

## INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Growing Greener Plus 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.** This change allows DEP to expedite the review process. The link to the on-line application can be found at:


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

This document will provide instructions on how to apply and upload the required documentation in the eGrants application. See the Growing Greener Plus program guidance document for instructions on filling out the forms associated with your application that must be uploaded on the addenda tab of the eGrants application.

The instructions contained in this document will assist you in applying for any program offered under the Growing Greener Plus solicitation. All information needed for your submission will be contained in this online application.

**No documentation needs to be mailed to DEP.**

### User Tips

- The Electronic Single Application works best when accessed through Internet Explorer.
- 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.
- 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.
- The application round opens April 22, 2022 at 8:00 a.m. Application deadline is on June 24, 2022 at 5:00 p.m. Early applications or those submitted after the deadline will not be accepted.
- **If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448 or by email at [ra-dcedcs@pa.gov](mailto:ra-dcedcs@pa.gov). They are open 8:30 am-5:00 pm EST Monday through Friday.**

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*Reminder:* If you have questions completing the electronic 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.

## 1. Registration and Login

- If you are a first-time user, click the “REGISTER” button on the left.

### 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



Be sure to **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 a name for your project.
- Do you need help selecting your program – Select “No”.
- Click on “CREATE A NEW APPLICATION”.

PA

Home Help Contact Us Logout

Submitted Applications User Settings

### 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**  
Growing Greener Plus Instructions

**Do you need help selecting your program?**  
No

CREATE A NEW APPLICATION

## 3. Select Program

- Under Program Name, enter “Growing Greener Plus”.
- Click “SEARCH”. Look for the Growing Greener Plus grant program offered by DEP.
- Click Apply.

PA

Home Help Save Print Contact Us

Program

**Agency:** Pennsylvania Department of Community and Economic Development  
**Applicant:**  
**Program:** DCED  
**Web Application #:** 8184562

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

### Select Program

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

**Program Name**  
Growing Greener Plus

**Sort By**  
Program Name

SEARCH PROGRAM FINDER

#### 4. Apply

- You will be given the option of choosing one of the three programs offered under Growing Greener Plus – Growing Greener (Watershed Restoration and Protection), SMCRA (Bond Forfeiture) or AMD Set-Aside grants. Select the program for which you are applying.

**Growing Greener (Watershed Restoration and Protection)**  
**Growing Greener (Watershed Restoration and Protection)**

 [Select](#)



The Environmental Stewardship and Watershed Protection Act, commonly known as Growing Greener, was passed into law in December 1999. The statutory authority for these grants is found in Section 6105(b) of the Environmental Stewardship and Watershed Protection Act (27 Pa. C.S. 6101 et seq.). The primary purpose of this program is to restore impaired waters or protect degrading waters within the Commonwealth. The Growing Greener program will be providing an increased emphasis on supporting project implementation within the Chesapeake Bay (Bay) watershed, with projects within the Bay watershed having a specific focus to address pollutant loadings of critical importance to the Bay. The eligibility criteria for the Growing Greener Grants is broken into two sections, one dealing with project proposals within the Bay watershed, and one dealing with project proposals outside of the Bay watershed. Further eligibility and project requirements are listed in the Growing Greener Plus Application Submittal Instructions found [here](#).

**Surface Mining Conservation and Reclamation Act Grants (Bond Forfeiture)**  
**Surface Mining Conservation and Reclamation Act Grants (Bond Forfeiture)**

 [Select](#)

Section 18(j) of the Surface Mining Conservation and Reclamation Act allows the Department of Environmental Protection to award grants to municipalities, municipal authorities and appropriate incorporated nonprofit organizations from the SMCRA Fund. This includes SMCRA bond forfeiture grants. Projects eligible for grants under this grant program are limited to the sites that fit the definition of "ABS Legacy Sites" (bond forfeiture sites) in 25 Pa Code §86.1 (mine sites permitted and bonded from July 31, 1982, to August 4, 2001, under the Alternated Bond System (ABS) where bonds have been forfeited). Further eligibility and project requirements are listed in the Growing Greener Plus Application Submittal Instructions found [here](#).

