


INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Environmental Education Grant Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website. **Paper and 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>

User Tips

- Electronic Single Application works best when accessed through Internet Explorer.
- **Save frequently.**
- 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.
-  Is a Required application field. If a required field is skipped, when you attempt to submit your application, you will receive a message to return to the applicable section to complete the field.
- Do not use special characters in the fields such as \, /, *, &, %, #, etc.
- 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.
- **If you have questions or require assistance in completing the application, please call the DCED Customer Service Center at 1-800-379-7448. Their hours are from 8:30 a.m. – 5:00 p.m. EST Monday thru Friday.**
- Questions about the 2022 Environmental Education Grants Program should be directed to RA-epEEgrants@pa.gov
- The application round opens September 10, 2021. Application deadline is 11:59 p.m. on December 10, 2021. Early applications or those submitted after the deadline will not be accepted.

1. Registration and 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](#)

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



[Registration](#)
[Forgot Password](#)
[Learn more about Keystone Login](#)

Suggestion: Write down and save the Username and Password you have chosen for future grant applications and other grant-related use.

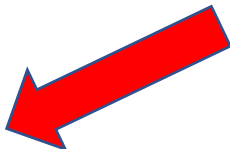
2. Begin a New Application

- Project Name – Enter the name of the project.
- Do you need help selecting your program – Select “Yes”
- Click “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 apply for, answer “No”.

Project Name

Do you need help selecting your program?
 

Select Program

- Under “Agencies”, click on DEP.

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded. You may select one or more options. If no options are selected, all programs will display.

Agencies
Select to limit the search results.

Dept of Agriculture PCA DCED DEP FTA DOT PLCB L&I Office of the Budget PDA PEMA PHMC

[Clear Agencies](#)

Non-Profit/Government Enterprise Types ([Display For-Profit Program Finder](#))
If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).

Authority

College/University

Economic Development Provider


Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).

Municipality

County Government and Councils of Governments (COGs) should also check this option for eligible programs.

Other Government or Non-Profit

Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.



- Select the appropriate “Use of Funds”
- Click “SEARCH”

Use of Funds

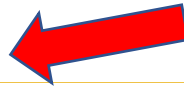
Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for funding. If the project does not match any of the options listed below, leave this section blank to view all programs.

- Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
- Community Services - Examples include Low Income Assistance projects and Emergency Responders programs.
- Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.
- Machinery and Equipment
- Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.
- Workforce Development - Including Education and Job Training.

Sort By

Show Single Application Programs First ▾

SEARCH



3. Apply

- Scroll down through the various grant offerings, locate “Environmental Education Grants Program” and click on the “Apply” link.

Environmental Education Grants Program

Pennsylvania Department of Environmental Protection

The Department of Environmental Protection’s (DEP) Environmental Education Grants Program welcomes applications for the development of innovative formal and non-formal education projects that: 1) Address grant program priorities; 2) Provide opportunities to expand the public’s understanding of Pennsylvania’s environmental issues; and 3) Develop skills required to make informed decisions and take responsible action on behalf of the environment.

 [Apply](#)



Eligible Applicants

(submissions by ineligible organizations will not be considered)

- Public schools and school districts (K-12) (includes Intermediate Units and Charter Schools)
- Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Businesses (must be registered to conduct business in Pennsylvania)

4. Applicant Information

- Select the applicant entity type and fill in the applicant's (business, organization, school district, university, etc.) official (legal) name. For instance, if a teacher is submitting a proposal, enter the name of the school district. If unsure of the legal name, check with the organization's business office. **Do not use a fictitious name.**
- NAICS Code: Use the drop-down box to select the organization's focus. The NAICS code will be automatically inserted.
- FEIN Number (Federal Employer Identification Number): Enter the applying organization's nine-digit number. If unknown, contact the organization's business office. Do NOT enter Project Director's personal SS number.
- Complete the CEO's name and title (person responsible for the organization's daily operations such as a school principal, executive director or county conservation district manager.)
- Fill in the Commonwealth's SAP Vendor Number. If unknown, contact the organization's business office.

Note: The SAP Vendor Number is not required at the time of application. It is required to process the contractual Grant Agreement.

