


INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Food Recovery Infrastructure Grant application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website. **Paper and faxed copies will not be accepted.** The link to the on-line application can be found at:

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

User Tips

- 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 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.

You do not need to send the signature page and/or any further documentation to the Grants Center. All the information needed is contained in your on-line submission.

If you have questions 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.

1. Registration and Login

- If you are a first-time user, you will need to register for an account to complete the online application.

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

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”

PA

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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?

CREATE A NEW APPLICATION

3. Select Program

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

PA

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Program

Agency: Pennsylvania Department of Community and Economic Development
Applicant:
Program: DCED Web Application #: 8116127

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:

PCA DCED DEP Dept of Agriculture Office of the Budget PEMA PENNDOT 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
Show Single Application Programs First

SEARCH

4. Apply

- Scroll down through the various grant offerings, locate the Food Recovery Infrastructure Grant and hit “Apply”.


Food Recovery Infrastructure Grant

Pennsylvania Department of Environmental Protection

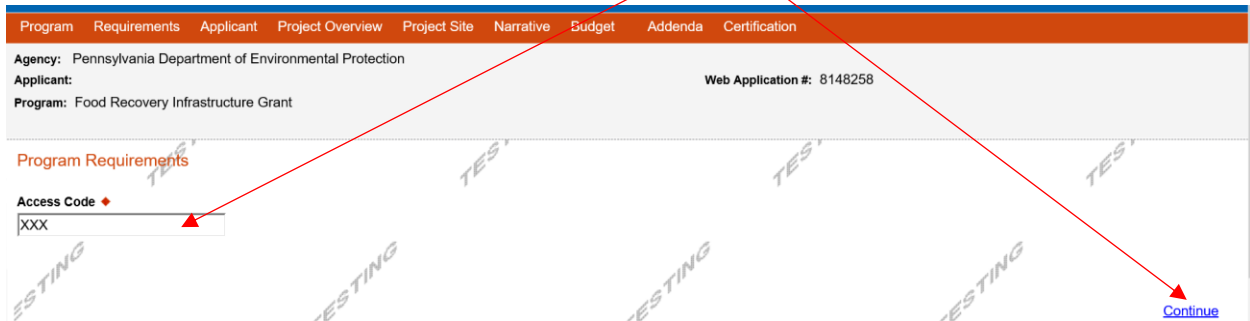
Entities applying for support under this grant program must demonstrate the following:

- The organization's not-for profit status
- The financial stability of the organization
- The experience of the organization in operating a food distribution program
- The potential sources for foodstuffs under this proposed program; and
- The ability to operate the expanded/enhanced program for the length of the grant demonstration period

The intent of this program is to reduce, to the greatest extent practicable, the amount of fresh and processed foodstuffs currently entering Pennsylvania's waste stream. Not-programs in the Commonwealth that provide food to segments of the public will be supported in partnering with retailers/wholesalers of foodstuffs operating in the Commonwealth before these items become waste, which can then be made available by these agencies to the public they serve.

Reminder: Any areas marked with a red diamond  require a response.

- You will then need to enter the access code provided during your pre-application meeting to continue.



The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. Below the navigation bar, the following information is displayed:

- Agency: Pennsylvania Department of Environmental Protection
- Applicant: [Redacted]
- Program: Food Recovery Infrastructure Grant
- Web Application #: 8148258

Under the 'Program Requirements' section, there is a field labeled 'Access Code' with a red diamond icon next to it. The field contains the text 'XXX'. A red arrow points from the 'Access Code' field to the 'Continue' button at the bottom right of the form. The background of the form has a large, faint watermark that reads 'TESTING'.

5. Applicant Information Tab

The Applicant Information section requires data related to the organization for which the application is being submitted.

Agency: Pennsylvania Department of Environmental Protection
Applicant: Food Recovery Infrastructure Grant
Web Application #: 8148257

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

DUNS Number:

- Applicant Entity Type – **Non-Profit Organization**
- Applicant Name – Enter the legal entity name, the name under which the organization legally conducts business.
- NAICS Code - From the dropdown box, select the appropriate entity type, such as Civil and Social Organizations. The NAICS code will auto-populate for you.
- FEIN/SSN Number - Enter the Federal Tax ID number for the legal organization name (no dashes).
- CEO – In this block, enter either the name of the head of your organization or contact person.
- CEO Title – Enter title as appropriate.
- SAP Vendor# - Leave blank unless known.
- Contact Name – Enter the primary contact person 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 person for this project.
- E-mail – Enter the e-mail for the primary contact person for this project.
- Mailing address, City, State and Zip Code – Enter this information for the organization and primary contact person for this project.

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"/> Education 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](#)

- Enterprise Type – Select the appropriate category or Other.
- Click on “Continue” at the bottom right.

6. Project Overview Tab

- Project Name – The project name will auto-populate from your entry on the initial Application page. You may change the project name at this time, if desired.
- Answer the questions on this page as appropriate. If a question does not relate to your organization or project, you may skip that question on this page.

