INSTRUCTIONS FOR THE ON-LINE APPLICATION

Cooking in Healthy Electrified Commercial Kitchens (CHECK) 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.

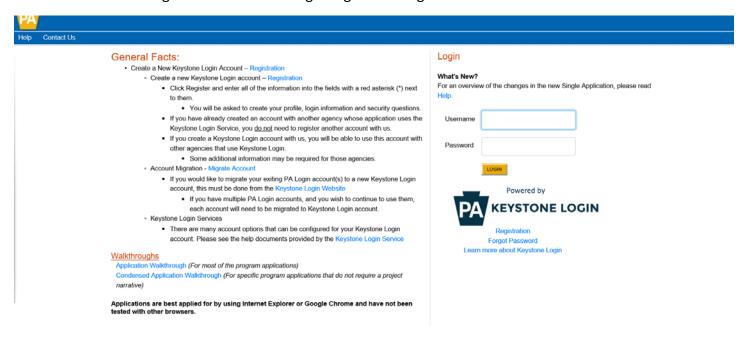
Note regarding receipt of payment if application is approved:

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 is 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 login. If necessary, follow the instructions for creating a new account or migrating an existing account.



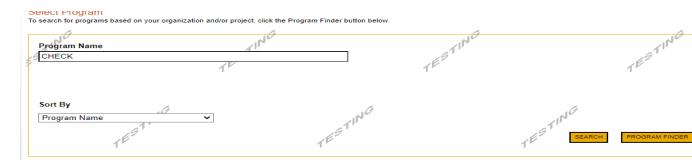
Begin a New Application

- Project Name Enter a name for your project. This can be something simple such as "XYZ Nonprofit Oven 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 need help selecting your program. If you already know the name of the program you want to Project Name XYZ Nonprofit Oven Upgrade Do you need help selecting your program? No CREATE A NEWAPPLICATION CREATE A NEWAPPLICATION

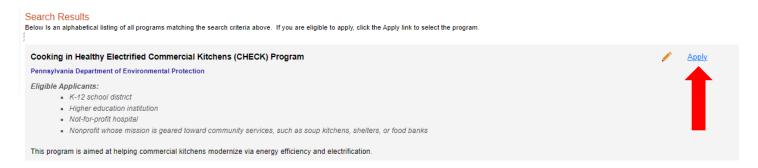
Select Program

- Under Program Name, enter "CHECK" or "Commercial Kitchen."
- Click "SEARCH". Look for the appropriate grant program offered by DEP.



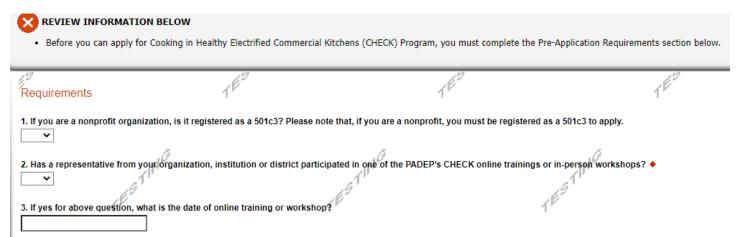
Apply

Select the program for which you are applying.



Program Requirements

Answer the Program Requirements questions to make sure you are eligible to apply. Note, you must have participated in one of DEP's CHECK online trainings or in-person workshop 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 of the applicant (no dashes).
- Enter the UEI number for your organization. This is required.
- Top Official/Signing Authority In this block, enter the head of the organization's name or owner name.
- Title Enter that person's title.
- 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
- Click "Continue" at the bottom right.

Applicant Information To copy your Registration information into the application, click the "Use Account Information" Applicant Entity Type O Limited Liability Partnership Partnership Government O Non-Profit Corporation O Sole Proprietorship O Limited Liability Company S Corporation O C Corporation Applicant Name NAICS Code FEIN/SSN Numbe ase enter FEIN as 9 digits, no dash **UEI Number** Top Official/Signing Authority Title SAP Vendor #: (xxxxxx or xxxxxxx-xxx) Contact Name Contact Title; Phone:

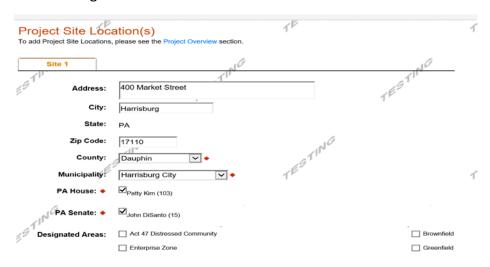
Project Overview

- 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 -

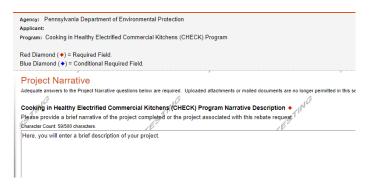
- Be sure to include all site locations related to the application/project. If there is more than one site location, enter that number on the Project Overview tab (prior tab). This will create the appropriate number of site tabs. Though a red diamond does not appear beside the Address, City and Zip Code fields, please note that this information is required.
- 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 auto-populate based on the information entered above.
- Designated Areas Leave blank.



Click "Continue"

Project Narrative

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



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. As a reminder, your total request may not exceed \$5000.



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.

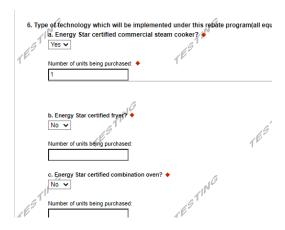


Program Addenda

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 required to upload your Equipment Supplier Quote. Please have it saved to your computer and ready to upload for ease of applying.

Note: For Question #6, you will need to enter yes or no for each type of technology.



Under the Attachments section in the Program Addenda, you MUST upload your equipment/product specifications.

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:

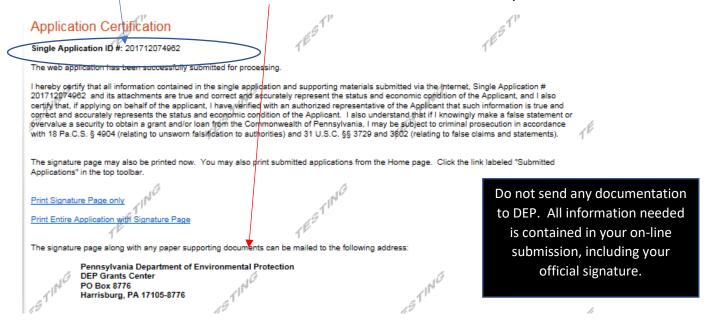
Application Certification All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. After submitting, you will no longer be able to make changes.	r
Electronic Signature Agreement: By checking this box and typing your name in the below fextbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition or 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).	of T
I am the applicant I am an authorized representative of the company, organization or local government. I am a "Certified" Partner representative.	
Electronic Attachment Agreement: Along with the web application, if you have been requested or need to send any documentation to DEP please print and send a copy of your E-Signature and mail it to DEP along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.	1 ^g

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.
 - o 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.



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