

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.

The screenshot shows the PA Keystone Login website. At the top left, there is a logo with 'PA' and a blue navigation bar with 'Help' and 'Contact Us' links. The main content is divided into two columns. The left column is titled 'General Facts:' and contains a bulleted list of instructions for creating a new account, migrating an account, and using Keystone Login services. Below this list are links for 'Walkthroughs' (Application Walkthrough and Condensed Application Walkthrough) and a note that applications are best applied for using Internet Explorer or Google Chrome. The right column is titled 'Login' and includes a 'What's New?' section with a link to 'Help'. Below this are input fields for 'Username' and 'Password', a yellow 'LOGIN' button, and the 'PA KEYSTONE LOGIN' logo. Underneath the logo are links for 'Registration', 'Forgot Password', and 'Learn more about Keystone Login'.

General Facts:

- 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 do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- 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](#)

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.

Login

What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password

[LOGIN](#)

Powered by
PA KEYSTONE LOGIN
[Registration](#)
[Forgot Password](#)
[Learn more about Keystone Login](#)

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 NEW APPLICATION](#)

Select Program

- Under Program Name, enter “CHECK” or “Commercial Kitchen.”
- 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


Sort By

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 program.

Cooking in Healthy Electrified Commercial Kitchens (CHECK) Program  [Apply](#)

Pennsylvania Department of Environmental Protection

Eligible Applicants:

- K-12 school district
- Higher education institution
- Not-for-profit hospital
- Nonprofit whose mission is geared toward community services, such as soup kitchens, shelters, or food banks

This program is aimed at helping commercial kitchens modernize via energy efficiency and electrification.

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.

REVIEW INFORMATION BELOW

- Before you can apply for Cooking in Healthy Electrified Commercial Kitchens (CHECK) Program, you must complete the Pre-Application Requirements section below.

Requirements

1. If you are a nonprofit organization, is it registered as a 501c3? Please note that, if you are a nonprofit, you must be registered as a 501c3 to apply.

2. Has a representative from your organization, institution or district participated in one of the PADEP’s CHECK online trainings or in-person workshops? ♦

3. If yes for above question, what is the date of online training or workshop?

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 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" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type: Limited Liability Partnership Partnership
 Government Non-Profit Corporation
 Sole Proprietorship Limited Liability Company
 S Corporation C Corporation

Applicant Name:

NAICS Code:

FEIN/SSN Number:

*Please enter FEIN as 9 digits, no dash.

UEI Number:

Top Official/Signing Authority:

Title:

SAP Vendor #:

(xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: Ext.

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.

Project Site Location(s)
To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address:

City:

State:

Zip Code:

County: ▼ ◆

Municipality: ▼ ◆

PA House: ◆ Patty Kim (103)

PA Senate: ◆ John DiSanto (15)

Designated Areas: Act 47 Distressed Community Brownfield
 Enterprise Zone Greenfield

Click “Continue”

Project Narrative

- Enter a brief description of the project related to this rebate application in the area provided.

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: Cooking in Healthy Electrified Commercial Kitchens (CHECK) Program

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

Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section.

Cooking in Healthy Electrified Commercial Kitchens (CHECK) Program Narrative Description ◆
Please provide a brief narrative of the project completed or the project associated with this rebate request.
Character Count: 59/500 characters.

Here, you will enter a brief description of your project.

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.

Program Budget
Please see the [help](#) section for details on how to complete the Program Budget.

Spreadsheet | **Basis of Cost**

Budget Spreadsheet ◆
The first column indicates the amount of funding you are requesting from DEP after completion.

Add funding source	Cooking in Healthy Electrified Commercial Kitchens (CHECK) Program	Total
DEP Cooking in Healthy Electrified Commercial Kitchens (CHECK) Program - Collapse	\$0.00	
Total Rebate Request <input type="text"/> Remove	\$0.00	\$0.00
Total	\$0.00	
Budget Total:		\$0.00

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.

Program Budget
Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet **Basis of Cost**

Basis of Cost ♦
Provide the basis for calculating the costs that are identified in the Project Budget.

Appraisals Bids/Quotes
 Budget Justification Contractor Estimates
 Engineer Estimates Sales Agreements

Budget Narrative ♦
The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
Character Count: 06
This area does not need to be completed. You may skip this tab.

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.

6. Type of technology which will be implemented under this rebate program(all equ

a. Energy Star certified commercial steam cooker? ♦

Number of units being purchased: ♦

b. Energy Star certified fryer? ♦

Number of units being purchased:

c. Energy Star certified combination oven? ♦

Number of units being purchased:

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.

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](#) ♦

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Ceo is required.
- Ceo Title is required.

Click the sections 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 completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, 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 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).

I am the applicant

I am an authorized representative of the company, organization or local government.

I am a "Certified" Partner representative.

Type Name Here:

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.

SUBMIT APPLICATION

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.**