

Environmental eGrants

eGrants

Grants Online

Applicant User Guide (version 1.05)

July 15, 2015



DEP

Table of Contents

1	<i>Introduction</i>	1
2	<i>System Requirements</i>	2
	Description	2
	Internet Connection	2
	Browsers	2
	Adobe Reader	2
	JavaScript	3
	Pop-ups	4
	Converting files to PDF or saving PDF's with Information (Optional)	5
3	<i>Navigation and Common Features</i>	7
	Description	7
4	<i>eGrants Application Steps</i>	10
	Description	10
5	<i>Get Help</i>	11
	Description	11
	Step by Step Instructions	11
6	<i>Register to Use eGrants</i>	16
	Description	16
	Step by Step Instructions	16
7	<i>Log in to eGrants</i>	21
	Description	21
	Step by Step Instructions	21
8	<i>Retrieve your Password or User Name</i>	24
	Description	24
	Step by Step Instructions	24
9	<i>Update Your User Profile</i>	27
	Description	27
	Step by Step Instructions	27
10	<i>Your Applications</i>	29
	Description	29
	Step by Step Instructions	29
11	<i>Finding a Grant Opportunity</i>	39
	Description	39
	Step by Step Instructions	40
12	<i>Application Overview</i>	47
	Description	47
13	<i>Starting an Application</i>	49
	Description	49
	Step by Step Instructions	49

14	<i>Electronic Application Overview</i> _____	53
	Description _____	53
	Features _____	54
15	<i>Completing the Applicant Profile Section</i> _____	56
	Description _____	56
	Step by Step Instructions _____	56
16	<i>Completing the Project Information Section</i> _____	63
	Description _____	63
	Step by Step Instructions _____	63
17	<i>Completing the Project Location Section</i> _____	69
	Description _____	69
	Step by Step Instructions _____	69
18	<i>Completing the Project Budget</i> _____	86
	Description _____	86
	Step By Step Instructions _____	87
19	<i>Application Attachments</i> _____	97
	Description _____	97
	Step by Step Instructions _____	99
20	<i>Submitting an Application – Certification Section</i> _____	111
	Description _____	111
	Step by Step Instructions _____	112
21	<i>Miscellaneous eGrants Information</i> _____	122
	Grants Customer Service Center _____	122
	SAP Numbers _____	122
	DUNS Numbers _____	122
	Pennsylvania Natural Diversity Inventory (PNDI) _____	123
	PA House and Senate Legislative Districts _____	124
	U.S. Congressional Districts _____	124
	New Application Form _____	124
22	<i>Appendix A: Sample Cover Sheet</i> _____	125
23	<i>Appendix B: Sample Application</i> _____	126

1 Introduction

The Pennsylvania Department of Environmental Protection (DEP) is responsible for the distribution and management of more than \$50,000,000 in grant funding each year. The grants, which are financed by a variety of funds, both State and Federal, are provided to various entities, public and private, to fund projects that support DEP's mission.

The eGrants system (www.ahs.dep.state.pa.us/egrants) is an online web-based system that makes it easier for you to search for and apply for DEP grants by providing a single search page for all grant opportunities and a standardized electronic application. eGrants also includes the ability to attach supplemental documentation and other materials such as pictures, plans and specifications to the electronic application that results in a complete electronic application package.

eGrants provides a number of built-in data validations and also provides drop-down lists of values (counties, municipalities, etc.) to help you submit correct information on your application. Additionally, eGrants checks for required information before you can submit your application to help insure a complete application. .

This eGrants User Guide has been developed to help you, the Grant Applicant, navigate the eGrants system more easily. In it, you'll find detailed instructions for every step of the process.

Provided in this User Manual is information to guide you through the following:

- ✓ System Requirements
- ✓ Navigating eGrants
- ✓ Getting Help
- ✓ Registering and Logging In
- ✓ Finding a Grant
- ✓ Creating an Application
- ✓ Completing an Application
- ✓ Submitting an Application

If after referencing this manual and the available FAQ's, you are still having a problem using eGrants, contact the Grants Customer Service Center at 1-800-326-7734 from 8:30 am to 5:00 pm EST Monday through Friday or you can send an email to ep-efactshelpdeskteam@pa.gov .

2 System Requirements

Description

eGrants is a web-based system that is available on the Internet. The high-level system requirements are as follows:

- ✓ an Internet connection
- ✓ an Internet browser
- ✓ Adobe Reader
- ✓ Java Script enabled on your browser
- ✓ Pop Ups enabled for the eGrants site

Additional information on each of these system requirements is provided below.

Internet Connection

eGrants has been tested and will work with multiple types of connections from dial up to a T1 connection. However, the faster your connection, the faster you will be able to download and upload attachments.

Browsers

eGrants has been tested with the following browsers:

- ✓ Internet Explorer 6 or 7
(<http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>)
- ✓ Mozilla Firefox (<http://www.mozilla.com/en-US/firefox>)

Currently eGrants does not support the Safari browser. If you use a Macintosh(Mac) computer, you can download and use versions of Internet Explorer or Firefox for Mac.

Adobe Reader

You will need Adobe Reader in order to be able to view and print the Adobe PDF files that are generated or provided in eGrants. Adobe Reader is available for download at <http://get.adobe.com/reader>.

JavaScript

You will need to enable **JavaScript** to run the eGrant system appropriately. You may already have this enabled and may not have to do anything. To test for this, go to the eGrants Home Page. If the home page looks like the below picture, you need to enable JavaScript in your browser.



You should not see this.



Example of JavaScript disabled

The use of JavaScript is an Internet Browser setting. The steps to enable this are listed below for the tested browsers.

Internet Explorer 6.0 & 7.0:

1. Open Internet Explorer browser.
2. On the menu bar click on "Tools" then "Internet Options."
3. From Internet Options, select the "Security" tab.
4. Click "Custom Level".
5. Scroll down to "Scripting," make sure "Active Scripting" is set to Enable.
6. Click "OK."
7. Click "Yes" or "OK" when asked "Are sure you wish to change the security settings for this zone."
8. Click "OK" on the Internet Properties window.
9. Close all open Internet Explorer windows and then re-launch Internet Explorer

Mozilla Firefox 3.0.5:

1. Open Firefox browser.
2. Select "Tools" from the menu
3. Select "Preferences" or "Options" from the Tools
4. Select "Content"
5. Under the Content options, verify that "Enable JavaScript" is checked.

When you are done enabling Active Scripting (JavaScript), the eGrants Home page should like the picture below.



Example of JavaScript enabled

Pop-ups

In some situations, eGrants presents information that is critical for you to be aware of in pop-up windows. Because many people have disabled the ability for pop-ups to function in their browser, you will need to enable pop-ups specifically for the eGrants site. The steps to do this are listed below for each type of browser supported by eGrants.

Internet Explorer 6 and 7 (Windows XP and Vista)

1. Open Internet Explorer browser.
2. On the menu bar click on "Tools" then "Internet Options."
3. Select Privacy.
4. In the Pop-up Blocker section of the dialog box, click "Settings".
5. In the 'Pop-up Blocker Settings' dialog box type the name of the site
www.ahs.dep.state.pa.us/egrants

6. Click 'Add' button.
7. Click the “Close” button to close the dialog box.
8. Click the “Ok” button to close the Internet Options dialog box.

Mozilla Firefox 3.0.5:

1. Open Firefox browser.
2. From the 'Tools' menu select 'Options'.
3. Click on Content
4. Beside 'Block pop-up windows', click Exceptions
5. In the address box, type in the website you wish to allow pop-ups for.
<http://www.ahs.dep.pa.gov/GrantsCenter/>
6. The website should now be excluded from the pop-up blocker.
7. Click on the 'Close' button, and then click OK.

Converting files to PDF or saving PDF's with Information (Optional)

Portable Document Format (PDF) generator software is available to help you save your non-PDF documents as PDF files or save form fillable PDF's with the filled in information. Note that once these files are saved, they are not editable. So be sure that you have filled in all of your information before converting to a PDF. There are several programs available for both PC's and Macs.

The list below contains some of the PDF generators on the market, many of which are free or very low cost. DEP does not endorse any particular software. Note that there are many scanners as well that can convert your scanned document into a PDF file too.

Note: *Please consult vendor websites for additional information. The websites are listed in alphabetical order and the vendor descriptions were accurate as of March 2009. If Adobe Acrobat is installed on your computer, you will not need any of these tools.*

1. **CutePDF:**
<http://www.cutepdf.com>
Print driver that will work with any application. (For PC)
2. **Go2PDF:**
<http://www.go2pdf.com>
Print driver that will work with any application. (For PC)
3. **PdfF995:**
<http://site4.pdf995.com/>
Print driver that will work with any application. (For PC)
4. **Win2PDF:**
<http://www.win2pdf.com/>

Print driver that will work with any application. (For PC)

5. **Zeon Corporation:**

<http://www.pdfwizard.com/>

Print driver that will work with any application. (For PC)

An example of the steps to use of one of these software packages (CutePDF) is shown below.

1. Go to <http://www.cutepdf.com>
2. Click on “Free Download” under **[CutePDF Writer](#)** (**Freeware**)
3. Click on “Run” when the File Download pop-up box appears.
4. When prompted, confirm that you want to run the file by clicking “Run” or “Ok” depending on your browser
5. Walk through the installation wizard. After installation you will not see this software as a shortcut on your desktop or in your programs list. This software installs as a printer driver and will appear as “CutePDF” in your list of printers.
6. After the CutePDF installs, it is ready to use.
7. Open your document and select the Print command in the File menu to open a Print dialog box.
8. Choose CutePDF as the “printer” to print to.
9. You will get a “Save As” dialog box that will prompt you to select the location to save the PDF file.
10. Select a folder, and click the **Save** button.

3 Navigation and Common Features

Description

To use eGrants, simply open an eGrants approved Internet browser such as Internet Explorer 6 or 7 or Firefox and enter the eGrants web address (also known as the URL) in your browser web address box and click “Go” on the browser toolbar.

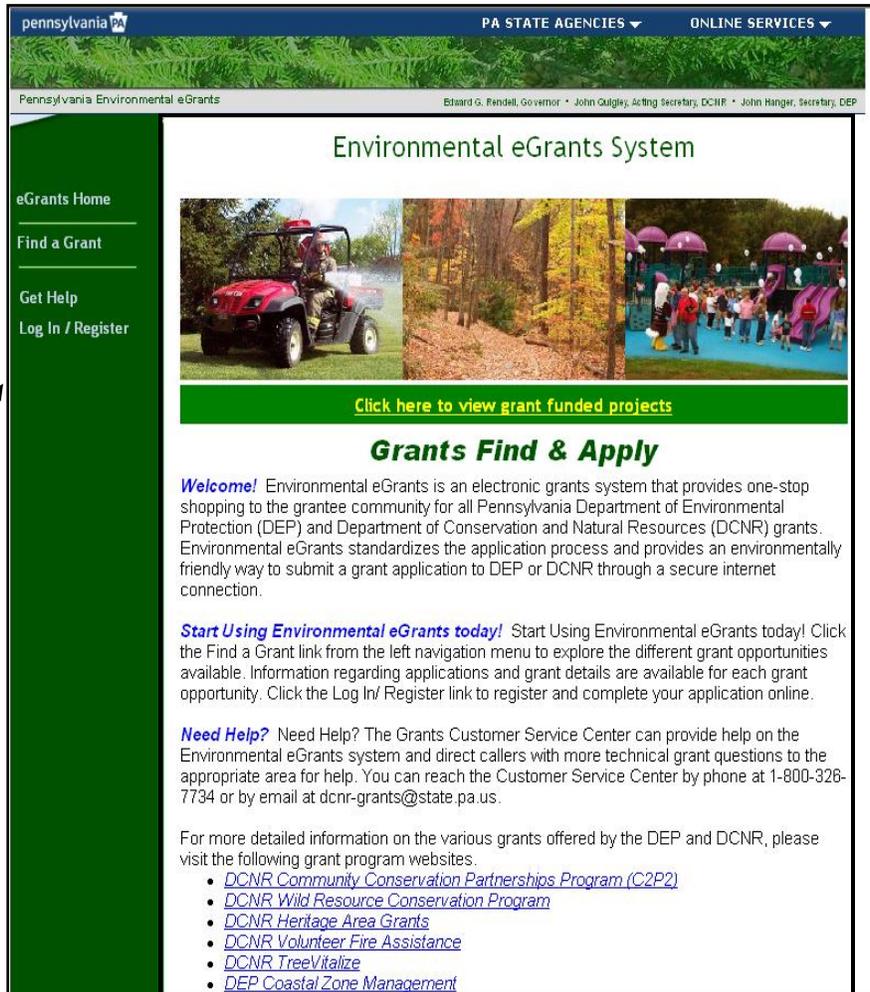
The web address for the eGrants Home page is www.ahs.dep.state.pa.us/egrants. The site can be bookmarked for easy reference by going to the eGrants Home page and adding the page to your Favorites from your browser menu.

eGrants has a common structure and basic features repeated throughout the system which make it easy for you to navigate through the system. Some of these are explained below.

1. Left Navigation Menu – The menu items listed below are available when you are navigating the basic features of eGrants and are not editing or viewing a grant application. The left navigation bar will have additional menu items when an application is opened. These menu items and additional features will be described in later lessons.

- **eGrants Home:** Select this link to return to the eGrants Home page from anywhere in the system.
- **Find a Grant:** Select this link from the left navigation bar to view a list of available grants.
- **Get Help:** Select this link when you have questions about the site or the application in general. This link will direct you to the **Help** section.
- **Log In/Register (displayed when a user is not logged in):** Select this link to register as a new user or log in to the system if you are a returning user.
- **Log Out (displayed when a user is logged in):** Select this link to log out of the system.

2. **Content Area**- This is the area of the system that changes as menu items are selected and different content displays including the grant opportunity listing, grant program detail and the grant application.



Left
Navigation
Bar

Content
Area

3. **Required fields** - The fields on any input forms that are marked by a red asterisk (*) indicate a required field. All required fields must be completed in order to submit a registration or to submit a grant application.

* Federal Employer ID Number:

4. **Field Hints** – Where appropriate in eGrants, hints or tips are placed on the screen that will assist you in understanding the information that should be entered or the format of the information to be entered.

Prefix:	<input type="text"/>	Ex: Mr., Mrs., Dr., etc.
Fax Number:	<input type="text"/>	Ex: 555-555-5555

5. **Links** – Links are present on screens throughout eGrants. They are indicated on the screen as highlighted, underlined words or groups of words and are used interchangeably to either commit an action (*Delete this Location*) or move you to another page (*Next* and *Previous*).



6. **Buttons** – Buttons are used to more visually present an option to perform an action. Unlike links, buttons always perform an action. Examples are **Save** (save a record) and **Cancel** (close the window without saving changes).



7. **Tabs** – Some areas of the system have been divided into multiple pages to better organize the information in the section. Each page is easily accessible by clicking on a Tab. An example of a multiple page section where each page is accessible by clicking on a Tab is the Get Help section of eGrants. The selected Tab is always highlighted so that you can easily reference which page you are on in a section. The terms Tab, Page and Screen are used interchangeably in this guide.



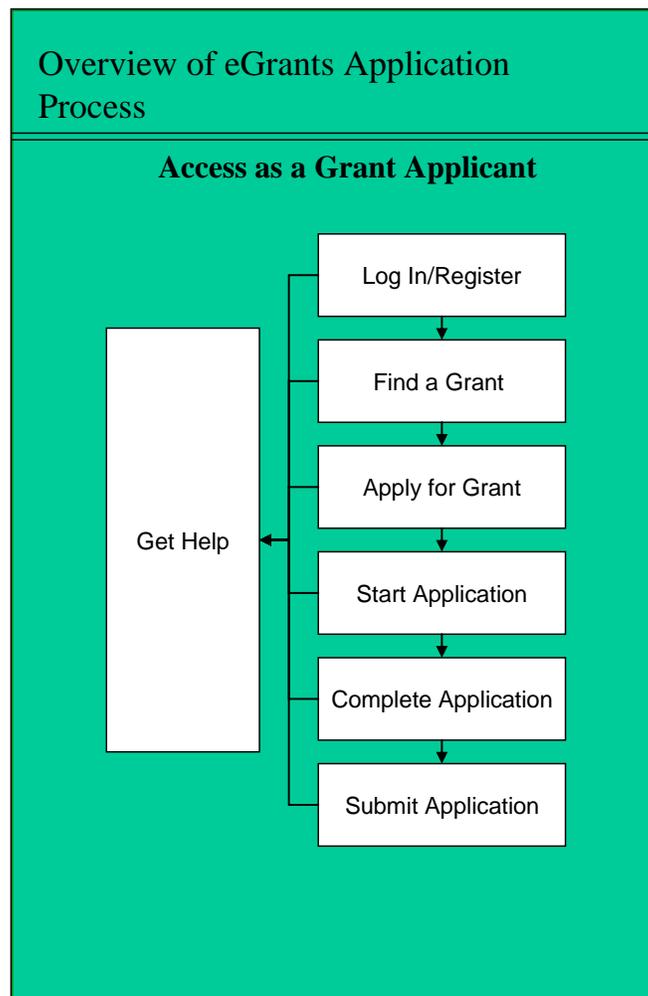
Note: Avoid using the **Back** button in your browser; this may cause problems in the system. Always use the left navigation bar or other available buttons and links on the screen to progress through the system.

4 eGrants Application Steps

Description

eGrants provides a streamlined process for applying for a grant. This manual will walk you through each step in the process using simple “step by step” instructions with illustrations that will help you successfully submit your application. While grant programs have different requirements for supplemental documentation such as appraisals, resumes, invoices or special forms, the process of applying for a grant and the core applicant and project information requested is the same for all.

Below is a chart that illustrates the process in the eGrants system. The basic steps are: Register, Log In, Find a Grant, Start an Application, Complete your Application, and Submit your Application. At all times, on-line help is a mouse click away by selecting the [Get Help](#) link in the left navigation bar.



5 Get Help

Description

There are multiple ways to get help in the eGrants system. When you create an application, help that is specific to the grant application is provided in the Introduction section. Additionally, each application section has its own *Instructions* page that provides specific help for that section. Help tips are also scattered throughout the application to further help you in filling out your application.

The **Get Help** section provides multiple levels of help for the use of eGrants and has two pages; the *Help Resources* page and the *Contact Us* page.

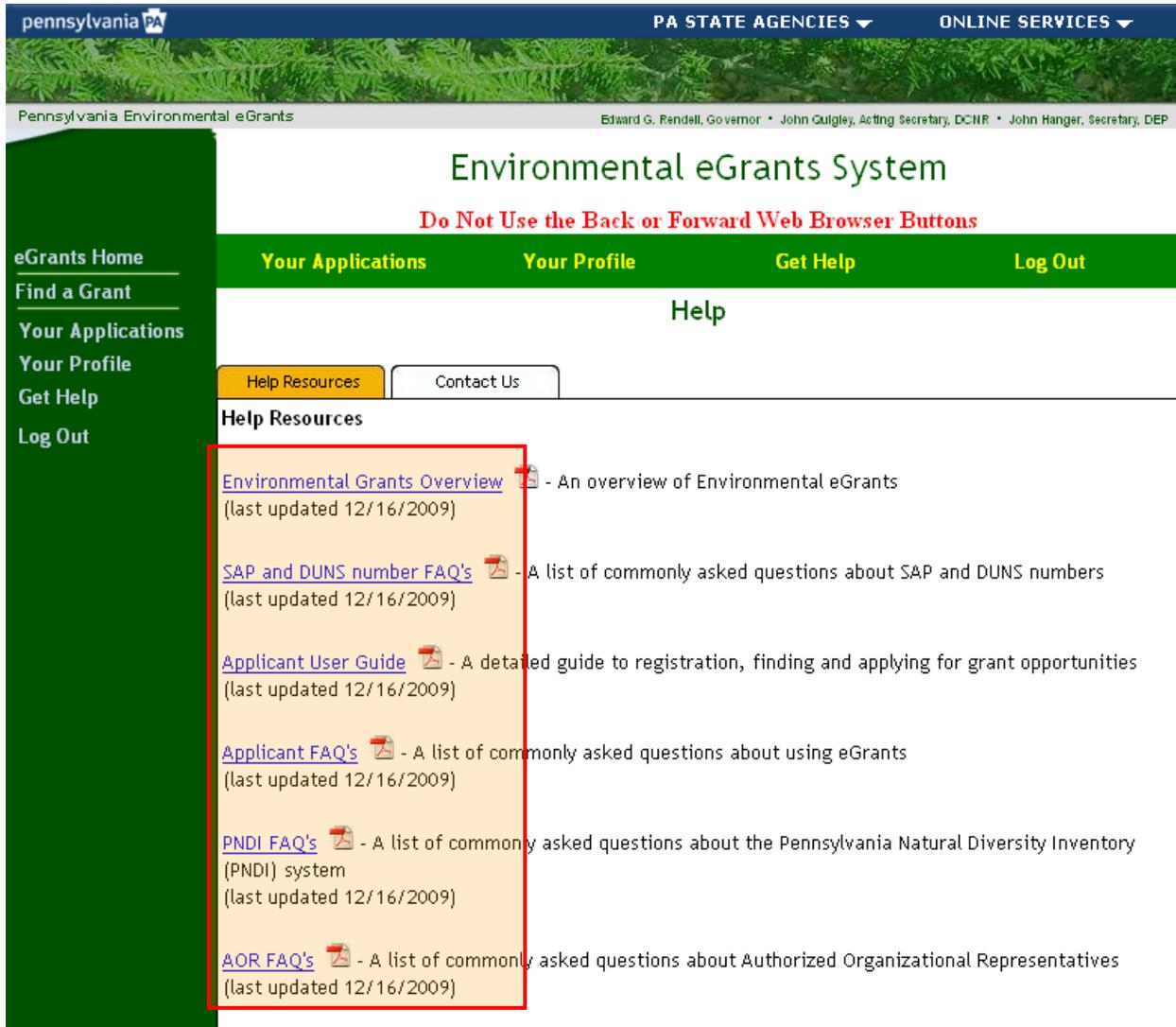
- **Help Resources:** This page provides access to on-line help resources that are available 24/7 such as Frequently Asked Questions (FAQ's) and a User Guide.
- **Contact Us:** This page displays contact information for the Grants Customer Service Center with additional questions or comments along with an ability to submit a support request on-line.

Step by Step Instructions

1. Select the **Get Help** link in the left navigation bar to access the help resources.



- From this screen, click on any of the available ***FAQ*** or ***User Guide*** links to learn more about eGrants. Help Resources will be continually updated, so check back often for the latest on-line help resources.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Your Profile Get Help Log Out

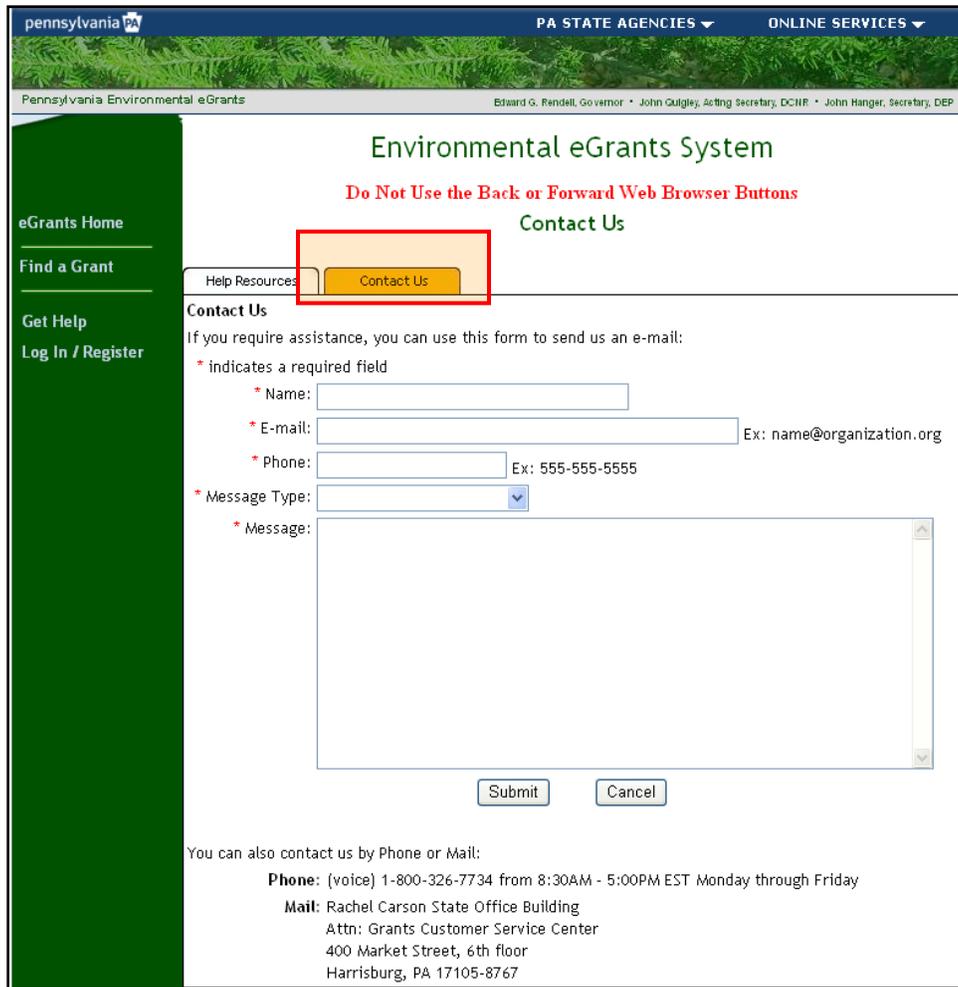
Help

Help Resources Contact Us

Help Resources

- [Environmental Grants Overview](#) - An overview of Environmental eGrants (last updated 12/16/2009)
- [SAP and DUNS number FAQ's](#) - A list of commonly asked questions about SAP and DUNS numbers (last updated 12/16/2009)
- [Applicant User Guide](#) - A detailed guide to registration, finding and applying for grant opportunities (last updated 12/16/2009)
- [Applicant FAQ's](#) - A list of commonly asked questions about using eGrants (last updated 12/16/2009)
- [PNDI FAQ's](#) - A list of commonly asked questions about the Pennsylvania Natural Diversity Inventory (PNDI) system (last updated 12/16/2009)
- [AOR FAQ's](#) - A list of commonly asked questions about Authorized Organizational Representatives (last updated 12/16/2009)

3. Click on the *Contact Us* tab to display a screen with a support request form and the contact information for the Grants Customer Service Center.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Contact Us

Help Resources **Contact Us**

Contact Us

If you require assistance, you can use this form to send us an e-mail:

* indicates a required field

* Name:

* E-mail: Ex: name@organization.org

* Phone: Ex: 555-555-5555

* Message Type:

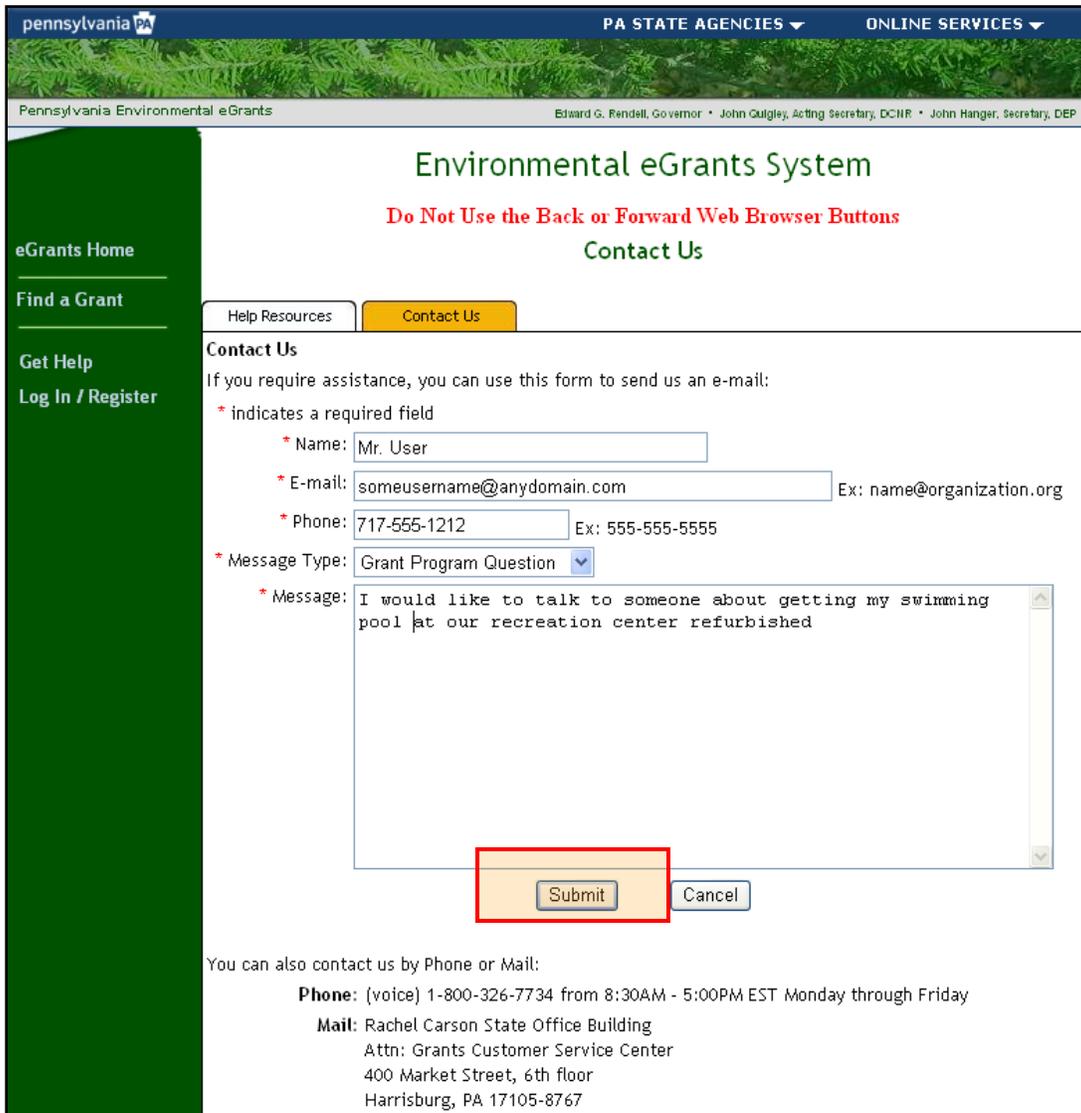
* Message:

You can also contact us by Phone or Mail:

Phone: (voice) 1-800-326-7734 from 8:30AM - 5:00PM EST Monday through Friday

Mail: Rachel Carson State Office Building
Attn: Grants Customer Service Center
400 Market Street, 6th floor
Harrisburg, PA 17105-8767

- To submit a support request, enter the required information and click the **Submit** button.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Contact Us

Help Resources **Contact Us**

Contact Us

If you require assistance, you can use this form to send us an e-mail:

* indicates a required field

* Name:

* E-mail: Ex: name@organization.org

* Phone: Ex: 555-555-5555

* Message Type:

* Message:

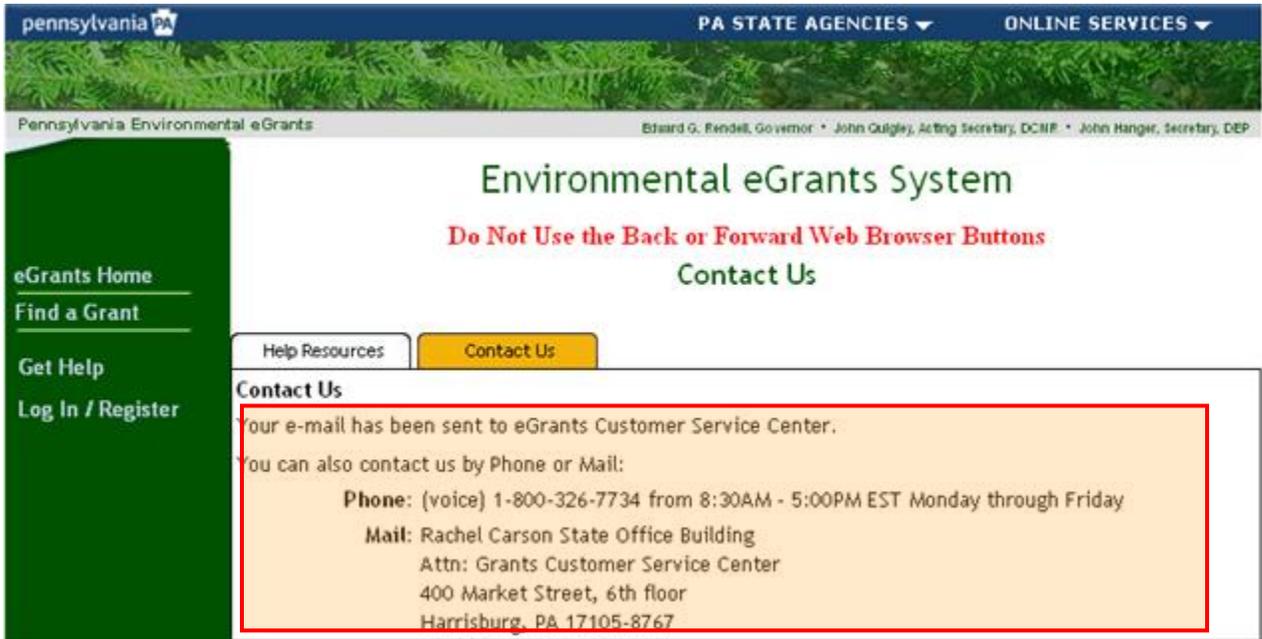
Submit Cancel

You can also contact us by Phone or Mail:

Phone: (voice) 1-800-326-7734 from 8:30AM - 5:00PM EST Monday through Friday

Mail: Rachel Carson State Office Building
Attn: Grants Customer Service Center
400 Market Street, 6th floor
Harrisburg, PA 17105-8767

5. You will receive a message on the screen confirming that your support request ticket has been sent. The Customer Service Center also receives a notice and will contact you.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Contact Us

Help Resources **Contact Us**

Contact Us

Your e-mail has been sent to eGrants Customer Service Center.
You can also contact us by Phone or Mail:

Phone: (voice) 1-800-326-7734 from 8:30AM - 5:00PM EST Monday through Friday

Mail: Rachel Carson State Office Building
Attn: Grants Customer Service Center
400 Market Street, 6th floor
Harrisburg, PA 17105-8767



Note: If you do not receive this or other email from eGrants, your service provider might be blocking emails from Environmental eGrants. Check with your email service provider on steps to allow email from ep-efactshelpdeskteam@pa.gov.

