer		Blotechnology / Life Sciences
al Services		Commercial	Community Dev. Provider
	ense Related Economic Dev. Provider		Emergency Responder

### **Project Overview**

- Project Name The project name will auto-populate from the information you filled in at the beginning of the process. You may change the project name at this time.
- Enter the name of the person you spoke with at DEP regarding your application (if applicable).
- Be sure to enter the number of sites if there is more than one project site location.

Click "Continue"

#### Project Site –

- Be sure to include all site locations related to the application/project. If there is more than one site location, enter that number on the Project Overview tab (prior tab). This will create the appropriate number of site tabs.
- Address Enter the mailing address (street address). **P.O. Boxes are not acceptable. Please enter** full address of site location.
- City, State and Zip Code Enter this information. (If you indicated more than one site on the prior tab, you will be requested to complete this information for all sites.)
- County Select your county from the dropdown box.
- Municipality Select the Municipality or County-Wide from the dropdown box, as appropriate.
- PA House, PA Senate and US House These fields will be auto-populate based on the information entered above.
- Designated Areas Leave blank.

Project Site Loca To add Project Site Locations,	ation(s) please see the Project Overview section.	11		1
Site 1	NG		NG	
Address:	400 Market Street		ESTI	
City:	Harrisburg		1	
State:	PA			
Zip Code:	17110	TESTING		
County:	Dauphin 🔽 🔶	GTIL		
Municipality:	Harrisburg City	TE		1
PA House: 🔶	Patty Kim (103)			
A Senate: +	John DiSanto (15)			
Designated Areas:	Act 47 Distressed Community		Brownfield	
r	Enterprise Zone		Greenfield	

Click "Continue"

# **Project Narrative**

• Enter a <u>brief</u> description of the project related to this rebate application in the area provided (one to two sentences.)

Applicant: Program: Agriculture Energy Rebate Program	Web Application #: 8183103
Project Narrative Adequate answers to the Project Narrative questions below are required. Uploaded attach narrative is required for the Program selected, instructions will either be provided in the Pro-	nents or mailed documents are no longer permitted in this section of the application. If a more detailed gram Addenda section or the Program Guidelines.
Please provide a brief narrative of the project associated with this reb:	te request. ◆

Click "Continue"

# **Program Budget**

• There are two tabs on this page, <u>Spreadsheet</u> and <u>Basis of Cost</u>.

# Spreadsheet Tab

• Click on the Spreadsheet tab. Enter the amount of funding you are requesting from DEP.

	ogram Budge se see the Help section f		w to complete the	Program Budget	T <sup>E:</sup>
	Spreadsheet	Basis of Cos	t	6	
The	get Spreadsheet irst column indicates the de a more detailed descr Add funding source	ription of specifi	c line items. Agriculture Energy Rebate	Total	After com
	Technology - Collaps	i0	Program \$500.00		
	LED Lighting	Remove	\$0.00	\$0.00	
	VFD's for Milk Pumpi	ng Remove	\$500.00	\$500.00	
	VFD's for Ventilation	Remove	\$0.00	\$0.00	
	Total		\$500.00		
			Budget Total:	\$500.00	

# Click "Continue"

# **Basis of Cost Tab**

This tab does not need to be completed and has been prepopulated. You may ignore this tab and click continue.

Please see the Help section for details on how to complete the Program Budget.	TES'	TÉ
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	TESTING	TESTING
Budget Narrative  The narrative must specifically address each of the cost items identified in the Budget Spreadsheet. Character Count: 66 This area does not need to be completed. You may skip this tab.	TING	

Click "Continue"

# Program Addenda

Answer the questions and upload any documentation as required on the addenda. As a reminder, all areas marked with a red diamond are required fields.

In this section you will be uploading two required items. Please have those saved to your computer and ready to upload for ease of applying:

- 1. An equipment supplier/vendor quote, itemized by product, quantity, and unit price.
- 2. Product brochures or spec sheets for the products you are purchasing with rebate funds. Specs from a manufacturer website are acceptable.

