


## INSTRUCTIONS FOR THE ON-LINE APPLICATION

The Alternative Fuels Incentive Grant Application must be submitted through the Department of Community and Economic Development's (DCED) Electronic Single Application website. **Paper and faxed copies will not be accepted.** This change allows DEP to expedite the review process. The link to the on-line application can be found at:

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

### 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.
- 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, click the “REGISTER” button on the left.

The screenshot shows the PA Keystone Login website interface. At the top, there is a blue header with the PA logo and navigation links for 'Help' and 'Contact Us'. The main content is divided into two columns. The left column, titled 'General Facts', contains a list of instructions for creating a new account and using Keystone Login services. A red box highlights the 'Click to Register' link, with a red arrow pointing to the 'Register' link in the right column. The right column, titled 'Login', includes a 'What's New?' section, a login form with 'Username' and 'Password' fields, a 'LOGIN' button, and a 'Powered by PA KEYSTONE LOGIN' logo. Below the logo are links for 'Register', 'Forgot Password', 'Forgot Username', 'Learn more about Keystone Login', and 'Having Trouble Registering'.

**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 1-877-888-8888
- If you need application technical assistance, please contact the Service Center Monday-Friday 9am-5pm EST

**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**

[Register](#)  
[Forgot Password](#)  
[Forgot Username](#)  
[Learn more about Keystone Login](#)  
[Having Trouble Registering](#)

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



Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached by phone at 877-328-0095 or by email at KeystoneLoginSupport@randstadusa.com.

### Register

#### Personal Information:

First Name \*

Last Name \*

Date Of Birth \*

#### Contact Information:

Email

Mobile Phone Number

Keystone Login does not require an email address in order to register. However, choosing to provide an email address will allow you to reset your password and update your account more easily. If you provide an email address, the email address will be validated. An email containing a One Time Passcode will be sent to the email address provided, and you will need to use that One Time Passcode to validate the email address.

Email addresses are utilized for password resets and account updates using a One Time Passcode. If no email address is listed, the only available methods for password resets are answering security questions or contacting the Keystone Login Help Desk.

#### Login Information:

Username \*

Password \*

Confirm Password \*

The username should be between 6 and 64 characters and should not contain any spaces.

The password must pass these rules:

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

#### Security Questions:

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces.

Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.

1. Complete all the required fields (denoted with a red diamond)
  - **E-mail address** – Used to forward forgotten password when requested. An email address cannot be used twice.
  - **User Name** - Must be unique to all the user accounts within PA Login system
  - **Password** – Case sensitive and requires a minimum of 8 characters **passwords must include at least one of each of the following: uppercase letter, lowercase letter, number and symbol**
  - **Security Question/Answer** – protects the identity of account
    - Security answer is case sensitive
    - Information used to reset password
    - Used by Customer Service Center to verify user and reset password
2. **Single Application Information “Are you Applying As?”** – Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs.
  - Choose appropriate entity type
3. **Click the orange SUBMIT button** – when you have completed all the fields. You should be at the Login screen and proceed to enter User Name and Password. Click Login button.



### 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
- If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

### Login

#### What's New?

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

Username

Password

[LOGIN](#)



Powered by

**KEYSTONE LOGIN**

- [Register](#)
- [Forgot Password](#)
- [Forgot Username](#)
- [Learn more about Keystone Login](#)
- [Having Trouble Registering](#)

## 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”

**PA**

Home Help Save Print Contact Us Logout

Program

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

### 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 “AFIG” and click on the “apply link” for the specific project type that you would like to apply for.

### AFIG – Innovative Technology Projects

Pennsylvania Department of Environmental Protection

*Eligible Entities: School Districts, Municipal Authorities, Political subdivisions, Incorporated nonprofit entities, Corporations, Limited liability companies or partnerships registered to do business in the Commonwealth.*

The Pennsylvania Department of Environmental Protection (DEP) is offering grant funding for clean, alternative fuel projects in Pennsylvania and investment in Pennsylvania’s energy sector. DEP receives approximately \$5 million in funding each year through the utilities gross receipts tax collected during each fiscal year to carry out the provisions of the Alternative Fuels Incentive Act. The primary goals of the Alternative Fuels Incentive Grant Program (AFIG) are to improve Pennsylvania’s air quality and reduce consumption of imported oil through the use of homegrown alternative fuels that will help the Commonwealth’s economy and environment.