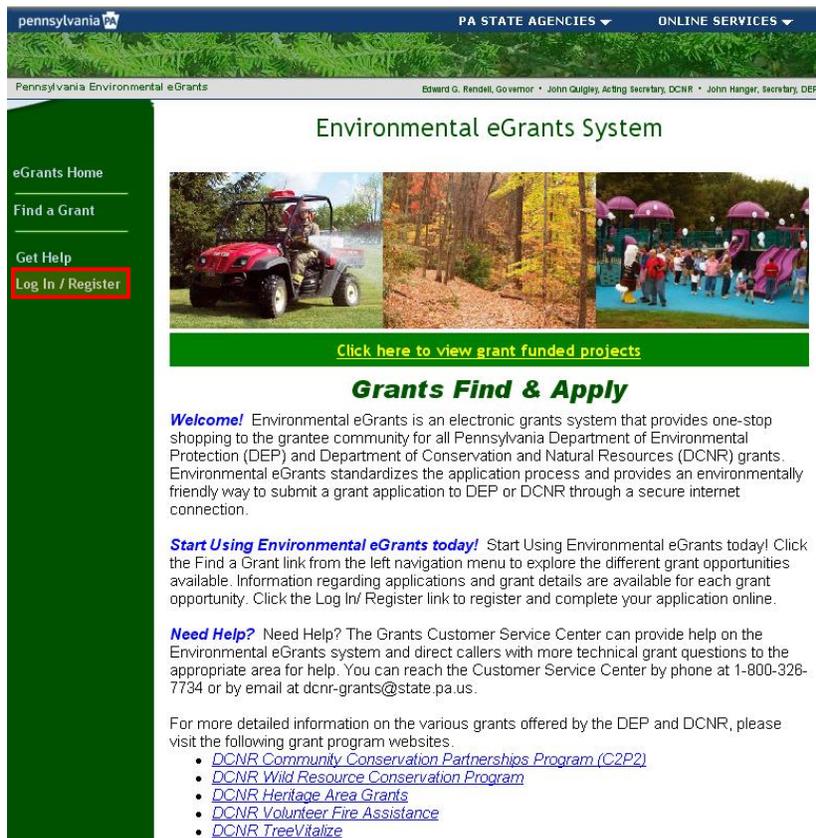
6 Register to Use eGrants

Description

In order to apply for a grant and view any previously created applications, you must be logged into the system. The *Log In / Register* screen is displayed when you click **Log In / Register** on the menu item in the left navigation bar. The screen provides you with the ability to log in to the system by entering your user name and password if you are a returning user or to register as a Grant Applicant if you are a first time user. This screen also provides a link to the Forgot Password feature.

Step by Step Instructions

1. Select the **Log In / Register** link from the left navigation bar.



Environmental eGrants System

Grants Find & Apply

Welcome! Environmental eGrants is an electronic grants system that provides one-stop shopping to the grantee community for all Pennsylvania Department of Environmental Protection (DEP) and Department of Conservation and Natural Resources (DCNR) grants. Environmental eGrants standardizes the application process and provides an environmentally friendly way to submit a grant application to DEP or DCNR through a secure internet connection.

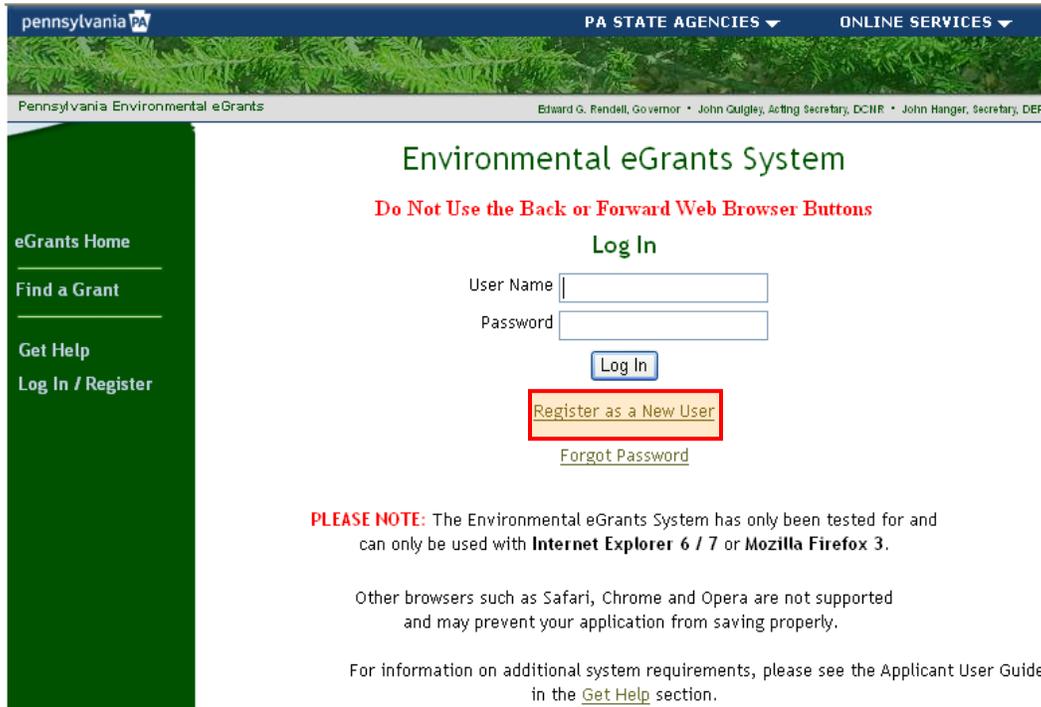
Start Using Environmental eGrants today! Start Using Environmental eGrants today! Click the Find a Grant link from the left navigation menu to explore the different grant opportunities available. Information regarding applications and grant details are available for each grant opportunity. Click the Log In/ Register link to register and complete your application online.

Need Help? Need Help? The Grants Customer Service Center can provide help on the Environmental eGrants system and direct callers with more technical grant questions to the appropriate area for help. You can reach the Customer Service Center by phone at 1-800-326-7734 or by email at dcnr-grants@state.pa.us.

For more detailed information on the various grants offered by the DEP and DCNR, please visit the following grant program websites.

- [DCNR Community Conservation Partnerships Program \(C2P2\)](#)
- [DCNR Wild Resource Conservation Program](#)
- [DCNR Heritage Area Grants](#)
- [DCNR Volunteer Fire Assistance](#)
- [DCNR TreeVitalize](#)

2. To create a user account, select the **Register as a New User** link.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Log In

User Name

Password

Register as a New User

[Forgot Password](#)

PLEASE NOTE: The Environmental eGrants System has only been tested for and can only be used with **Internet Explorer 6 / 7** or **Mozilla Firefox 3**.

Other browsers such as Safari, Chrome and Opera are not supported and may prevent your application from saving properly.

For information on additional system requirements, please see the Applicant User Guide in the [Get Help](#) section.

3. Enter the required information on the *Register* screen. Required information is indicated by the red asterisk (*). Click the **Submit** button once all the required information is completed. Notice that you create your own User Name and Password.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Register

Please enter your registration information and click Submit.

* indicates a required field

Prefix: Ex: Mr., Mrs., Dr., etc.

* First Name:

Middle Initial:

* Last Name:

Suffix: Ex: Jr., Sr., III, etc.

Organization:

Title:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code: Ex: 11111-1111

* Telephone Number (daytime): Ex: 555-555-5555

Telephone Extension:

Fax Number: Ex: 555-555-5555

* E-mail: Ex: name@myorg.org

* User Name: Max: 15 characters

* Password:

NOTE: Password must have at least 8 characters, with at least one alphabetic character, at least one numeric character, and at least one special character (!,@,#,\$,% ,etc.)

* Confirm Password:

4. After you register, you will see a registration confirmation message along with a link to browse grant opportunities. Notice that the **Log In / Register** link on the left navigation bar now says **Log Out**.



5. After you are logged in, you will see a top navigation bar at the top of the content area. The links in the top navigation bar also display in the left navigation bar.



6. Descriptions of the menu items are as follows:
 - a. **Your Applications** – displays a screen that shows any applications that were created by you (described in the next section of this User Guide)

- b. **Your Profile** – displays a screen that allows you to make changes to your registration information
- c. **Get Help** – displays the Get Help section of eGrants
- d. **Log Out** – Logs you out of the system

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications

Your Profile

Get Help

Log Out

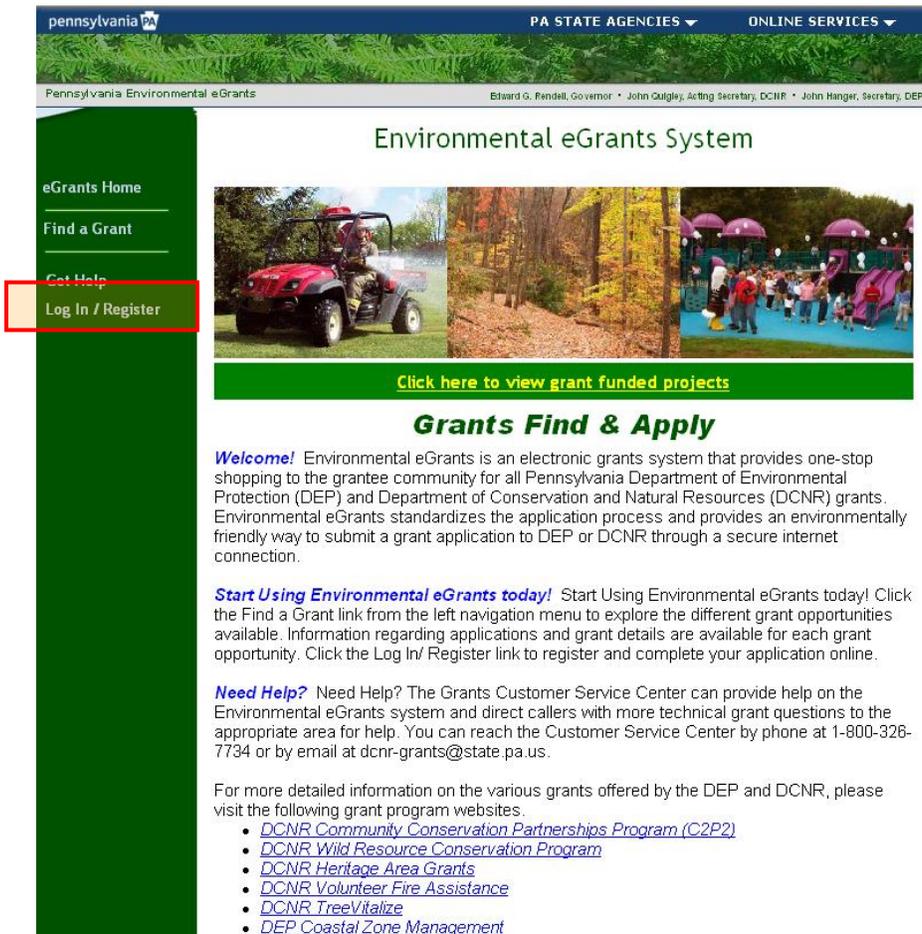
7 Log in to eGrants

Description

If you are a returning user, you should log in when you return to eGrants. You will then have access to any applications previously created by you and have the ability to apply for additional grant opportunities.

Step by Step Instructions

1. To log in, select the **Log In / Register** link from the Left Navigation Menu.



Environmental eGrants System

[Click here to view grant funded projects](#)

Grants Find & Apply

Welcome! Environmental eGrants is an electronic grants system that provides one-stop shopping to the grantee community for all Pennsylvania Department of Environmental Protection (DEP) and Department of Conservation and Natural Resources (DCNR) grants. Environmental eGrants standardizes the application process and provides an environmentally friendly way to submit a grant application to DEP or DCNR through a secure internet connection.

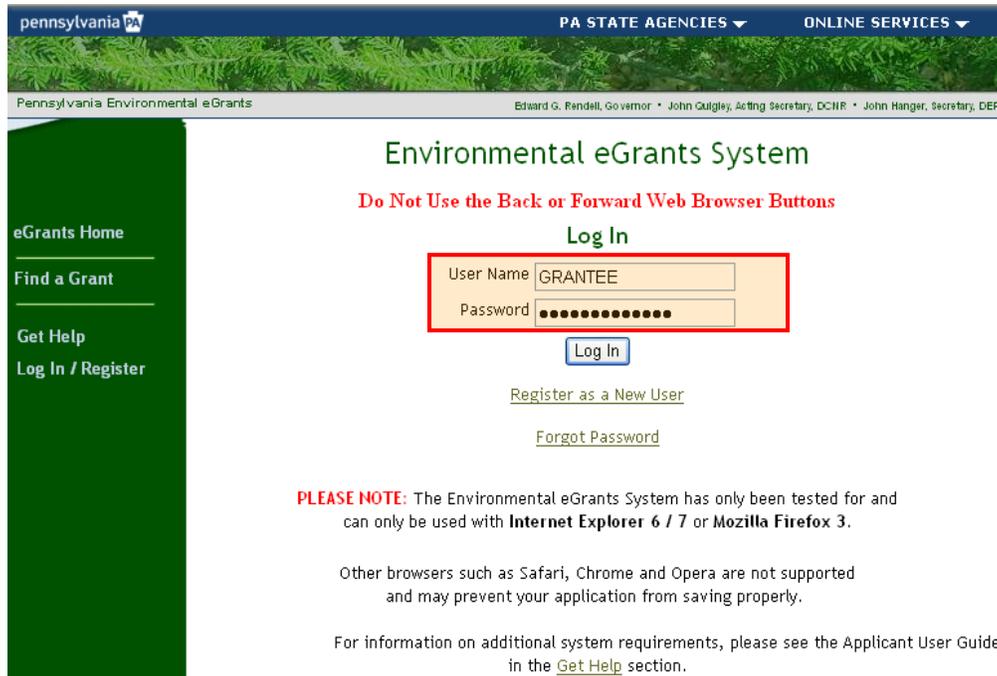
Start Using Environmental eGrants today! Start Using Environmental eGrants today! Click the Find a Grant link from the left navigation menu to explore the different grant opportunities available. Information regarding applications and grant details are available for each grant opportunity. Click the Log In/ Register link to register and complete your application online.

Need Help? Need Help? The Grants Customer Service Center can provide help on the Environmental eGrants system and direct callers with more technical grant questions to the appropriate area for help. You can reach the Customer Service Center by phone at 1-800-328-7734 or by email at dcnr-grants@state.pa.us.

For more detailed information on the various grants offered by the DEP and DCNR, please visit the following grant program websites.

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- [DCNR Wild Resource Conservation Program](#)
- [DCNR Heritage Area Grants](#)
- [DCNR Volunteer Fire Assistance](#)
- [DCNR TreeVitalize](#)
- [DEP Coastal Zone Management](#)

2. Enter your **User Name** and **Password** into the appropriate fields.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Log In

User Name

Password

[Register as a New User](#)

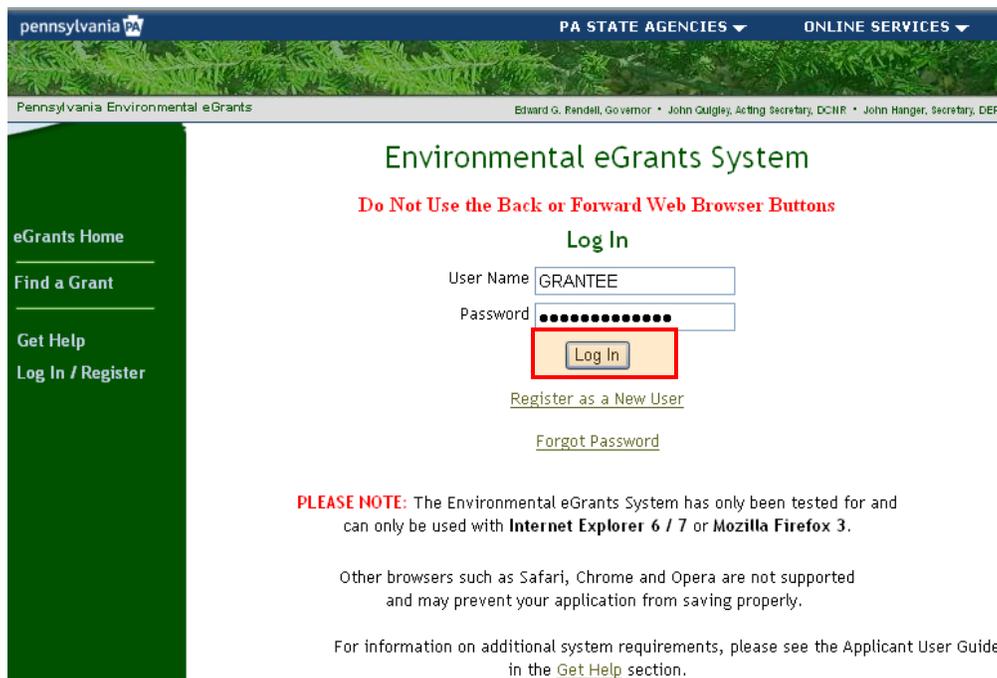
[Forgot Password](#)

PLEASE NOTE: The Environmental eGrants System has only been tested for and can only be used with **Internet Explorer 6 / 7** or **Mozilla Firefox 3**.

Other browsers such as Safari, Chrome and Opera are not supported and may prevent your application from saving properly.

For information on additional system requirements, please see the Applicant User Guide in the [Get Help](#) section.

3. Click on the **Log In** button to complete the log in process.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Log In

User Name

Password

[Register as a New User](#)

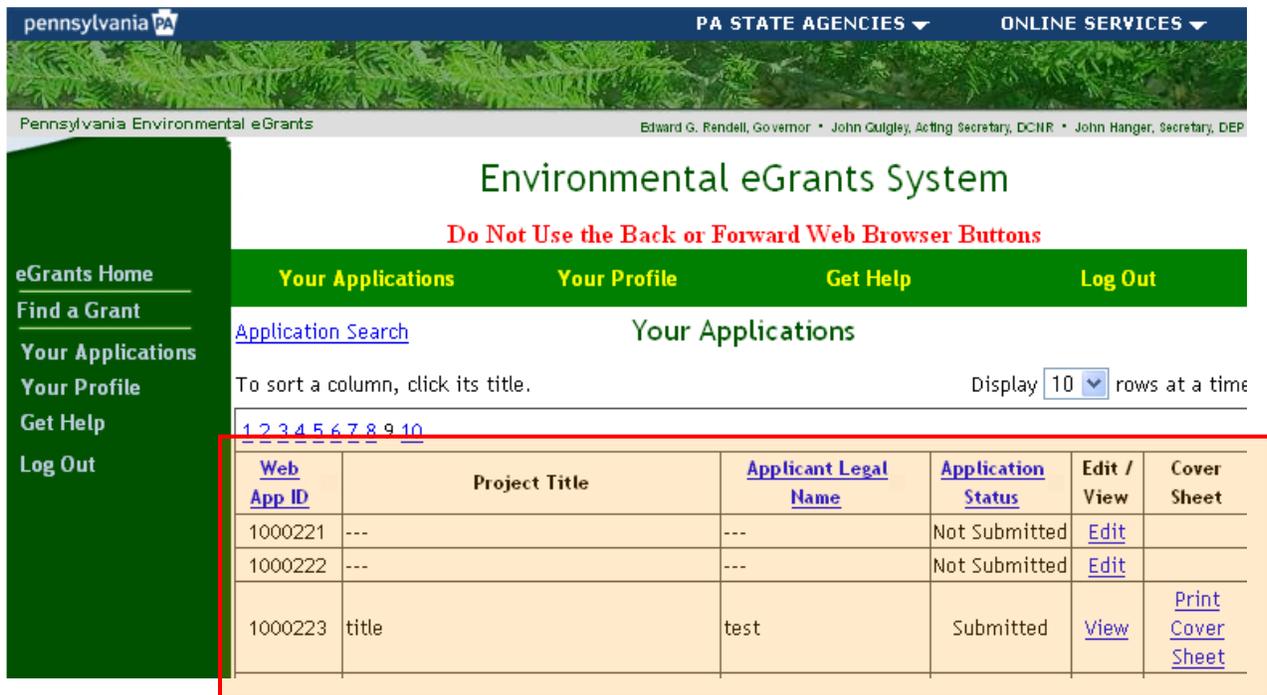
[Forgot Password](#)

PLEASE NOTE: The Environmental eGrants System has only been tested for and can only be used with **Internet Explorer 6 / 7** or **Mozilla Firefox 3**.

Other browsers such as Safari, Chrome and Opera are not supported and may prevent your application from saving properly.

For information on additional system requirements, please see the Applicant User Guide in the [Get Help](#) section.

- By default, the *Your Applications* screen is displayed when you log in. If you have created applications, you will see a list of your applications.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

To sort a column, click its title. Display rows at a time

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000221	---	---	Not Submitted	Edit	
1000222	---	---	Not Submitted	Edit	
1000223	title	test	Submitted	View	Print Cover Sheet

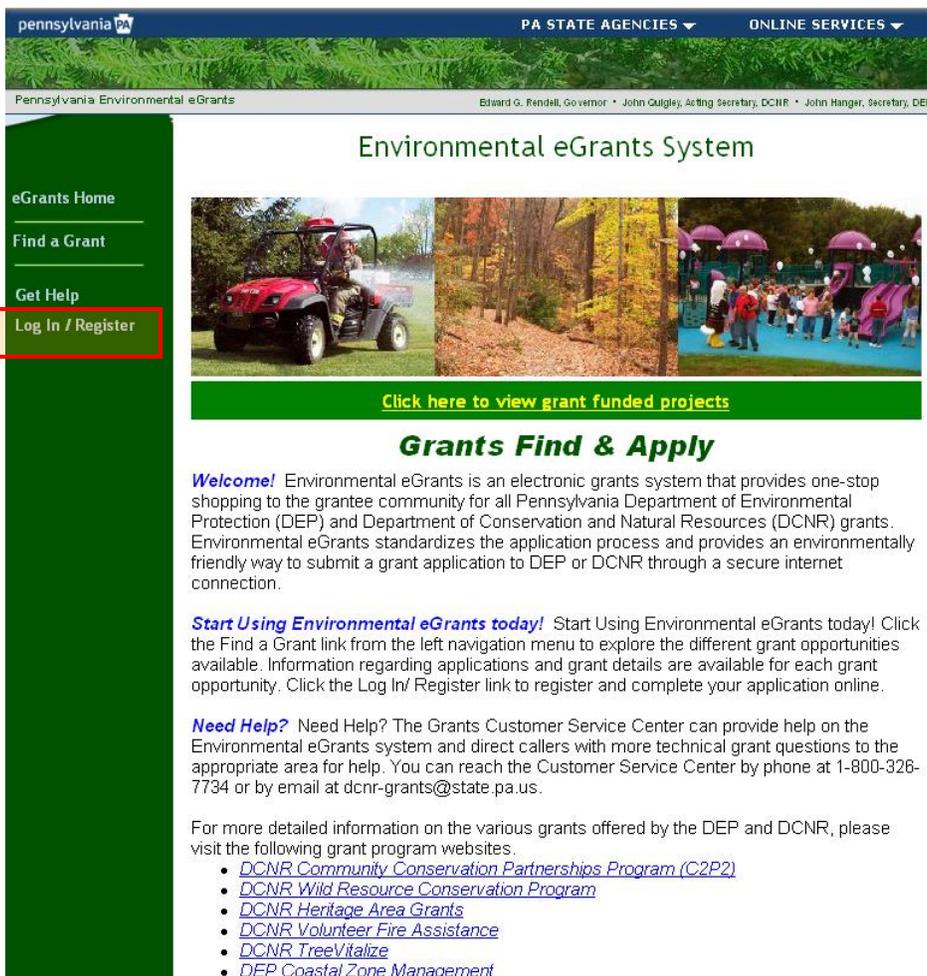
8 Retrieve your Password or User Name

Description

In the event that you can't remember your password and/or your user name, eGrants provides a Forgot Password feature. You will need to enter the email address with which you registered to retrieve your password. If you can't remember the email address you registered with, you can contact the Grants Customer Service Center for help.

Step by Step Instructions

1. Click the **Log In / Register** link in the left navigation bar. The *Log In / Register* screen will be displayed.



The screenshot shows the homepage of the Environmental eGrants System. At the top, there is a navigation bar with 'PA STATE AGENCIES' and 'ONLINE SERVICES' dropdown menus. Below this is a header with the Pennsylvania logo and the text 'Pennsylvania Environmental eGrants'. The main content area is titled 'Environmental eGrants System' and features a green navigation bar on the left with links for 'eGrants Home', 'Find a Grant', 'Get Help', and 'Log In / Register' (highlighted with a red box). The main content area includes a banner with three images: a red utility vehicle, a forest path, and a playground. Below the banner is a green button that says 'Click here to view grant funded projects'. The section is titled 'Grants Find & Apply' and contains a welcome message, a 'Start Using Environmental eGrants today!' section, and a 'Need Help?' section. At the bottom, there is a list of grant programs with links to their respective websites.

Environmental eGrants System

Grants Find & Apply

Welcome! Environmental eGrants is an electronic grants system that provides one-stop shopping to the grantee community for all Pennsylvania Department of Environmental Protection (DEP) and Department of Conservation and Natural Resources (DCNR) grants. Environmental eGrants standardizes the application process and provides an environmentally friendly way to submit a grant application to DEP or DCNR through a secure internet connection.

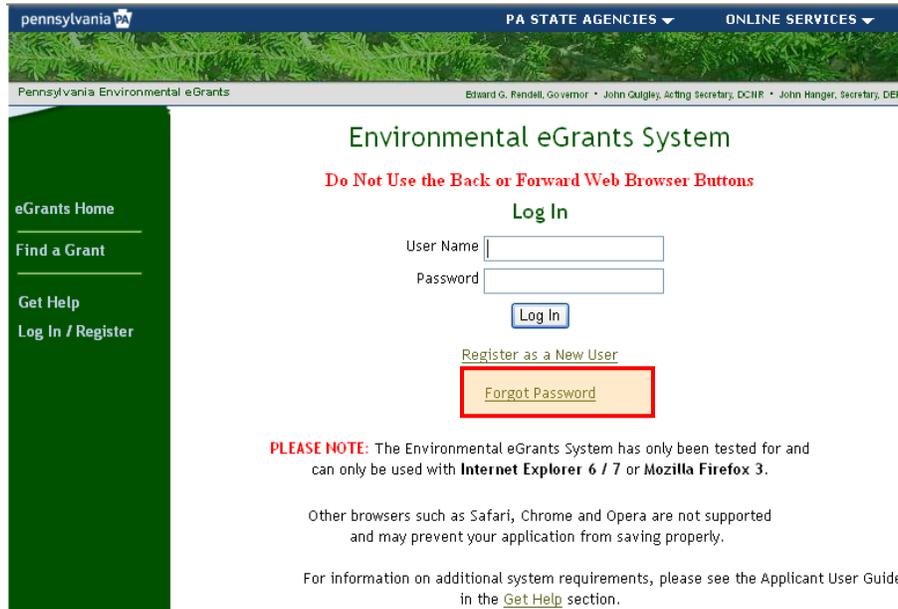
Start Using Environmental eGrants today! Start Using Environmental eGrants today! Click the Find a Grant link from the left navigation menu to explore the different grant opportunities available. Information regarding applications and grant details are available for each grant opportunity. Click the Log In/ Register link to register and complete your application online.

Need Help? Need Help? The Grants Customer Service Center can provide help on the Environmental eGrants system and direct callers with more technical grant questions to the appropriate area for help. You can reach the Customer Service Center by phone at 1-800-328-7734 or by email at dcnr-grants@state.pa.us.

For more detailed information on the various grants offered by the DEP and DCNR, please visit the following grant program websites.

- [DCNR Community Conservation Partnerships Program \(C2P2\)](#)
- [DCNR Wild Resource Conservation Program](#)
- [DCNR Heritage Area Grants](#)
- [DCNR Volunteer Fire Assistance](#)
- [DCNR TreeVitalize](#)
- [DEP Coastal Zone Management](#)

2. Click the **Forgot Password** link. A screen will be displayed that asks for the email address that you entered on your registration.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Log In

User Name

Password

[Register as a New User](#)

[Forgot Password](#)

PLEASE NOTE: The Environmental eGrants System has only been tested for and can only be used with **Internet Explorer 6 / 7** or **Mozilla Firefox 3**.

Other browsers such as Safari, Chrome and Opera are not supported and may prevent your application from saving properly.

For information on additional system requirements, please see the Applicant User Guide in the [Get Help](#) section.

3. Enter your email address and click the **Continue** button.



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Environmental eGrants System

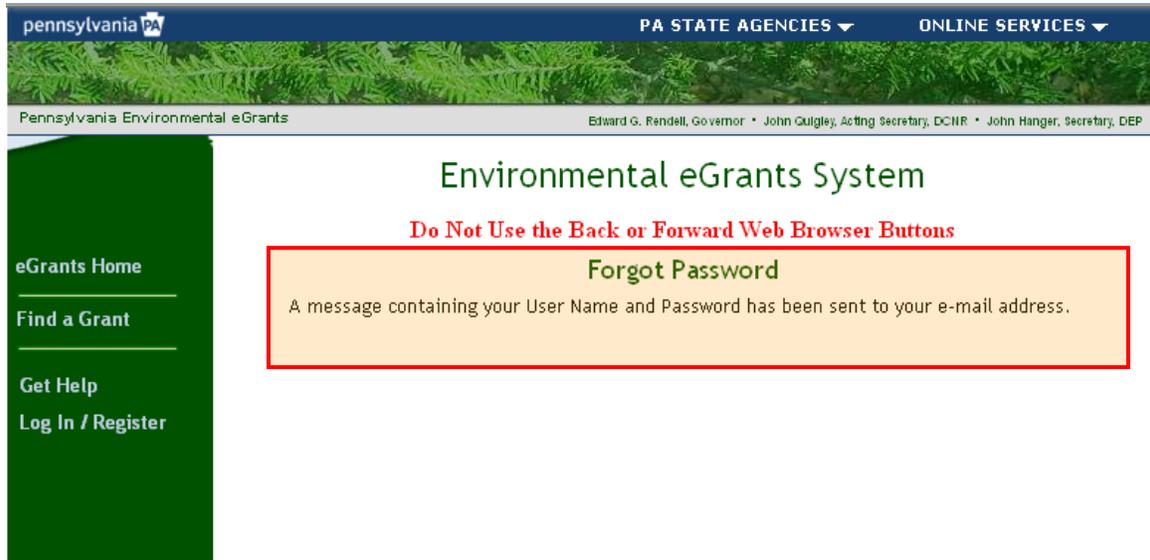
Do Not Use the Back or Forward Web Browser Buttons

Forgot Password

If you have forgotten your User Name and/or Password, please enter your e-mail address below and we will mail your log in information to you.

E-mail address:

4. You will receive an on-screen confirmation, and an email with your user name and password will be sent to your email account.



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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Forgot Password

A message containing your User Name and Password has been sent to your e-mail address.

eGrants Home
Find a Grant
Get Help
Log In / Register



Note: If you do not receive this or other email from eGrants, your service provider might be blocking emails from Environmental eGrants. Check with your email service provider on steps to allow email from ep-efactshelpdeskteam@pa.gov .

9 Update Your User Profile

Description

On occasion you may need to update the information with which you registered. The Your Profile feature provides you with that ability. Note that all information can be changed *except* User Name. Your User Name cannot be changed through eGrants.

Step by Step Instructions

1. To update or make changes to your profile information, click the [Your Profile](#) link in the top or left navigation bar. A screen is displayed for you to view or edit your registration information including your password.



- Change your information as desired and click the **Save** button to commit your changes. You'll get an on screen confirmation and an email confirming that your profile was updated. To exit the screen without saving your changes, click the **Cancel** button.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Your Profile
Get Help
Log Out

eGrants Home

Find a Grant

Your Applications

Your Profile

Get Help

Log Out

Your Profile

Make any changes to your profile here.

* indicates a required field

Prefix: Ex: Mr., Mrs., Dr., etc.

* First Name:

Middle Initial:

* Last Name:

Suffix: Ex: Jr., Sr., III, etc.

Organization:

Title:

* Address Line 1:

Address Line 2:

* City:

* State: ▼

* Zip Code: Ex: 11111-1111

* Telephone Number (daytime): Ex: 555-555-5555

Telephone Extension:

Fax Number: Ex: 555-555-5555

* E-mail: Ex: name@myorg.org

* User Name: NOTE: User Name cannot be changed.

* Password:

NOTE: Password must have at least 8 characters, with at least one alphabetic character, at least one numeric character, and at least one special character (!,@,#,\$,%,etc.)

* Confirm Password:

10 Your Applications

Description

The *Your Application* screen is displayed when you log in, or when you click the **Your Application** link in the top navigation bar or left navigation bar. The page displays all grant applications created by you and the current status of each application.

In addition to the list of applications, the screen provides you with the ability to either edit or view an application, depending on the submittal status of an application. There are only two status options for an application; Submitted or Not Submitted. Submitted applications have been sent electronically to DEP if it is a DEP grant program. Submitted applications cannot be edited.

Sorting, filtering and paging are provided on this screen for enhanced usability. This is useful particularly for those who submit many grant applications.

Step by Step Instructions

- Once you log in, the default screen displayed is the *Your Applications* screen. There are three different states that display on this screen.
 - ✓ No applications
 - ✓ Applications created but not submitted
 - ✓ Submitted applications
- When you log in for the first time as a Grant Applicant, you will not have any applications listed on this screen and a message will display telling you that you have no applications.



- If there are applications that you created that are in the process of being completed or have been submitted they will display in a table format.