Program Addenda	1 E
Below are additional application requirements specific to the program you s	elected. If you are having problems completing the Program Addenda because your organization
requirements listed below, please try changing your program.	
1. What type of farm business do you operate? +	TESTING
2. Have you submitted a Schedule F with your 2020 tax returns? ♦	1
V	
3. Type of energy efficient technology which will be implemented u	nder this rebate program: 🔶
LED Lighting Variable Frequency Drives for Milk Pumping	g Equipment 🔲 Variable Frequency Drives for Ventilation
1 <sup>14</sup>	×11° ×
Insert # of light fixtures being replaced:	,G1
	(E-
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#### **Certification and Submission**

- If there is any missing information in your application, your screen will look like the following example.
- Under the orange "Application Certification" heading, it will state, "The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application".
- To add/correct the information on your application, click on the section heading to return to the page.

Program Appl	icant Project Overview	Project Site	Narrative	Budget	Addenda	Certification	
Applicant:	vania Department of Environn Reimburseme		ion			Web Application #: 8180872	
Application	Certification			TES		1 <sup>65</sup>	(ES
The following se	ections are incomplete. A	All required fields	marked wit	h a red dia	mond (+) mu	ust be completed before you are able to submit this application:	
App     App     NAl     FEI     Cee	ity Type is required. licant Name is required. ICS Code is not a valid foul N Number is required. b is required. b Title is required.	r digit code.				Click here to make the necessary changes	

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

Application Certification All of the required sections of the web application have been complet submitting, you will no longer be able to make changes.	ed. If you have reviewed the application, you	may submit it for processing. After
Electronic Signature Agreement: By checking this box and typing your name in the below textbox. I supporting materials submitted via the Internet and its attachments and the Applicant, and I also certify that, if applying on behalf of the applic information is true and correct and accurately represents the status as make a false statement or overvalue a security to obtain a grant and/ prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unswood claims and statements).	re true and correct and accurately represent to cant, I have verified with an authorized represend nd economic condition of the Applicant. I also for loan from the Commonwealth of Pennsylva	he status and economic condition of entative of the Applicant that such understand that if I knowingly ania, I may be subject to criminal
◯ I am the applicant		
OI am an authorized representative of the company, organization	n or local government.	NG
OI am a "Certified" Partner representative.	TESTIN	TESTI
Electronic Attachment Agreement:		

Complete the following fields:

- Indicate certification of application information by checking the related checkbox under the Electronic Signature Agreement.
- Indicate identity as one of the following:
  - o I am the applicant.
  - I am an authorized representative of the company, organization or local government.
  - o I am a "Certified" Partner representative.
- Type your name in the "Type Name Here" block. This will serve as your official e-signature and authorizes your application.
- Check the "Electronic Attachment Agreement" box.
- Click on "Submit Application".

# **Application Receipt Verification**

- If you want a copy of your application, click the "Print Entire Application 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 DEP will reference this number.
- You do not need to send the signature page and/or any further documentation to the Grants Center. All the information needed is contained in your on-line submission.

<	Application Certification Single Application ID #: 201712074982	TESTI	TESTP
	The web application has been successfully submittee	d for processing.	
	I hereby certify that all information contained in the s 201712074962 and its attachments are true and co certify that, if applying on behalf of the applicant, I he correct and accurately represents the status and ecc overvalue a security to obtain a grant and/or loan fro with 18 Pa.C.S. § 4904 (relating to unsworn falsificat	rect and accurately represent the status and eco ave verified with an authorized representative of the promic condition of the Applicant. I also understa in the Commonwealth of Pennsylvania, I may be	nomic condition of the Applicant, and I also he Applicant that such information is true and nd that if I knowingly make a false statement or subject to criminal prosecution in accordance
	The signature page may also be printed now. You n Applications" in the top toolbar.	nay also print submitted applications from the Hor	ne page. Click the link labeled "Submitted
	Print Signature Page only Print Entire Application with Signature Page	TESTING	TESTING
	The signature page along with any paper supporting	documents can be mailed to the following address	55.
	Pennsylvania Department of Environ DEP Grants Center PO Box 8776 Harrisburg, PA 17105-8776	nmental Protection	Do not send any documentation to DEP. All information needed is contained in your on-line submission, including your

• **Congratulations!** You have completed the on-line application. <u>You do not need to mail anything additional</u> <u>to DEP.</u>

official signature..