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.

Note regarding receipt of payment if application is approved:

If you have a SAP Vendor Number, please use this number when submitting your application. This can be found on the Applicant Information Tab in the electronic application. If you do not have a SAP Vendor number, you have the option to apply for one so that you can receive any grant/rebate payment by ACH deposit instead of by check. If you choose not to apply for a SAP Vendor number to receive your payment by ACH, you will receive your payment in check form sent via US Mail for one-time payments only. If you have previously received a rebate or grant from the Commonwealth, you will be required to apply for a SAP Vendor Number. Please ensure your up to date address in used on the application as this is the address to which the check will be mailed. Please note, when receiving payment by check, some programs require that a W-9 form be included with your application submission.

If you do not have an SAP Vendor Number and would like to register to receive one, visit the PA Supplier Portal at www.pasupplierportal.state.pa.us. If you already have an SAP Vendor number, but need to make address or bank account changes, you may also use the PEPP form for these changes if your SAP Vendor number begins with a 6, 7 or 8. If your vendor number begins with a 1, 2, 3, 4, or 5, any changes to your vendor information such as bank account information or address changes must be completed by visiting the PA Supplier Portal.

Registration and Login

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

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".

Project Name

Ag Energy Rebate

Do you need help selecting your program?

No

CREATE A NEW APPLICATION

Select Program

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

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

Program Name
Agriculture Energy

Sort By
Program Name

SEARCH   PROGRAM FINDER

Apply

- Select the program for which you are applying.
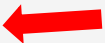
Search Results
Below Is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the pro

Agriculture Energy Rebate Program   ✏ Apply
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.

❌ **REVIEW INFORMATION BELOW**
- Before you can apply for Agriculture Energy Rebate Program, you must complete the Pre-Application Requirements section below.

Program Requirements

Question 1:
Does your operation meet the definition of a normal farming operation? ◆

Question 2:
Have you applied for or received Small Business Advantage Grant (SBAG) funding from DEP for this project? ◆

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 auto-populate 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.

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.

Click "Continue"

Project Narrative

- Enter a brief description of the project related to this rebate application in the area provided (one to two sentences.)

Click "Continue"

Program Budget

- There are two tabs on this page, Spreadsheet and Basis of Cost.

Spreadsheet Tab

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

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.

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.

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.

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

Complete the following fields:

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

Application Receipt Verification

- If you want a copy of your application, click the "Print Entire 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 #: 201712074962

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 # 201712074962 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
PO Box 8776
Harrisburg, PA 17105-8776

> Do not send any documentation to DEP. All information needed is contained in your on-line submission, including your official signature..

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