

## INSTRUCTIONS FOR THE ON-LINE APPLICATION


The Section 904 Municipal Recycling Program Performance Grant Application must be submitted through the Department of Community and Economic Development's (DCED) 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>

This document will provide instructions on how to apply and upload the required documentation in the ESA application. All information needed for your submission will be contained in this online application.

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

### User Tips

- The Electronic Single Application works best when accessed through Internet Explorer or Google Chrome.
- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since your last save and will have to re-enter it. Save frequently.
- When completing the application, fields with a “” are required fields. If a required field is skipped, you will be notified later in the application to return to that section to complete the field.
- Do not use special characters in the fields such as \, /, \*, &, %, #, etc.

**If you have questions completing the application, please call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.**

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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.

## Registration and Login

Go to the ESA login page <https://www.esa.dced.state.pa.us/Login.aspx> and follow the instructions for creating a new account or migrating an existing account.

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

**General Facts:**

- Create a New Keystone Login Account – [Registration](#)
- Create a new Keystone Login account – [Registration](#)
  - Click Register and enter all of the information into the fields with a red asterisk (\*) next to them.
    - You will be asked to create your profile, login information and security questions.
  - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
  - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
    - Some additional information may be required for those agencies.
- Account Migration - [Migrate Account](#)
  - If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the [Keystone Login Website](#)
    - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
- Keystone Login Services
  - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)

**Walkthroughs**

[Application Walkthrough](#) (For most of the program applications)

[Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

**Login**

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

Username

Password

[LOGIN](#)

Powered by  
**PA KEYSTONE LOGIN**

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

## Begin a New Application

- Project Name – Enter a name for your project.
- Indicate whether you are applying for your or another’s organization.
- Do you need help selecting your program – Select “No”.
- Click on “CREATE A NEW APPLICATION”.

### Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name

Project Name

904 Recycling Performance Instructions

Do you need help selecting your program?

No

[CREATE A NEW APPLICATION](#)

## Select Program

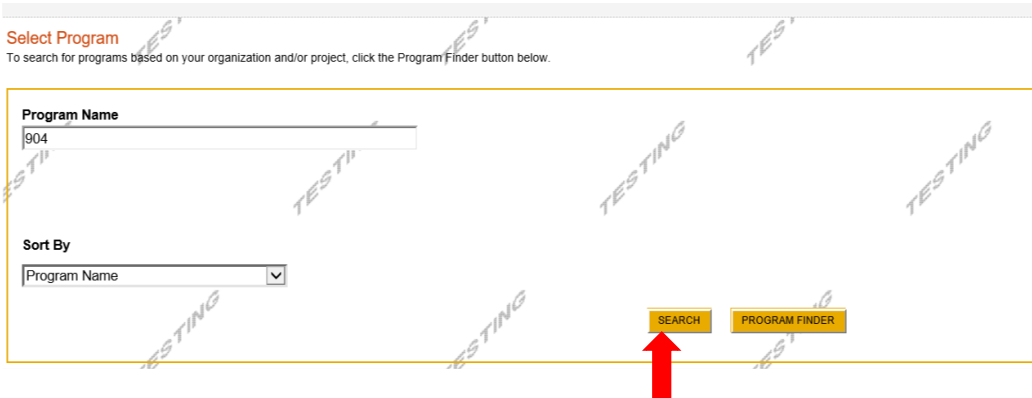
- Under Program Name, enter “904”.
- Click “SEARCH”. Look for the appropriate grant program offered by DEP.

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

Program Name  
904


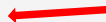
Sort By  
Program Name

SEARCH PROGRAM FINDER



## Apply

- Select the program for which you are applying.

**904 Municipal Recycling Grant Program**  [Apply](#) 

[Pennsylvania Department of Environmental Protection](#)

Recycling Program Performance Grants are available to all Pennsylvania local governments with recycling programs. The grants awards are based on the total tons recycled and the applicant's recycling rate.

Additional Information: [Guidelines](#)

## Applicant Information Tab

- The Applicant Information section requires data related to the applicant or sponsor for which the application is being submitted.
- Applicant Entity Type – select the appropriate type for your organization.
- Applicant Name – Enter the organization’s name, the name under which the applicant or sponsor legally conducts business.
- NAICS Code - From the dropdown box, select the appropriate type {normally, executive, Legislative, and 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).
- CEO – In this block, enter the head of the organization’s name.
- CEO Title – Enter that person’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.
- 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: Lebanon County

NAICS Code: --SELECT--

FEIN/SSN Number: (xxxxxxxx)

DUNS Number:

CEO:

CEO Title:

SAP Vendor #: (xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: (xxx-xxx-xxxx) Ext. \_\_\_\_\_

Fax:

E-mail:

Mailing Address:

City:

State: PA

Zip Code:

**Type**

Enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Retail 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"/> Municipal Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder

## Project Overview

- Project Name – The project name will auto-populate from the information you filled in at the beginning of the process. You may change the project name at this time.
- Enter the name of the person you spoke with at DEP regarding your application.

