

INSTRUCTIONS FOR THE ELECTRONIC SINGLE ON-LINE APPLICATION

The County Recycling Coordinator Program Grant Application must be submitted through the Electronic Single Application (ESA) 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 (ESA) 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 red diamond “◆” 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. They are open 8:30 am – 6:00 pm EST Monday thru Friday.

1. Registration and Login:

Go to the ESA login page <https://www.esa.dced.state.pa.us/Login.aspx>

- If you have previously submitted a 903 Grant, please enter the Username and Password you were given. Do not register for a second time.
- If you have registered with another agency through the Keystone Login Account, you do not need to register again.

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.
 - **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.

Login

What's New?

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

Username

Password

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](#)

2. Begin a New Application:

- Project Name** – Enter County Recycling Coordinator Grant
- Do you need help selecting your program? Select “No” in the dropdown box.
- Click on “CREATE A NEW APPLICATION.”

PA

[Home](#) [Help](#) [Contact Us](#)

[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

Do you need help selecting your program?

3. Select Program:

- a. Program Name – County Recycling Coordinator Grant
- b. Scroll down and click on “SEARCH”

PA

Home Help Save Print Contact Us

Program

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Web Application #: 8188534
Program: DCED

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
County Recycling Coordinator Grant

Sort By
Program Name

SEARCH PROGRAM FINDER

4. Apply:

- a. Locate “County Recycling Coordinator Grant.”
- b. Click on “Apply.”

PA

Home Help Save Print Contact Us Logout

Program

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Web Application #: 8188534
Program: DCED

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

Sort By

1 results. ([Edit Search](#))

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.

County Recycling Coordinator Grant

[Pennsylvania Department of Environmental Protection](#)

The Department of Environmental Protection (DEP) awards Section 903 grant funds to eligible counties of Pennsylvania for 50 percent reimbursement of the approved cost of their county recycling coordinator's salary and expenses. The grants are authorized under Section 903 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of 1988, P.L. 556).

5. Applicant Information (shown on next page):

- a. The Applicant Information section requires data related to the County for which the application is being submitted. Instructions are as follows:
 - **Applicant Entity Type** – Select “Government.”
 - **Applicant Name** – This MUST BE ENTERED as a COUNTY NAME only! The 903 Grant Program ONLY ACCEPTS applications from a County. Enter as, for example, “Dauphin County” (substitute the county name for which the application is submitted).
 - **NAICS Code** – From the dropdown box, select “Executive, Legislative & Other General Government Support.” The NAICS code will auto-populate the fields.
 - **FEIN/SSN Number** – Enter the Federal Tax ID number for the County’s legal name (no dashes). **Be sure this is the COUNTY Federal Tax ID!**
 - **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**– In this block, enter the organization’s authorized representative (Official Applicant who signed the Application for Reimbursement for a County Recycling Coordinator (Section A – F Form) Affidavit (Section F).
 - **Top Official/Signing Authority Title** – Enter the title of the authorized representative (Official Applicant in Section F above).
 - **SAP Vendor#** – Leave blank.
 - **Contact Name** – Enter the primary contact’s name (current CRC).
 - **Contact Title** – Enter the primary contact’s title (current CRC).
 - **Phone and Fax** – Enter the workplace phone and fax numbers for the primary contact (current CRC).
 - **E-mail** – Enter the e-mail for the primary contact (current CRC).
 - **Mailing address, City, State, and Zip Code** – Enter the workplace information for the primary contact (current CRC).
 - **Enterprise Type** – Select “Government.”
- b. Click on “Continue” at the bottom right of the page.

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](#)

6. Project Overview:

- a. 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.
- b. The remaining information in the Project Overview section doesn't need entered.
- c. Click on "Continue."

Home Help Save Print Contact Us [Logout](#)

Program Applicant **Project Overview** Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection Web Application #: 8137150
Applicant:
Program: County Recycling Coordinator Grant

Project Overview

Project Name:

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 Yes

How many Site Locations are involved in the project?

[Continue](#)

7. Project Site:

- a. **Address** – Enter the county’s mailing address (street address). **P.O. Boxes are not accepted for entry here.**
- b. **City, State, and Zip Code** – Enter this information in the boxes provided.
- c. **County** – Select “County” from the dropdown box.
- d. **Municipality** – Select “Countywide Project” from the dropdown box.
- e. PA House, PA Senate, and US House – fields will disappear based on the selection of “Countywide Project” in the Municipality dropdown box.
- f. Designated Areas – Leave blank.
- g. Click on “Continue.”

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8188534
Program: County Recycling Coordinator Grant

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

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

[Continue](#)

8. Project Narrative:

- a. This section does not need to be completed.
- b. Click on “Continue.”

The screenshot shows a web application interface with a blue header bar containing a logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below the header is a red navigation bar with links: Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area is light gray and contains the following text:

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8188534
Program: County Recycling Coordinator Grant

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

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

What do you plan to accomplish with this project?
Character Count: 124/3000 characters.

This area does not need to be completed. All relevant information for your application will be uploaded on the Addenda tab.