**Surface Mining Conservation and Reclamation Act AMD Set-Aside Grant**  
**Surface Mining Conservation and Reclamation Act AMD Set-Aside Grant**

 [Select](#)

Section 18(j) of the Surface Mining Conservation and Reclamation Act allows the Department of Environmental Protection to award grants to municipalities, municipal authorities and appropriate nonprofit organizations from the SMCRA Fund. This includes Acid Mine Drainage Set-Aside grants. Projects eligible for grants under this grant program must be located in Qualified Hydrologic Units (formerly Hydrologic Unit Plans) or in areas where Qualified Hydrologic Units are being developed as defined by the federal SMCRA under the 2006 reauthorization. The primary focus of the grants is abatement of AMD and/or treatment of AMD through treatment facility system construction. Grants may also be awarded for treatment system design or operation and maintenance of existing passive and active treatment systems. Priority will be given to projects that help to meet the goals established for the Qualified Hydrologic Unit. Further eligibility and project requirements are listed in the Growing Greener Plus Application Submittal Instructions found [here](#).

#### 5. Applicant Information Tab

**\*If your application has a need for a sponsor, the sponsor's information should be filled in on this tab. Your organization's information will be completed on the "Company 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 County name (no dashes).
- DUNS Number – Enter the applying organization's nine-digit number.
- UEI Number – Unique Entity ID. Enter the applying organization's unique, 12-character alphanumeric identifier assigned to all entities that conduct business with the federal government.
- Top Official/ Signing Authority – Enter the name of the individual at your organization who has the authority to enter into a grant agreement with DEP (e.g. the name of President, Chairperson, CEO, etc., of the organization).
- Title – Enter that individual's title.
- SAP Vendor# - Fill in if known.
- 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 (**required field**).
- Mailing address, City, State and Zip Code – Enter this information for the organization and primary contact for this project.
- Click “Continue” at the bottom right.

**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.

DUNS Number: \_\_\_\_\_

UEI Number: \_\_\_\_\_

Top Official/Signing Authority: \_\_\_\_\_

Title: \_\_\_\_\_

SAP Vendor #: \_\_\_\_\_  
(xxxxxx or xxxxxx-xxx)

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: PA

Zip Code: \_\_\_\_\_

[Continue](#)

## 6. Company Tab

- **If your application requires a sponsor**, enter your organization's information on this tab.
- If your application **does not** require a sponsor, click the "Copy from Applicant" button to copy your information over to this tab.
- For information on which applications require a sponsor, see the grant program guidance document.
- Business Specifics – Answer optional questions.
- Enterprise Type - Select most appropriate type for your application.

## Company Information

**COPY FROM APPLICANT**

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

Company Name: Applicant Name

Charitable organization?  Yes

NAICS Code: 9211

FEIN: 123456789  
 \*Please enter FEIN as 9 digits, no dash.

DUNS Number:

UEI Number:

Top Official/Signing Authority: Top Official/Signing Authority

Title:

SAP Vendor #:   
 (xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: (717)-111-1111 Ext.   
 (xxx-xxx-xxxx)

Fax:

E-mail: email@email.com

Mailing Address:

City:

State: PA

Zip Code: 12345

## Business Specifics

Current # of Full-time Employees:

(In PA):

(World Wide.):

Minority Owned:  No  Yes - (Ethnicity is optional)  N/A

Woman Owned:  No  Yes  N/A

Total Sales \$:

Total Export Sales \$:

R&D Investment:  (% of Budget)

Employee Training Investment:  (% of Budget)

## Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal



## 7. 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.
- Answer whether or not the project is related to a previously-submitted project and the project's name.
- Enter the name of the person you spoke with at DEP regarding your application.
- If your community is certified through Sustainable Pennsylvania, enter what level.
- Answer whether or not you are interested in applying for more than one funding source.
- Be sure to enter the number of sites if there is more than one project site.
- Click "Continue."

**Project Overview**

**Project Name:** ◆

Growing Greener Plus

**Is this project related to another previously submitted project?**

No  Yes

If yes, indicate previous project name:

**Have you contacted anyone at DEP about your project?**

No  Yes

If yes, indicate who:

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

No  Yes

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.