Suggestion: Establishing an SAP Vendor number may take time, delaying the processing of the contractual Grant Agreement. If the applying organization does *not* have an existing SAP Vendor number, you may wish to consider beginning the process. The organizations' business office should follow instructions and complete a Pennsylvania Electronic Payment Program (PEPP) Enrollment Form available at:

<https://www.budget.pa.gov/Documents/pepp-form.pdf>.

- Enter the organization's Contact information (name, title, phone, fax and email). The Contact may or may not be the same as the Project Director. The Contact will be copied on all official Grant Center correspondence.
- Provide the *organization's* complete mailing address. This may be different than the mailing address of the where the project will take place.
- **Enterprise Type:** Select the types of enterprises that describe the applying organization. Click on "Continue".

5. Project Overview

- Project Name – The project name (title) will auto-populate.
- Is this project related to another previously submitted project – Select yes or no. If yes, explain.
- Have you contacted anyone at DEP about your project – If so, please indicate yes and indicate who.
- Is your community certified through Sustainable Pennsylvania? Select yes or no. If yes, what level?
- Are you interested in applying for multiple funding sources for this project? While only application per project is permitted, by answering “Yes”, you will be able to submit an additional application for a different project.
- Site Locations – Enter as many sites that are applicable for your project.

Project Overview

Project Name: ◆

Is this project related to another previously submitted project?

▾

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

▾

If yes, indicate who:

Is your community certified through [Sustainable Pennsylvania?](#)

▾

If yes, what level:

Bronze Silver Gold Platinum

Are you interested in applying for multiple funding sources for this project?

You are only permitted to apply for one program per application. By answering “Yes”, you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

▾

How many Site Locations are involved in the project?

▾

Click on “Continue”

6. Project Site Location(s)

- Address – Enter the project location site. **P.O. Boxes are not acceptable.**
- City, State and Zip Code – Enter this information.
- County – Select county from the dropdown box.
- Municipality – Select municipality from the dropdown box.
- PA House, Senate and US House – These fields will auto-populate based on county and municipality. If a Legislator is not auto-populated, please visit <http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/>
- Designated Areas – Leave blank.

Project Site Location(s)

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

Site 1

Address:

City:

State: PA

Zip Code:

County: -- Select County -- ▾ ◆

Municipality: -- Select Municipality -- ▾ ◆

PA House: ◆

PA Senate: ◆

Designated Areas:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> Uses PA Port

Click on “Continue”

7. Project Narrative

- Complete the project narrative section by describing the project and its expected outcomes.

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.

Project Summary



Provide a concise (2-3 sentence) description of the project.

Example: The (applying organization) will hold three elementary education workshops (grades 4-6), providing base knowledge about climate change as it relates to local water issues. The workshops will provide PA E&E standards-based, hands on activities. Participants will be formal and non-formal educators who primarily teach Environmental Justice community members.

Character Count: 0/3000 characters.

Project Outcomes



What do you plan to accomplish with this project?

Example: At least 15 Formal, Non-formal and /or Preservice educators will attend the each workshop. Content knowledge will increase, as reflected in Pre and Post evaluations. At least 80% of educators will incorporate content into their classrooms or other teaching venues, as reflected by Post-workshop surveys.

Character Count: 0/4000 characters.

Click on “Continue”

8. Program Budget

Budget Spreadsheet Tab

- Complete the Budget Spreadsheet tab, entering the amount of Grant funds being requested for People, Travel, Resource and Other Costs.

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 completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Environmental Education Grants Program	Total
DEP Environmental Education Grant - Collapse	\$0.00	
People Costs Remove	\$0.00	\$0.00
Travel Costs Remove	\$0.00	\$0.00
Other Costs Remove	\$0.00	\$0.00
Resource Costs Remove	\$0.00	\$0.00
Total	\$0.00	
Budget Total:		\$0.00

[Continue](#)

- Click on “Add funding source.”
- Source Name: Enter “Match.”
- Use the drop-down to select the best Source Type (Private, Local, State, or In-Kind).
- If multiple Funding Source Types (Cash and In-Kind Match) will be provided, repeat the process for each Match Source Type.