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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

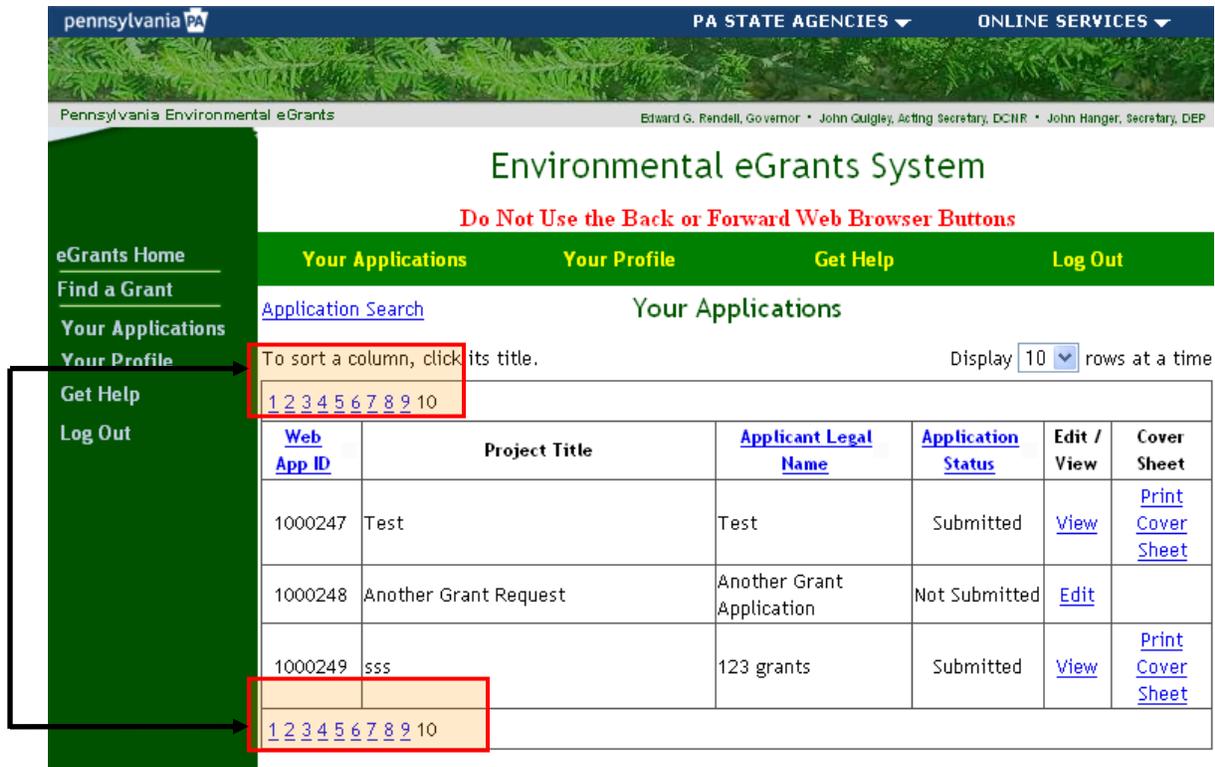
To sort a column, click its title. Display rows at a time

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

4. The Your Applications page provides multiple features to allow you to efficiently display, sort, find and filter your grant applications. The features provided on this page include:
 - a. Paging – Click on any of the numbers displayed to move to the next or previous page listing your applications. Paging links are provided at the top and bottom of the application list.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

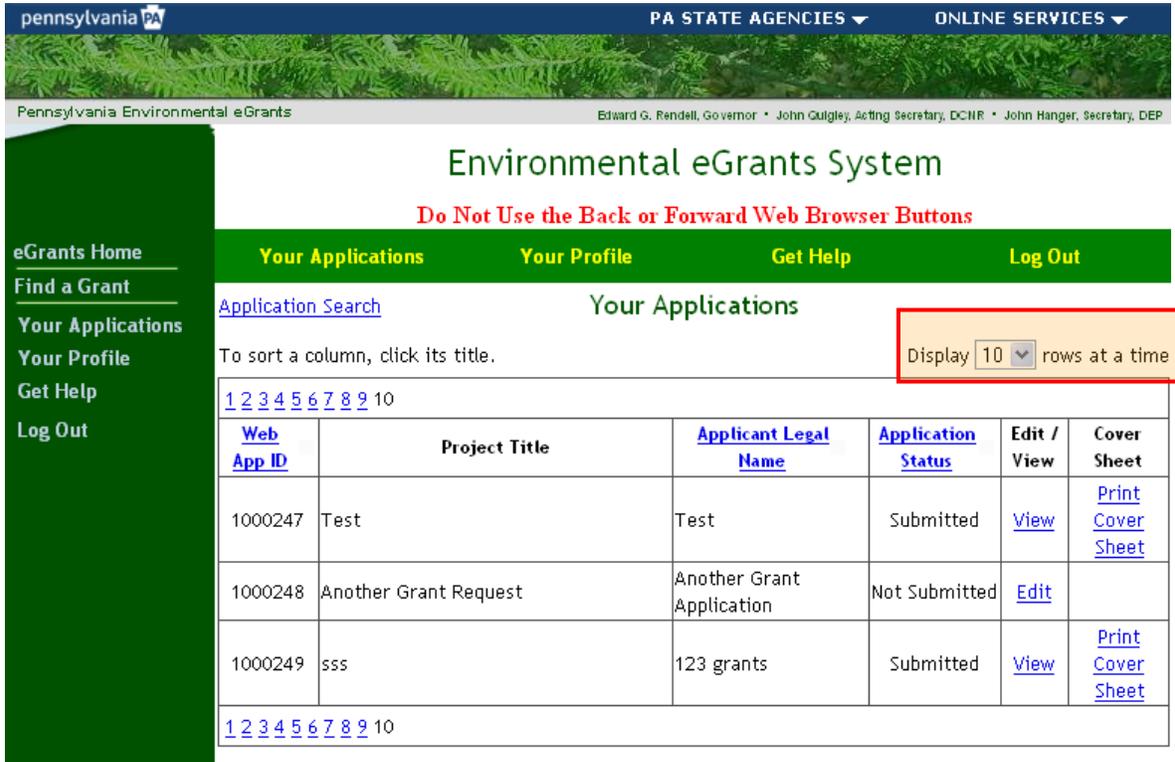
[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

To sort a column, click its title. Display rows at a time

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

- b. Changing the number of applications to display – Select a different number to display more or less applications on the screen. The default is “10”.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

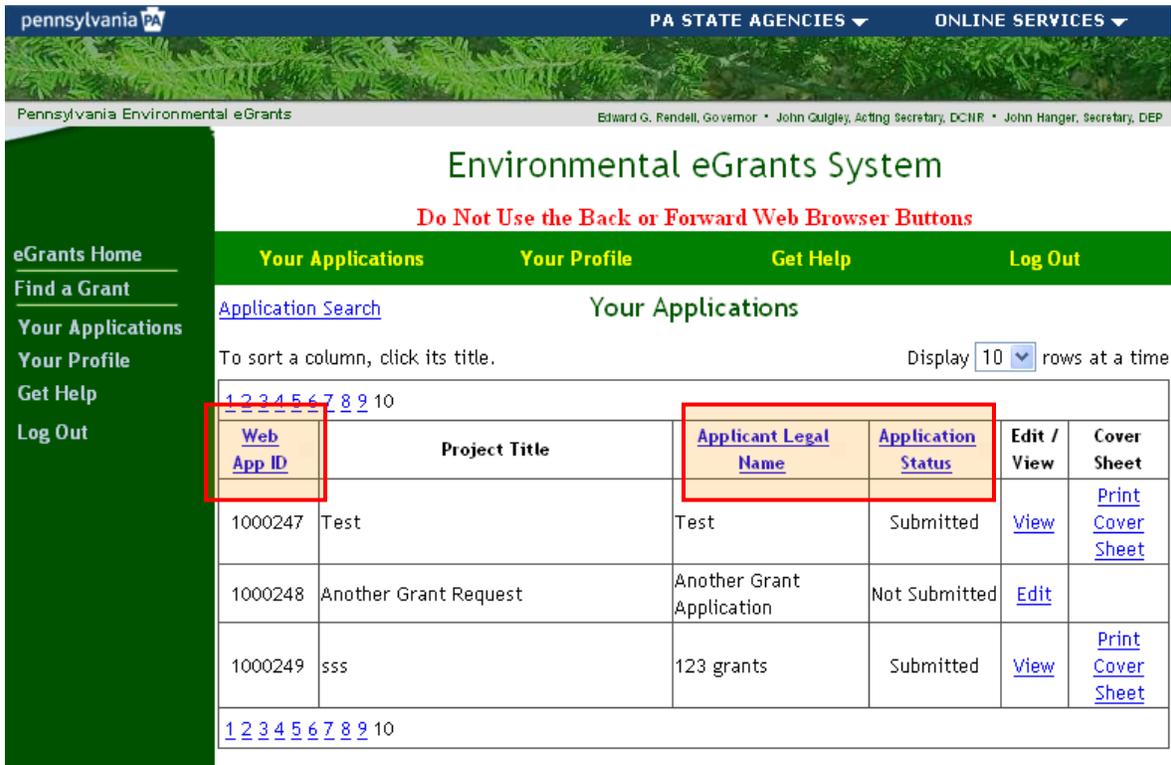
[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

To sort a column, click its title. Display rows at a time

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

- c. Sorting – Click on any of the column titles displayed as a hyperlink to sort the columns. Note that clicking the column title again, will toggle the sort order from ascending to descending and back again. An arrow will be displayed on the sorting column indicating whether the sort order is ascending or descending. The example below shows that the list is being sorted on ascending order by Web App ID.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there are navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is a header with the system name and a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. A green navigation bar contains 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. On the left, a dark green sidebar lists 'eGrants Home', 'Find a Grant', 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. The main content area is titled 'Your Applications' and includes a search link and a 'Display 10 rows at a time' dropdown. A table of applications is shown, with the 'Web App ID' column highlighted in orange and underlined, indicating it is the current sort order. The table contains three rows of application data.

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

- d. Searching and Filtering – Click on the **Application Search** link to display fields that allow you to search and filter your applications.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

To sort a column, click its title. Display rows at a time

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

- e. Select your criteria and click the **Search** button to apply the filter.

[eGrants Home](#) | [Your Applications](#) | [Your Profile](#) | [Get Help](#) | [Log Out](#)

[Find a Grant](#) | [Your Applications](#) | [Your Profile](#) | [Get Help](#) | [Log Out](#)

[Clear Application Search](#) **Your Applications**

Enter Search criteria and click the Search button.

Web App ID:
(Enter full Web App ID)

Application Status:

Grant Program:

Project Type:

Applicant Legal Name:
(Enter all or part of Applicant Legal Name)

Applicant County:

To sort a column, click its title. Display rows at a time

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet

- f. To clear the filter and hide the search fields, click on the **Clear Application Search** link.

[eGrants Home](#) | [Your Applications](#) | [Your Profile](#) | [Get Help](#) | [Log Out](#)

[Find a Grant](#) | [Your Applications](#) | [Your Profile](#) | [Get Help](#) | [Log Out](#)

[Clear Application Search](#) **Your Applications**

Enter Search criteria and click the Search button.

Web App ID:
(Enter full Web App ID)

Application Status:

Grant Program:

Project Type:

Applicant Legal Name:
(Enter all or part of Applicant Legal Name)

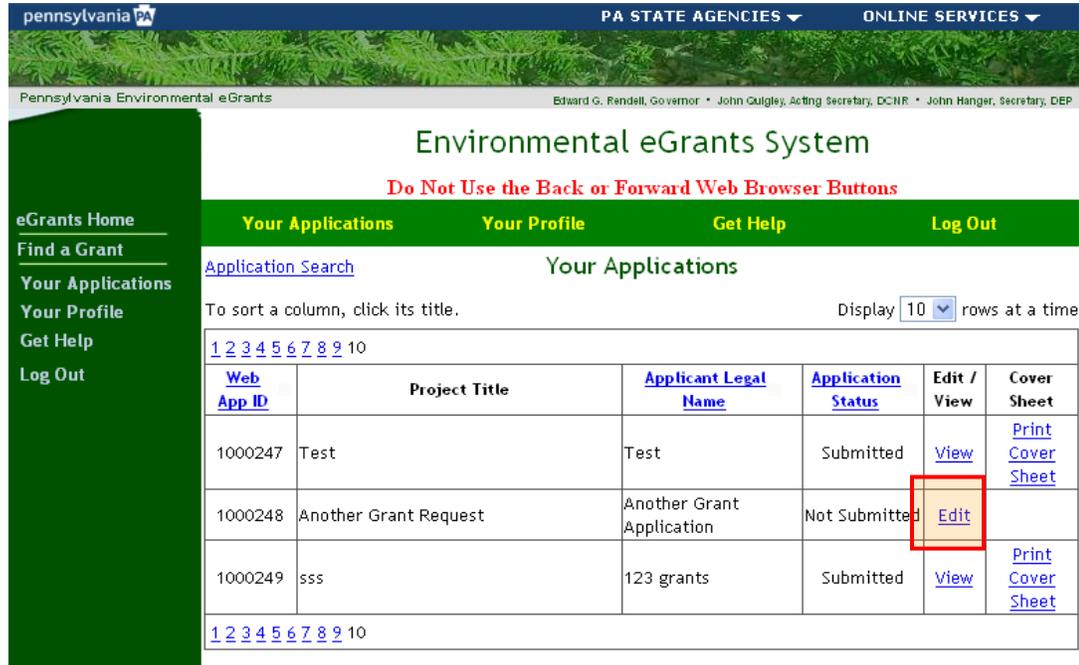
Applicant County:

To sort a column, click its title. Display rows at a time

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet

- If you have applications that are not submitted, select the **Edit** link under the Edit/View column to open the application with all saved information to continue working on it.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

To sort a column, click its title. Display 10 rows at a time

1 2 3 4 5 6 7 8 9 10

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

1 2 3 4 5 6 7 8 9 10

- When you have applications that have been submitted to DEP, you can only view the application. To view a Submitted application, select the **View** link under the Edit/View column. All the fields in each section are read only.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

[Application Search](#) **Your Applications**

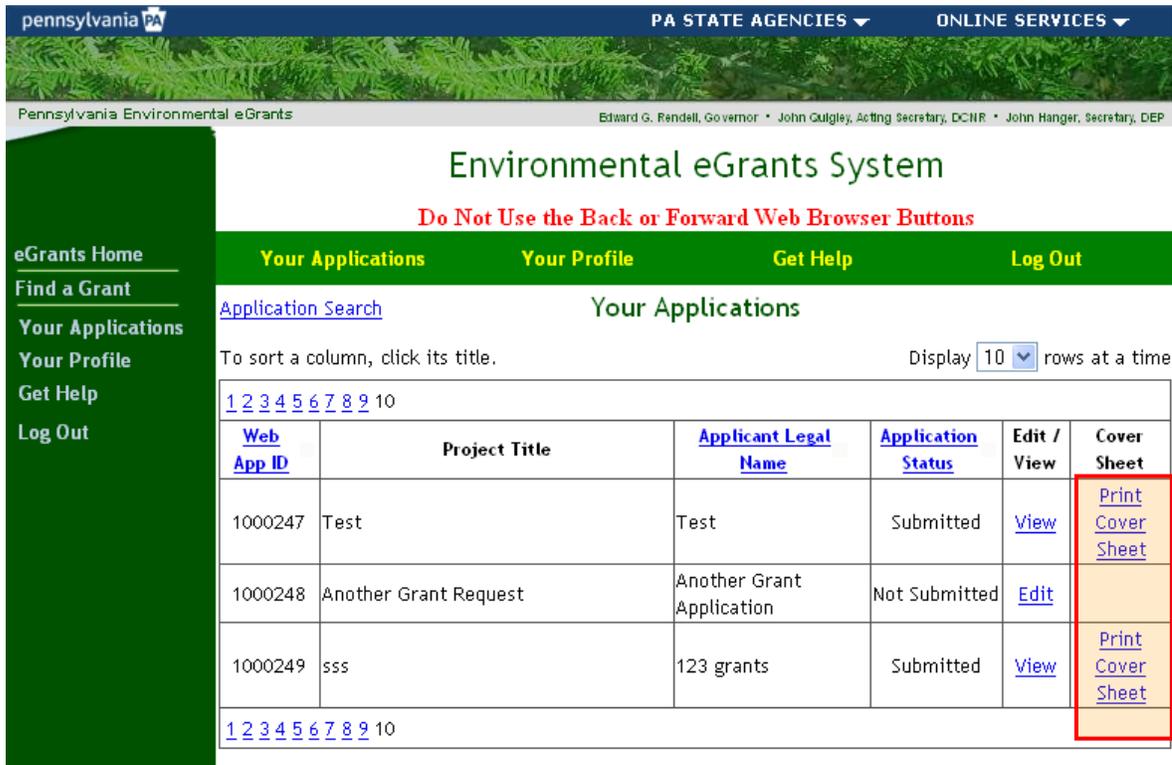
To sort a column, click its title. Display 10 rows at a time

1 2 3 4 5 6 7 8 9 10

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

1 2 3 4 5 6 7 8 9 10

- When you have applications that are submitted, a link will display to print a cover sheet. The cover sheet lists the current status of the application including the submittal date, and the current status of any additional documentation required to be submitted with the application. Click the **Print Cover Sheet** link to open the Cover Sheet in Adobe PDF format. This page can be printed or saved by clicking on the Adobe toolbar icons. A sample is attached to this User Guide as Appendix B.



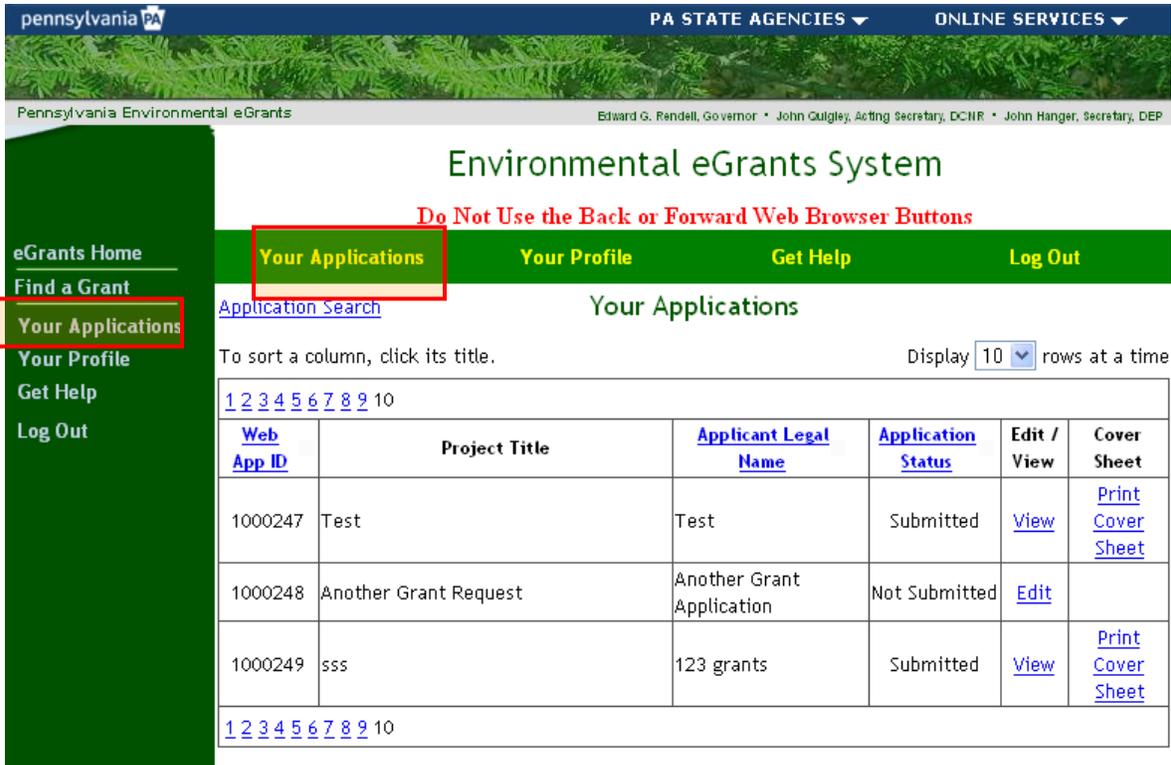
The screenshot shows the 'Environmental eGrants System' interface. At the top, there are navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is a green header with the text 'Environmental eGrants System' and a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. A navigation bar contains 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. On the left, a sidebar lists 'eGrants Home', 'Find a Grant', 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. The main content area is titled 'Your Applications' and includes a search link and a table of applications. The table has columns for 'Web App ID', 'Project Title', 'Applicant Legal Name', 'Application Status', 'Edit / View', and 'Cover Sheet'. Three rows are visible, each with a 'Print Cover Sheet' link in the 'Cover Sheet' column, which are highlighted with a red border.

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet



Note: Adobe Reader software must be installed on your computer in order to open the cover sheet. See the System Requirements section for information about Adobe Reader.

8. Note that you can access Your Applications at any time after you are logged in by clicking the **Your Applications** link in the top or left navigation bar.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications **Your Profile** **Get Help** **Log Out**

Your Applications

Application Search To sort a column, click its title. Display rows at a time

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

11 Finding a Grant Opportunity

Description

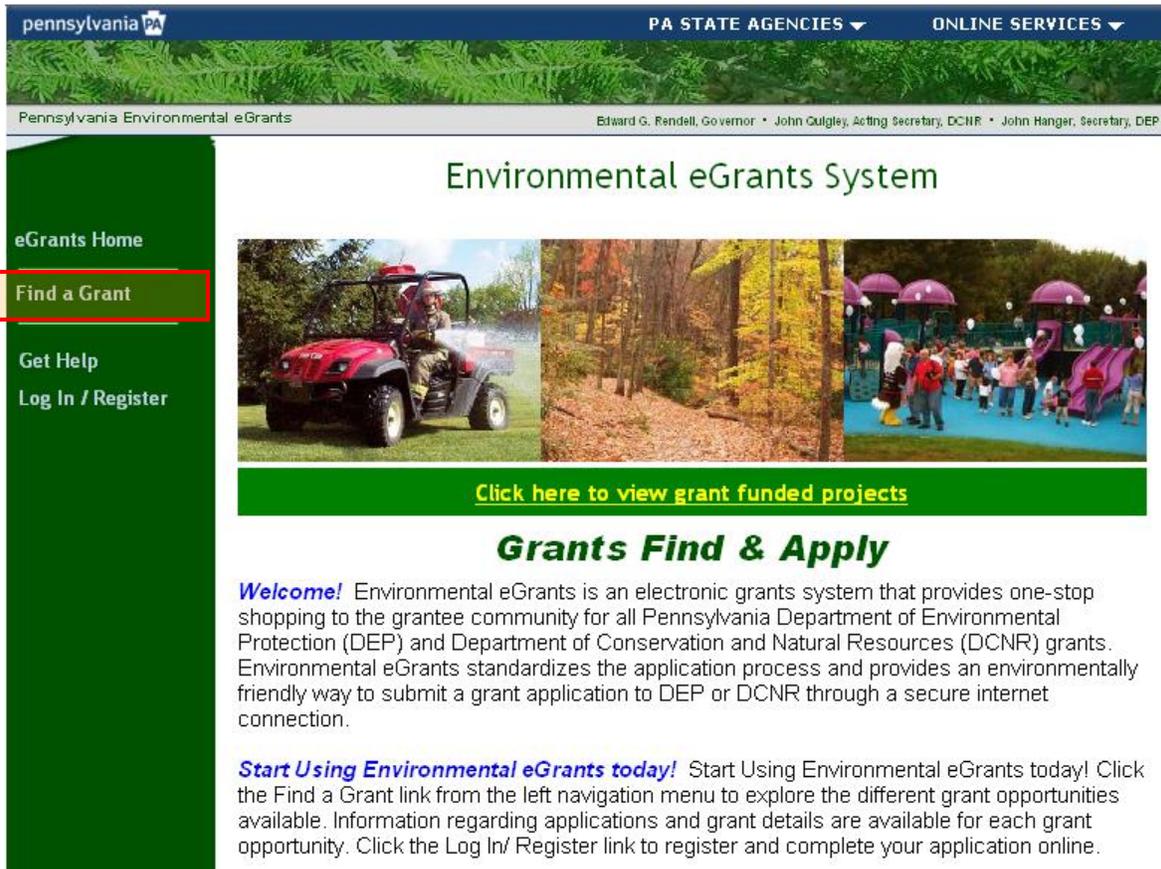
The first step in applying for a grant is to find a grant opportunity. The Grant Opportunity listing shows all eGrants grant opportunities that are currently advertised. eGrants provides the ability for grant programs to advertise a grant opportunity before and after the open application period. If the grant opportunity is open for applications, an [Apply for this Grant](#) link is displayed if you are logged in to eGrants.

The following are the column headings and a description of the column contents.

- ✓ **Grant Program Title** - Grant opportunity titles and brief descriptions.
- ✓ **Close Date** - the latest date and time that the grant is accepting applications. There are two options here:
 - Applications accepted any time
 - Date (example September 25, 2009 4:00 PM)
- ✓ **Apply** - either provides a link to click to start an application, a message that the application period is closed if the Close Date and Time has passed or instructions to a non-logged in user to log in to apply for a grant. The following are the messages that might be displayed in this column:
 - “You must be logged in to apply for this grant”
 - “Apply for this Grant” link
 - “Application period is closed”

Step by Step Instructions

1. To view the *Grant Program Opportunities* screen, select the **Find a Grant** link from the left navigation bar.



Environmental eGrants System

[Click here to view grant funded projects](#)

Grants Find & Apply

Welcome! Environmental eGrants is an electronic grants system that provides one-stop shopping to the grantee community for all Pennsylvania Department of Environmental Protection (DEP) and Department of Conservation and Natural Resources (DCNR) grants. Environmental eGrants standardizes the application process and provides an environmentally friendly way to submit a grant application to DEP or DCNR through a secure internet connection.

Start Using Environmental eGrants today! Start Using Environmental eGrants today! Click the Find a Grant link from the left navigation menu to explore the different grant opportunities available. Information regarding applications and grant details are available for each grant opportunity. Click the Log In/ Register link to register and complete your application online.

- To view the details about a grant opportunity, click the **Learn More** link (clicking on the Grant Program title will take you to the same details screen).

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PA STATE AGENCIES ▾ ONLINE SERVICES ▾

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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

eGRANT PROGRAM OPPORTUNITIES

You must be logged in to apply for a grant.

Grant Program Title	Close Date	Apply
<p>DCNR C2P2 Education, Training and Implementation Projects that develop, promote or conduct training or education programs; prepare and distribute technical assistance or education manuals, brochures or videos and/or otherwise provide for the training and education of both professionals and the general public on a local, county, regional or statewide issue related to implementation, training or education programs for recreation, park, natural resource conservation, natural areas, protection, land and open space, greenways and trails. Learn More</p>	April 22, 2009 4:00PM	Application period is closed
<p>DCNR C2P2 Land Trust Projects Land Trust grants are awarded to plan for and acquire open space, critical habitat and natural areas. Eligible applicants include pre-qualified land trusts and conservancies. Land trust projects require a 50% cash match and/or land donation value. Priority is given to protecting critical habitat. Learn More</p>	April 22, 2009 4:00PM	Application period is closed
<p>C2P2 Peer-to-Peer These projects help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced park, recreation and conservation professionals from nearby communities working closely with local leaders. Learn More</p>	Applications accepted any time	Apply for this Grant

**DEMO
SITE ONLY**

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

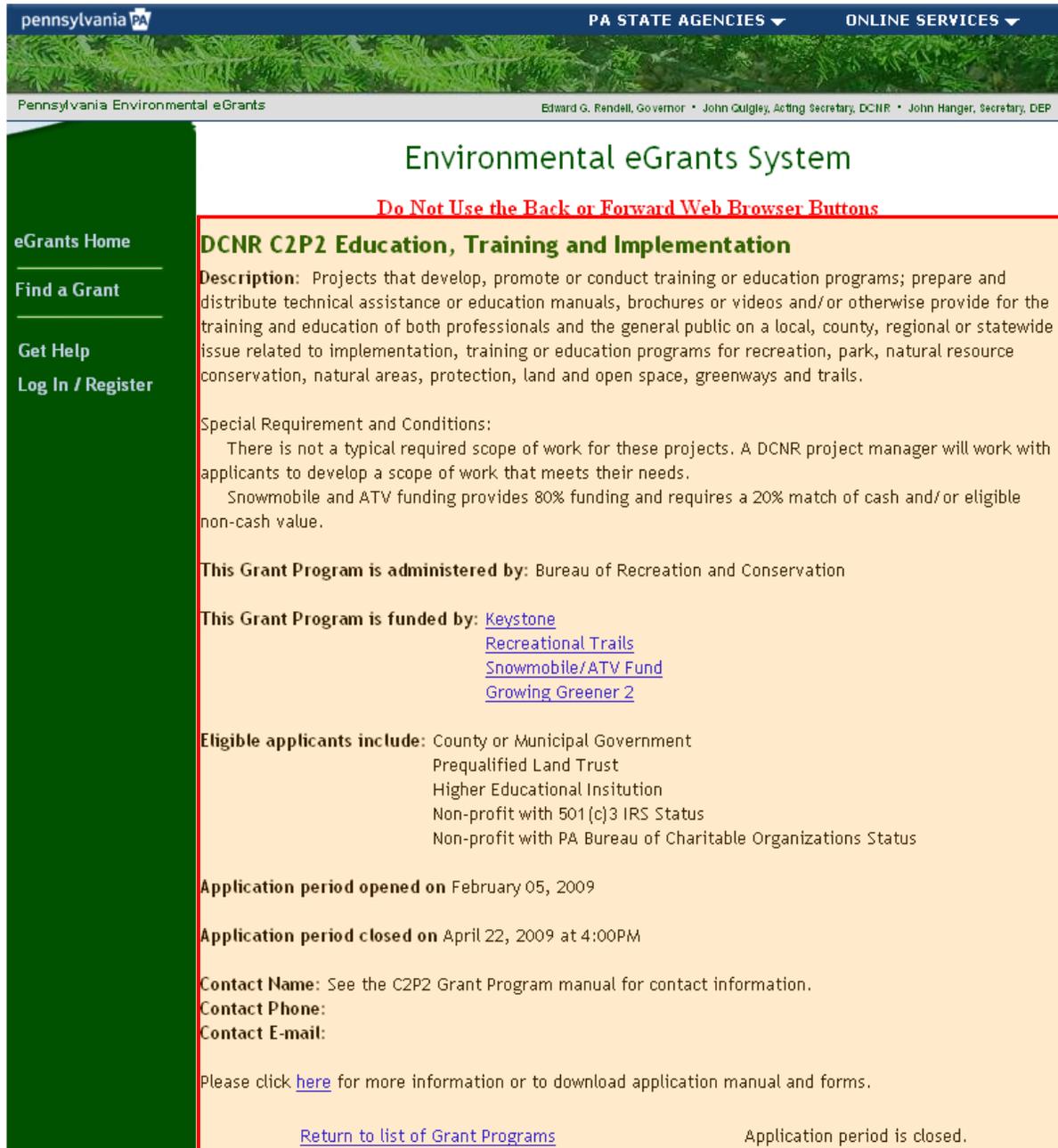
eGRANT PROGRAM OPPORTUNITIES

You must be logged in to apply for a grant.

Grant Program Title	Close Date	Apply
DEMO_ONLY - DEP PA Conservation Works! PA Conservation Works! is a competitive, one time only grant program that will distribute \$23.5 million to motivated local governments and non-profit entities. Projects will use energy efficiency as well as renewable energy to provide at least a 25% percent annual energy savings and \$1,000 a year savings. Learn More	August 14, 2009 4:00PM	You must be logged in to apply for this grant.
DEMO_ONLY - DEP Coastal Zone Management To implement studies, plans, designs, programs, land acquisition, research and minor construction projects within the Delaware Estuary and Lake Erie Coastal Zones. Learn More	September 15, 2009 11:59PM	You must be logged in to apply for this grant.
DEMO_ONLY - DEP Municipal Recycling Program Grants - 902 902 Projects eligible for grant funding are those which divert the following recyclable materials from municipal solid waste: source separated recyclable materials (clear glass, colored glass, aluminum, steel and bimetallic cans, highgrade office paper, newsprint, corrugated paper, plastics and other marketable grades of paper), source separated food scraps and yard waste. Learn More	September 20, 2009 11:59PM	You must be logged in to apply for this grant.
DEMO_ONLY - DCNR C2P2 Community Recreation and Conservation The purpose of this grant is for municipalities and nonprofit organizations to plan for, acquire, develop and/or rehabilitate public park, recreation, open space, greenway, trail and conservation areas and facilities. Learn More	September 22, 2009 4:00PM	You must be logged in to apply for this grant.
DCNR 1.01.00 Grant Program No Expiration The purpose of this grant is for municipalities and nonprofit organizations to plan for, acquire, develop and/or rehabilitate public park, recreation, open space, greenway, trail and conservation areas and facilities. Learn More	Applications accepted any time	You must be logged in to apply for this grant.
DCNR C2P2 Circuit Rider These projects provide grant funds for county(ies), multi-municipal organizations or COGs to hire a professional, full-time staff person. The circuit rider's purpose is to initiate new programs and services for a county and/or municipalities that individually do not have the financial resources to hire a professional staff person. Learn More	Applications accepted any time	You must be logged in to apply for this grant.