No

How many Site Locations are involved in the project?

1

[Continue](#)

## 8. Project Site

- Address – Enter the mailing address (street address). **P.O. Boxes are not acceptable.**
- 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 Location(s)

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

**Site 1**

Address:

City:

State: PA

Zip Code:

County:

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 "Continue"

## 9. Project Narrative

- Complete questions in this section. Be as specific and concise as possible. Responses to all questions are required.

Home	Help	Save	Print	Contact Us	Logout			
Program	Applicant	Company	Project Overview	Project Site	Narrative	Budget	Addenda	Certification
Agency: Pennsylvania Department of Environmental Protection						Web Application #: 8178841		
Applicant:								
Company:								
Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection)						<a href="#">Program Guidelines</a>		

### 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.

#### Provide a brief, concise project description no more than two sentences. ♦

Provide a brief, concise project description no more than two sentences.

Character Count: 0/3000 characters.

#### Project Executive Summary ♦

Project Executive Summary

Character Count: 0/4000 characters.

Click "Continue"

## 10. 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 and your match information in the appropriate categories.

### Program Budget

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

**Spreadsheet**    Basis of Cost

In the Budget Narrative Section located on the Basis of Cost Tab, please indicate the following:

- amount of cash-match that has already been received by the project applicant
- amount of cash-match that has been applied for, but not yet received by the project applicant
- amount of match that is expected as in-kind services, etc.

**In the Budget Spreadsheet, please use whole numbers only, such as \$110,505.00.**

#### 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.

#### 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	Growing Greener Plus	Match Local	Total
Please Select a Category <input type="text" value="Add Category"/>			
Growing Greener Plus Grants Program V3 - Collapse	\$0.00	\$0.00	
Salaries/Benefits <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Equipment and Supplies <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Administration (grant max 5%) <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Contractual <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Construction <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	\$0.00	
		<b>Budget Total:</b>	\$0.00

[Continue](#)

Click "Continue"

## Basis of Cost Tab

- Choose Budget Justification.
- In the Budget Narrative Section located on the Basis of Cost Tab, please indicate the following:
  - amount of cash-match that has already been received by the project applicant;
  - amount of cash-match that has been applied for, but not yet received by the project applicant; and
  - amount of match that is expected as in-kind services, etc.

Agency: Pennsylvania Department of Environmental Protection

Applicant:

Web Application #: 8178841

Company:

Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) [Program Guidelines](#)

### 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

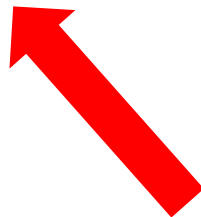
#### Budget Narrative ♦

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 297/2000

In the Budget Narrative Section, please indicate the following:

- amount of cash-match that has already been received by the project applicant
- amount of cash-match that has been applied for, but not yet received by the project applicant
- amount of match that is expected as in-kind services, etc.



Click "Continue"

## 11. Program Addenda

- Complete all fields and upload all required documents on this tab. Once completed, click Continue.

Program Applicant Company Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection

Applicant: Web Application #: 8184582

Company:

Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) [Program Guidelines](#)

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

### Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

#### 1. Short Title of Project ◆

#### 2. Project Description ◆

#### 3. Applicant/Sponsor Name ◆

#### 4. Organization Type ◆

#### a. If a non-profit organization, does your organization have 501(c)(3) status?

#### b. Pennsylvania Charitable Status?

#### 5. Project Location

#### a. Enter the latitude and longitude of the project location in decimal degrees

Latitude: ◆

Longitude: ◆

#### b. Enter the county(ies) and enter the Municipality(ies) where the project is located

County(ies) ◆

Character Count: 0 characters.

**Municipality(ies)** ◆

Character Count: 0 characters.

**c. Select DEP Region or Office** ◆

▼

**d. Is the proposed project located in the Chesapeake Bay?** ◆

Select Yes if the project's entire watershed is located 50% or more in the Chesapeake Bay. If not, select no.