Add Funding Source ✕

Source Name:

Source Type:

- Click on “Save”
- When the budget information is complete, click on “Continue”

Basis of Cost Tab

- Complete the Basis of Cost section and **click on “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/Quotations
- 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: 0

9. Program Addenda

- **Efacts ID** – If known, fill in the organization’s Efacts ID
- **Project Director Information** – The project director serves as the point of contact for proposed project, including program content and budget. The project director coordinates grant activities and communicates with the applying organization.
 - Enter the full legal name of the applying organization (DO NOT ABBREVIATE).
 - Indicate the project director’s name, email and phone number.
- **Project Title** – Enter the name of the proposed *project* (Do not enter the Project Director’s Title.)
 - Indicate the project director’s name, email and phone number.
- **Project Title** – Enter the name of the proposed *project* (Do not enter the Project Director’s Title.)

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](#).

Efacts ID

1. Project Director Information (all other Project Information will be located in the site section)

Project Organization's Name ♦

Project Director's Name ♦

Project Director's eMail ♦

Project Director's Phone Number ♦

2. Project Title ♦

- **Project Priorities** – For each Priority, (Water, Climate Change, Environmental Justice, Other) use the drop-down and select “Yes” or “No.”
Note: If “Yes” is selected, the project proposal must fully explain how the project will address each of the selected priorities.
 - **If Environmental Justice is “Yes”:** Enter the number of people (audience), excluding presenters, the project intends to reach;
 - Use the drop-down to select the percent of the audience who live and/or work in an EJ area; and
 - Verify the EJ Area(s) by listing the city and zip code(s). Use the DEP [Environmental Justice Area Viewer](#)

3. Project Priorities

Water ◆

Climate Change ◆

Environmental Justice ◆

If Yes...

How many people will directly participate in the project (Do not include presenters)?

What percent of audience participants live and/or work in an Environmental Justice (EJ) area?

Please verify the communities within EJ area(s) engaged by the project. Enter City and Zip Code(s)
Use the DEP [Environmental Justice Area Viewer](#)

Character Count: 0 characters.

Other ◆

- **Select the appropriate entity type.** – Use the drop-down arrow to select the applying organization’s entity type.
- **Select your region.** – Use the drop-down arrow to select the applying organization’s DEP Region. Click on the [Region](#) link for assistance.
- **Grant Linkage** – Use the drop-down arrow to select “Yes” or “No” indicating if the grant application and/or its scope of work is related to any of the following: another DEP EE Grant proposal; a DEP Growing Greener Grant; a currently or formally funded DEP EE Grant; or another Grant Program. If “Yes” to any of the selections, explain in the space provided.

10. Select the appropriate entity type.

Use the drop-down arrow to select the applying organization’s entity type. ♦

11. Select your region.

Use the drop-down arrow to select the applying organization’s DEP Region. Click [here](#) for Region assistance. ♦

12. Grant Linkage

Use the drop-down arrow to select “Yes” or “No” indicating if the grant application and/or its scope of work is related to any of the following: another DEP EE Grant proposal; a DEP Growing Greener Grant; a currently or formally funded DEP EE Grant; or another Grant Program.

Another DEP EE Grant proposal this round. ♦

DEP Growing Greener Grant ♦

Currently-funded or formally-funded DEP EE Grant ♦

Another Grant Program ♦

If “Yes” to any of the selections, explain in the space provided

Character Count: 0 characters.

- **SubContractors** –Provide the subcontractor’s name, FEIN Number and explain the work to be performed.
 - If a specific subcontractor is not yet identified, DEP must be contacted before the subcontractor may begin work.

13. SubContractors

Will a Subcontractor be used? ◆

If "Yes," provide the Subcontractor name, FEIN number and explain the work to be performed below

Subcontractor Name

Subcontractor's Federal Employee Identification Number (FEIN)

Explain work to be performed by the Subcontractor FEIN

Character Count: 0 characters.

REQUIRED APPLICATION DOCUMENTS

Note: EE Grant Applications must include the following documents: 1) Project Proposal; 2) Scope of Work; 3) Detailed Budget Sheet; and 4) Letter(s) of Commitment. *Applications that fail to provide all required documents will be considered incomplete and ineligible for 2022 EE Grant Program funding.*

- **Project Proposal: Submit a written project proposal.** Refer to the Grants Manual, pages 10-11, for proposal guidance.