Agency: Pennsylvania Department of Environmental Protection

Applicant:

Web A

Program: 904 Municipal Recycling Grant Program

### Project Overview

Project Name: ◆

904 Recycling Performance Instructions

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:

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](#)

## 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.) **Please add the zip +4 for each project site location.**
- 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:** 400 Market Street

**City:** York Haven

**State:** PA

**Zip Code:** 17370

**County:** York

**Municipality:** Newberry Township

**PA House:**  Dawn Keefer (92)

**PA Senate:**  Dave Arnold (48)

**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"

## Project Narrative

- Complete question in this section, if necessary. Be as specific and concise as possible.

Click "Continue"

Program — Applicant — Project Overview — Project Site — Narrative — Addenda — Certification

Agency: Pennsylvania Department of Environmental Protection  
Applicant:  
Program: 904 Municipal Recycling Grant Program

Web Application #: 8179487

### 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 in the Addenda section or the Program Guidelines.

**Factors** ♦

If the totals of materials listed on the addenda tab of this application are significantly greater or less than the amount collected in the previous year, list those factors that could account for the difference.  
Character Count: 124/3000 characters.

This area only needs completed if there is a significant change (greater or less than) from the previous year's application.

## Program Addenda

- Complete all fields and upload all required documents on this tab. Once completed, click Continue.
- All questions marked with a red diamond are required to be answered.

### Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project

#### Question 1: Applicant's Designated Recycling Coordinator (if different than contact person on profile tab).

Name:

Telephone Number:

Email Address:

#### Question 2: Population (per 2010 Decennial Census) ♦

#### Question 3: Participating Municipalities ♦

#### Question 4: Municipality Website address ♦



### Question 5: Performance Information

Residential Tons: ◆

Residential Residue: ◆

Commercial Tons: ◆

Commercial Residue: ◆

Total Tons:

0.00

### Question 6: Program Information

Is this a multi-municipal application?

Upload the inter-municipal or inter-governmental agreements between the participating municipalities.

#### Upload Files

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

File 1

Browse...

**Question 7: Act 101 Program Requirements**

**a. Is your municipality mandated by Act 101 to implement a curbside recycling program**

- Yes (Go to Question #b)  No (Go to Question #c)

**b. If Yes, does your mandated recycling program contain the following (check all that apply):**

- An ordinance requiring waste and recycling service for residents and businesses?
- An ordinance requiring at community activities?
- An Ordinance that prohibits the burning of recyclable materials?
- A program to enforce the ordinance(s)?
- A scheduled day, at least once per month, when recyclable materials are collected?
- A curbside collection for leaf waste (including garden residues, tree trimmings, etc.) as outlined in the attached guidelines.
- A recycling education program that informs residents and businesses at least every six months, of the requirements of the recycling program?
- An illegal dumping/litter prevention program?
- A program (operated by your municipality or another entity) for the collection of household hazardous waste, electronics, used tires and/or white goods?

\*\*For multi-municipal applications, each participating mandated municipality per Act 101 must complete the checklist noted above and upload this information with your electronic submission.

**c. FOR NON-MANDATED APPLICANTS (EXCEPT COUNTIES): Does your recycling program contain the following (check all that apply):**

- An ordinance requiring waste and recycling service for residents?
- A program to enforce the ordinance(s)
- A scheduled day, at least once per month, when recyclable materials are collected?
- A recycling education program that informs residents and businesses, at least every six months, of the requirements of the recycling program?
- An illegal dumping/litter prevention program?
- A program (operated by your municipality or another entity) for the collection of household hazardous waste, electronics, used tires and/or white goods?

## Uploads:

Any additional forms for multi-municipal applications

### Upload Files

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

File 1

Browse...

## Preapplication Form – Part II B. Performance Information ◆

### Upload Files

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

File 1

Browse...

## Residential Tonnage Summary Form ◆

### Upload Files

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

File 1

Browse...

**Commercial Tonnage Summary Form** ◆

**Upload Files**

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

File 1

**Preapplication Form – Part II A. Contact Information (Reimbursement Form)** ◆

**Upload Files**

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

File 1

**Valid Marketed Receipts**

If you are claiming a 0 percent residue rate, signed marketed receipts statement from the end user must be uploaded with your electronic grant submission. If the required documents are not uploaded with your grant application the department will automatically deduct 20 percent.

**Upload Files**

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

File 1

**To upload documents, save the document to your computer and use the Browse button.**

**Commercial Tonnage Summary Form** ◆

**Upload Files**

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

File 1



You may download required documents from within the application itself or visit [\\_\\_\\_\\_\\_](#) to obtain a copy of the complete grant guidance document, including all required documentation.

## 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 web interface with a header "Application Certification" in orange. Below it, a message states: "The following sections are incomplete. All required fields marked with a red diamond (◆) must be completed before you are able to submit this application:". A blue link labeled "Applicant" is visible. A list of incomplete fields follows, with a red arrow pointing to "Ceo is required." and a blue button labeled "Click here to make the necessary changes" pointing to the "Applicant" link.

**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 u
- Phone Number is required.

Click here to make the necessary changes

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

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".

## 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  
Program: 901 Municipal Waste Planning Grant

Web Application #: 8116130

### 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:

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 submission.

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