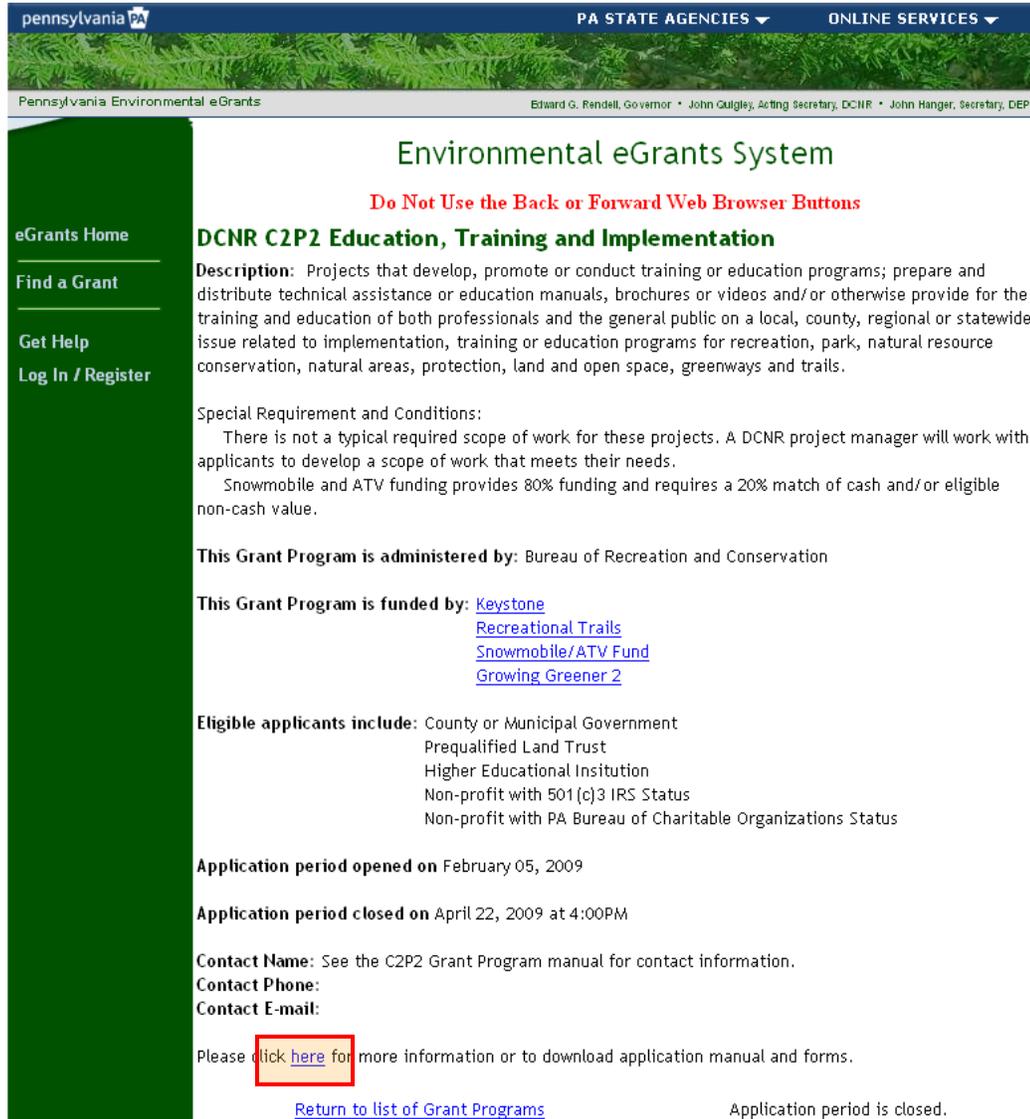
Non Logged in View – Cannot Apply for Grant

3. The *Grant Opportunity Details* screen as displayed below provides more detailed information about the selected grant program including application close dates (if available), funding sources, eligible applicants and specific grant program contact information. A link that directs the user to the grant program's website is also provided.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there is a navigation bar with 'pennsylvania PA', 'PA STATE AGENCIES', and 'ONLINE SERVICES'. Below this is a banner for 'Pennsylvania Environmental eGrants' with a green background. The main content area is titled 'Environmental eGrants System' and features a red warning: 'Do Not Use the Back or Forward Web Browser Buttons'. The selected grant is 'DCNR C2P2 Education, Training and Implementation'. The description states that projects should develop, promote, or conduct training or education programs. Special requirements include that there is no typical scope of work, and snowmobile/ATV funding requires a 20% match. The grant is administered by the Bureau of Recreation and Conservation and funded by Keystone, Recreational Trails, Snowmobile/ATV Fund, and Growing Greener 2. Eligible applicants include County or Municipal Government, Prequalified Land Trust, Higher Educational Institution, Non-profit with 501(c)3 IRS Status, and Non-profit with PA Bureau of Charitable Organizations Status. The application period opened on February 05, 2009, and closed on April 22, 2009, at 4:00PM. Contact information is provided, and a link is given for more information. A note at the bottom indicates that the application period is closed.

- Select the [here](#) link at the bottom of the *Detail* page to access more information such as manuals and downloadable forms specific to the selected grant program through the program's website. Note that this opens a new browser window so that the user can keep eGrants open while browsing the grant program website.

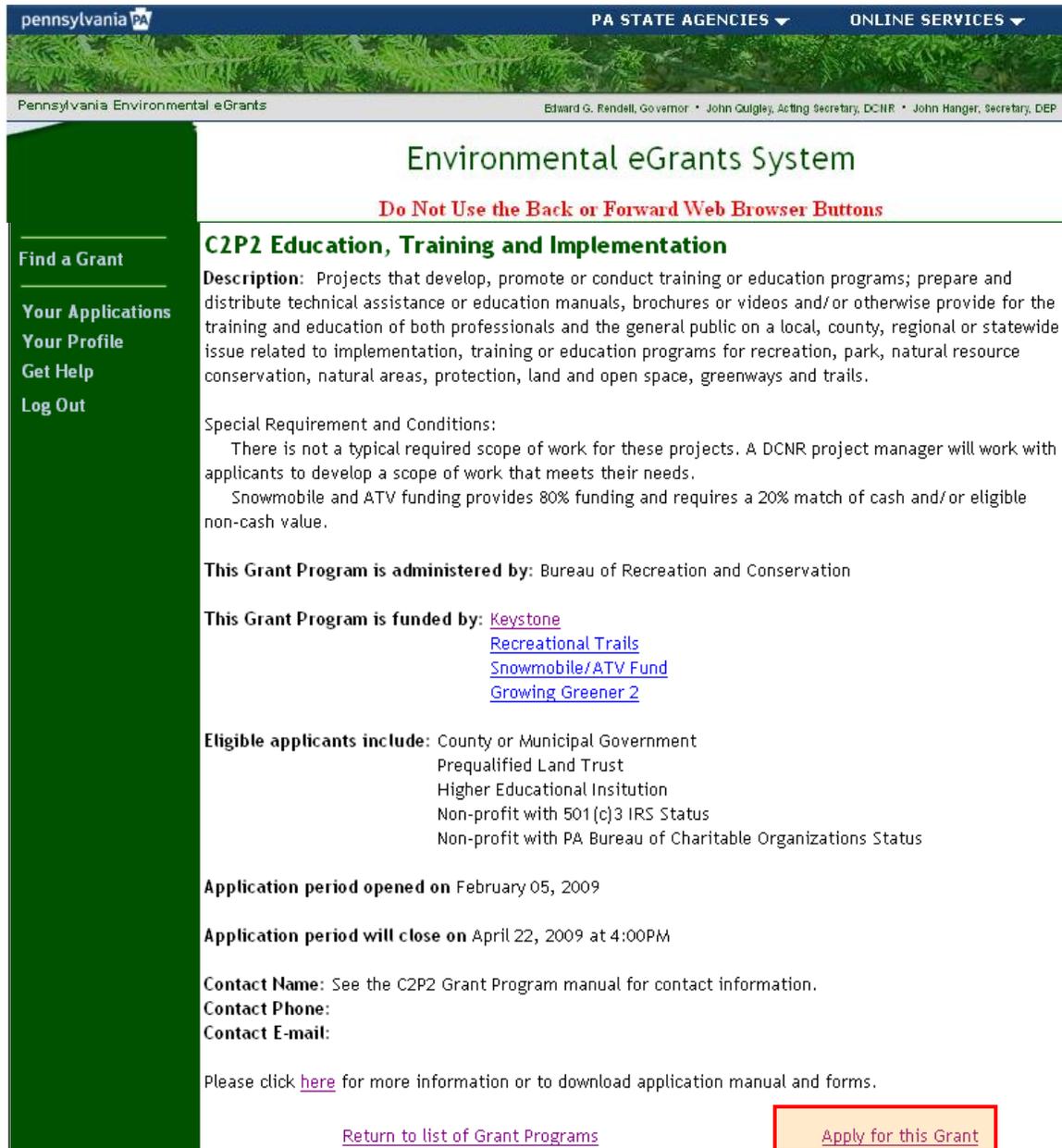


The screenshot shows the 'Environmental eGrants System' interface. At the top, there are navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is a header with the Pennsylvania Environmental eGrants logo and state officials' names. The main content area is titled 'Environmental eGrants System' and includes a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. The specific grant program is 'DCNR C2P2 Education, Training and Implementation'. A description follows, detailing the program's focus on training and education. Below the description are sections for 'Special Requirement and Conditions', 'This Grant Program is administered by', 'This Grant Program is funded by' (with links to funding sources), 'Eligible applicants include', 'Application period opened on', 'Application period closed on', 'Contact Name', 'Contact Phone', and 'Contact E-mail'. A red box highlights a 'here' link in the text 'Please click here for more information or to download application manual and forms.' At the bottom of the page, there is a link 'Return to list of Grant Programs' and the text 'Application period is closed.'



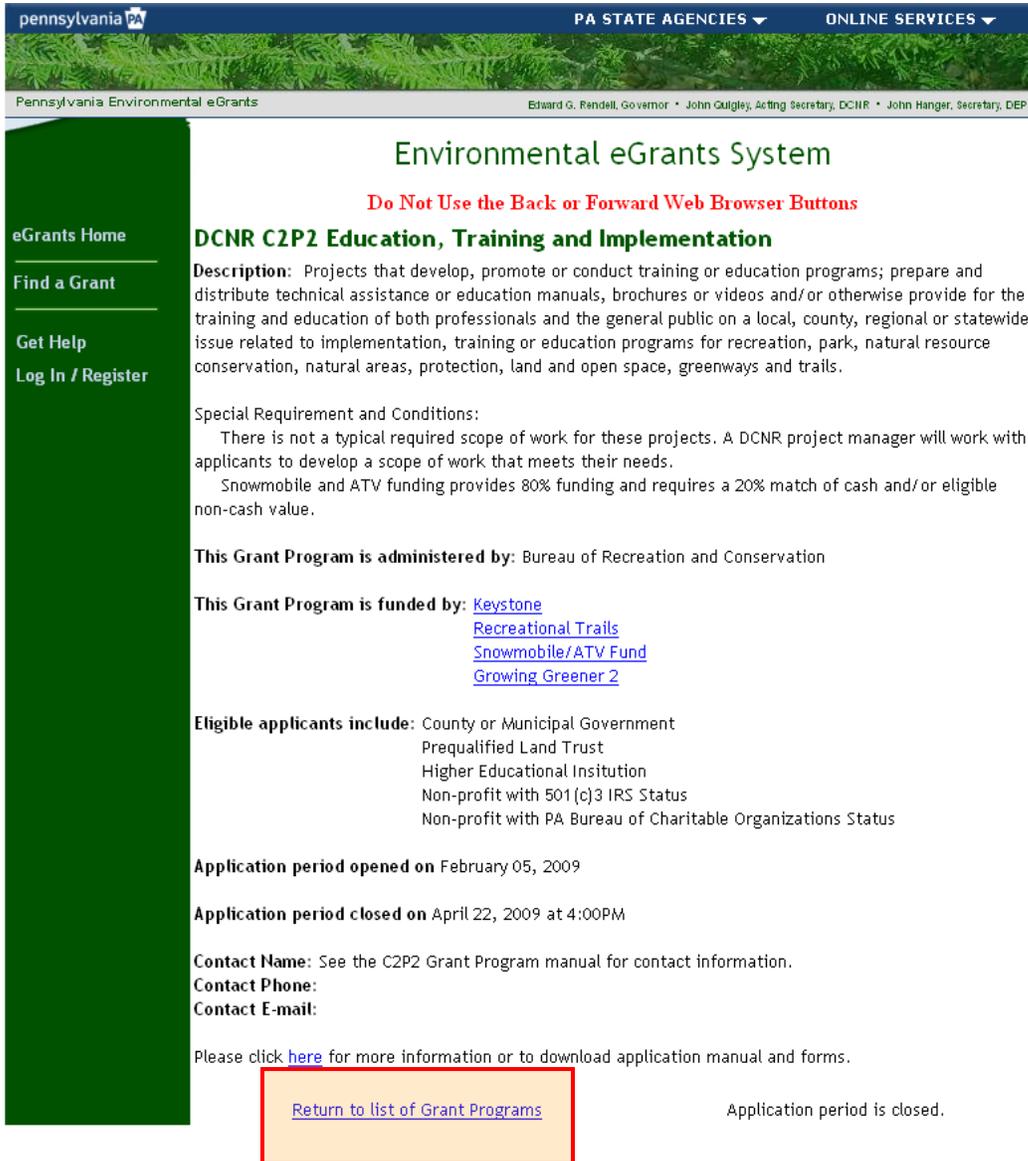
Note: The Grant Program Details is a summary of an opportunity and is not a substitute for the grant program manual for a grant opportunity. Always thoroughly review the manual for the grant opportunity for which you are applying to understand the specific requirements of a grant opportunity.

- If you are logged in and the grant opportunity's application period is open, you can start an application from the *Grant Program Details* page by clicking on the **Apply for this Grant** at the bottom of the screen. If you aren't logged in and the grant opportunity's application period is open, instead of an **Apply for this Grant** link, you will see a **Log In/Register to apply electronically** link. By selecting this link you will be redirected to the *Log In/Register* screen.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there is a navigation bar with 'pennsylvania PA', 'PA STATE AGENCIES', and 'ONLINE SERVICES'. Below this is a banner for 'Pennsylvania Environmental eGrants' with names of state officials. The main content area is titled 'Environmental eGrants System' and includes a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. The featured grant is 'C2P2 Education, Training and Implementation'. A left sidebar contains navigation links: 'Find a Grant', 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. The grant details include a description, special requirements, funding sources (Keystone, Recreational Trails, Snowmobile/ATV Fund, Growing Greener 2), eligible applicants, application period (February 05, 2009 to April 22, 2009), and contact information. At the bottom, there are two buttons: 'Return to list of Grant Programs' and 'Apply for this Grant' (highlighted with a red border).

6. Select the **[Return to list of Grant Programs](#)** link to return to the Grant Program Opportunity list.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there is a navigation bar with 'pennsylvania PA', 'PA STATE AGENCIES', and 'ONLINE SERVICES'. Below this is a banner for 'Pennsylvania Environmental eGrants' with names of state officials. The main content area is titled 'Environmental eGrants System' and includes a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. The primary heading is 'DCNR C2P2 Education, Training and Implementation'. The 'Description' section explains that projects develop, promote, or conduct training and education programs. It lists 'Special Requirement and Conditions' and states that there is no typical required scope of work. The grant is administered by the Bureau of Recreation and Conservation and funded by the Keystone Recreational Trails, Snowmobile/ATV Fund, and Growing Greener 2. Eligible applicants include County or Municipal Government, Prequalified Land Trust, Higher Educational Institution, Non-profit with 501(c)3 IRS Status, and Non-profit with PA Bureau of Charitable Organizations Status. The application period opened on February 05, 2009, and closed on April 22, 2009, at 4:00PM. Contact information is provided, and a link is provided for more information or to download application manual and forms. A red box highlights the 'Return to list of Grant Programs' link. A note on the right states 'Application period is closed.'

12 Application Overview

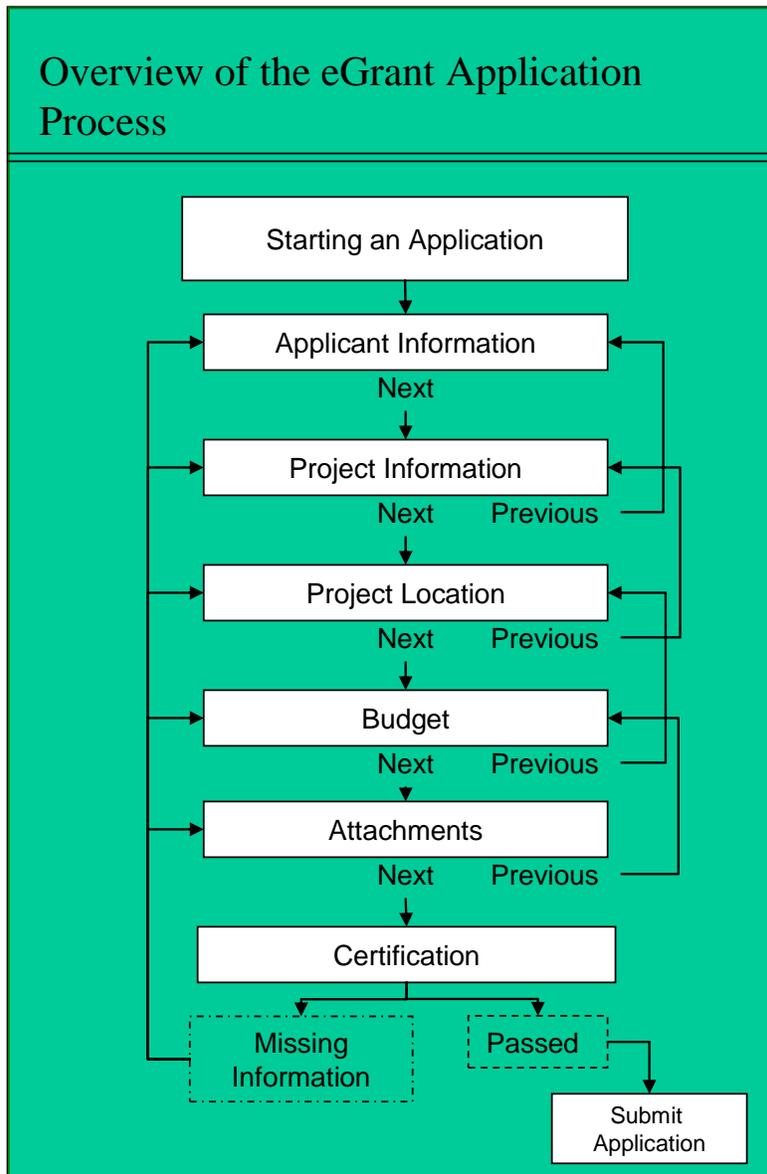
Description

The electronic application process is the same for every grant opportunity. After you start an application, on-line application screens will collect common information for each opportunity. Supplemental documentation, however, may vary by grant opportunity and is listed, for your convenience, on the *Download Forms* page in the Attachments section (described later) of the electronic application. Below is a table that illustrates the flow of the application. The key steps are as follows:

1. Start an application
2. Applicant information
3. Project information
4. Project location information
5. Budget information
6. Attachments (supplemental documentation)
7. Certification (validation of application)
8. Submit Application (if application passes the validations)

Although the application may appear to have a sequential order (indicated by *Next* and *Previous* links on each application page), the application can be completed in any order and stopped and started any number of times.

Overview of the eGrant Application Process



13 Starting an Application

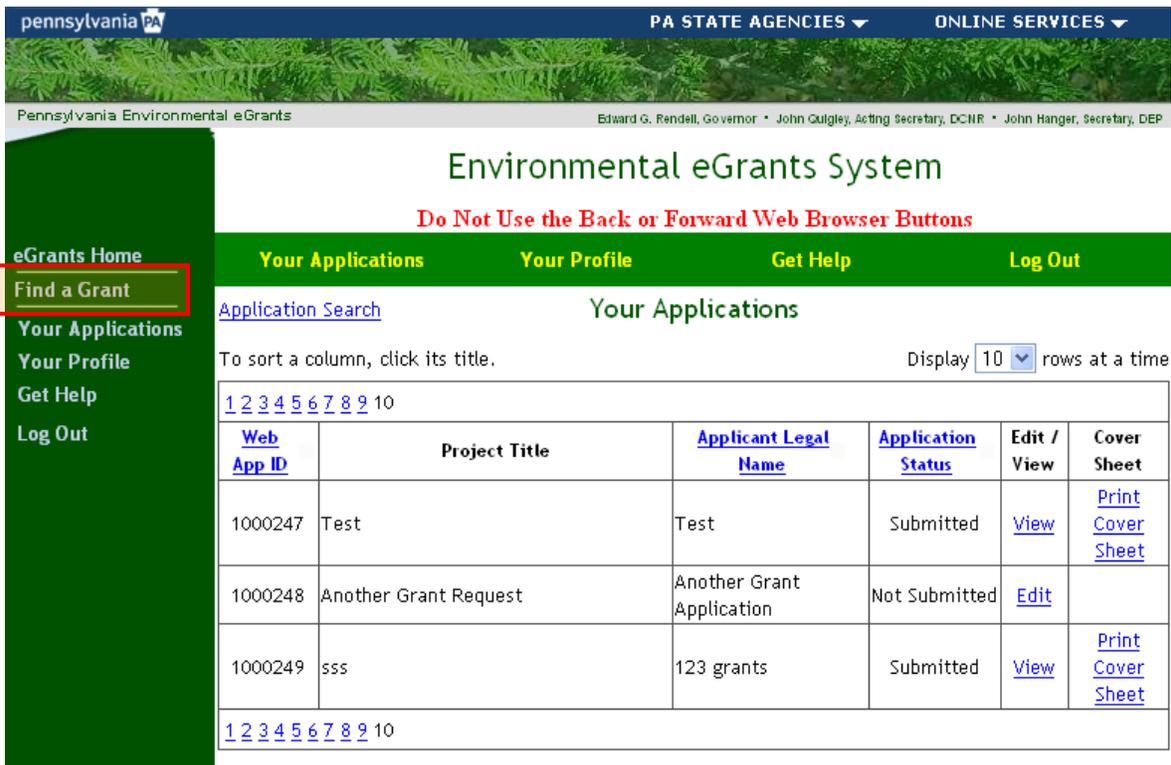
Description

Starting an Application in eGrants creates the initial application record with an assigned Web Application ID. Only two pieces of information are needed to create an application; a Grant Opportunity and an associated Project Type. Each grant opportunity may have different project types from which to select. These two pieces of information determine what supplemental documentation and other materials are needed in addition to the required general application information for the application to be considered “complete” and able to be submitted.

Only logged in Grant Applicant users can create an application.

Step by Step Instructions

1. Select the ***Find a Grant*** link from the Left Navigation Menu to find a grant program to apply for.



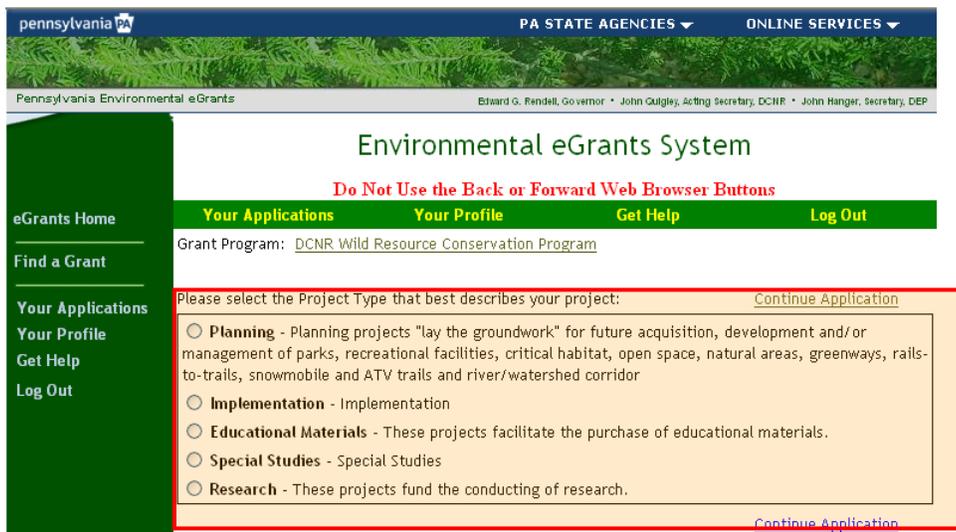
The screenshot shows the 'Environmental eGrants System' interface. At the top, there are navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is a header with the system name and a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. A green navigation bar contains 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. On the left, a dark green navigation menu has 'Find a Grant' highlighted with a red box. The main content area shows 'Your Applications' with a table of application records.

Web App ID	Project Title	Applicant Legal Name	Application Status	Edit / View	Cover Sheet
1000247	Test	Test	Submitted	View	Print Cover Sheet
1000248	Another Grant Request	Another Grant Application	Not Submitted	Edit	
1000249	sss	123 grants	Submitted	View	Print Cover Sheet

2. Select the **Apply for this Grant** link to apply for a grant (you must be logged on as a Grant Applicant to see this link).

Community Recreation and Conservation for municipalities to develop and rehabilitate public park, trails, and recreational facilities; acquire land for park and conservation purposes; and undertake feasibility studies, site development planning and comprehensive recreation, greenway, and open space planning. Learn More	June 30, 2009 12:00AM	Apply for this Grant
Rivers Conservation for municipalities and non-profit river support groups to plan, acquire or develop projects that conserve and enhance river resources. Learn More	June 30, 2009 12:00AM	Apply for this Grant
Snowmobile / ATV for municipalities, and in some cases for-profit enterprises, non-profits for construction, rehabilitation, and maintenance of snowmobile and ATV Trails. Learn More	June 30, 2009 12:00AM	Apply for this Grant
Volunteer Fire Assistance provides financial, technical and other assistance to state foresters or other appropriate officials in cooperative efforts to organize, train and equip local forces in rural areas or communities under 10,000 population to prevent, control and suppress fires which threaten human life, livestock, wildlife, crops, pastures, orchards, woodlands, farmsteads, or other improvements in rural areas. Learn More	June 30, 2009 12:00AM	Apply for this Grant
Circuit Rider for county or regional organizations to hire a professional, full-time staff person. The circuit rider's purpose is to initiate new programs and services for a county and municipalities that individually do not have the financial resources to hire a professional staff person. Learn More	Applications accepted any time	Apply for this Grant
TreeVitalize Metros to develop a public private partnership, through regional collaboration, to address the loss of tree cover in Pennsylvania.		Click here for more information

3. When the *Project Type* selection screen is displayed, select the project type most appropriate to your project. **Not all Grant Programs have the same project types.** You can only select one Project Type.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Your Profile](#) [Get Help](#) [Log Out](#)

Grant Program: [DCNR Wild Resource Conservation Program](#)

Please select the Project Type that best describes your project: [Continue Application](#)

- Planning** - Planning projects "lay the groundwork" for future acquisition, development and/or management of parks, recreational facilities, critical habitat, open space, natural areas, greenways, rails-to-trails, snowmobile and ATV trails and river/watershed corridor
- Implementation** - Implementation
- Educational Materials** - These projects facilitate the purchase of educational materials.
- Special Studies** - Special Studies
- Research** - These projects fund the conducting of research.

[Continue Application](#)

4. Select the **Continue Application** link as the final step to create the application.

pennsylvania PA
PA STATE AGENCIES ▾ ONLINE SERVICES ▾

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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Your Profile
Get Help
Log Out

Grant Program: [DCNR Wild Resource Conservation Program](#)

Please select the Project Type that best describes your project:

[Continue Application](#)

Planning - Planning projects "lay the groundwork" for future acquisition, development and/or management of parks, recreational facilities, critical habitat, open space, natural areas, greenways, rails-to-trails, snowmobile and ATV trails and river/watershed corridor

Implementation - Implementation

Educational Materials - These projects facilitate the purchase of educational materials.

Special Studies - Special Studies

Research - These projects fund the conducting of research.

[Continue Application](#)

eGrants Home

 Find a Grant

 Your Applications
 Your Profile
 Get Help
 Log Out

- When the ***Continue Application*** link is clicked, an application is created and is open and ready for additional information entry. Notice that the left navigation bar and top navigation bar have changed. We'll explore the application sections and the changes to these menu bars in the next lesson.



Pennsylvania Environmental eGrants

Board: G. Rendell, Governor; J. John Outgoing, Acting Secretary, DEPR; J. John Hanger, Secretary, DEP

DEMO SITE ONLY

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 50 Days, 05 Hours, 00 Minutes, 26 Seconds Until the Application Deadline

Grant Program: DEMO_ONLY - DEP PA Conservation Works! Web Application ID: 1000053
Click [here](#) to get more information and to see the grant program manual.

Project Type: **Implementation**
Application Status: **Not Submitted**

[Next ->](#)

Introduction Required Fields Other Features

INTRODUCTION

Sections - The Environmental eGrants web application is divided into information sections. These sections and the related pages (or tabs) within each section will appear on the left hand side of the screen after you create or open a grant application.

After you read this introduction section completely, you can complete the application sections in any order. You do not have to complete a section or page of a section before moving to another one. When changing from section to section, the system automatically saves the information when you move to another screen. To ensure the information is saved appropriately, select the **Save** link in the Header menu. To skip to a particular section, select the desired link on the Left Navigation Menu. If you would rather complete the application in the sequential order as designed, use the link labeled Next at the bottom and top right corner of each application screen.

Tabs - Most sections are divided into multiple pages that are accessible by clicking on a tab at the top of the page. Included in these sections are one or more tabs that provide detailed instructions for that particular section.

You may change sections or pages by directly selecting the desired tab, selecting a link on the Left Navigation Menu or by selecting the Next or Previous links.

Application Attachments - A listing of additional forms and attachments (Supplemental Documentation) that may be required for your selected grant program and project type are available on the Download Forms page of the Attachments section as soon as the application is created. It is recommended that you check the Download Forms page for any additional forms or other information that is required to complete your application as soon as you start your grant application.



Note: After the application is created, the application is then listed on the *Your Application* screen.

14 Electronic Application Overview

Description

The application is where you complete your information for funding requests. The information collected on the application is the same for every grant program, although requested supplemental documentation may vary (appraisals, pictures, site plans, supplemental forms, etc) The application is organized into sections. Each section has multiple tabbed pages that collect the information. The sections and tabs are as follows:

1. **Introduction** – Provides overall information on completing the application
 - a. Introduction
 - b. Required Fields
 - c. Other Features

2. **Applicant Profile** – General Applicant Information (name, address, etc.)
 - a. Instructions
 - b. General
 - c. Applicant Type
 - d. Project Coordinator

3. **Project Information** – Project Information (title, brief description, etc.)
 - a. Instructions
 - b. Project Information

4. **Project Location** – One or more Project Locations (address, county, etc.)
 - a. Instructions
 - b. One or more project site tabs

5. **Project Budget** – Grant Amount Requested and Matching Funds
 - a. Instructions
 - b. Budget

6. **Attachments** – Supplemental materials (downloads and uploads)
 - a. Instructions
 - b. Download Forms
 - c. Upload Attachments

7. **Certification** – Section to check application completion state and to submit the application
 - a. Incomplete application information; or
 - b. Authorized Organizational Representative; or
 - c. Application Submittal information

While the sections do not have to be completed in sequential order, the required fields in each section must be completed in order to submit an application.

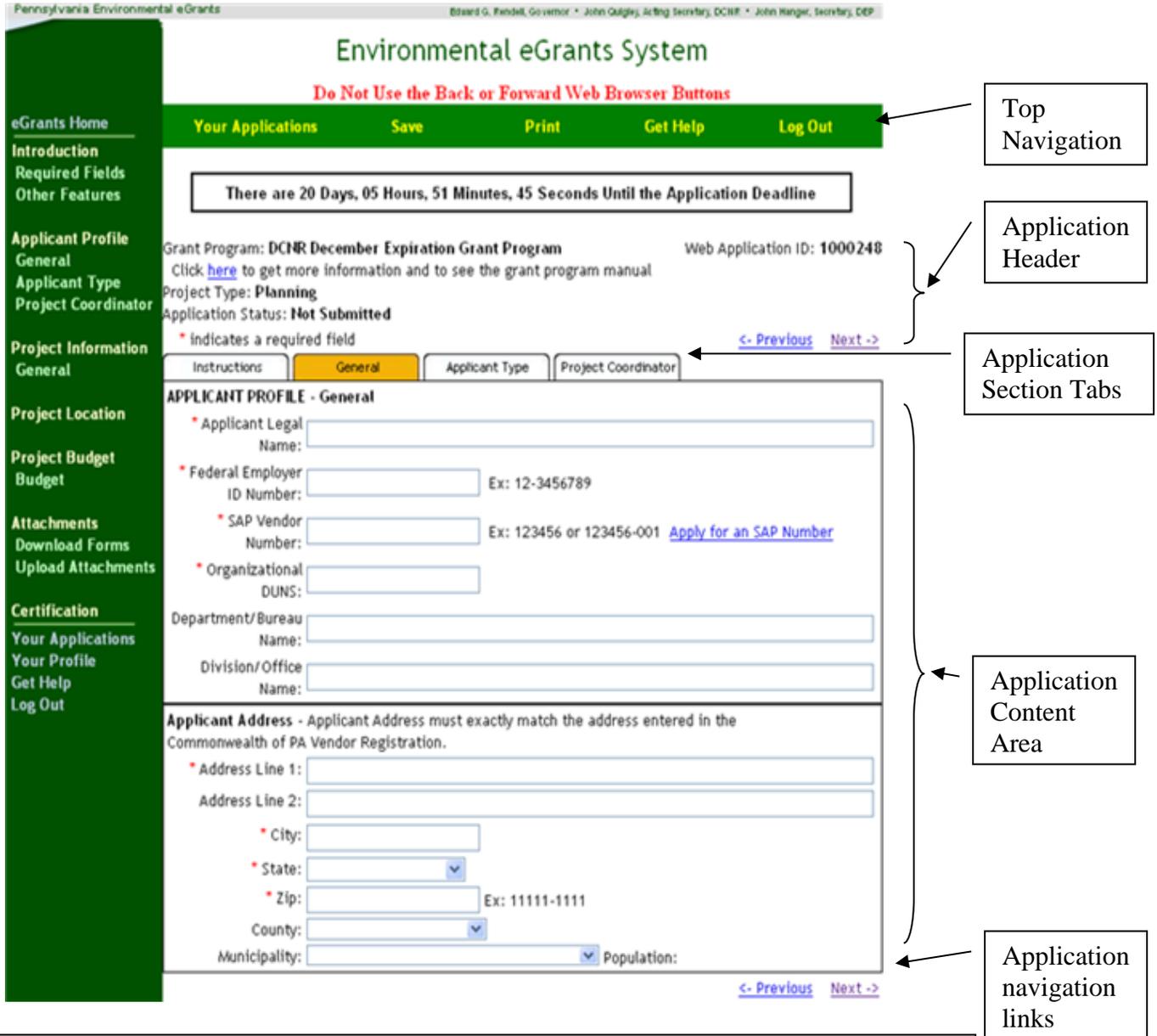
The first section of the application is an **Introduction** section that provides you with overall information about completing your application and describes the general use of the system. Each application section has an *Instructions* tab that provides help information specific to that section. Each section of the application will be more fully described in later lessons.