Innovative Technology Projects include the costs to perform research, development or training as well as the demonstration of new application or advanced next phase technology related to alternative fuels and alternative fuel vehicles. For further information, see [Alternative Fuels Incentive Grant website](#)

 [Apply](#)



### AFIG – Refueling Infrastructure Projects

Pennsylvania Department of Environmental Protection

*Eligible Entities: School Districts, Municipal Authorities, Political subdivisions, Incorporated nonprofit entities, Corporations, Limited liability companies or partnerships registered to do business in the Commonwealth.*

The Pennsylvania Department of Environmental Protection (DEP) is offering grant funding for clean, alternative fuel projects in Pennsylvania and investment in Pennsylvania’s energy sector. DEP receives approximately \$5 million in funding each year through the utilities gross receipts tax collected during each fiscal year to carry out the provisions of the Alternative Fuels Incentive Act. The primary goals of the Alternative Fuels Incentive Grant Program (AFIG) are to improve Pennsylvania’s air quality and reduce consumption of imported oil through the use of homegrown alternative fuels that will help the Commonwealth’s economy and environment.

Alternative Fuel Refueling Infrastructure projects include the cost to purchase and install refueling equipment for alternative fuel fleet vehicles and the cost to purchase and install refueling equipment at a vehicle or vehicles home location. New refueling facilities and expansion of existing refueling facilities for both Fleet and Workplace, Home and Intermediary refueling projects will be considered. If the project is the expansion of an existing refueling facility, the applicant must show how the expansion would result in increased use of the facility and increased fuel displacement. For further information, see [Alternative Fuels Incentive Grant website](#)

 [Apply](#)



### AFIG – Vehicle Retrofit and/or Purchase Projects

Pennsylvania Department of Environmental Protection

*Eligible Entities: School Districts, Municipal Authorities, Political subdivisions, Incorporated nonprofit entities, Corporations, Limited liability companies or partnerships registered to do business in the Commonwealth.*

The Pennsylvania Department of Environmental Protection (DEP) is offering grant funding for clean, alternative fuel projects in Pennsylvania and investment in Pennsylvania’s energy sector. DEP receives approximately \$5 million in funding each year through the utilities gross receipts tax collected during each fiscal year to carry out the provisions of the Alternative Fuels Incentive Act. The primary goals of the Alternative Fuels Incentive Grant Program (AFIG) are to improve Pennsylvania’s air quality and reduce consumption of imported oil through the use of homegrown alternative fuels that will help the Commonwealth’s economy and environment.

Vehicle Retrofit and Purchase projects include the incremental cost of purchase of new alternative fuel vehicles (any type or size). The new vehicles must be manufactured by the original equipment manufacturer to operate on alternative fuel as dedicated, bi-fuel or dual-fuel. Vehicle Retrofit and Purchase also includes the incremental cost of retrofit of new or existing vehicles to operate on alternative fuels (any type or size) and can be operated on alternative fuel as dedicated, bi-fuel or dual-fuel. Eligible vehicles include but are not limited to: Dedicated, bi-fuel, and dual-fuel LNG or CNG vehicles, liquid propane gas, hydrogen, and electricity; no GVWR limits. Hybrid vehicles are eligible. For further information, see [Alternative Fuels Incentive Grant website](#)

 [Apply](#)



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

## 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:  ◆

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](#)



## 5. Applicant Information

- The Applicant Information section requires data related to the County for which the application is being submitted.
- Applicant Entity Type – **Select Appropriate Entity Type of your Organization**
- Applicant Name – Enter the legal Entity name, the name under which the county legally conducts business.
- NAICS Code - From the dropdown box, **select Business, Professional Labor, Political, and Similar Organizations**. The NAICS code will auto-populate for you.
- FEIN/SSN Number - Enter the Federal Tax ID number for the legal County name (no dashes).
- DUNS Number / UEI Number – Leave blank.
- CEO – In this block, enter the authorized representative of the organization.
- CEO Title – Enter the title of the authorized representative.
- 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.
- 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 primary contact for this project.
- Enterprise Type – Select Appropriate type for the organization.
- Click on “Continue” at the bottom right.