Program	Requirements	Applicant	Project Overview	Project Site	Narrative	Budget	Addenda	Certification
Agency: Pennsylvania Department of Environmental Protection								
Applicant:								Web Application
Program: Food Recovery Infrastructure Grant								
Project Overview								
Project Name: ♦								
<input type="text" value="Food Recovery Instructions"/>								
Is this project related to another previously submitted project?								
<input type="button" value="No"/> ▼								
If yes, indicate previous project name:								
<input type="text"/>								
Have you contacted anyone at DEP about your project?								
<input type="button" value="No"/> ▼								

Click on “Continue”

7. Project Site Tab

- 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.

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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

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

Web Application #: 8116130

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:

US House:

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](#)

Click on "Continue"



8. Project Narrative Tab

- Enter answers for the questions 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 Program Addenda section or the Program Guidelines.

Please describe the nature and make-up of your organization ♦
Character Count: 0/3000 characters.

Please describe the equipment (including other eligible items such as installation) you are proposing to procure with the requested funding. Include how you envision the current program being enhanced with the new equipment, any budgetary changes required by your organization due to the enhanced program, the food sources you intend to utilize in the enhanced program, and how the collection and distribution program will be operated (staff, schedule, etc.) (If you need additional space, please upload any additional information on addenda tab of this application.) ♦
Character Count: 0/3000 characters.

Click on “Continue”

9. Program Budget Tabs

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

Spreadsheet Tab

- Click on the Spreadsheet tab.
- Add the grant amount for which you are apply.

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

Spreadsheet | Basis of Cost

On this page, list the total cost of your project. Total project cost should not exceed \$200,000.

Budget Spreadsheet ♦
The first column indicates the amount of funding you are requesting from DEP. After completing the budget, p Narrative where you can provide a more detailed description of specific line items.

Add funding source	Food Waste Reduction	Total
Food Waste Reduction & Recovery Grant - Collapse	\$200,000.00	
Total Project Cost Remove	\$200,000.00	\$200,000.00
Total	\$200,000.00	
	Budget Total:	\$200,000.00

Click on “Continue”

Basis of Cost Tab

- This tab does not require any additional information and has been pre-populated for you.

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Testing Organization Web Application #: 8178541
Program: Food Waste Reduction & Recovery Grant

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: 103/2000

This area does not need to be completed. Instead, please upload budget information on the addenda tab.

[Continue](#)

Click on "Continue"

10. Program Addenda

- Complete all fields in this section

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Program Requirements Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection
Applicant: Web Application #: 8148258
Program: Food Recovery Infrastructure Grant

Program Addenda

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

1. Address of Operation if different from address supplied on Applicant Information Tab

Character Count: 0/1000 characters

2. Organization Website Address

Please answer the following questions as it relates to the current operation of your organization as it pertains to food utilization/distribution.

3. How often do you utilize/distribute food?

Including any necessary information that is required to be uploaded to the electronic application.

8. Upload your budget information for this grant proposal, including each piece of equipment (and other eligible items) along with the cost of each item. Attach price quotes or receipts to verify your entries.

Upload Files

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

File 1 Browse...

9. Upload your approved pre-application form.

Upload Files

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

File 1 Browse...

10. Upload any supporting documentation. This could include invoices, price quotes or receipts for equipment/services; letters of support from each food source you will be partnering with indicating their participation in your program; documentation of your not-for-profit status; and, any other information which you believe may be helpful to the Department in favorably assessing your application.

Upload Files

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

When completed, click Continue.

11. Certification and Submission Tab


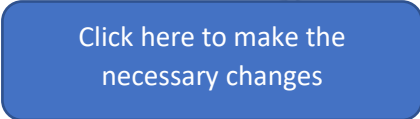
- If there is any missing information in your application, your screen will look like the following example.
- Under the orange “Application Certification” heading, it will state, “The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application”.
- To add/correct the information on your application, click on the section heading to return to the page.

The screenshot displays the 'Application Certification' page. At the top, there is a navigation bar with links: Home, Help, Save, Print, Contact Us, and Logout. Below this is a secondary navigation bar with links: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area shows the following information:

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

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**
 - Ceo is required.
 - Ceo Title is required.
 - Enterprise Type is required.
- Project Narrative** ←  
- Program Budget**
 - Funding Source "901 Municipal Waste Planning Grant ()" must have a Grand Total greater than zero.
 - Funding Source "Applicant Match (Local)" must have a Grand Total greater than zero.
- Basis of Cost**
 - Cost Basis is required.
 - Budget Narrative is required.
- Program Addenda**
 - County Personnel is required.
 - Benefits is required.
 - Supplies is required.
 - Travel is required.
 - Consultants & Subcontracts is required.
 - In Kind Services is required.
 - Nature of In Kind Services is required.
 - Volunteer Hours and Tasks is required.
 - Supporting documents has not been uploaded.

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:

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".

12. 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 record your 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 online submission.**

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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 address:

Pennsylvania Department of Environmental Protection
DEP Grants Center
PO Box 8776
Harrisburg, PA 17105-8776

It is not necessary to send any information to DEP. All required information, including your signature is contained in this electronic submission.

Congratulations! You have completed the online application.