Features

The following are the common features of the electronic application:

- **Top Navigation Menu** – The top navigation menu changes slightly when you open an application by adding **Save** and **Print** menu options.
- **Save** – provides the Grant Applicant with the ability to save their information at any time without navigating to another application section or tab. The application always saves when you move to another page or section of the application
- **Print** - provides you with an Adobe PDF application file that you can save and/or print for your records. This menu option is available at any time after the application is created. You can print the application using the **Print** icon on the Adobe toolbar or save the application by selecting the **Save** icon on the Adobe toolbar.
- **Application Header** - displays key information about your application such as the grant program, the project type and the application status. A web application ID is also displayed. This uniquely identifies your grant application to the Grants Customer Service Center, and DEP. Clicking the **here** link opens a new browser window to the grant program’s website providing access to the grant program manual and forms and other grant program specific instructions.
- **Application Section Tabs** – navigates you through the pages of an application section.
- **Content Area** - the area in which you enter your application information. The content area is read only if the application has been submitted.
- **Next / Previous Links** – navigates you forward and backward through the application sections and tabs. Any new or changed information on the current screen is automatically saved as you use these links to move through the application. The links are displayed at the top and bottom of every application screen.

- **Left Navigation Bar** - provides links to each of the application sections and tabs. You can select any of the links in the left navigation bar to navigate to sections or tabs in the application.

The screenshot shows the 'Environmental eGrants System' interface. On the left is a green navigation bar with links such as 'eGrants Home', 'Introduction', 'Required Fields', 'Other Features', 'Applicant Profile', 'Project Information', 'Project Location', 'Project Budget', 'Attachments', 'Certification', 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'. The main content area displays a form for 'DCNR December Expiration Grant Program'. At the top of the form, there is a green bar with 'Your Applications', 'Save', 'Print', 'Get Help', and 'Log Out' buttons. Below this is a red warning box: 'Do Not Use the Back or Forward Web Browser Buttons'. A yellow box indicates a deadline: 'There are 20 Days, 05 Hours, 51 Minutes, 45 Seconds Until the Application Deadline'. The form includes fields for 'Applicant Legal Name', 'Federal Employer ID Number', 'SAP Vendor Number', 'Organizational DUNS', 'Department/Bureau Name', 'Division/Office Name', 'Address Line 1 & 2', 'City', 'State', 'Zip', 'County', and 'Municipality'. There are also 'Instructions', 'General', 'Applicant Type', and 'Project Coordinator' tabs. Navigation links '<- Previous' and 'Next ->' are visible at the bottom of the form. Callouts on the right side of the image identify: 'Top Navigation' (the green bar), 'Application Header' (the warning and deadline boxes), 'Application Section Tabs' (the tabs below the header), 'Application Content Area' (the main form fields), and 'Application navigation links' (the '<- Previous' and 'Next ->' links). A callout on the left side identifies the 'Left Navigation showing application sections'.

Left Navigation showing application sections

Note: An application can be started and stopped many times and does not have to be completed in any order.

The ability to submit an application is only available when the application has all required information and is complete. To view the completeness status of your application, click the **Certification** link in the left navigation bar at any

time.

15 Completing the Applicant Profile Section

Description

The *Applicant Profile* section is divided into four separate tabs and collects core applicant information such as Applicant name, address, SAP number, FEIN, organization type and project coordinator.

Below is a description of each tab:

- **Instructions** - Provides information specific to completing the **Applicant Profile** section
- **General Tab** – The *General* tab is the general information about the applicant such as name, address and SAP number.
- **Applicant Type Tab** – The *Applicant Type* tab allows you to select one or more organizational designations that define the applicant’s entity type such as Federal Government, State or County Government, Non-Profit, For-Profit, etc. You can also enter the 501(c)(3) and PA Bureau of Charitable Organizations non-profit information if applicable.
- **Project Coordinator Tab** – This information is specific to the lead contact for the project. You can enter this information or click a link to copy your registration information if you are also the project coordinator.

Step by Step Instructions

1. The default for the Applicant section is the *General* tab. Below are some hints to help you complete this page:
 - a. Complete all required fields indicated by a red asterisk (*). The optional fields should be entered when the information is available.
 - b. The SAP Vendor Number is a required field. Grant Applicants are designated as Non-Procurement Vendors in the Commonwealth of PA. If the Grant Applicant does not have an SAP number, select the **Apply for an SAP Number** link to open the Non- Procurement Vendor Registration form. It can take up to 2 weeks to get an SAP number. Plan ahead accordingly. The Commonwealth of Pennsylvania’s Central Vendor Management Unit can be reached for help with obtaining or verifying an SAP number by calling 1-877-435-7363.
 - c. The DUNS number is also required. If you do not have a DUNS number or do not know if your organization has a DUNS number already, go to the Dun & Bradstreet home page at <http://www.dnb.com/us/> and click the “D&B D-U-N-S

Number” link. This will take you to a page where you can determine whether your organization already has a DUNS number and/or apply for a DUNS number. Getting a DUNS number is free, but it can take up to 30 days to receive your free DUNS number.

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Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

[Your Applications](#) [Save](#) [Print](#) [Get Help](#) [Log Out](#)

There are 20 Days, 05 Hours, 51 Minutes, 45 Seconds Until the Application Deadline

Grant Program: **DCNR December Expiration Grant Program** Web Application ID: **1000248**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**

* Indicates a required field [<- Previous](#) [Next ->](#)

Instructions General Applicant Type Project Coordinator

APPLICANT PROFILE - General

* Applicant Legal Name:

* Federal Employer ID Number: Ex: 12-3456789

* SAP Vendor Number: Ex: 123456 or 123456-001 [Apply for an SAP Number](#)

Organizational DUNS:

Department/Bureau Name:

Division/Office Name:

Applicant Address - Applicant Address must exactly match the address entered in the Commonwealth of PA Vendor Registration.

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip: Ex: 11111-1111

County:

Municipality: Population:

[<- Previous](#) [Next ->](#)



Note: The Applicant name and address information **MUST** be the same as it is registered with the Commonwealth of PA Non-Procurement Vendor registration for proper processing of the contract and invoices if the Applicant is awarded a grant.

2. Click the *Applicant Type* tab or click the **Next** link to move to the *Applicant Type* page.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 47 Days, 09 Hours, 43 Minutes, 30 Seconds Until the Application Deadline

Grant Program: **DCNR Melville Grant**

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**

Application Status: **Not Submitted**

* indicates a required field

Web Application ID: **1000251**

[<- Previous](#) [Next ->](#)

Instructions

General

Applicant Type

Project Coordinator

APPLICANT PROFILE - General

* Applicant Legal Name:

* Federal Employer ID Number: Ex: 12-3456789

* SAP Vendor Number: Ex: 123456 or 123456-001 [Apply for an SAP Number](#)

* Organizational DUNS:

Department/Bureau Name:

Division/Office Name:

Applicant Address - Applicant Address must exactly match the address entered in the Commonwealth of PA Vendor Registration.

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip: Ex: 11111-1111

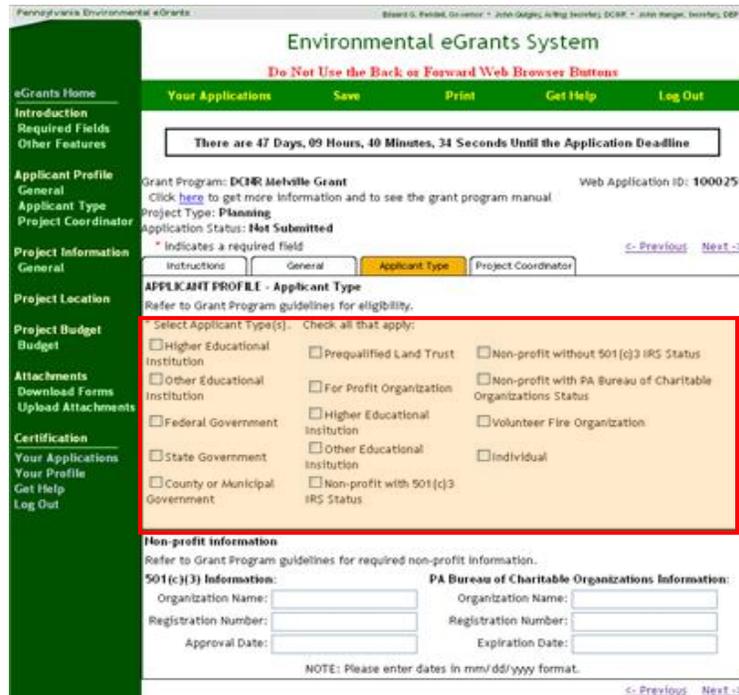
County:

Municipality: Population:

[<- Previous](#) [Next ->](#)

- eGrants Home
- Introduction
 - Required Fields
 - Other Features
- Applicant Profile
 - General
 - Applicant Type**
 - Project Coordinator
- Project Information
 - General
- Project Location
- Project Budget
 - Budget
- Attachments
 - Download Forms
 - Upload Attachments
- Certification
 - Your Applications
 - Your Profile
 - Get Help
 - Log Out

3. Select one or more **Applicant Types** by clicking the checkboxes next to the desired selection(s). If a Non-Profit type is selected, the Non-profit information section should be completed. Check the grant program manual for specific non-profit instructions.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

There are 47 Days, 09 Hours, 40 Minutes, 34 Seconds Until the Application Deadline

Grant Program: DCHR Melville Grant
Web Application ID: 1000251

Project Type: Planning
Application Status: Not Submitted

* Indicates a required field

Instructions | General | **Applicant Type** | Project Coordinator

APPLICANT PROFILE - Applicant Type
Refer to Grant Program guidelines for eligibility.
* Select Applicant Type(s). Check all that apply:

<input type="checkbox"/> Higher Educational Institution	<input type="checkbox"/> Prequalified Land Trust	<input type="checkbox"/> Non-profit without 501(c)3 IRS Status
<input type="checkbox"/> Other Educational Institution	<input type="checkbox"/> For Profit Organization	<input type="checkbox"/> Non-profit with PA Bureau of Charitable Organizations Status
<input type="checkbox"/> Federal Government	<input type="checkbox"/> Higher Educational Institution	<input type="checkbox"/> Volunteer Fire Organization
<input type="checkbox"/> State Government	<input type="checkbox"/> Other Educational Institution	<input type="checkbox"/> Individual
<input type="checkbox"/> County or Municipal Government	<input type="checkbox"/> Non-profit with 501(c)3 IRS Status	

Non-profit information
Refer to Grant Program guidelines for required non-profit information.

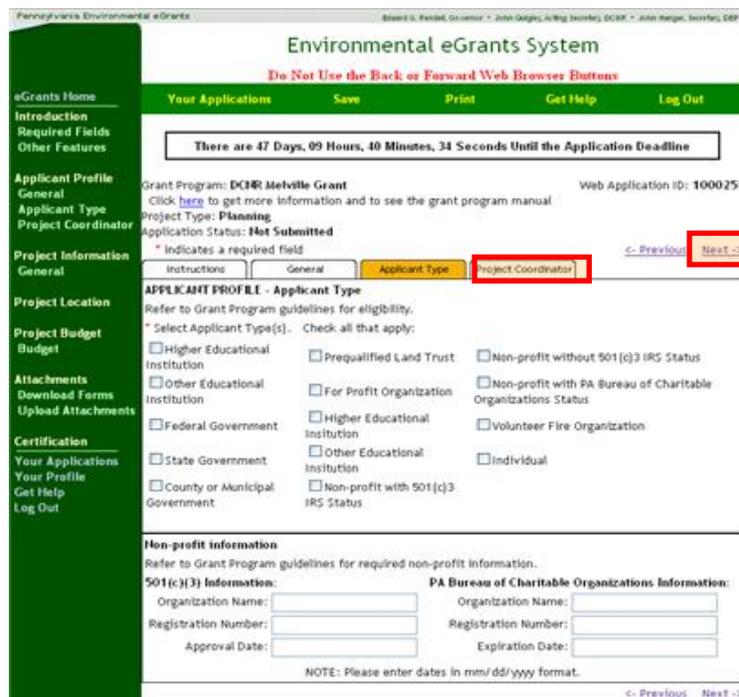
501(c)3 Information:
Organization Name:
Registration Number:
Approval Date:

PA Bureau of Charitable Organizations Information:
Organization Name:
Registration Number:
Expiration Date:

NOTE: Please enter dates in mm/dd/yyyy format.

< Previous Next >

4. Select the *Project Coordinator* tab or click Next to move to the *Project Coordinator* page.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

There are 47 Days, 09 Hours, 40 Minutes, 34 Seconds Until the Application Deadline

Grant Program: DCHR Melville Grant
Web Application ID: 1000251

Project Type: Planning
Application Status: Not Submitted

* Indicates a required field

Instructions | General | Applicant Type | **Project Coordinator**

< Previous **Next >**

APPLICANT PROFILE - Applicant Type
Refer to Grant Program guidelines for eligibility.
* Select Applicant Type(s). Check all that apply:

<input type="checkbox"/> Higher Educational Institution	<input type="checkbox"/> Prequalified Land Trust	<input type="checkbox"/> Non-profit without 501(c)3 IRS Status
<input type="checkbox"/> Other Educational Institution	<input type="checkbox"/> For Profit Organization	<input type="checkbox"/> Non-profit with PA Bureau of Charitable Organizations Status
<input type="checkbox"/> Federal Government	<input type="checkbox"/> Higher Educational Institution	<input type="checkbox"/> Volunteer Fire Organization
<input type="checkbox"/> State Government	<input type="checkbox"/> Other Educational Institution	<input type="checkbox"/> Individual
<input type="checkbox"/> County or Municipal Government	<input type="checkbox"/> Non-profit with 501(c)3 IRS Status	

Non-profit information
Refer to Grant Program guidelines for required non-profit information.

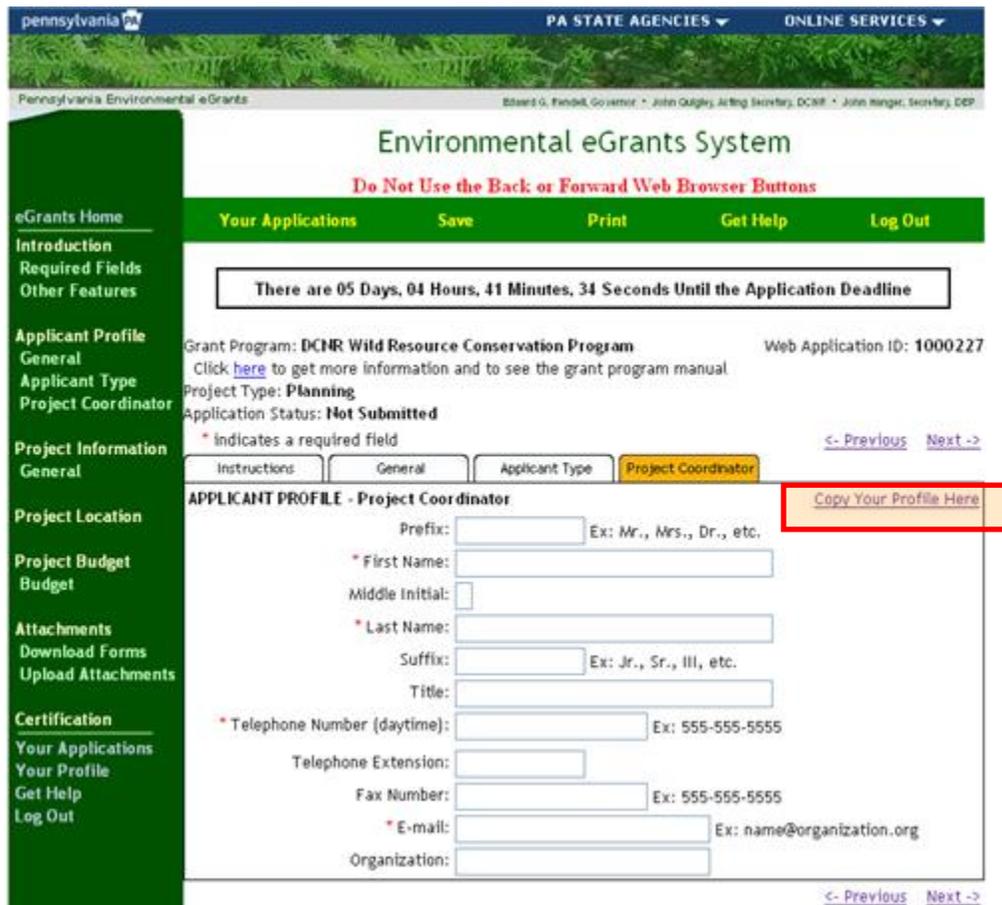
501(c)3 Information:
Organization Name:
Registration Number:
Approval Date:

PA Bureau of Charitable Organizations Information:
Organization Name:
Registration Number:
Expiration Date:

NOTE: Please enter dates in mm/dd/yyyy format.

< Previous Next >

- Enter the required information or select the **Copy my Profile** link to copy your user information here. The **Project Coordinator** is the person who is the main contact for the project.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 04 Hours, 41 Minutes, 34 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
Click [here](#) to get more information and to see the grant program manual
Project Type: Planning
Application Status: **Not Submitted**
* indicates a required field

Instructions General Applicant Type **Project Coordinator**

APPLICANT PROFILE - Project Coordinator

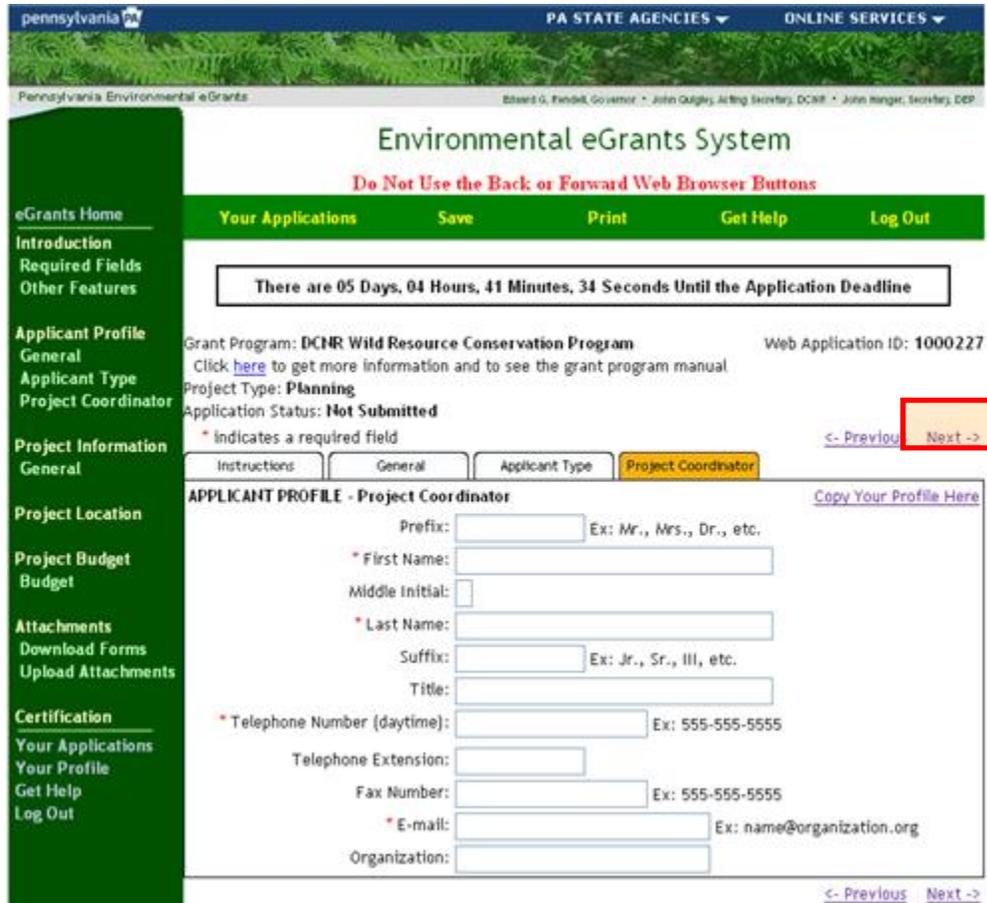
Prefix: Ex: Mr., Mrs., Dr., etc.
* First Name:
Middle Initial:
* Last Name:
Suffix: Ex: Jr., Sr., III, etc.
Title:
* Telephone Number (daytime): Ex: 555-555-5555
Telephone Extension:
Fax Number: Ex: 555-555-5555
* E-mail: Ex: name@organization.org
Organization:

[Copy Your Profile Here](#)



Note: There is no address information for the Project Coordinator. All formal correspondence delivered by mail will be sent to the Applicant's address. This is by design.

6. Select the **Next** link to save the Project Coordinator information and move to the next section of the application.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there are navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is a green navigation bar with 'Your Applications', 'Save', 'Print', 'Get Help', and 'Log Out'. A central banner indicates a deadline: 'There are 05 Days, 04 Hours, 41 Minutes, 34 Seconds Until the Application Deadline'. The main content area displays 'Grant Program: DCNR Wild Resource Conservation Program' and 'Web Application ID: 1000227'. The 'Project Type' is 'Planning' and the 'Application Status' is 'Not Submitted'. A red box highlights the 'Next ->' button. Below this is a form titled 'APPLICANT PROFILE - Project Coordinator' with fields for Prefix, First Name, Middle Initial, Last Name, Suffix, Title, Telephone Number (daytime), Telephone Extension, Fax Number, E-mail, and Organization. A green sidebar on the left contains various navigation options like 'eGrants Home', 'Introduction', 'Applicant Profile', 'Project Information', 'Project Location', 'Project Budget', 'Attachments', 'Certification', 'Your Applications', 'Your Profile', 'Get Help', and 'Log Out'.

16 Completing the Project Information Section

Description

The Project Information section is specific to what your project is about. In this section you will be asked to enter a title for your project, a brief description and project start and end dates. Commonwealth Adviser information is also requested. A Commonwealth Adviser is someone with whom you have discussed your project and/or application.. This could be a either a DEP staff member or someone in another Commonwealth agency.

It is also important in this section to note if your project is a statewide project or not. Project Location information is not required to submit the application if you indicate that the project is a statewide project (for example development of educational or training materials for use throughout the state).

Below is a description of each tab:

- ✓ **Instructions** - Provides information specific to completing the Project Information section.
- ✓ **Instructions (con't)** - Provides examples to help you in writing the brief description for your project.
- ✓ **General** – The *General* page is the general information about the project such as the title and a brief project description.

Step by Step Instructions

1. The section defaults to the *General* page. Complete the required fields with the appropriate information. The “Is this a Statewide Project” question is important at this point because it will determine whether you are required to complete the next section, **Project Location**.

eGrants Home **Your Applications** Save Print Get Help Log Out

Introduction
Required Fields
Other Features

Applicant Profile
General
Applicant Type
Project Coordinator

Project Information
General

Project Location

Project Budget
Budget

Attachments
Download Forms
Upload Attachments

Certification
Your Applications
Your Profile
Get Help
Log Out

There are 51 Days, 05 Hours, 33 Minutes, 16 Seconds Until the Application Deadline

Grant Program: **DCHR January Expiration Grant Program** Web Application ID: 1000250
Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**
Application Status: **Not Submitted**
* Indicates a required field <- Previous Next ->

Instructions Instructions cont'd **General**

PROJECT INFORMATION - General

Is this a Statewide project? Yes No PLEASE NOTE: If this is not a Statewide project, you must enter at least one [Project Location](#).

* Project Title:

* Project Start Date: Format: mm/dd/yyyy

* Project End Date: Format: mm/dd/yyyy

COMMONWEALTH ADVISER - If you have discussed your project with a Commonwealth employee, please enter that employee's name and agency below.

Commonwealth Adviser Name:

Adviser Agency:

Brief Project Description [View Brief Project Description Examples](#)
Enter a brief description of the overall project. Limit 500 characters. Characters remaining: 500

* Brief Project Description:

2. Select the [View Brief Project Description Examples](#) link to see examples of how other applicants have written their brief description of their overall project. The link will open the *Instructions (Con't)* page.

eGrants Home **Your Applications** Save Print Get Help Log Out

Introduction
Required Fields
Other Features

Applicant Profile
General
Applicant Type
Project Coordinator

Project Information
General

Project Location

Project Budget
Budget

Attachments
Download Forms
Upload Attachments

Certification
Your Applications
Your Profile
Get Help
Log Out

There are 51 Days, 05 Hours, 33 Minutes, 16 Seconds Until the Application Deadline

Grant Program: **DCNR January Expiration Grant Program** Web Application ID: 1000250
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**

* Indicates a required field < Previous Next ->

Instructions Instructions cont'd **General**

PROJECT INFORMATION - General

Is this a Statewide project? Yes No PLEASE NOTE: if this is not a Statewide project, you must enter at least one [Project Location](#).

* Project Title:

* Project Start Date: Format: mm/dd/yyyy

* Project End Date: Format: mm/dd/yyyy

COMMONWEALTH ADVISER - If you have discussed your project with a Commonwealth employee, please enter that employee's name and agency below.

Commonwealth Adviser Name:

Adviser:

Agency:

Brief Project Description [View Brief Project Description Examples](#)

Enter a brief description of the overall project. Limit 500 characters. Characters remaining: 500

* Brief Project Description:

- After viewing the brief project description samples, click the **Next** link to return to the **General** page or click the **General** tab.

pennsylvania PA
PA STATE AGENCIES ▾
ONLINE SERVICES ▾

Pennsylvania Environmental eGrants
Edward G. Rendell, Governor • John Q. Gable, Acting Secretary, DCNR • John Hanger, Secretary, DEP

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 20 Days, 05 Hours, 42 Minutes, 24 Seconds Until the Application Deadline

eGrants Home

Introduction

Required Fields

Other Features

Applicant Profile

General

Applicant Type

Project Coordinator

Project Information

General

Project Location

Project Budget

Budget

Attachments

Download Forms

Upload Attachments

Certification

Your Applications

Your Profile

Get Help

Log Out

Grant Program: **DCNR December Expiration Grant Program** Web Application ID: **1000248**

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**

Application Status: **Not Submitted**

* indicates a required field

< Previous
Next >

Instructions
Instructions cont'd
General

PROJECT INFORMATION - Brief Project Description Samples

Land Acquisition Project - Fee Simple

This is a fee simple acquisition of approximately 17 acres known as the Owen tract. It is currently owned by Acme Development, Inc. This is vacant land adjacent to the Township's Evergreen Nature Preserve and located along State Route 61. This acquisition will provide a buffer between the Preserve and the impending development of Evergreen Heights as well as a green corridor connection for the County Trail. The property is mostly forested except for approximately 4 acres that is rented to a neighboring farmer for growing hay. Within one year of the Township acquiring this property the hay ground will be converted to a natural meadow. Clearwater Creek runs across the southeast corner of the property for approximately 1,500 feet.

Land Acquisition Project - Conservation Easement

This project is for the acquisition of a conservation easement on an approximately 200 acre homestead along Frog Creek Road close to the Frog Creek Road Bridge in Wheatfield Township, Jackson County. The property has about 100 acres of crop and pasture land with the remainder of the land being vacant forested land. The goal of this project is to preserve all of this land as open undeveloped space and especially to keep the forested land in a natural state along the Creek because this is a part of the Frog Creek Greenway as designated by the County Greenways Plan. It is proposed that the grant money will be used to acquire the easement on the approximately 100 acres of forest land which will be designated the "highest protection area" ("state program area") in the easement agreement. Substantial public access will be allowed in the "state program area" as described elsewhere in this grant application.

- Notice that as you type into the brief project description field, the number of characters remaining automatically calculates. The brief project description is limited to 500 characters.

<p>eGrants Home</p> <p>Introduction Required Fields Other Features</p> <p>Applicant Profile General Applicant Type Project Coordinator</p> <p>Project Information General</p> <p>Project Location</p> <p>Project Budget Budget</p> <p>Attachments Download Forms Upload Attachments</p> <p>Certification Your Applications Your Profile Get Help Log Out</p>	<p>Your Applications Save Print Get Help Log Out</p>
--	---

There are 51 Days, 05 Hours, 36 Minutes, 17 Seconds Until the Application Deadline

Grant Program: **DCNR January Expiration Grant Program** Web Application ID: **1000250**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

Instructions
 Instructions cont'd
 General

PROJECT INFORMATION - General

Is this a Statewide project? Yes No PLEASE NOTE: If this is not a Statewide project, you must enter at least one [Project Location](#).

* Project Title:

* Project Start Date: Format: mm/dd/yyyy

* Project End Date: Format: mm/dd/yyyy

COMMONWEALTH ADVISER - If you have discussed your project with a Commonwealth employee, please enter that employee's name and agency below.

Commonwealth Adviser Name:

Adviser Agency:

Brief Project Description [View Brief Project Description Examples](#)

Enter a brief description of the overall project. Limit 500 characters.

Characters remaining: 413

* Brief Project Description:

5. Select the [Next](#) link to save your information and proceed to the next section.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 51 Days, 05 Hours, 34 Minutes, 19 Seconds Until the Application Deadline

Grant Program: **DCNR January Expiration Grant Program**

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**

Application Status: **Not Submitted**

* indicates a required field

Web Application ID: **1000250**

[<- Previous](#)
[Next ->](#)

eGrants Home

Introduction

Required Fields

Other Features

Applicant Profile

General

Applicant Type

Project Coordinator

Project Information

General

Project Location

Project Budget

Budget

Attachments

Download Forms

Upload Attachments

Certification

Your Applications

Your Profile

Get Help

Log Out

Instructions

Instructions cont'd

General

PROJECT INFORMATION - General

Is this a Statewide project? Yes No PLEASE NOTE: If this is not a Statewide project, you must enter at least one [Project Location](#).

* Project Title:

* Project Start Date: Format: mm/dd/yyyy

* Project End Date: Format: mm/dd/yyyy

COMMONWEALTH ADVISER - If you have discussed your project with a Commonwealth employee, please enter that employee's name and agency below.

Commonwealth Adviser Name:

Adviser Agency:

Brief Project Description [View Brief Project Description Examples](#)

Enter a brief description of the overall project. Limit 500 characters. **Characters remaining: 500**

* Brief Project Description:



Note: Remember that the application does not have to be completed in the sequential order in which it is displayed. If you wish to complete another section, select that section from the left navigation bar.

17 Completing the Project Location Section

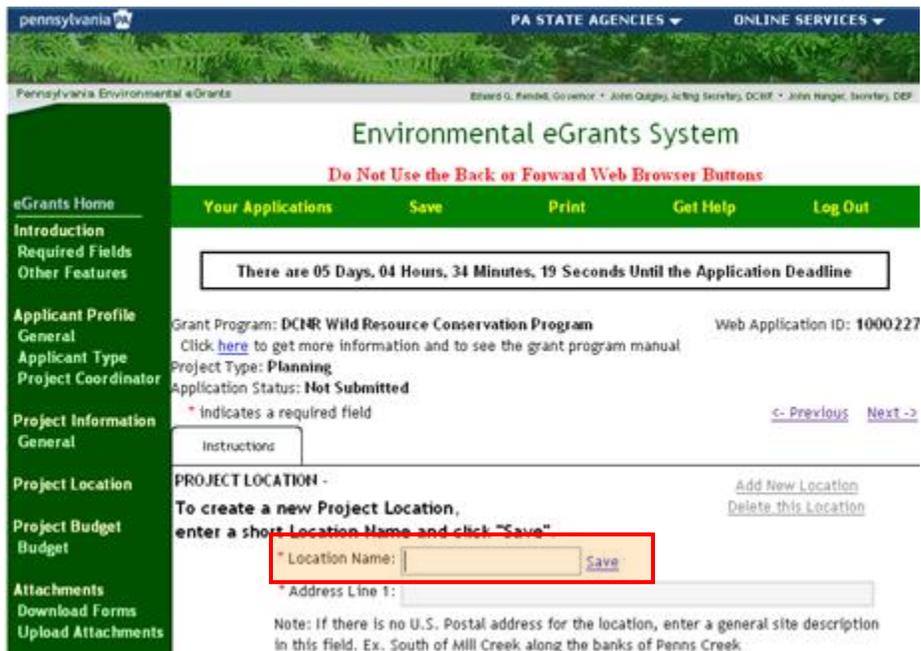
Description

The **Project Location** section provides the ability to enter one or more project locations. The tabbed pages of this section depend on how many site locations the project has. Each project location will translate into a separate tab/page. Each project location page contains fields for the entry of project location information such as address, county, municipality and legislative districts, and the ability to upload files related to the location.

A key field on the *Project Location* screen that must be entered to start a project location record (and create a tab) is the Site Name. This is a brief name that identifies the location (i.e., Baseball Field, Playground, etc.). This Site Name will appear on the tab. The name will also be prefixed on each file attached to the project location. When a new application is started and no locations have been created, no tabs will be displayed.