## 6. Project Overview

- Project Name – The project name will auto-populate.
- Is this project related to another previously submitted project – Select “Yes” if appropriate.
- Have you contacted anyone at DEP about your project – If so, please indicate “yes” and indicate who you spoke to.
- Site Locations – Enter as many sites that are applicable for your project.

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

Home	Help	Save	Print	Contact Us	Logout		
Program	Applicant	Project Overview	Project Site	Narrative	Budget	Addenda	Certification

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #: 8177974  
Program: AFIG – Innovative Technology Projects

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### Project Overview

**Project Name:**

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

If yes, indicate previous project name:

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

If yes, indicate who:

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

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.

**How many Site Locations are involved in the project?**

[Continue](#)

Click on “Continue”



## 7. Project Site

- Address – Enter the project location site. **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, Senate and US House – These fields will auto-populate based on county and municipality. If a Legislator is not auto-populated, please visit <http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/>
- 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:

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

Click on "Continue"



[Continue](#)

## 8. Project Narrative

- Complete the project narrative section.

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #: 8177990  
Program: AFIG – Innovative Technology Projects

### 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 of the Program Guidelines.

**Project Narrative** ♦  
This should be a short and concise description of your project. A more detailed project description will be required on the addenda tab.  
Character Count: 0/3000 characters.

[Continue](#)

Click on “Continue”

## 9. Program Budget

### 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 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 secondary navigation bar with tabs for Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the following information:

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #: 8136838  
Program: Alternative Fuels Incentive Grant Program (AFIG) - Vehicle Retrofit and/or Purchase Projects

### Program Budget

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

**Spreadsheet** | Basis of Cost

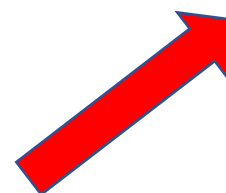
#### Budget Spreadsheet

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		Alternative Fuels Incentive Grant Program (AFIG)	Grantee Share Private	Total
Please Select a Category	Add Category			
Alternative Fuels Incentive Grant Program (AFIG) - Collapse		\$0.00	\$0.00	
Grant Request	Remove	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Total		\$0.00	\$0.00	
			Budget Total:	\$0.00

[Continue](#)

Click on "Continue"



## Basis of Cost Tab

- The Basis of Cost tab will pre-populate. Nothing in this section needs to be filled out.

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #: 8136838  
Program: Alternative Fuels Incentive Grant Program (AFIG) - Vehicle Retrofit and/or Purchase Projects

### 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

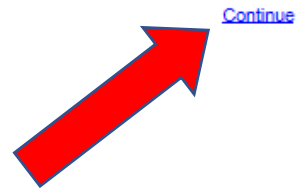
#### Budget Narrative

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.  
Character Count: 34/2000

This area does not need completed.

[Continue](#)

Click on "Continue"



## 10. Program Addenda

- Program Addenda will vary based on the Grant Type you selected. Please refer to the AFIG Program Specific Instructions for step-by-step instructions to complete and upload the required forms for your project type.

### 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](#).

#### Upload a copy of the Supplemental Application ♦

[Download AFIG Innovative Technology Supplemental Form.docx](#)

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

File 1

#### Upload a copy of the Detailed Project Narrative ♦

[Download AFIG Innovative Narrative Form.docx](#)

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

File 1

#### Upload a copy of the Detailed Budget Information ♦

[Download AFIG Innovative Budget Form.docx](#)

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

File 1

#### Upload a copy of the Letters of Commitment ♦

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

File 1

#### Miscellaneous uploads (maps, estimates, etc.)

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

File 1

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

[Continue](#)

## 11. 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.

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

Agency: Pennsylvania Department of Environmental Protection  
Applicant: Web Application #: 8177974  
Program: AFIG – Innovative Technology Projects

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### Application Certification

The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:

**Applicant**

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Ceo is required.
- Ceo Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.
- 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.

**Project Narrative**

- Identified Problem is required.
- Project Plan is required.
- Use of Funds is required.



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 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 pervalue 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

- **Congratulations!** You have completed the on-line application. You will be notified of your application status and subsequent steps in the next few weeks.