

## INSTRUCTIONS FOR THE ON-LINE APPLICATION

The 901 Municipal Waste Planning Grant Application must be submitted through the 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>

### User Tips

- 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 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 the affected 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 Enterprise eGrants Customer Service Center at 1-833-448-0647 or by email at [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov). They are open 8:30am – 6:00 pm EST Monday thru Friday.

## Table of Contents

Registration and Login.....	Page 3
Begin a New Application.....	Page 4
Select a Program .....	Page 5
Apply.....	Page 6
Requirements .....	Page 6
Applicant Information Tab .....	Pages 7-8
Project Overview Tab .....	Page 9
Project Site Tab.....	Page 10
Project Narrative Tab.....	Page 11
Program Budget .....	Pages 12-13
Program Addenda Tab .....	Pages 14-15
Certification and Submission.....	Pages 16-17
Application Receipt Verification .....	Pages 17-18

*Reminder:* If you have questions completing the application, please contact Enterprise eGrants Customer Service Center at 1-833-448-0647 or email at [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov). Operating hours are Monday through Friday from 8:30 am to 6:00 pm EST.

## 1. Registration and Login

- **Write down and save** the User name and Password you have chosen. You will need this later for your grant documents.

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### General Facts

- 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.
- 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](#)
  - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- For technical assistance with an application, please contact the appropriate resource center listed below:
  - **DCED customers:** Please contact the DCED Customer Service Center. Representatives are available Monday through Friday, from 8:30 AM until 5:00 PM, at 800-379-7448. Email inquiries can also be sent to [ra-dcedcs@pa.gov](mailto:ra-dcedcs@pa.gov).
  - **Customers of all other agencies:** Please contact the Enterprise eGrants Customer Service Center. Representatives are available Monday through Friday, from 8:30 AM until 6:00 PM, at 833-448-0647. Email inquiries can also be sent to [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov).

### Login

#### What's New?

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

Username

Password

[LOGIN](#)



Powered by

[Register](#)

**NOTE:** If registering for the first time with Keystone Login, please include an email address with your account. It will be needed to successfully complete grant applications and grant processing.

[Forgot Password](#)

[Forgot Username](#)

[Learn more about Keystone Login](#)

[Having Trouble Registering](#)

07/25/2023

## 2. Begin a New Application

- Project Name – Choose and enter a name for your project.
- Do you need help selecting your program – Select “Yes”
- 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 apply for, answer “No”.

Project Name

Do you need help selecting your program?

Yes▼

CREATE A NEW APPLICATION



### 3. Select Program

- Under “Agencies,” click on DEP.
- Scroll down and click “SEARCH”

#### Select Program

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

**Agencies**  
Select to limit the search results.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dept of Agriculture	PCA	DCED	DEP	PennDOT	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.

**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**

#### 4. Apply

- Scroll down through the various grant offerings, locate the “901 Municipal Waste HHW Grant” and click on “Apply”.

##### 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.

**901 Municipal Waste Planning Grant**  [Apply](#) 

[Pennsylvania Department of Environmental Protection](#)


*Eligible Entities: Pennsylvania Counties - the Applicant must be the governing body of the county. Authorities and other associated bodies are not eligible to apply.*

The Section 901 grants are available to all Pennsylvania counties for the cost of preparing municipal waste management plans; the cost of carrying out related studies, surveys, investigations, inquiries, research and analyses; Environmental mediation; feasibility studies and project development for municipal waste processing, disposal or composting facilities, except for facilities for the combustion of municipal waste that are not proposed to be operated for the recovery of energy; educational programs or pollution prevention, other technical assistance to small business for pollution prevention and educational programs on household hazardous waste. A county may not request nor receive more than \$75,000 per calendar year for planning nor exceed more than 80% of approved project costs. Applications may be submitted at any time during the year. Prior to applying, the applicant must meet with the appropriate DEP Regional Planning and Recycling Coordinator to discuss the proposed project and the grant requirements.


Additional Information: [Guidelines](#)

#### 5. Requirements

- To apply for this program, you are required to have a pre-application meeting with your DEP Regional Recycling Coordinator. You will receive an access code at the completion of your pre-application meeting. Insert this code in the Pre-Application Meeting Code box, then click continue.

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #:   
Program: 901 Municipal Waste Planning Grant [Program Guidelines](#)

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

 **REVIEW INFORMATION BELOW**

- Before you can apply for 901 Municipal Waste Planning Grant, you must complete the Pre-Application Requirements section below.

##### Requirements

Pre-Application Meeting Code ◆



[Continue](#)

## 6. Applicant Information

- The Applicant Information section requires data related to the County for which the application is being submitted.
- Applicant Entity Type – **Select Government**
- Applicant Name – Enter the legal County name, the name under which the county legally conducts business.
- NAICS Code - From the dropdown box, **select Executive, Legislative & Other General Government Support**. The NAICS code will auto-populate for you.
- FEIN/SSN Number - Enter the Federal Tax ID number for the legal County name (no dashes).
- UEI Number – Unique Entity Identifier. Enter the applying organization’s unique, 12-character alphanumeric identifier which is assigned to all entities that conduce business with the federal government.
- CEO – In this block, enter either the County Commissioner, County Secretary or County Treasurer name.
- CEO Title – Enter either County Commissioner, County Secretary or County Treasurer.
- SAP Vendor# - Leave blank.
- Contact Name – Enter the primary contact name for this project.
- Contact Title – Enter the primary contact title for this project.
- Phone and Fax – Enter the phone and fax numbers for the primary contact title for this project. This should be a phone at the County for which the application is being submitted.
- E-mail – Enter the e-mail for the primary contact title for this project.
- Mailing address, City, State and Zip Code – Enter this information for the County and primary contact title for this project.
- Enterprise Type – Select Government.
- Click on “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. \_\_\_\_\_  
(xxx-xxx-xxxx)

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

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

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

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

State: PA

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

### 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 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

[Continue](#)



### 7. Project Overview

- Project Name – The project name will auto-populate.
- Site Locations – Default setting at 1. Only needs filled in if more than one site location exists for this project.