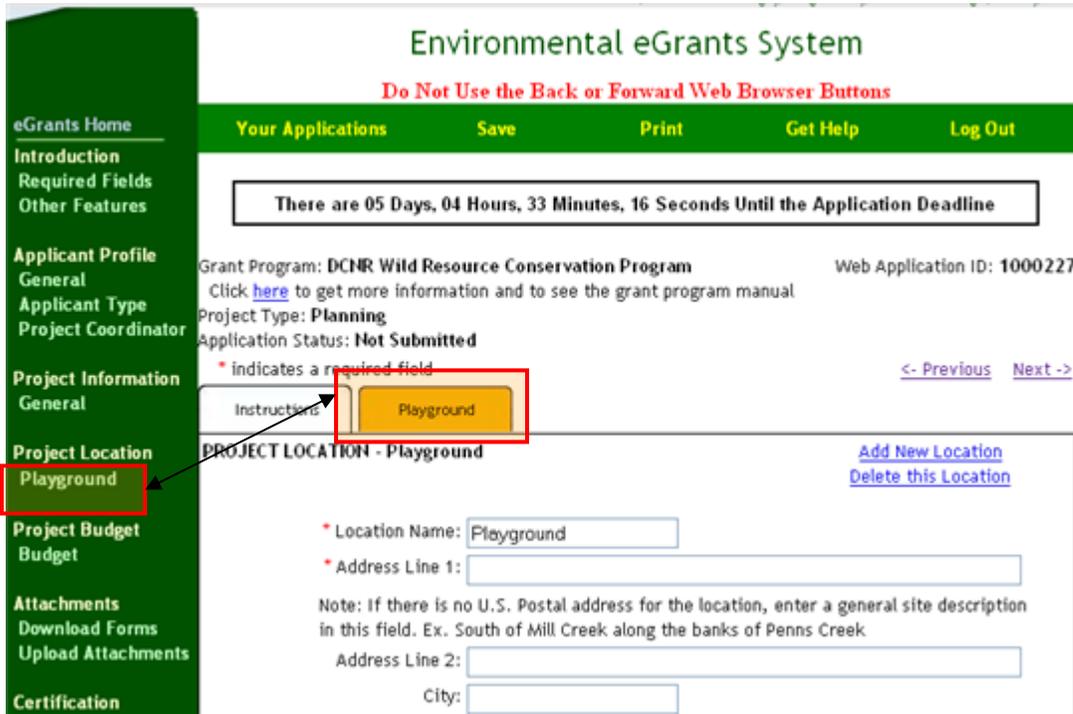
Step by Step Instructions

1. To begin the first location record, enter a brief name in the Site Name field and click the **Save** link located next to the Site Name field. You cannot enter information into the other fields on this screen until you enter the Site Name and click the **Save** link. The Site Name is limited to 15 characters.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there is a navigation bar with 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this, a green banner contains the text 'Do Not Use the Back or Forward Web Browser Buttons'. A green navigation menu on the left lists various sections: eGrants Home, Introduction, Required Fields, Other Features, Applicant Profile, Project Information, Project Location (selected), Project Budget, Attachments, Download Forms, and Upload Attachments. The main content area displays 'Grant Program: DCNR Wild Resource Conservation Program' and 'Web Application ID: 1000227'. A countdown timer indicates 'There are 05 Days, 04 Hours, 34 Minutes, 19 Seconds Until the Application Deadline'. The 'Project Location' section is titled 'PROJECT LOCATION -' and includes instructions: 'To create a new Project Location, enter a short Location Name and click "Save"'. A form field for 'Location Name' is highlighted in red, with a 'Save' button to its right. Below this is an 'Address Line 1' field. A note at the bottom states: 'Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek'.

- Once the site has been saved a tab will populate with that name and a menu option with that name will appear in the left navigation bar.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 04 Hours, 33 Minutes, 16 Seconds Until the Application Deadline

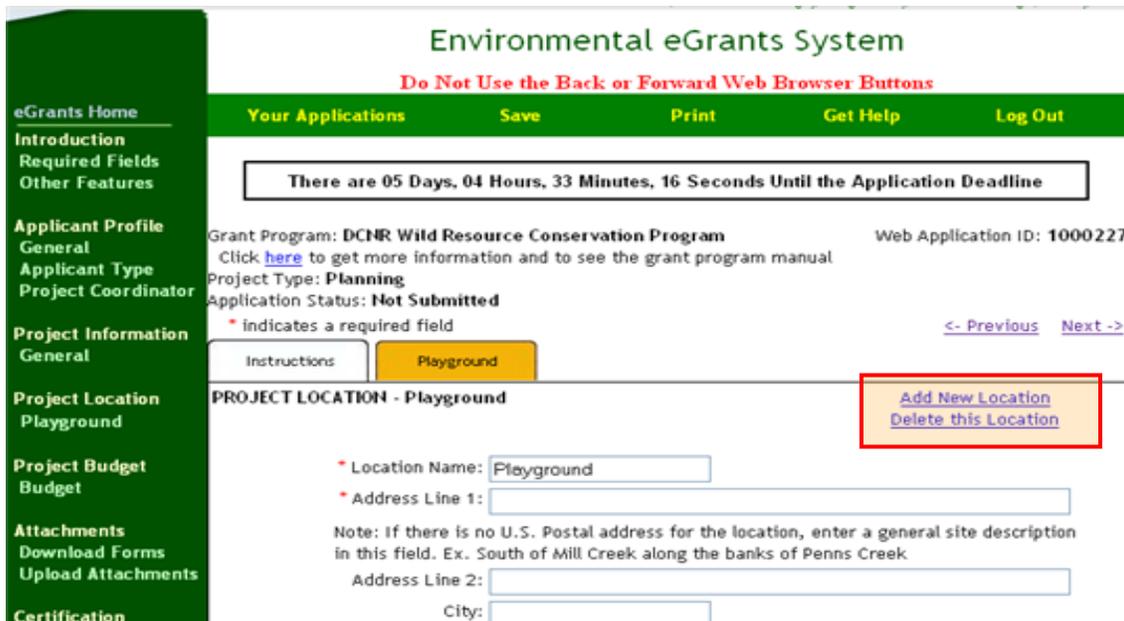
Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field <- Previous Next ->

Instructions **Playground**

PROJECT LOCATION - Playground [Add New Location](#)
[Delete this Location](#)

* Location Name:
 * Address Line 1:
 Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek
 Address Line 2:
 City:

- Select the [Add New Location](#) link to add another location to your application. Again you will be requested to enter a brief site name and click the [Save](#) link before being permitted to enter the rest of the project location information.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 04 Hours, 33 Minutes, 16 Seconds Until the Application Deadline

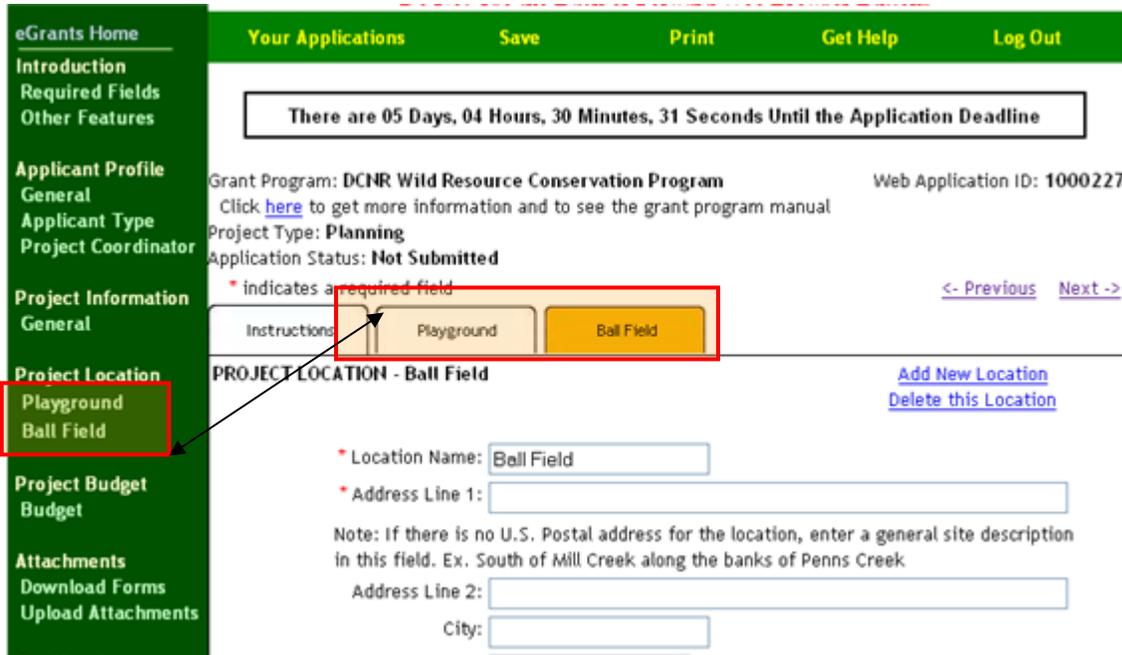
Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field <- Previous Next ->

Instructions **Playground**

PROJECT LOCATION - Playground [Add New Location](#)
[Delete this Location](#)

* Location Name:
 * Address Line 1:
 Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek
 Address Line 2:
 City:

- Each additional site location created, results in another tab and another menu item in the left navigation bar.



eGrants Home | Your Applications | Save | Print | Get Help | Log Out

There are 05 Days, 04 Hours, 30 Minutes, 31 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program | Web Application ID: 1000227

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**
Application Status: **Not Submitted**

* indicates a required field

Instructions | **Playground** | **Ball Field**

PROJECT LOCATION - Ball Field | [Add New Location](#) | [Delete this Location](#)

* Location Name:

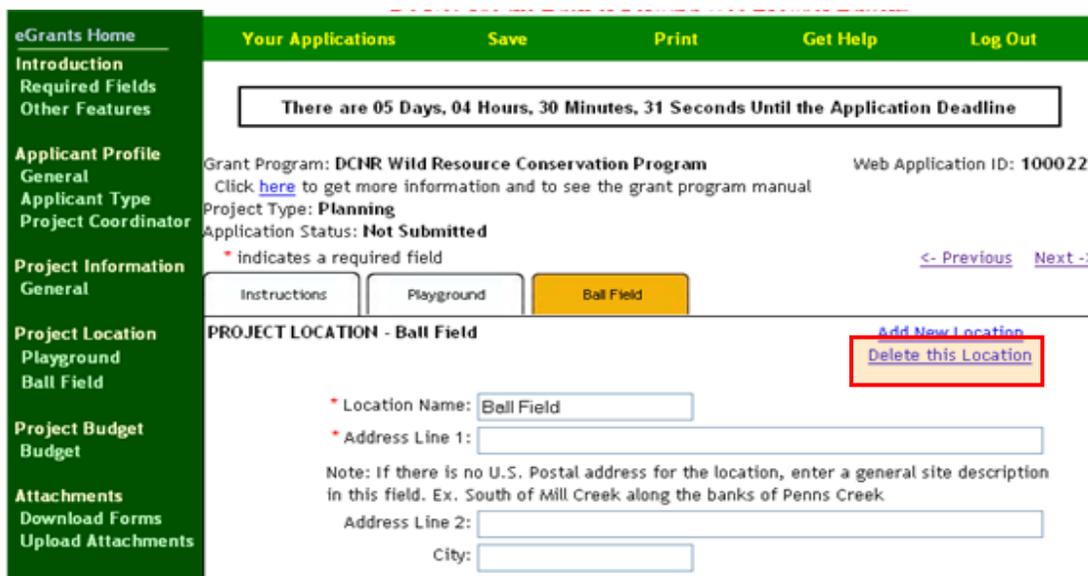
* Address Line 1:

Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek

Address Line 2:

City:

- If the location selected needs to be deleted, click the ***Delete this Location*** link on the location page. Note that any files that have been attached to the project location will also be deleted.



eGrants Home | Your Applications | Save | Print | Get Help | Log Out

There are 05 Days, 04 Hours, 30 Minutes, 31 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program | Web Application ID: 1000227

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**
Application Status: **Not Submitted**

* indicates a required field

Instructions | Playground | **Ball Field**

PROJECT LOCATION - Ball Field | [Add New Location](#) | [Delete this Location](#)

* Location Name:

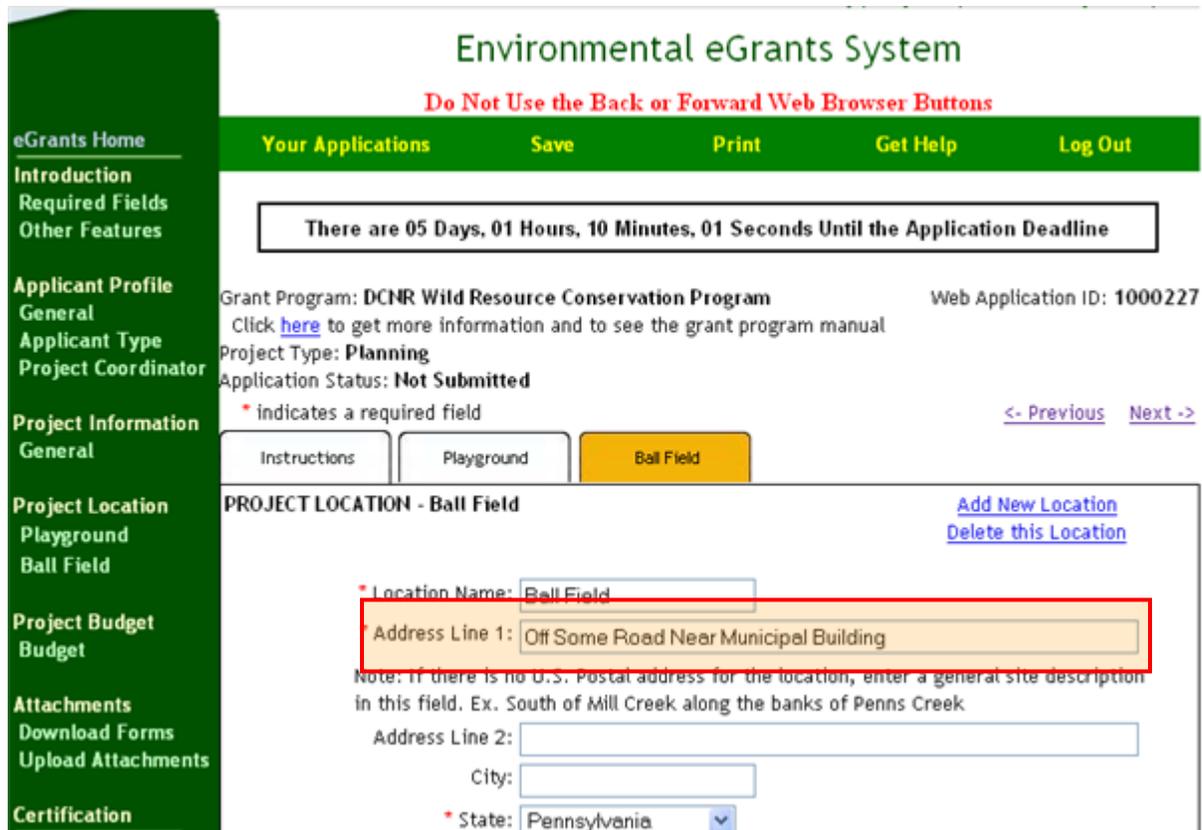
* Address Line 1:

Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek

Address Line 2:

City:

6. Complete the required fields for the Project Location. If the location does not have a postal address, enter the general location in the **Address Line 1** field.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 01 Hours, 10 Minutes, 01 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**
* indicates a required field

<- Previous Next ->

Instructions Playground **Ball Field**

PROJECT LOCATION - Ball Field [Add New Location](#)
[Delete this Location](#)

* Location Name: Ball Field

* Address Line 1: Off Some Road Near Municipal Building

Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek

Address Line 2: _____

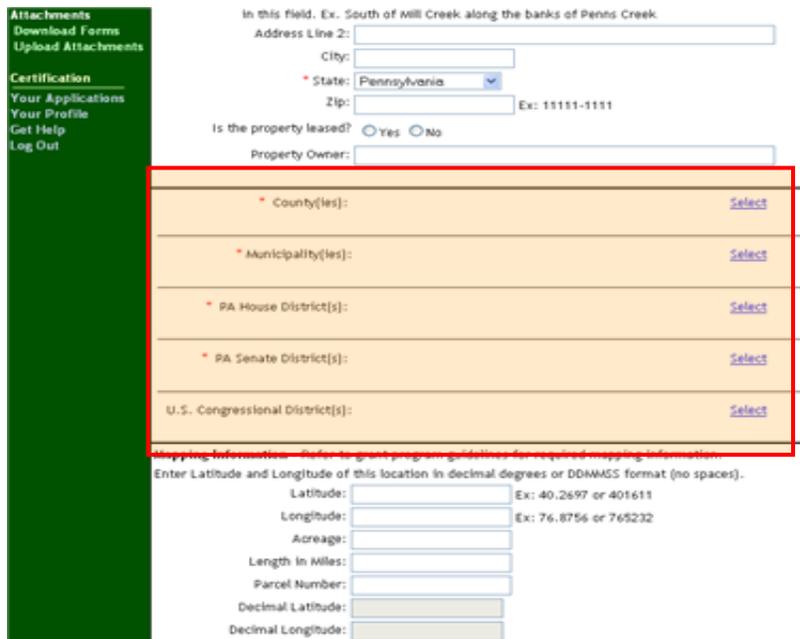
City: _____

* State: Pennsylvania



Note: If the location does not have a postal address, enter the general location in the **Address Line 1** field.

7. The County, Municipality, PA House District, PA Senate District and U.S. Congressional district are interdependent meaning that each field is dependent on the previous field's selection. For instance, **Municipalities** cannot be selected until at least one **County** has been selected. The Municipality list will then be filtered by the selected county(ies). Similarly the Legislative Districts are dependent on which Municipalities are selected.



In this field. Ex. South of Mill Creek along the banks of Penns Creek

Address Line 2:

City:

* State:

Zip: Ex: 11111-1111

Is the property leased? Yes No

Property Owner:

* County(ies): [Select](#)

* Municipality(ies): [Select](#)

* PA House District(s): [Select](#)

* PA Senate District(s): [Select](#)

U.S. Congressional District(s): [Select](#)

Mapping Information - Refer to grant program guidelines for required mapping information.
Enter Latitude and Longitude of this location in decimal degrees or DDMMSS format (no spaces).

Latitude: Ex: 40.2697 or 401611

Longitude: Ex: 76.8756 or 765232

Acreage:

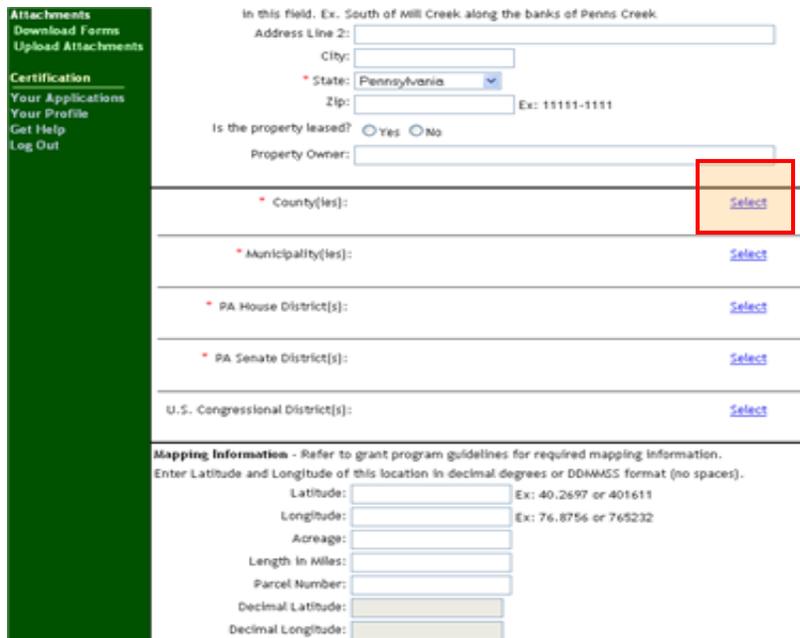
Length in Miles:

Parcel Number:

Decimal Latitude:

Decimal Longitude:

8. Begin entering this information by clicking the Select link to the right of the County(ies) field.



In this field. Ex. South of Mill Creek along the banks of Penns Creek

Address Line 2:

City:

* State:

Zip: Ex: 11111-1111

Is the property leased? Yes No

Property Owner:

* County(ies): [Select](#)

* Municipality(ies): [Select](#)

* PA House District(s): [Select](#)

* PA Senate District(s): [Select](#)

U.S. Congressional District(s): [Select](#)

Mapping Information - Refer to grant program guidelines for required mapping information.
Enter Latitude and Longitude of this location in decimal degrees or DDMMSS format (no spaces).

Latitude: Ex: 40.2697 or 401611

Longitude: Ex: 76.8756 or 765232

Acreage:

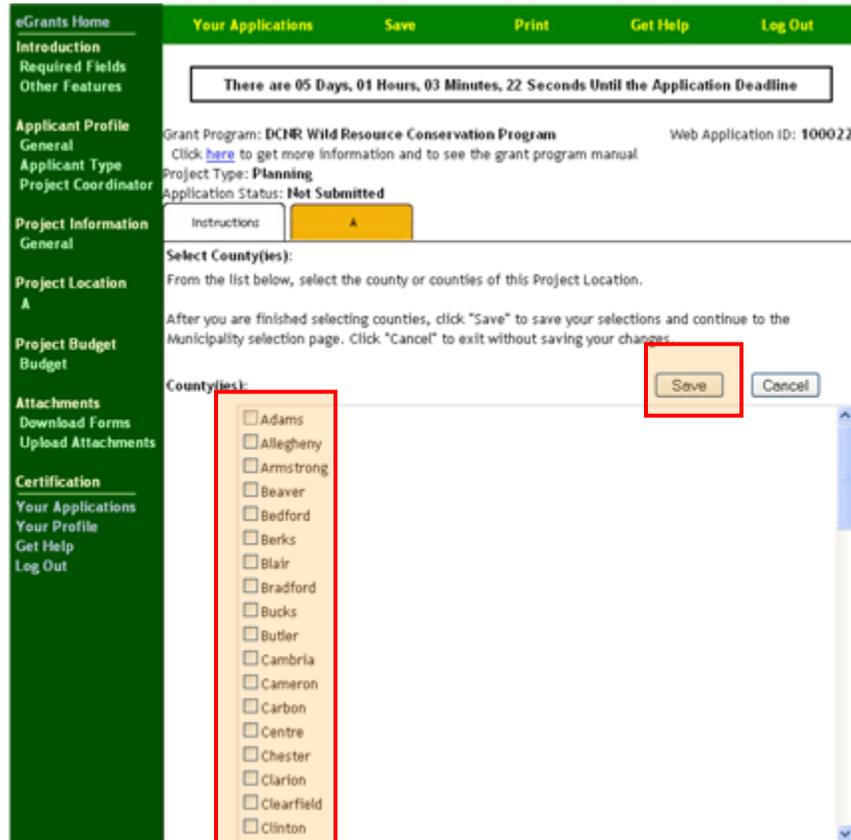
Length in Miles:

Parcel Number:

Decimal Latitude:

Decimal Longitude:

9. You are redirected to the *County(ies)* screen. Click the checkbox next to the appropriate county(ies) you wish to add to your application. Then select the **Save** button once the county(ies) are selected.

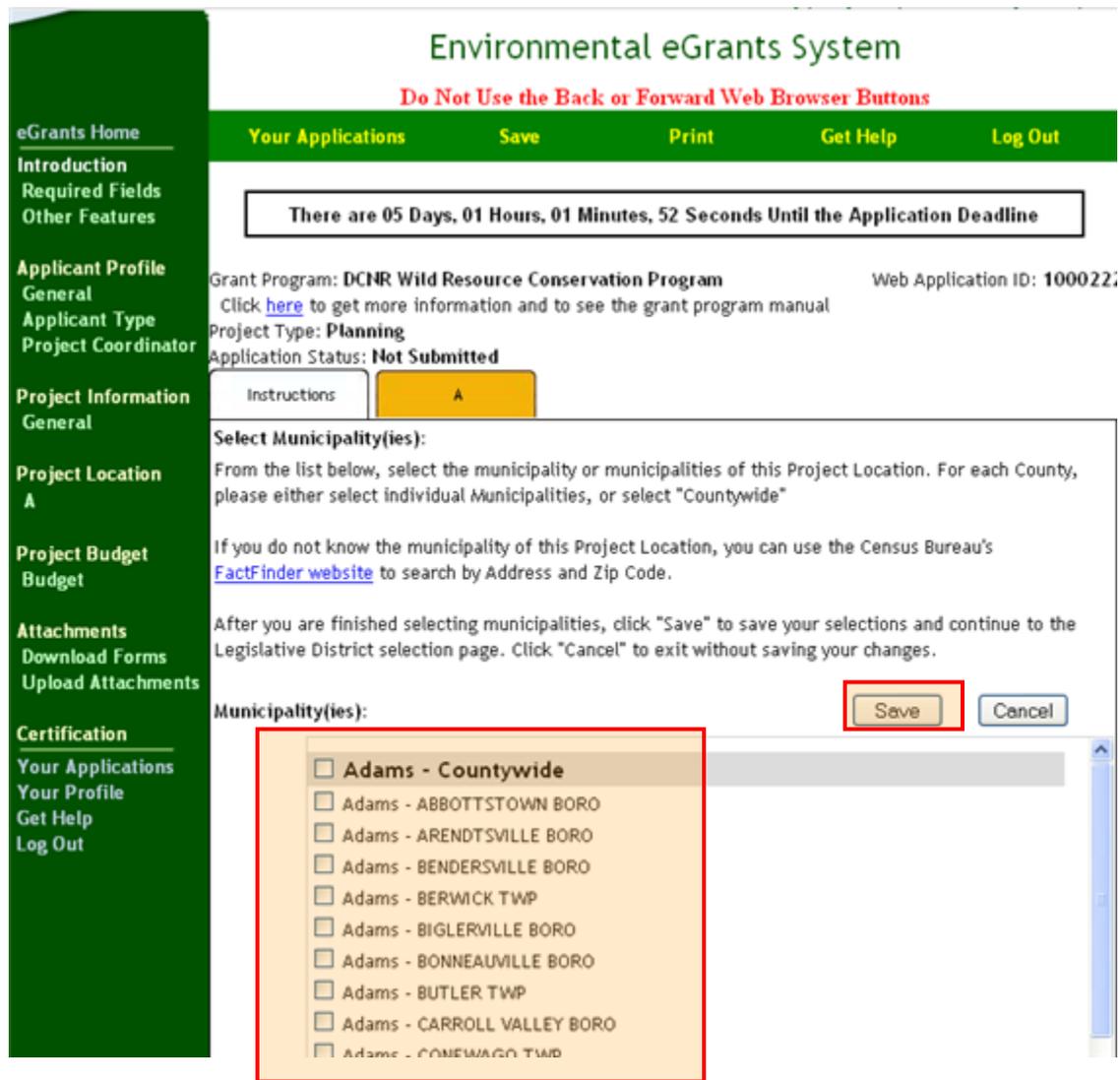


The screenshot shows the 'County(ies)' selection screen in the eGrants system. The interface includes a green navigation sidebar on the left with options like 'eGrants Home', 'Your Applications', and 'Attachments'. The main content area has a green header with 'Your Applications', 'Save', 'Print', 'Get Help', and 'Log Out'. A yellow banner at the top indicates a deadline: 'There are 05 Days, 01 Hours, 03 Minutes, 22 Seconds Until the Application Deadline'. Below this, the grant program is identified as 'DCHR Wild Resource Conservation Program' with ID '100022'. The application status is 'Not Submitted'. The 'Select County(ies)' section instructs the user to select counties from a list. A list of 17 counties is shown, each with an unchecked checkbox. The 'Save' button is highlighted with a red box, and the 'Cancel' button is also visible.

Counties:

- Adams
- Allegheny
- Armstrong
- Beaver
- Bedford
- Berks
- Blair
- Bradford
- Bucks
- Butler
- Cambria
- Cameron
- Carbon
- Centre
- Chester
- Clarion
- Clearfield
- Clinton

10. Once you select the **Save** button, you are directed to the *Municipality(ies)* screen. These are filtered by the county(ies) you selected on the *County(ies)* screen. Note that you have the ability to select individual municipalities for any or all counties or “Countywide”. You cannot select individual municipalities AND select the “Countywide” selection. eGrants will alert you if this situation occurs. Select the appropriate Municipality(ies) (or “Countywide” for any or all counties) and click on the **Save** button.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 01 Hours, 01 Minutes, 52 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: **100022**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**

Instructions **A**

Select Municipality(ies):
 From the list below, select the municipality or municipalities of this Project Location. For each County, please either select individual Municipalities, or select "Countywide"

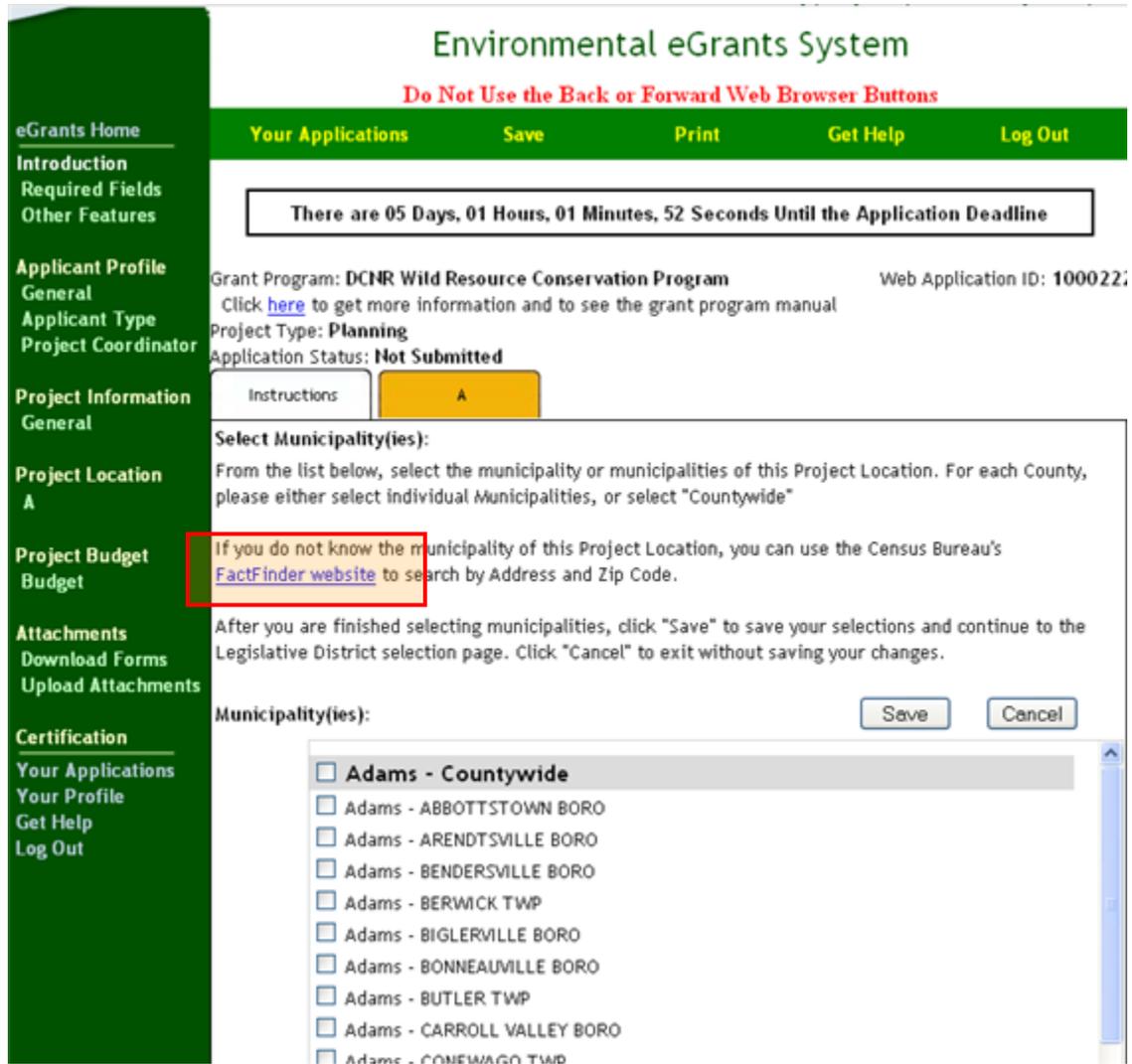
If you do not know the municipality of this Project Location, you can use the Census Bureau's [FactFinder website](#) to search by Address and Zip Code.

After you are finished selecting municipalities, click "Save" to save your selections and continue to the Legislative District selection page. Click "Cancel" to exit without saving your changes.

Municipality(ies): **Save** Cancel

- Adams - Countywide**
- Adams - ABBOTTSTOWN BORO
- Adams - ARENDSVILLE BORO
- Adams - BENDERSVILLE BORO
- Adams - BERWICK TWP
- Adams - BIGLERVILLE BORO
- Adams - BONNEAUVILLE BORO
- Adams - BUTLER TWP
- Adams - CARROLL VALLEY BORO
- Adams - CONEWAGO TWP

11. If you are not sure what Municipality to check, select the **FactFinder website** link to search for the municipality by address and zip code. Note your location must have a United States Postal Address for you to be able to use this resource.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 01 Hours, 01 Minutes, 52 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 100022
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**

Instructions A

Select Municipality(ies):
From the list below, select the municipality or municipalities of this Project Location. For each County, please either select individual Municipalities, or select "Countywide"

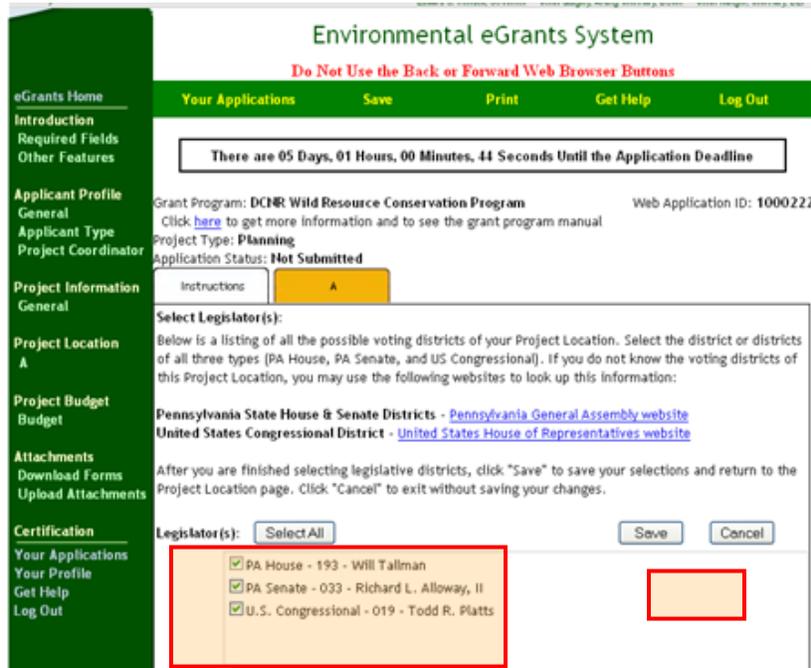
If you do not know the municipality of this Project Location, you can use the Census Bureau's [FactFinder website](#) to search by Address and Zip Code.