REQUIRED APPLICATION DOCUMENTS

(refer to EE Grants manual pages 10-13)

14. Attach the Project Proposal ◆

Explain the proposed project in seven pages or less

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

- **Download Scope of Work Instructions and form (Word document).** Links are posted on the DEP EE Grants Program webpage and within the application.
- Read the instructions and complete the Scope of Work including:
 - **Benchmarks**
Chronologically list the project's major work components (benchmarks), by target date of completion.
 - **Target Date of Completion**
Target dates must fall within the Project Period: July 1, 2022-June 30, 2023.
 - **Activity Letters**
Provide one activity letter, in alphabetical order, per benchmark.
- **Upload the completed Scope of Work form.**

15. Please download and complete the Scope of Work. ◆

[Download Scope of Work Instructions](#)

[Download Scope of Work form](#)

16. Please upload the Scope of Work. ◆

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

- **Download the Detailed Budget Sheet (Excel format).** Links are posted on the DEP EE Grants Program webpage and within the application.
 - The Detailed Budget sheet contains several tabs. **DO NOT DELETE TABS** or attempt to insert or delete rows.
 - Read the Instructions tab and complete each tab reflecting eligible People, Travel, Resources, Other, and Match costs. **(A Letter of Commitment is required for all Match (Cash and/or In-kind)).**
 - Enter only Eligible grant expenses (Refer to the EE Grants Manual pages 9-10) **Please note:** The DEP has the right to reject any line item expense during the grant agreement contracting process
 - **Activity Letters:** For each expense, enter the Activity Letter(s) that coincide with the appropriate Scope of Work benchmark Activity Letter(s).

- **Upload your completed Detailed Budget sheet in excel format ONLY. A PDF will not be accepted.**

17. Please download and complete the Detailed Budget sheet.

[Download Grant Detailed Budget Sheet](#)

18. Please upload the completed Detailed Budget sheet. ◆

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

- **Download Letters of Commitment Instructions**

Signed Letters of Commitment are required from the applying organization and/or Partner(s) substantiating project Match. Letters of Commitment shall:

- Reference the name of organization applying for an EE Grant and the proposed Project Title;
- Specify the *type* of Match (Cash and/or In-Kind) and *monetary value* of the commitment; and
- Describe the task to be performed and/or item(s) to be provided. For example:
 - Cash Commitments: “Partner name will provide \$500 to pay for Facility rental fees;” or “Applying organization will provide staff wages (\$1000) to implement the project.”
 - In-kind Commitments: “Partner name will waive facility rental fee (\$250);” or “Partner will provide programming assistance (\$400: 20 hours @ \$20/hour) to support delivery of 2 community watershed programs in Fall 2022 and Spring 2023.”

- **Upload Your Letter(s) of Commitment**

19. Please download Letter of Commitment Instructions. ◆

[Download Letter of Commitment Instructions](#)

20. Please upload your Letter(s) of Commitment. ◆

Upload Files

Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

9. Certification and Submission

The application must be certified, by an authorized, electronic signature. This signature attests that the organization is supportive of the proposal and that the grant funds will not supplant existing funds.

- If your application is incomplete, the screen will look like this:

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

- Email Address must be a valid e-mail address.
- Enterprise Type is required.

Program Addenda

- Organization's Name is required.
- Project Director's Name is required.
- Project Director's eMail is required.
- Project Director's Phone Number is required.
- Project Title is required.
- Project Priorities is required.
- Climate Change is required.
- Environmental Justice is required.
- Project Priorities Other is required.

- 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, click on the section heading (examples noted: “Applicant” and “Program Addenda”) to return to the applicable application section.

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 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).

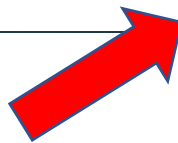
- I am the applicant.
- I am an authorized representative of the company, organization or local government.
- I am a “Certified” Partner representative.

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



Do not 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 #: 202108199417

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 # 202108199417 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
P.O. Box 8776
Harrisburg, PA 17105-8776

Congratulations! You have completed the on-line application.

11. 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 view your application with the user-name and password you created at the beginning of the application.
- Make sure to note the Single Application ID#. All future correspondence from the Department will reference this number.