▼

**6. Project Type (Select One)** ◆

- Design and Construction
- Education and Outreach
- Evaluation, Assessment or Monitoring Tools
- SMCRA Bond Forfeiture
- Watershed Management Planning
- Technical Assistance
- Watershed Group Organization/Support
- AMD Set Aside
- Healthy Waters Initiative
- Operation, Maintenance and Replacement
- Watershed Renaissance Initiative

For Design and Construction Projects only, is your project?

- Design and Permitting Only
- Construction Only
- Design, Permitting and Construction

**7. If in the Chesapeake Bay Watershed, what is the Watershed Implementation Plan (WIP) Tier Level?**

▼

**8. Impairment Sources, Causes and Measurable Environmental Benefits**

**a. List the Impairment Source(s), Cause(s) and Reach Code for the receiving waters of your project.** ◆

Use the [latest Integrated Report](#) to obtain this information. If a Healthy Waters Initiative, Technical Assistance, Watershed Group/Organization, Education or Outreach or support or a statewide/regional or countywide project, summarize impairment sources/causes (reach codes are not needed).

Character Count: 0 characters.

**b. Briefly discuss how the proposed project intends to address the listed Impairment Sources and Causes. Please limit your response to 500 words or less.** ◆

Character Count: 0 characters.

**c. Measurable Environmental Benefits**

**c. Measurable Environmental Benefits**

Nonpoint Source Pollutant Load Reductions

- Estimated
- Modelled

Nitrogen (lbs./yr.)

Phosphorus (lbs./yr.)

Sediment (tons/yr.)

Aluminum (lbs./day)

Iron (lbs./day)

Manganese (lbs./day)

Acidity (lbs./day)

Length of streambank stabilized in feet?

Length of streambank fencing installed in feet?

Acres of riparian buffers planted?

Other (500 words max.)

**9. Contacts**

a. Has your organization contacted DEP staff to discuss the project? ◆

b. Has your organization contacted the county conservation district to discuss the project? ◆

**10. Budget Summary**

Upload the Task and Deliverable Budget Worksheet ◆

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

File 1

**11. Prevailing Wage**

If funded, will the project grantee or sponsor abide by Pennsylvania's Prevailing Wage Act? ◆

**12. Projects on Grantee/Non-Grantee Owned Lands**

Will your project be conducted on land you either own or control? ◆

**13. Projects on State-Owned Lands**

a. Will your project be conducted on land owned by commonwealth agencies? ◆



b. Have you contacted the appropriate agency?

c. If yes, identify the person you contacted

**14. Sustainable Forestry**

Will project preclude access to or use of any forested land for the practice of sustainable forestry and commercial production of timber or other forest projects? ♦

**15. Land Use Planning**

Is this project consistent with local comprehensive land use plans and zoning ordinances under Acts 67 & 68 of 2000? ♦

**16. Commonwealth Investment Criteria**

a. Will the project increase job opportunities or foster sustainable businesses? If yes, provide the anticipated number of new and retained jobs from the project. ♦

b. Number of New Jobs (enter single number, such as 3, do not enter range of numbers)

c. Number of Jobs Retained (enter single number, such as 3, do not enter range of numbers)

**17. Environmental Justice**

Is your project located in an area designated as an Environmental Justice community? ♦

**18. Act 47 Financially Distressed Municipalities**

Is your project located in a designated Act 47 Financially Distressed Municipality? ♦

**19. Upload the AMDTreat Output Report. AMD Projects Only**

**Upload Files**

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

File 1

**20. Worker Protection and Investment Certification**

For any application request totaling \$10,000 or more, please review the attached [Worker Protection and Investment Notice](#) (relating to Executive Order 2021-06).

If your request is for \$10,000 or more, please complete and upload the attached [Worker Protection Form](#) ♦

**Upload Files**

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

File 1

21. Is the proposed project located in a Qualified Hydrologic Unit (QHU)? (AMD Set Aside only)

**22. Detailed Project Description and Checklist**

Upload the Detailed Project Description (include checklist for completeness) See [Guidance for Requirements](#). ♦

**Upload Files**

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

File 1

**23. Location maps, site maps, and/or aerial or other photos**

Upload the location maps, site maps, and/or aerial or other photos ♦

**Upload Files**

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

File 1

**24. Landowner Letters**

Upload any required Landowner Letters, Landowner Access Authorization Forms, or Landowner Letters of Commitment, or Landowner Grantee Agreements.