After you are finished selecting municipalities, click "Save" to save your selections and continue to the Legislative District selection page. Click "Cancel" to exit without saving your changes.

Municipality(ies): Save Cancel

- Adams - Countywide
- Adams - ABBOTTSTOWN BORO
- Adams - ARENDSVILLE BORO
- Adams - BENDERSVILLE BORO
- Adams - BERWICK TWP
- Adams - BIGLERVILLE BORO
- Adams - BONNEAUVILLE BORO
- Adams - BUTLER TWP
- Adams - CARROLL VALLEY BORO
- Adams - CONEWAGO TWP

12. Once the **Save** button is selected for the *Municipality(ies)* screen, the *Legislator(s)* screen displays the filtered list of Legislative districts. If there is no more than one possible choice for each district, the districts will be automatically selected. Otherwise, pick the appropriate legislators and then click the **Save** button.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 01 Hours, 00 Minutes, 44 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000222
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**

Instructions: A

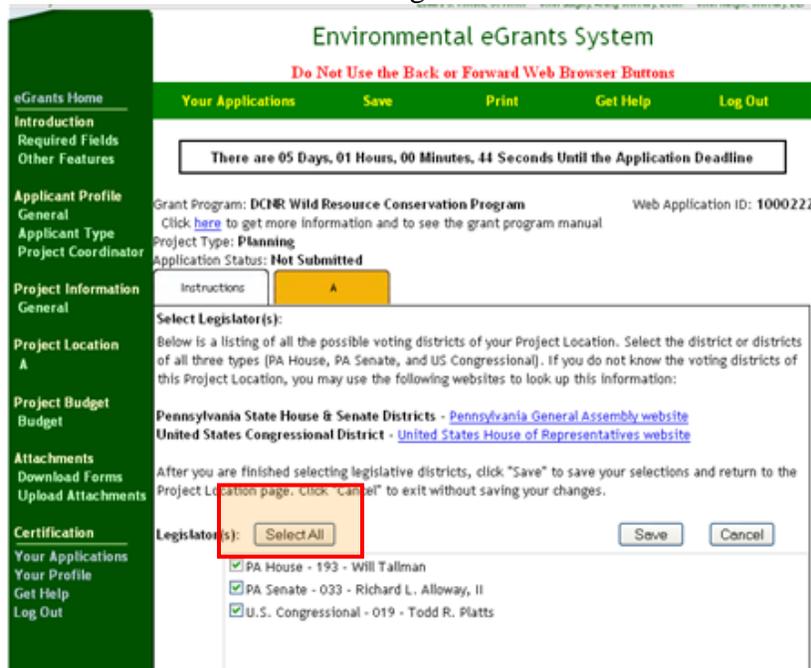
Select Legislator(s):
Below is a listing of all the possible voting districts of your Project Location. Select the district or districts of all three types (PA House, PA Senate, and US Congressional). If you do not know the voting districts of this Project Location, you may use the following websites to look up this information:
Pennsylvania State House & Senate Districts - [Pennsylvania General Assembly website](#)
United States Congressional District - [United States House of Representatives website](#)

After you are finished selecting legislative districts, click "Save" to save your selections and return to the Project Location page. Click "Cancel" to exit without saving your changes.

Legislator(s):

- PA House - 193 - Will Tallman
- PA Senate - 033 - Richard L. Alloway, II
- U.S. Congressional - 019 - Todd R. Platts

13. Click the **Select All** button to select all legislators in the list.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 01 Hours, 00 Minutes, 44 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000222
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**

Instructions: A

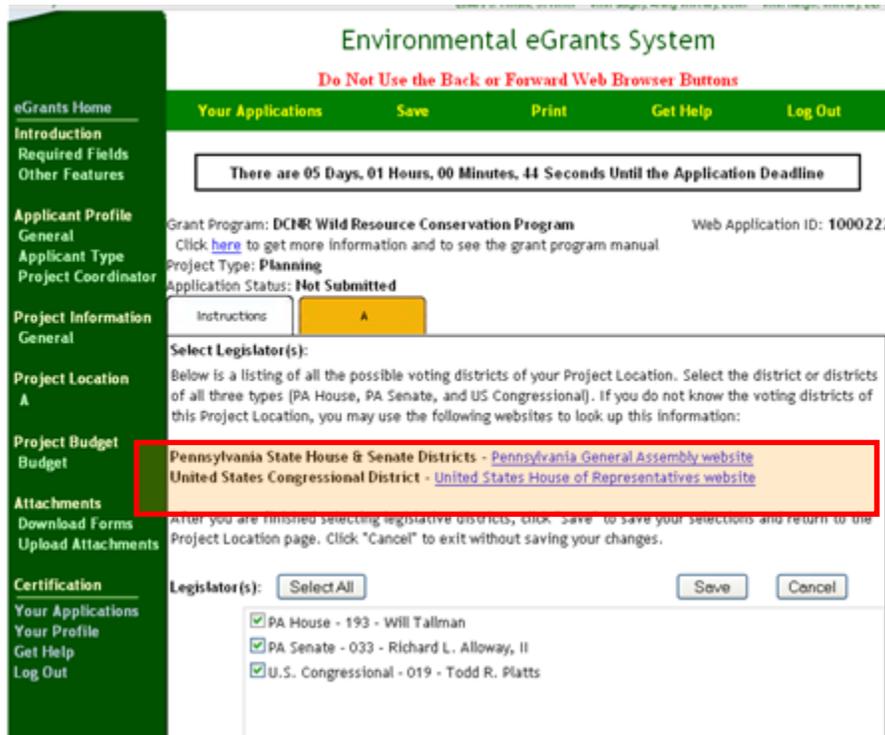
Select Legislator(s):
Below is a listing of all the possible voting districts of your Project Location. Select the district or districts of all three types (PA House, PA Senate, and US Congressional). If you do not know the voting districts of this Project Location, you may use the following websites to look up this information:
Pennsylvania State House & Senate Districts - [Pennsylvania General Assembly website](#)
United States Congressional District - [United States House of Representatives website](#)

After you are finished selecting legislative districts, click "Save" to save your selections and return to the Project Location page. Click "Cancel" to exit without saving your changes.

Legislator(s):

- PA House - 193 - Will Tallman
- PA Senate - 033 - Richard L. Alloway, II
- U.S. Congressional - 019 - Todd R. Platts

14. If you do not know the voting districts of this Project Location, select the [Pennsylvania General Assembly website](#) or the [United States House of Representative website](#) links to look up the information.



The screenshot shows the 'Environmental eGrants System' interface. The left sidebar contains navigation links such as 'eGrants Home', 'Introduction', 'Required Fields', 'Other Features', 'Applicant Profile', 'Project Information', 'Project Location', 'Project Budget', 'Attachments', and 'Certification'. The main content area displays 'Your Applications' with buttons for 'Save', 'Print', 'Get Help', and 'Log Out'. A green banner at the top indicates 'Do Not Use the Back or Forward Web Browser Buttons'. A countdown timer shows 'There are 05 Days, 01 Hours, 00 Minutes, 44 Seconds Until the Application Deadline'. The application details include 'Grant Program: DCMR Wild Resource Conservation Program', 'Web Application ID: 1000221', 'Project Type: Planning', and 'Application Status: Not Submitted'. The 'Project Location' section, labeled 'A', provides instructions on selecting legislators and includes a red-bordered box with the following text: 'Pennsylvania State House & Senate Districts - [Pennsylvania General Assembly website](#)
United States Congressional District - [United States House of Representatives website](#)'. Below this, there are 'Save' and 'Cancel' buttons, and a list of selected legislators: PA House - 193 - Will Tallman, PA Senate - 033 - Richard L. Alloway, II, and U.S. Congressional - 019 - Todd R. Platts.

15. After we select **Save** from the *Legislator(s)* screen we are directed back to the *Project Location* screen. Notice that your county(ies), municipality(ies) and legislative district information is populated in the appropriate fields. To edit any of the information, select the **Select** link again and repeat the above steps.

<p>General</p> <p>Project Location</p> <p>Project Budget</p> <p>Attachments</p> <p>Certification</p> <p>Your Applications</p> <p>Your Profile</p> <p>Get Help</p> <p>Log Out</p>	<p>Instructions</p> <p style="background-color: #FFC000; display: inline-block; padding: 2px;">Test</p>	<p>PROJECT LOCATION - Test Add New Location Delete this Location</p> <p>* Location Name: <input type="text" value="Test"/></p> <p>* Address Line 1: <input type="text"/></p> <p>Note: If there is no U.S. Postal address for the location, enter a general site description in this field. Ex. South of Mill Creek along the banks of Penns Creek</p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>* State: <input type="text" value="Pennsylvania"/></p> <p>Zip: <input type="text"/> Ex: 11111-1111</p> <p>Is the property leased? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Property Owner: <input type="text"/></p>										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">* County(ies): Adams Tioga</td> <td style="text-align: right; padding: 5px;">Select</td> </tr> <tr> <td style="padding: 5px;">* Municipality(ies): Adams - ARENDSVILLE BORO Tioga - HAMILTON TWP</td> <td style="text-align: right; padding: 5px;">Select</td> </tr> <tr> <td style="padding: 5px;">* PA House District(s): 068 - Matthew E. Baker 091 - Dan Moul</td> <td style="text-align: right; padding: 5px;">Select</td> </tr> <tr> <td style="padding: 5px;">* PA Senate District(s): 025 - Joseph B. Scarnati, III 033 - Richard L. Alloway, II</td> <td style="text-align: right; padding: 5px;">Select</td> </tr> <tr> <td style="padding: 5px;">U.S. Congressional District(s): 005 - Glenn Thompson 019 - Todd R. Platts</td> <td style="text-align: right; padding: 5px;">Select</td> </tr> </table>	* County(ies): Adams Tioga	Select	* Municipality(ies): Adams - ARENDSVILLE BORO Tioga - HAMILTON TWP	Select	* PA House District(s): 068 - Matthew E. Baker 091 - Dan Moul	Select	* PA Senate District(s): 025 - Joseph B. Scarnati, III 033 - Richard L. Alloway, II	Select	U.S. Congressional District(s): 005 - Glenn Thompson 019 - Todd R. Platts	Select
* County(ies): Adams Tioga	Select											
* Municipality(ies): Adams - ARENDSVILLE BORO Tioga - HAMILTON TWP	Select											
* PA House District(s): 068 - Matthew E. Baker 091 - Dan Moul	Select											
* PA Senate District(s): 025 - Joseph B. Scarnati, III 033 - Richard L. Alloway, II	Select											
U.S. Congressional District(s): 005 - Glenn Thompson 019 - Todd R. Platts	Select											

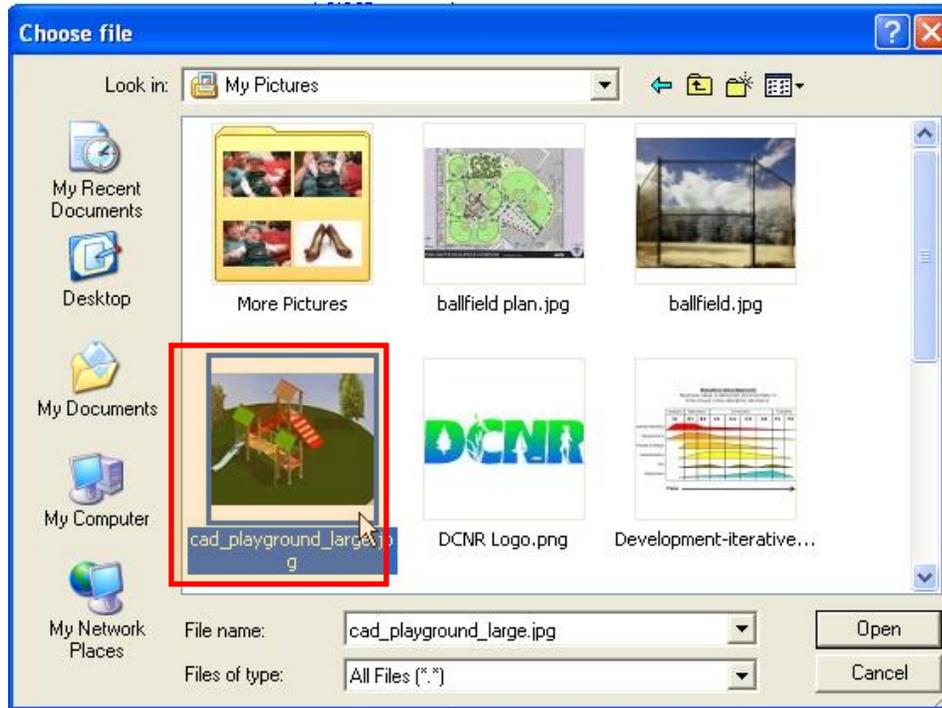
16. The **Mapping Information** section is not required by all grant programs. The grant program manuals and instructions will guide the applicant in entering this information if it's required by the grant program. Latitude and Longitude can be entered in Degrees Minutes Seconds or Decimal Degrees format.

<p>County(ies): Adams Tioga</p>	Select
<p>Municipality(ies): Adams - ARENDSVILLE BORO Tioga - HAMILTON TWP</p>	Select
<p>PA House District(s): 068 - Matthew E. Baker 091 - Dan Moul</p>	Select
<p>PA Senate District(s): 025 - Joseph B. Scarnati, III 033 - Richard L. Alloway, II</p>	Select
<p>U.S. Congressional District(s): 005 - Glenn Thompson 019 - Todd R. Platts</p>	Select
<p>Mapping Information - Refer to grant program guidelines for required mapping information. Enter Latitude and Longitude of this location in decimal degrees or DDMMSS format (no spaces).</p> <p>Latitude: <input type="text"/> Ex: 40.2697 or 401611</p> <p>Longitude: <input type="text"/> Ex: 76.8756 or 765232</p> <p>Acreage: <input type="text"/></p> <p>Length in Miles: <input type="text"/></p> <p>Parcel Number: <input type="text"/></p> <p>Decimal Latitude: <input type="text"/></p> <p>Decimal Longitude: <input type="text"/></p>	

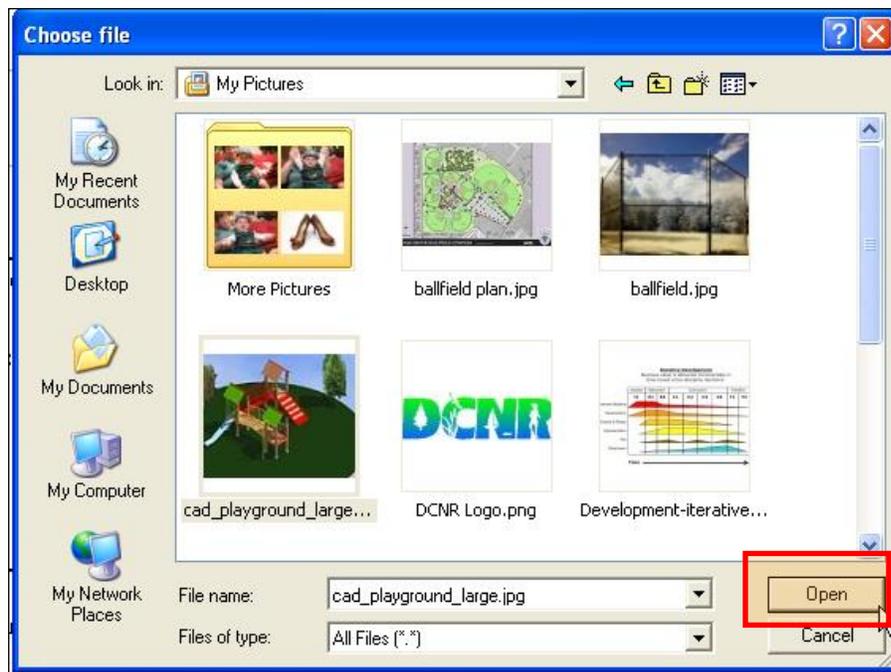
17. Files that are specific to a particular location can be uploaded in the **Add More Attachments** section. Attachments can be shape files, pictures of the project location, plans or specifications among others. To attach one or more files to a location, perform the following steps for each file:
- Click the **Browse** button.

<p>Current Attachments: No attachments pertaining to this Project Location have been uploaded.</p> <p>Add more attachments (limit 10MB per attachment) Use this area to upload any additional documents pertaining to this Project Location.</p> <p>Browse for file: <input type="text"/> Browse...</p> <p>Attachment Name: <input type="text"/></p> <p>Attachment Type: <input type="text"/></p> <p>Upload This File</p>

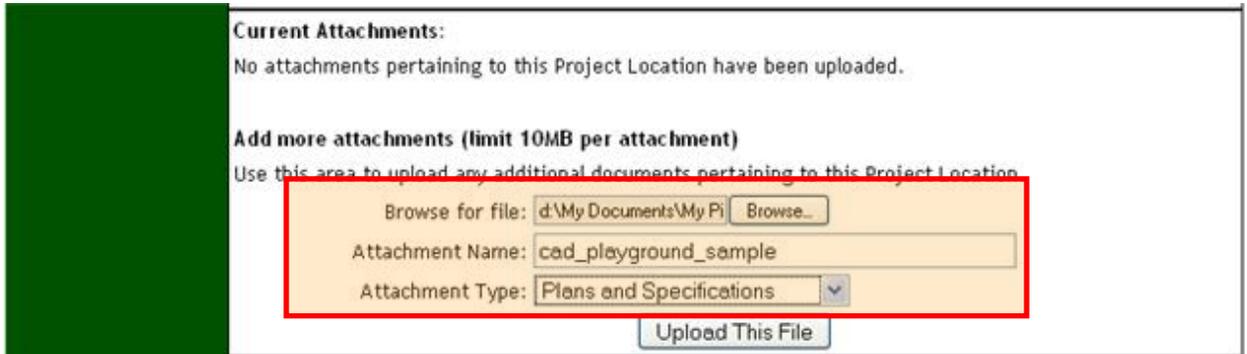
- b. Find the file on your computer and click on it to highlight it.



- c. Select the **Open** button from the Browse window. The window will close and the file name will be displayed in the Browse for File field and the File Description field.



- d. Change the File Description field if desired and select the type of file from the Attachment Type dropdown list.



Current Attachments:
No attachments pertaining to this Project Location have been uploaded.

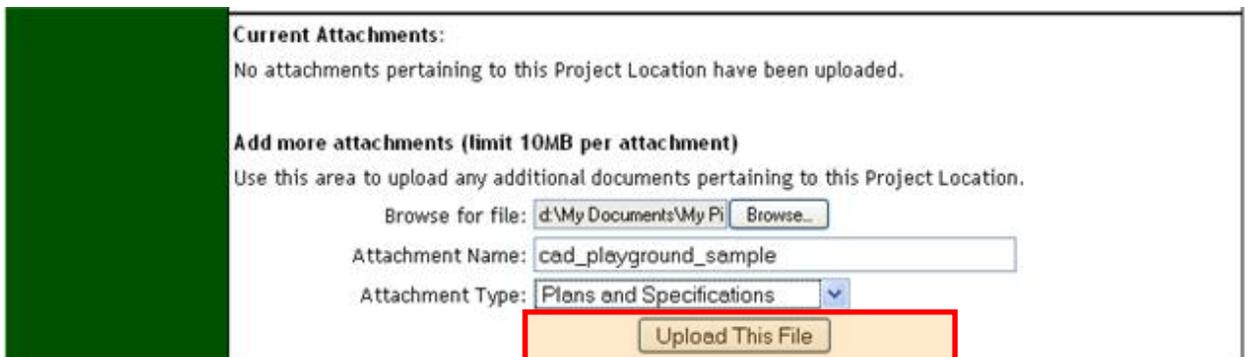
Add more attachments (limit 10MB per attachment)
Use this area to upload any additional documents pertaining to this Project Location.

Browse for file: d:\My Documents\My Pi

Attachment Name:

Attachment Type: ▾

- e. Click the **Upload** button to transfer the file from your computer to egrants. Note that after the file is uploaded, the Site Name has been prefixed to the file name.



Current Attachments:
No attachments pertaining to this Project Location have been uploaded.

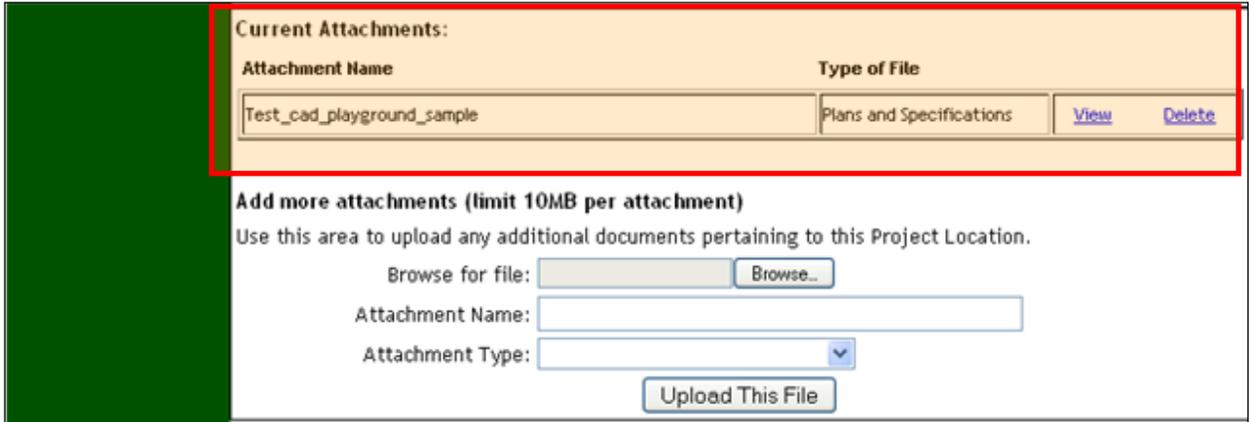
Add more attachments (limit 10MB per attachment)
Use this area to upload any additional documents pertaining to this Project Location.

Browse for file: d:\My Documents\My Pi

Attachment Name:

Attachment Type: ▾

18. The **Current Attachments** are those files that have already been added to the location information. You have two options for these files.
- View the document by selecting the **View** link
 - Delete the document by selecting the **Delete** link



Current Attachments:

Attachment Name	Type of File	
Test_cad_playground_sample	Plans and Specifications	View Delete

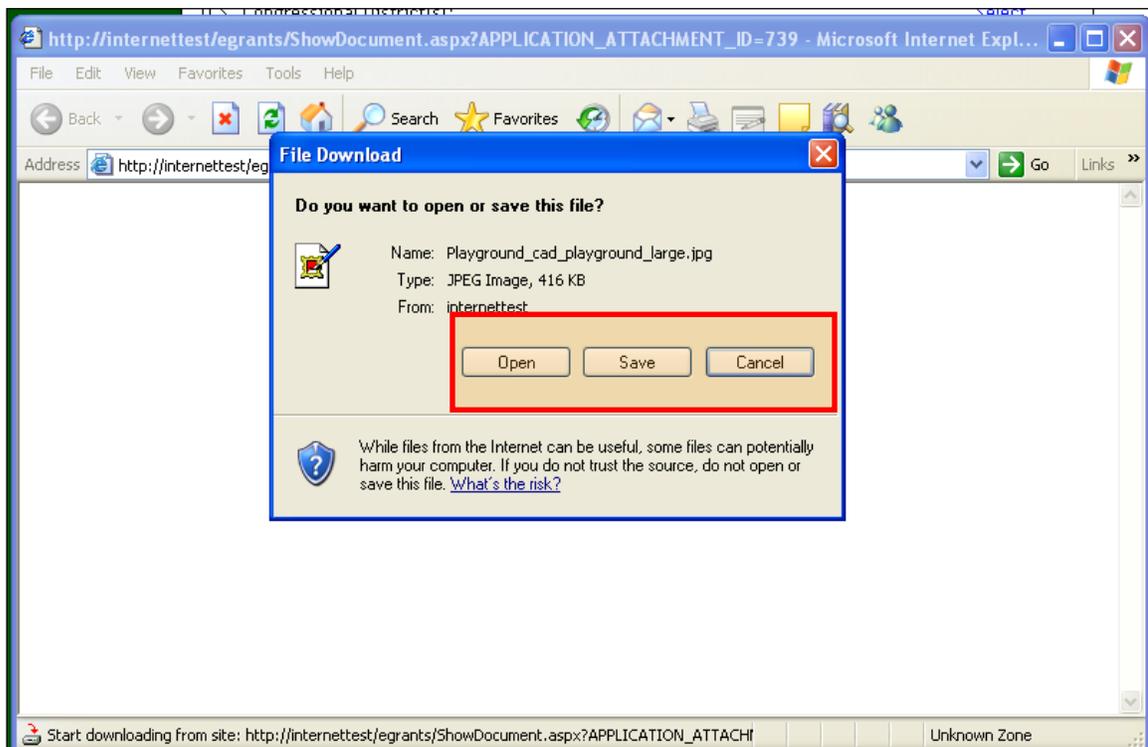
Add more attachments (limit 10MB per attachment)
Use this area to upload any additional documents pertaining to this Project Location.

Browse for file:

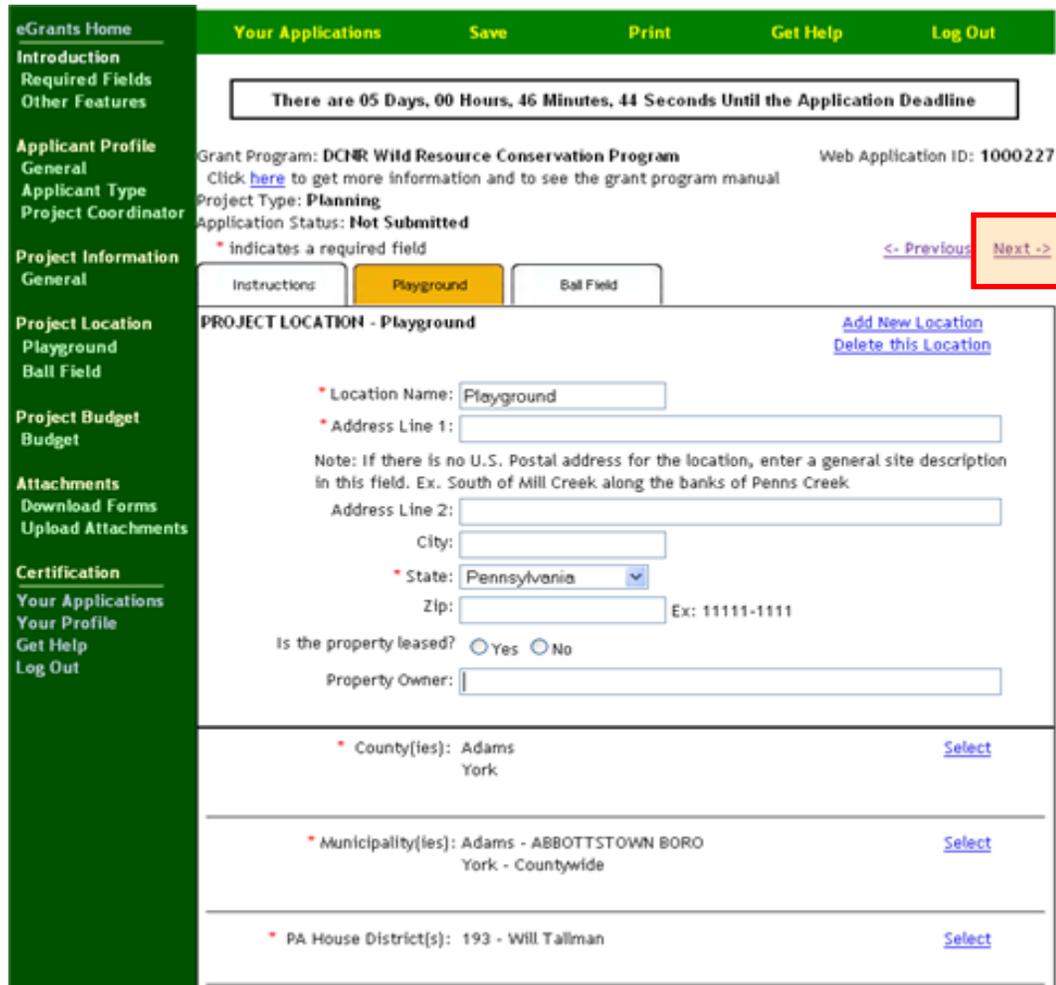
Attachment Name:

Attachment Type:

19. To open or save the attachment, click the **View** link and then choose to open or save the file.



20. Select the Next link to proceed to the next Project Location that has been created and complete the information including attaching any related files. If there are no other project locations the Next link will redirect you to the next sequential section of the application.



The screenshot shows the eGrants application interface. At the top, there is a green navigation bar with links for 'Your Applications', 'Save', 'Print', 'Get Help', and 'Log Out'. Below this, a yellow box indicates a deadline: 'There are 05 Days, 00 Hours, 46 Minutes, 44 Seconds Until the Application Deadline'. The main content area is titled 'PROJECT LOCATION - Playground' and includes a sidebar with navigation options like 'Introduction', 'Applicant Profile', 'Project Information', 'Project Location', 'Project Budget', 'Attachments', and 'Certification'. The 'Project Location' section contains several input fields: 'Location Name' (filled with 'Playground'), 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu set to 'Pennsylvania'), 'Zip' (with an example '11111-1111'), and 'Property Owner'. There are also radio buttons for 'Is the property leased?' (Yes/No) and 'Select' links for 'County(ies)', 'Municipality(ies)', and 'PA House District(s)'. A red box highlights the 'Next ->' link in the top right corner of the form area.

Note: Uploaded files are limited to 10MB each. If a file you attempt to upload is bigger than 10MB, you will receive a system message. You can upload multiple 10MB files.



The Upload process also limits the file types of files uploaded. Again the system will warn you if it cannot upload a file.

18 **Completing the Project Budget**

Description

One of the more important pieces of information on a grant application is the total grant amount being requested and the total project cost. This section is where the Grant Applicant enters the amount of grant funding that is being requested and all other sources of funding for the project that may be required by the grant program (“matching funds”). Together these funds will total to the overall project cost.

Both cash and non-cash matching (“local”) funds can be entered. Additionally the status of the matching funds commitment must be indicated by selecting either Pending (P) or Secured (S) next to each cash and non-cash fund amount from the drop down list. Multiple sources of funds can be entered.

Percentages will be calculated on the totals to show the percentage of the grant amount requested and matching funds supplied by the applicant against the total project cost. eGrants calculates the totals every time changes are saved to the budget record or the user clicks the **Update Totals** link.

Step By Step Instructions

1. Enter the Grant Amount Requested in the **Total Grant Amount Requested** field. Amounts can be up to two decimal places and cannot be negative.

Your Applications
Save
Print
Get Help
Log Out

There are 05 Days, 00 Hours, 37 Minutes, 14 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**

* indicates a required field [<- Previous](#) [Next ->](#)

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (\$)	Non-Cash Value	Pending (P) or Secured (\$)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="button" value="v"/>	<input type="button" value="Save"/>

Total Cash Match		Total Non-Cash Match			
------------------	--	----------------------	--	--	--

	Amount	% of total
Total of Local Cash AND Non-Cash Match	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Grant Amount Requested	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Total Project Cost	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

[<- Previous](#) [Next ->](#)

2. Multiple match fund sources can be entered in the Match Funds section. The following describe the columns in the match fund source section:

- ✓ Name of Match Source – the source of the matching fund (DCED, ABC Foundation, FHWA, etc.)
- ✓ Cash - are those funds being given to your specific project in the form of cash. Amounts can be up to two decimal places and cannot be negative.
- ✓ Non Cash- the value of non-cash contributions such as donated material, land or volunteer hours. Amounts can be up to two decimal places and cannot be negative.
- ✓ Pending or Secured – the commitment status of each of the cash and non-cash match funds

[Your Applications](#) [Save](#) [Print](#) [Get Help](#) [Log Out](#)

- [eGrants Home](#)
- [Introduction](#)
- [Required Fields](#)
- [Other Features](#)
- Applicant Profile**
 - [General](#)
 - [Applicant Type](#)
 - [Project Coordinator](#)
- Project Information**
 - [General](#)
- Project Location**
 - [Playground](#)
 - [Ball Field](#)
- Project Budget**
 - [Budget](#)
- Attachments**
 - [Download Forms](#)
 - [Upload Attachments](#)
- Certification**
 - [Your Applications](#)
 - [Your Profile](#)
 - [Get Help](#)
 - [Log Out](#)

There are 05 Days, 00 Hours, 21 Minutes, 52 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: **1000227**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

Instructions **Budget**

PROJECT BUDGET-Budget
 * Total Grant Amount Requested:
 List local match sources and amounts below; read program instructions regarding eligible match.
 Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (\$)	Non-Cash Value	Pending (P) or Secured (\$)	
Some Municipality	\$2,500.00	S ▾	\$0.00	▾	Delete
DCED	\$2,000.00	P ▾	\$0.00	▾	Delete
Community Recreation Org	\$0.00	S ▾	\$5,000.00	P ▾	Delete
		▾		▾	Save

[Update Totals](#)

Total Cash Match	\$4,500.00	Total Non-Cash Match	\$5,000.00		
			Amount	% of total	
Total of Local Cash AND Non-Cash Match			\$9,500.00	49 %	
Grant Amount Requested			\$10,000.00	51 %	
Total Project Cost			\$19,500.00	100 %	

[<- Previous](#) [Next ->](#)

- When the Save link is clicked, the match source row is saved and a new blank row is provided. The Save link only appears on a new row.

eGrants Home
Your Applications Save Print Get Help Log Out

There are 05 Days, 00 Hours, 20 Minutes, 39 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
Some Municipality	2500	P <input type="button" value="v"/>		<input type="button" value="v"/>	<input style="background-color: #FFD700;" type="button" value="Save"/>

Total Cash Match		Total Non-Cash Match			
------------------	--	----------------------------	--	--	--

	Amount	% of total
Total of Local Cash AND Non-Cash Match		
Grant Amount Requested	\$10,000.00	
Total Project Cost		

[<- Previous](#) [Next ->](#)

- The **Delete** link only appears on a saved row. Clicking this link deletes the Match Source row.

eGrants Home
Your Applications Save Print Get Help Log Out

There are 05 Days, 00 Hours, 19 Minutes, 37 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

Instructions
 Budget

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
<input type="text" value="Some Municipality"/>	<input type="text" value="\$2,500.00"/>	<input type="text" value="P"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save

[Update Totals](#)

Total Cash Match	\$2,500.00	Total Non-Cash Match	\$0.00		
			Amount	% of total	
Total of Local Cash AND Non-Cash Match			\$2,500.00	20 %	
Grant Amount Requested			\$10,000.00	80 %	
Total Project Cost			\$12,500.00	100 %	

[<- Previous](#) [Next ->](#)

- The last row at the bottom of the Match Funds table displays the total amount of the **Cash** and **Non Cash** match funds from all sources.