The text area is empty and surrounded by a gray border. The word "TESTING" is repeated diagonally across the page as a watermark. A blue "Continue" link is located at the bottom right of the form area.

9. Program Budget – Spreadsheet Tab:

- a. Click on the Spreadsheet tab.
- b. **In the first column of the Grant Request section, enter \$1.00** as the amount of funding you are requesting from DEP.

NOTE: The total amount of reimbursement will not be known until the application is processed. This entry will not have any effect on your final reimbursement amount.

- c. Click on “Continue.”

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
 Applicant: Web Application #: 8188534
 Program: County Recycling Coordinator Grant

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

Program Budget

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

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

The budget for this program is not determined until the program has been submitted. However, a placeholder value is required at this time. Please fill in a value of \$1 now, and the program office will update the budget once you submit your application.

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	County Recycling Coordinator Grant	Total
DEP County Recycling Coordinator Grant - Collapse	\$0.00	
Grant Request Remove	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	
Budget Total:		\$0.00

[Continue](#)

11. Basis of Cost Tab:

- a. The Basis of Cost tab will pre-populate. Nothing in this section needs entered.
- b. Click on "Continue."

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection Web Application #: 8188534

Applicant:
Program: County Recycling Coordinator Grant

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

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: 34

This area does not need completed.

[Continue](#)

12. Program Addenda

- a. **Upload all required documentation**, (see the 903 County Recycling Coordinator Program Grant for more detailed information) to include:
- 903 Application Spreadsheet.
 - All expenses, such as invoices, receipts, proofs of payment, etc. If there are none for this application, please download a page saying, “no requests.”
 - Section A-F Form, pages 1-3 (Application for Reimbursement for a County Recycling Coordinator).
 - Agreement between the County and the Contractor (organization / person) designated as the CRC, if applicable.
 - Worker Protection Form if grant request is totaling more than \$10,000.00.
- b. Click on “Continue.”

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant:
Program: County Recycling Coordinator Grant
Web Application #: 8188534

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 account](#).

Please upload the completed 903 Application Spreadsheet for the appropriate calendar year, which has been sent by the 903 County Recycling Grant Coordinator via e-mail to the County Recycling Coordinator. ◆

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

File 1 Choose File No file chosen

Please upload a copy of all expense receipts, proofs of payment, etc. ◆

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

File 1 Choose File No file chosen

Upload the Section A-F Form (Application for Reimbursement) ◆
[Download A-F Form.doc](#)

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

File 1 Choose File No file chosen

Please upload any agreements between the County and an organization/individual designated as the County Recycling Coordinator for the County.

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

File 1 Choose File No file chosen

Worker Protection Notice:

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 Choose File No file chosen

[Continue](#)

13. Application Certification – Completion:

- If there is any missing information in your application, the 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 submission of this application”.
- To add/correct the information on the application, click on the orange section heading to return to the page.

The screenshot shows a web application interface for the Pennsylvania Department of Environmental Protection. The top navigation bar includes links for Home, Help, Save, Print, Contact Us, and Logout. Below this is a breadcrumb trail: Program > Applicant > Project Overview > Project Site > Narrative > Budget > Addenda > Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection
 Applicant: County Recycling Coordinator Grant
 Web Application #: 8137150

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.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Enterprise Type is required.
- Applicant Information has not saved correctly

Project Site Location(s)

- Project Site 1: County is required.
- Project Site 1: Municipality is required.
- Project Site 1: PA House District is required.
- Project Site 1: PA Senate District is required.
- Project Site 1: US Congressional House District is required.

Program Budget

- Funding Source "County Recycling Coordinator Grant ()" must have a Grand Total greater than zero.

Program Addenda

- Application Spreadsheet has not been uploaded.
- Expense Receipts has not been uploaded.
- Application For Reimbursement has not been uploaded.

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

A red arrow points to the "Applicant" section heading. A blue callout box with the text "Click here to make the necessary changes" is positioned over the "Applicant" section.

14. Application Certification – Submission:

a. If application is complete, the screen will look like this:

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: York County
Program: County Recycling Coordinator Grant

Web Application #: 8137150

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

b. Complete the following fields under the Electronic Signature Agreement (see above):

- **Indicate certification of application information** by checking the related checkbox.
- **Indicate identity** by clicking on “I am an authorized representative of the company, organization, or local government.”
- **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”.**

15. Application Receipt Verification:

- a. If you want a copy of your application, click the “Print Entire Application with Signature Page” link. You will always be able to access your application with the user name and password you created at the beginning of the application.
- b. Make sure to note the **Single Application ID#**. All future correspondence from the Department will reference this number.
- c. **Please do not send the signature page and/or any further documentation to the Grants Center. All the information needed is contained in the on-line submission.**

[Home](#) [Help](#) [Print](#) [Contact Us](#) [Logout](#)

[Program](#) [Addenda](#) [Certification](#)

Agency: Pennsylvania Department of Environmental Protection
 Applicant: York County Web Application #: 8137150
 Program: County Recycling Coordinator Grant

Application Certification

Single Application ID #: 201809278038

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 # 201809278038 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~~

- d. **Congratulations!** The on-line application is completed. Notification of application status will be sent.