The rest of the information in the Project Overview section is not required and does not need to be filled out.

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#### Project Overview

Project Name: ♦

901 Municipal

Is this project related to another previously submitted project?

No ▼

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

No ▼

If yes, indicate who:

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

No ▼

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 ▼



Click on "Continue"

### 8. Project Site

- Address – Enter the applicant’s mailing address (street address). **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, 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: -- 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”

## 9. Project Narrative

- Complete all fields in this section.

### 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 Addenda section or the Program Guidelines.

**Please list your most recent solid waste management plan approval date and any subsequent amendments. Additionally, identify any solid waste planning and recycling issues currently facing the county? ♦**

Character Count: 0/300 characters.

**Project Summary and Justification – Please provide a summary of the municipal waste management or pollution prevention or household hazardous waste problems confronting the county and how the proposed project will meet Act 101 planning and plan implementation requirements and, if applicable, the requirements of Act 190, in solving the described problems. Indicate what other sources of funding have been evaluated/applied for and what could occur should this 901 grant application not be approved. If a consulting firm or subcontractor will not be utilized for this project, please note this in the summary below. ♦**

Character Count: 0/3000 characters.

**Project Schedule – A detailed schedule of activities, including dates, if applicable to this project. ♦**

Character Count: 0/1000 characters.

**Consulting Firms and/or Subcontractors Selection Justification – Indicate the names of consulting firms and/or subcontractors, if known, that will be utilized in the completion of the project and the manner in which they were chosen. Indicate how the costs for these services were established. If a consulting firm and/or subcontractor will not be utilized for this project, please leave this section blank.**

Character Count: 0/1000 characters.



- Click on “Continue”

## 10. Program Budget

There are two tabs on this page which need to be completed, Spreadsheet and Basis of Cost.

### a. Spreadsheet Tab

- Click on the Spreadsheet tab.
- In the first column, enter the amount of funding you are requesting from DEP in the appropriate categories. The total DEP Share amount cannot exceed \$75,000.00.

### Program Budget

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

**Spreadsheet**    Basis of Cost

- On the Basis of Cost tab in the Budget Narrative Section, please briefly describe your project and how your budget listed below will relate to that project.
- Reminder - The amount listed under the 901 Municipal Waste Planning Grant Column is the DEP Share of the total project cost that you are requesting

### 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	901 Municipal Waste Planning Grant	Applicant Match Local	Total
DEP901PLAN - Collapse	\$0.00	\$0.00	
County Personnel Costs <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Benefits <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Supplies Printing <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
Consultants and Subcontracts <a href="#">Remove</a>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
In-Kind Services <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



- Click on “Continue”

**b. Basis of Cost Tab**

- Click the Basis of Cost Tab.
- Provide a brief narrative of the cost of each requested item.

**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



- Click on “Continue”

## 11. Program Addenda

- Complete all fields in this section
- Click “Continue”

### 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](#).

**Please list each requested item(s) for funding in your budget in the appropriate scope of work section below, including all relevant details.**

#### Scope of Work – County Personnel Costs ♦

Character Count: 0/3000 characters.

#### Scope of Work – Benefits ♦

Character Count: 0/3000 characters.

#### Scope of Work – Supplies/Printing ♦

Character Count: 0/3000 characters.

#### Scope of Work – Travel ♦

Character Count: 0/3000 characters.

#### Scope of Work – Consultants & Subcontracts ♦

Character Count: 0/3000 characters.

**Scope of Work – In Kind Services** ◆

Character Count: 0/3000 characters.

**Describe the nature of the match. If any portion of this match is to be in-kind services, indicate the manner in which the value of these services were determined.** ◆

Character Count: 0/3000 characters.

**Volunteer hours and tasks to be performed.** ◆

Character Count: 0/3000 characters.

**Please attach any supporting documents (bids, quotes, drafts, HHW educational items, etc.). See program guidance document.** ◆

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

File 1  No file chosen

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  No file chosen

[Continue](#)

## 12. Certification and Submission

- If there is any missing information in your application, your screen will look similar to 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.
- All conditional fields marked with a blue diamond (◆) may be required to be completed before you are able to submit this application.

#### [Applicant](#)

- Entity Type is required.

#### [Project Narrative](#)

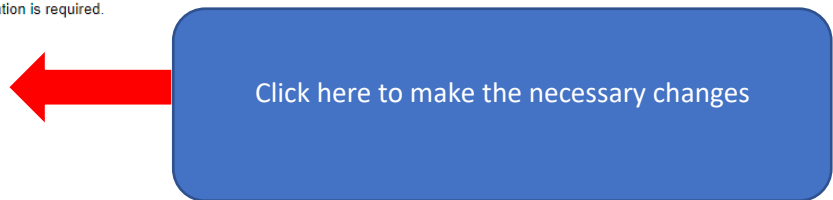
- Project Summary and Justification is required.

#### [Basis of Cost](#)

- Cost Basis is required.

#### [Addenda](#)

- Describe the HHW educational items is required.



Your application is automatically saved as you work. Feel free to exit this application and return at a later time.



- 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".

### 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.

07/25/2023

### Application Certification

Single Application ID #: [REDACTED]

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 # 202308235116 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. You will be notified of your application status and subsequent steps in the next few weeks.