**Upload Files**

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

File 1

**25. Confirmation of Application Sharing Within the Chesapeake Bay Watershed**

**Upload Files**

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

File 1

**26. Chesapeake Bay Countywide Action Plan Project Category Form**

Upload the Chesapeake Bay Countywide Action Plan Project Category form acknowledging that project is not eligible for a CAP Implementation Grant, such as AMD treatment, operation, maintenance and repair/replacement, tech assistance, evaluation, assessment and monitoring tools, watershed group organization/support, education and outreach or design and permitting.

**Upload Files**

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

File 1

**27. Letters of Commitment**

Upload any Letters of Commitment from project partners for identified match.

**Upload Files**

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

File 1

**28. Land Use Planning Form or Letter**

**Upload Files**

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

File 1

**29. Letters of Support or Additional Information**

Upload any letters of support or additional information.

**Upload Files**

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

File 1

**30. Landowner Consent to Right of Entry for Study and Design of Mine Drainage Treatment Facility (SMCRA Bond Forfeiture projects only)**

**Upload Files**

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

File 1

**31. Stormwater Management Plan**

Project is located in a county with a DEP-approved Act 167 Stormwater Management Plan. ♦

32. Floodplain Management Act

Project is located in a municipality with a current floodplain ordinance in compliance with Pa. Code Title 12, Chapter 113 and the Floodplain Management Act. ♦

[Continue](#)

You may download required documents from DEP's [Growing Greener Plus Grants Program website](#) to obtain a copy of the complete grant guidance document and related application forms, including all required documentation.

### 12. 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.

The screenshot shows a navigation bar with links: Home, Help, Save, Print, Contact Us. Below it is a menu with: Program, Applicant, Company, Project Overview, Project Site, Narrative, Budget, Addenda, Certification. The main content area displays:

Agency: Pennsylvania Department of Environmental Protection  
 Applicant: Web Application #: 8178841  
 Company:  
 Program: Growing Greener Plus - Growing Greener (Watershed Restoration and Protection) [Program Guidelines](#)

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**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.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.

Click here to make the necessary changes

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

The screenshot shows a web application interface for the Pennsylvania Department of Environmental Protection. At the top, there is a blue navigation bar with a logo on the left and links for Home, Help, Save, Print, Contact Us, and Logout on the right. Below this is an orange navigation bar with links for Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area has a light gray header with the following information: Agency: Pennsylvania Department of Environmental Protection, Applicant: Lebanon County, Program: 901 Municipal Waste Planning Grant, and Web Application #: 8116130. The main heading is "Application Certification" in orange. Below the heading is a paragraph stating that all required sections have been completed and that the user will no longer be able to make changes after submitting. There are two sections: "Electronic Signature Agreement" and "Electronic Attachment Agreement". The "Electronic Signature Agreement" section has a checkbox for certification and three radio button options for identity: "I am the applicant", "I am an authorized representative of the company, organization or local government.", and "I am a 'Certified' Partner representative.". Below these is a text input field labeled "Type Name Here:". The "Electronic Attachment Agreement" section has a checkbox for agreement. At the bottom center, there is a yellow button labeled "SUBMIT APPLICATION".

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Lebanon County  
Program: 901 Municipal Waste Planning Grant  
Web Application #: 8116130

## 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."

### 13. Application Receipt Verification

- If you want a copy of your application, click the “Print Entire Applications with Signature Page” link. You will always be able to access 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.
- **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.

Home Help Print Contact Us Logout

Program Addenda Certification

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Lebanon County Web Application #: 8116130  
Program: 901 Municipal Waste Planning Grant

### 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

**You do not need to mail any documentation to DEP. All information needed is contained in your on-line**

- **Congratulations!** You have completed the on-line application.