Your Applications
Save
Print
Get Help
Log Out

There are 05 Days, 00 Hours, 21 Minutes, 52 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

Instructions Budget

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
<input type="text" value="Some Municipality"/>	<input type="text" value="\$2,500.00"/>	<input type="text" value="S"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	Delete
<input type="text" value="DCED"/>	<input type="text" value="\$2,000.00"/>	<input type="text" value="P"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	Delete
<input type="text" value="Community Recreation Org"/>	<input type="text" value="\$0.00"/>	<input type="text" value="S"/>	<input type="text" value="\$5,000.00"/>	<input type="text" value="P"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save

Total Cash Match	\$4,500.00	Total Non-Cash Match	\$5,000.00		
------------------	------------	----------------------	------------	--	--

	Amount	% of total
Total of Local Cash AND Non-Cash Match	\$9,500.00	49 %
Grant Amount Requested	\$10,000.00	51 %
Total Project Cost	\$19,500.00	100 %

[<- Previous](#) [Next ->](#)

6. The bottom section of the budget shows the calculated total project cost broken out into the grant amount requested and the total of all cash and non-cash match funds entered. These amounts are calculated as percentages against the total project cost.

eGrants Home
Your Applications Save Print Get Help Log Out

There are 05 Days, 00 Hours, 21 Minutes, 52 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

Instructions **Budget**

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
<input type="text" value="Some Municipality"/>	\$2,500.00	S	\$0.00	P	Delete
<input type="text" value="DCED"/>	\$2,000.00	P	\$0.00	P	Delete
<input type="text" value="Community Recreation Org"/>	\$0.00	S	\$5,000.00	P	Delete
<input type="text"/>		P		P	Save

Total Cash Match	\$4,500.00	Total Non-Cash Match	\$5,000.00		
------------------	------------	----------------------	------------	--	--

	Amount	% of total
Total of Local Cash AND Non-Cash Match	\$9,500.00	49 %
Grant Amount Requested	\$10,000.00	51 %
Total Project Cost	\$19,500.00	100 %

[<- Previous](#) [Next ->](#)

7. Select the **Update Totals** link at any time to update the total fields. This also saves your budget information.

Your Applications
Save
Print
Get Help
Log Out

There are 05 Days, 00 Hours, 21 Minutes, 52 Seconds Until the Application Deadline

[eGrants Home](#)

[Introduction](#)

[Required Fields](#)

[Other Features](#)

[Applicant Profile](#)

[General](#)

[Applicant Type](#)

[Project Coordinator](#)

[Project Information](#)

[General](#)

[Project Location](#)

[Playground](#)

[Ball Field](#)

[Project Budget](#)

[Budget](#)

[Attachments](#)

[Download Forms](#)

[Upload Attachments](#)

[Certification](#)

[Your Applications](#)

[Your Profile](#)

[Get Help](#)

[Log Out](#)

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**

Application Status: **Not Submitted**

* indicates a required field [<- Previous](#) [Next ->](#)

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
<input type="text" value="Some Municipality"/>	\$2,500.00	S	\$0.00	P	Delete
<input type="text" value="DCED"/>	\$2,000.00	P	\$0.00	P	Delete
<input type="text" value="Community Recreation Org"/>	\$0.00	S	\$5,000.00	P	Delete
<input type="text"/>		P		P	Save

Total Cash Match	\$4,500.00	Total Non-Cash Match	\$5,000.00		
			Amount	% of total	
Total of Local Cash AND Non-Cash Match			\$9,500.00	49 %	
Grant Amount Requested			\$10,000.00	51 %	
Total Project Cost			\$19,500.00	100 %	

[<- Previous](#) [Next ->](#)

8. Select the **Next** link to proceed to the next sequential section of the application.

[Your Applications](#) [Save](#) [Print](#) [Get Help](#) [Log Out](#)

There are 05 Days, 00 Hours, 21 Minutes, 52 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: **1000227**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**

* indicates a required field

[<- Previous](#) [Next ->](#)

[eGrants Home](#)
[Introduction](#)
[Required Fields](#)
[Other Features](#)

[Applicant Profile](#)
[General](#)
[Applicant Type](#)
[Project Coordinator](#)

[Project Information](#)
[General](#)

[Project Location](#)
[Playground](#)
[Ball Field](#)

[Project Budget](#)
[Budget](#)

[Attachments](#)
[Download Forms](#)
[Upload Attachments](#)

[Certification](#)
[Your Applications](#)
[Your Profile](#)
[Get Help](#)
[Log Out](#)

Instructions

Budget

PROJECT BUDGET-Budget

* Total Grant Amount Requested:

List local match sources and amounts below; read program instructions regarding eligible match.

Every line entered must include Name of Match Source, Cash Amount or Non-Cash Value, and whether the amounts entered are Pending or Secured, before this application can be submitted.

Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
<input type="text" value="Some Municipality"/>	\$2,500.00	S <input type="button" value="v"/>	\$0.00	<input type="button" value="v"/>	Delete
<input type="text" value="DCED"/>	\$2,000.00	P <input type="button" value="v"/>	\$0.00	<input type="button" value="v"/>	Delete
<input type="text" value="Community Recreation Org"/>	\$0.00	S <input type="button" value="v"/>	\$5,000.00	P <input type="button" value="v"/>	Delete
<input type="text"/>		<input type="button" value="v"/>		<input type="button" value="v"/>	Save

Total Cash Match	\$4,500.00	Total Non-Cash Match	\$5,000.00		
------------------	------------	----------------------	------------	--	--

	Amount	% of total
Total of Local Cash AND Non-Cash Match	\$9,500.00	49 %
Grant Amount Requested	\$10,000.00	51 %
Total Project Cost	\$19,500.00	100 %

[<- Previous](#) [Next ->](#)



Note: Again remember that the application does not have to be completed in the sequential order that is displayed. If you wish to complete another section, select that section from the left navigation bar.

19 Application Attachments

Description

The **Attachments** section is a centralized location for all the supplemental materials (forms, pictures, plans, specifications, appraisals, etc.) that must or should be completed and submitted with the application. Each grant opportunity can have different requirements for supplemental materials.

The **Attachments** section is divided into two pages. The first page (or tab) is the *Download Forms* page. The second page is the *Upload Attachments* page.

Download Forms

The *Download Forms* page provides information to you about other supplemental materials that need to be included with your application by providing a list of forms or other types of attachments that are required by the grant program for the project type that you selected when you created your application.

There are two categories of items in the list: forms that are on-line and need to be downloaded and completed (budget forms, supplemental application forms, etc.), and attachments for which there is no form provided by the grant program but that must or should be attached to the application by you (appraisal, community letters, pictures, etc.). Each form/attachment on the list is given a classification (see the Class column) that helps you to understand what you need to submit with the application as follows:

- ✓ **Required** – These forms/attachments **MUST** be submitted with the application in order for the application to be considered complete.
- ✓ **Conditional** – These forms/attachments **MIGHT** have to be submitted with the application in order for the application to be considered complete based on criteria in addition to the grant program and project type.
- ✓ **Optional** – These forms/attachments **CAN** be submitted with the application if the Grant Applicant thinks they will improve their proposal, but are not required under any condition

Additionally, each item in the list can have its own special set of instructions for any unique information that the grant program wants to give you about the form or attachment.

Forms that are available for download are provided in up to two file types. One must be an Adobe (PDF) file type, if available. The other format could be a Word, Excel or other common Microsoft file type, if available.

Upload Attachments

When forms and attachments are ready to be attached to the grant application, you need to go to the *Upload Attachments* page. By default, this page provides a table with a row for every item that is on the *Download Forms* page as a cue to you of what needs to be attached to the Grant Application and the requirement classification of the attachment (required, conditional, optional).

The *Upload Attachments* page also displays any attachments that were uploaded from the **Project Location** section. Any of the attachments can be viewed or deleted by clicking the **View** or **Delete** links that are provided for each attachment.

You can also choose to upload additional files that weren't requested by the grant program by using the file upload functionality in the **Add More Attachments** portion of the *Upload Attachments* page.

Because there are limits to the size and types of files that can be uploaded and also because some applicants may not know how to put their attachments into an electronic format, eGrants also provides the ability for you to indicate to eGrants that you will send a requested attachment in by mail. In this way, if a required attachment cannot be uploaded, you can click the "Will Send" checkbox for an attachment and that will satisfy eGrants that you have acknowledged the attachment as part of the application package and agree to mail it. Required attachments must be either uploaded or marked as "Will Send" for this section to be considered "complete".

Step by Step Instructions

1. The *Download Forms* page lists all the required, conditional and optional forms that are requested for the grant applications. The Class column shows you the attachment classification. Required attachments MUST be included with the application package.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 50 Days, 13 Hours, 27 Minutes, 52 Seconds Until the Application Deadline

eGrants Home

Introduction

Required Fields

Other Features

Applicant Profile

General

Applicant Type

Project Coordinator

Project Information

General

Project Location

Project Budget

Budget

Attachments

Download Forms

Upload Attachments

Certification

Your Applications

Your Profile

Get Help

Log Out

Grant Program: **DCNR Melville Grant** Web Application ID: **1000251**

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**

Application Status: **Not Submitted**

[-< Previous](#) [Next ->](#)

Instructions
Download Forms
Upload Attachments

ATTACHMENTS - Download Forms

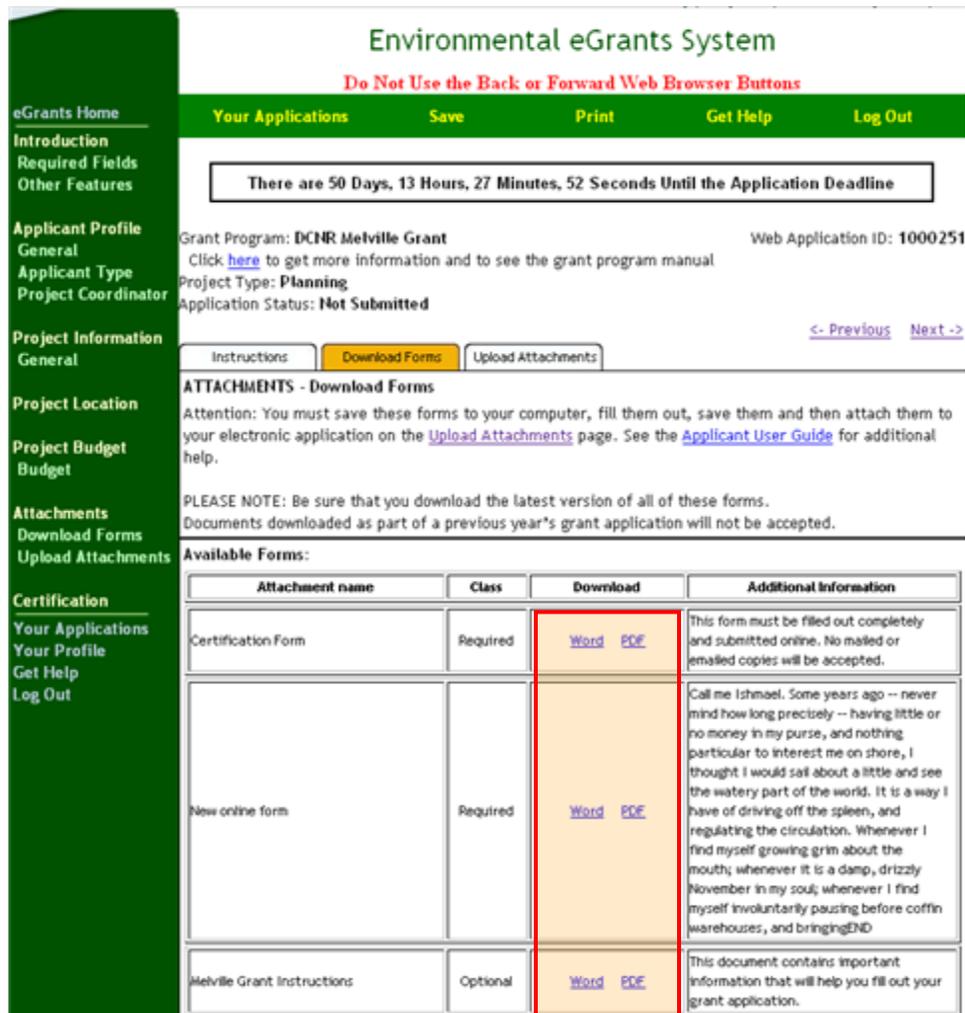
Attention: You must save these forms to your computer, fill them out, save them and then attach them to your electronic application on the [Upload Attachments](#) page. See the [Applicant User Guide](#) for additional help.

PLEASE NOTE: Be sure that you download the latest version of all of these forms.
Documents downloaded as part of a previous year's grant application will not be accepted.

Available Forms:

Attachment name	Class	Download	Additional Information
Certification Form	Required	Word PDF	This form must be filled out completely and submitted online. No mailed or emailed copies will be accepted.
New online form	Required	Word PDF	Call me Ishmael. Some years ago -- never mind how long precisely -- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringingEND
Melville Grant Instructions	Optional	Word PDF	This document contains important information that will help you fill out your grant application.

- To download either version of the form, select the link for the desired file format in the **Download** column for the appropriate form.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 50 Days, 13 Hours, 27 Minutes, 52 Seconds Until the Application Deadline

Grant Program: DCNR Melville Grant Web Application ID: 1000251
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted** <- Previous Next ->

Instructions **Download Forms** Upload Attachments

ATTACHMENTS - Download Forms

Attention: You must save these forms to your computer, fill them out, save them and then attach them to your electronic application on the [Upload Attachments](#) page. See the [Applicant User Guide](#) for additional help.

PLEASE NOTE: Be sure that you download the latest version of all of these forms.
 Documents downloaded as part of a previous year's grant application will not be accepted.

Available Forms:

Attachment name	Class	Download	Additional Information
Certification Form	Required	Word PDF	This form must be filled out completely and submitted online. No mailed or emailed copies will be accepted.
New online form	Required	Word PDF	Call me Ishmael. Some years ago -- never mind how long precisely -- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringingEND
Melville Grant Instructions	Optional	Word PDF	This document contains important information that will help you fill out your grant application.

- Click the **Save** button on the File Download dialog box to save the file to your computer.





Warning: Save the form on your computer and then fill out. Do not open the file and fill out. It will not save to eGrants.

- Note that there is an Additional Instructions column that lists special instructions, if any, specific to each attachment.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 50 Days, 13 Hours, 27 Minutes, 52 Seconds Until the Application Deadline

Grant Program: **DCNR Melville Grant** Web Application ID: **1000251**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted** [<- Previous](#) [Next ->](#)

Instructions
Download Forms
Upload Attachments

ATTACHMENTS - Download Forms

Attention: You must save these forms to your computer, fill them out, save them and then attach them to your electronic application on the [Upload Attachments](#) page. See the [Applicant User Guide](#) for additional help.

PLEASE NOTE: Be sure that you download the latest version of all of these forms.
 Documents downloaded as part of a previous year's grant application will not be accepted.

Available Forms:

Attachment name	Class	Download	Additional Information
Certification Form	Required	Word PDF	This form must be filled out completely and submitted online. No mailed or emailed copies will be accepted.
New online form	Required	Word PDF	Call me Ishmael. Some years ago -- never mind how long precisely -- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringingEND
Melville Grant Instructions	Optional	Word PDF	This document contains important information that will help you fill out your grant application.

- Select the *Upload Attachments* tab to navigate to the page where you will be able to upload forms and attachments to eGrants.

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 50 Days, 13 Hours, 26 Minutes, 17 Seconds Until the Application Deadline

eGrants Home

Introduction

Required Fields

Other Features

Applicant Profile

General

Applicant Type

Project Coordinator

Project Information

General

Project Location

Project Budget

Budget

Attachments

Download Forms

Upload Attachments

Certification

Your Applications

Your Profile

Get Help

Log Out

Grant Program: **DCNR Melville Grant** Web Application ID: **1000251**

Click [here](#) to get more information and to see the grant program manual

Project Type: **Planning**

Application Status: **Not Submitted** [-< Previous](#) [Next ->](#)

Instructions
Download Forms
Upload Attachments

ATTACHMENTS - Download Forms

Attention: You must save these forms to your computer, fill them out, save them and then attach them to your electronic application on the [Upload Attachments](#) page. See the [Applicant User Guide](#) for additional help.

PLEASE NOTE: Be sure that you download the latest version of all of these forms.
Documents downloaded as part of a previous year's grant application will not be accepted.

Available Forms:

Attachment name	Class	Download	Additional Information
Certification Form	Required	Word PDF	This form must be filled out completely and submitted online. No mailed or emailed copies will be accepted.
New online form	Required	Word PDF	Call me Ishmael. Some years ago -- never mind how long precisely -- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grin about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringingEND

- It is important to notice on the **Upload Attachments** screen that the same **Form Names** are displayed with the same **Class** indication, except now the ability to transfer them to eGrants (upload) is provided.

Pennsylvania Environmental eGrants Edward G. Rendell, Governor • John Outley, Acting Secretary, DCNR • John Hanger, Secretary, DEP

Environmental eGrants System

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Your Applications
Save
Print
Get Help
Log Out

There are 47 Days, 10 Hours, 04 Minutes, 38 Seconds Until the Application Deadline

Grant Program: **DCNR Melville Grant** Web Application ID: **1000251**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * Indicates a required field [<- Previous](#) [Next ->](#)

Instructions
Download Forms
Upload Attachments

ATTACHMENTS - Upload Attachments

All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name	Will Send
New online form	Required	<input type="text"/> <input type="button" value="Browse..."/>	<input type="checkbox"/>
Certification Form	Required	<input type="text"/> <input type="button" value="Browse..."/>	<input type="checkbox"/> Must Upload
Melville Grant Instructions	Optional	Please do not submit this document -- it contains instructions for completing the application and is for informational purposes only.	<input type="checkbox"/>

Add more attachments (limit 10MB per attachment)
 Use this area to upload any additional documents pertaining to this application.

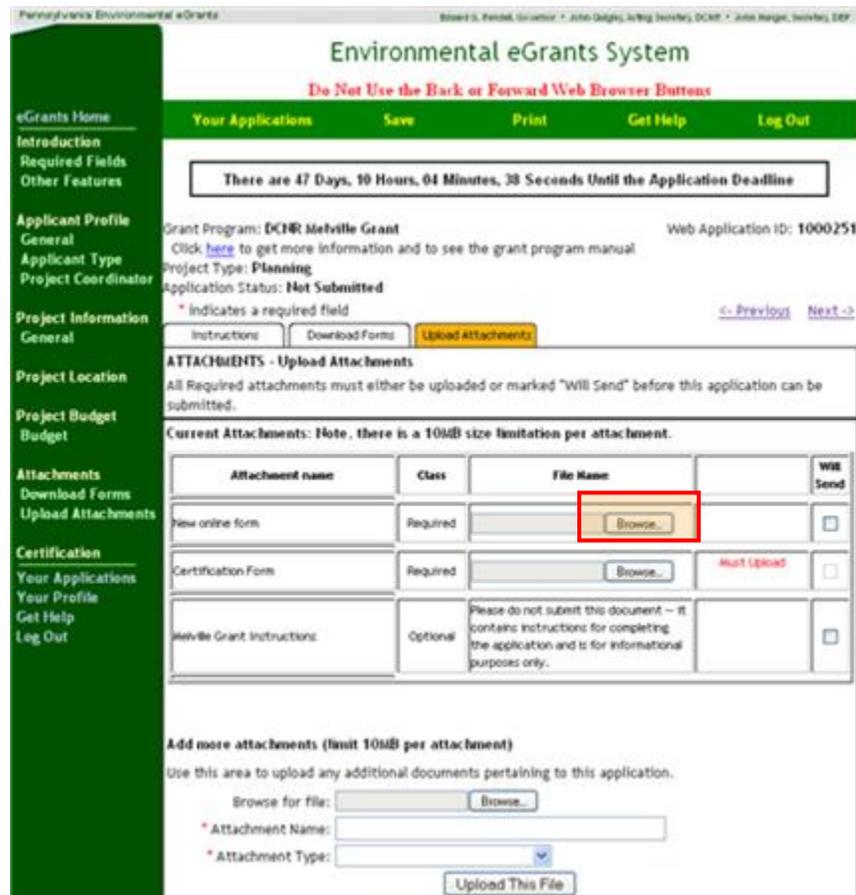
Browse for file:

* Attachment Name:

* Attachment Type:

- eGrants Home
- Introduction
- Required Fields
- Other Features
- Applicant Profile
 - General
 - Applicant Type
 - Project Coordinator
- Project Information
 - General
- Project Location
- Project Budget
 - Budget
- Attachments
 - Download Forms
 - Upload Attachments
- Certification
- Your Applications
- Your Profile
- Get Help
- Log Out

- To upload a file, click the **Browse...** button on the appropriate row. The **Choose File** dialog box will be displayed.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 47 Days, 10 Hours, 04 Minutes, 38 Seconds Until the Application Deadline

Grant Program: **DCNR Melville Grant** Web Application ID: 1000251
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * Indicates a required field [Previous](#) [Next](#)

Instructions Download Forms **Upload Attachments**

ATTACHMENTS - Upload Attachments
 All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name	Will Send
New online form	Required	<input type="text"/> Browse...	<input type="checkbox"/>
Certification Form	Required	<input type="text"/> Browse... Must Upload	<input type="checkbox"/>
Melville Grant Instructions	Optional	Please do not submit this document – it contains instructions for completing the application and is for informational purposes only.	<input type="checkbox"/>

Add more attachments (limit 10MB per attachment)
 Use this area to upload any additional documents pertaining to this application.

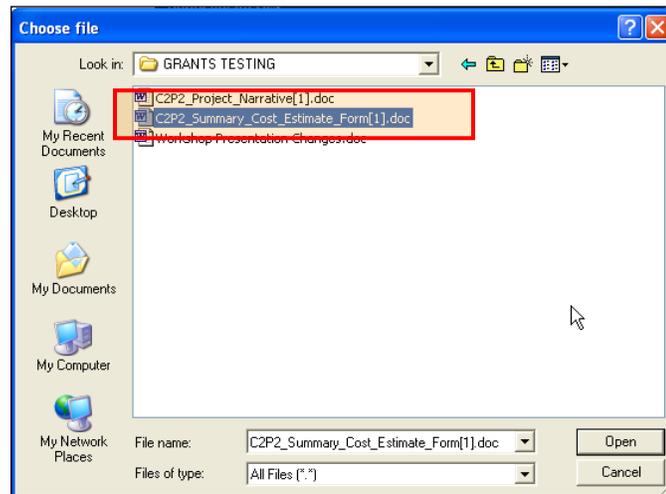
Browse for file: **Browse...**

* Attachment Name:

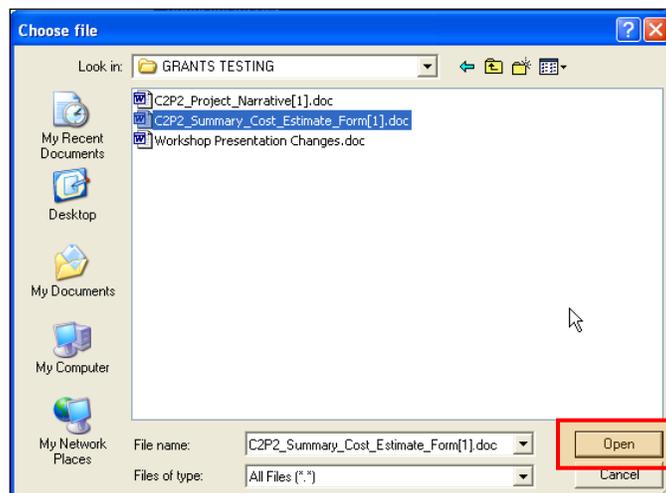
* Attachment Type:

Upload This File

- Browse through your computer folders for the desired file and click on the file name to highlight it.



9. Click the **Open** button on the Choose File dialog box.



10. The dialog box will close and the file name will be populated in the File Name text box next to the **Browse...** button. Additionally an **Upload this File** link will be displayed.

- Introduction
- Required Fields
- Other Features
- Applicant Profile
 - General
 - Applicant Type
 - Project Coordinator
- Project Information
 - General
- Project Location
 - Playground
 - Ball Field
- Project Budget
 - Budget
- Attachments
 - Download Forms
 - Upload Attachments

There are 05 Days, 00 Hours, 04 Minutes, 55 Seconds Until the Application Deadline

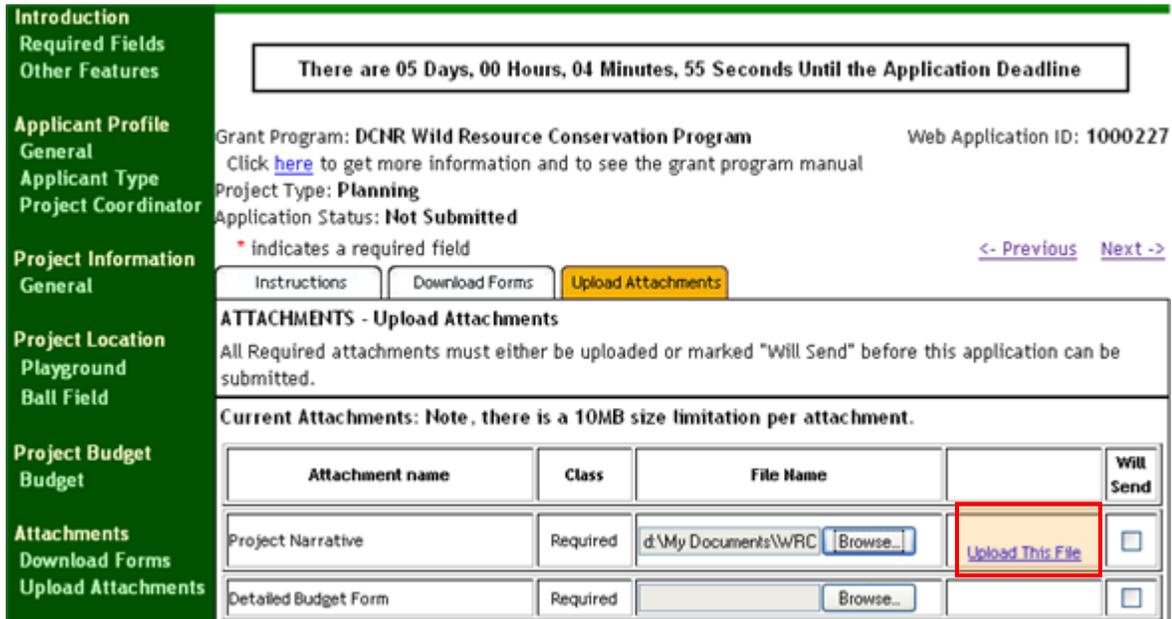
Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: **1000227**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#) [Next ->](#)

ATTACHMENTS - Upload Attachments
 All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name	Will Send
Project Narrative	Required	d:\My Documents\WRC <input type="button" value="Browse..."/> <input style="background-color: #FFD700;" type="button" value="Upload This File"/>	<input type="checkbox"/>
Detailed Budget Form	Required	<input type="button" value="Browse..."/>	<input type="checkbox"/>

11. Click the [Upload this File](#) link to transfer the document from your computer to eGrants.



Introduction
Required Fields
Other Features

Applicant Profile
General
Applicant Type
Project Coordinator

Project Information
General

Project Location
Playground
Ball Field

Project Budget
Budget

Attachments
Download Forms
Upload Attachments

There are 05 Days, 00 Hours, 04 Minutes, 55 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**
* indicates a required field [<- Previous](#) [Next ->](#)

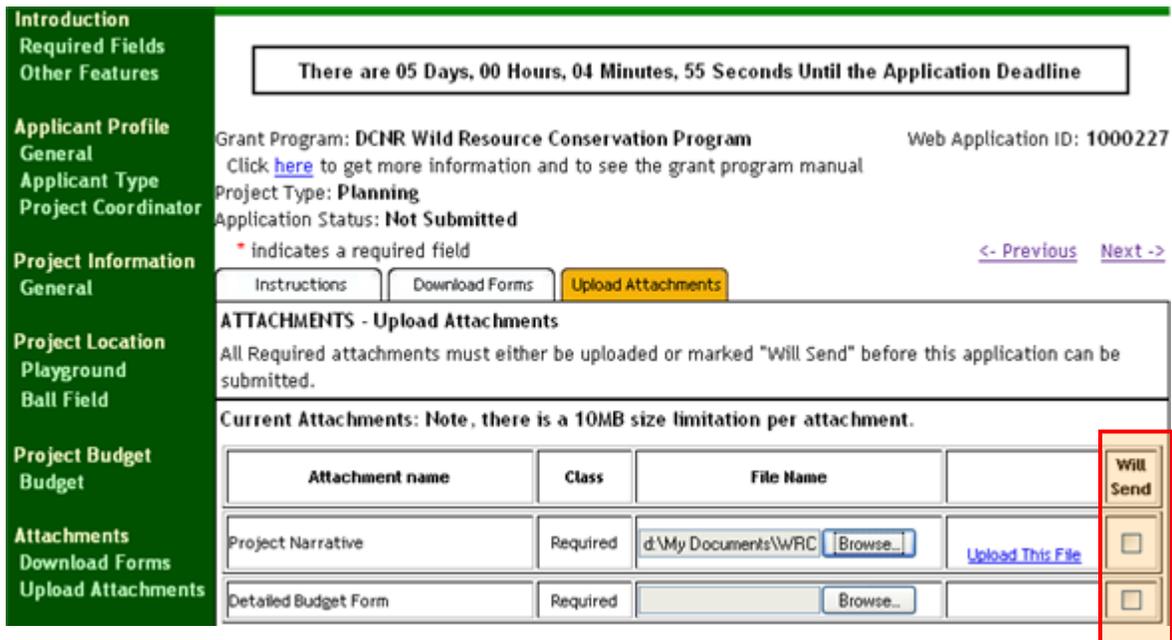
Instructions Download Forms **Upload Attachments**

ATTACHMENTS - Upload Attachments
All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name		Will Send
Project Narrative	Required	d:\My Documents\WRC Browse...	Upload This File	<input type="checkbox"/>
Detailed Budget Form	Required	Browse...		<input type="checkbox"/>

12. If there are documents that you cannot upload but that need to be attached to the application, click the checkbox in the **Will Send** column to indicate to eGrants that the attachment will be sent another way (mail, email, ftp transfer, etc.).



Introduction
Required Fields
Other Features

Applicant Profile
General
Applicant Type
Project Coordinator

Project Information
General

Project Location
Playground
Ball Field

Project Budget
Budget

Attachments
Download Forms
Upload Attachments

There are 05 Days, 00 Hours, 04 Minutes, 55 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**
* indicates a required field [<- Previous](#) [Next ->](#)

Instructions Download Forms **Upload Attachments**

ATTACHMENTS - Upload Attachments
All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name		Will Send
Project Narrative	Required	d:\My Documents\WRC Browse...	Upload This File	<input type="checkbox"/>
Detailed Budget Form	Required	Browse...		<input type="checkbox"/>

13. Notice that the *Upload Attachments* page also lists the files that were uploaded in the **Project Locations** section. As with all documents on this page, you can see the file or remove the file by clicking the **View** or **Delete** links.

Certification Your Applications Your Profile Get Help Log Out	Certification Form	Required	<input type="text"/> <input type="button" value="Browse..."/>	Must Upload	<input type="checkbox"/>
	Melville Grant Instructions	Optional	Please do not submit this document -- it contains instructions for completing the application and is for informational purposes only.		<input type="checkbox"/>
	cad_playground_sample	Optional	cad_playground_sample.doc	View Delete	<input type="checkbox"/>

Add more attachments (limit 10MB per attachment)
Use this area to upload any additional documents pertaining to this application.

Browse for file:

* Attachment Name:

* Attachment Type:

14. In the event that there are other documents that you wish to attach to your application, the **Add More Attachments** area of the *Upload Attachments* page provides the functionality. Browse for your file by clicking the **Browse** button, select the Attachment Type and complete the file transfer to eGrants by clicking the **Upload This File** button.

Certification Your Applications Your Profile Get Help Log Out	Certification Form	Required	<input type="text"/> <input type="button" value="Browse..."/>	Must Upload	<input type="checkbox"/>
	Melville Grant Instructions	Optional	Please do not submit this document -- it contains instructions for completing the application and is for informational purposes only.		<input type="checkbox"/>
	cad_playground_sample	Optional	cad_playground_sample.doc	View Delete	<input type="checkbox"/>

Add more attachments (limit 10MB per attachment)
Use this area to upload any additional documents pertaining to this application.

Browse for file:

* Attachment Name:

* Attachment Type:

15. Select the Next link to proceed to the next sequential section of the application.

Introduction
Required Fields
Other Features

Applicant Profile
General
Applicant Type
Project Coordinator

Project Information
General

Project Location
Playground
Ball Field

Project Budget
Budget

Attachments
Download Forms
Upload Attachments

There are 05 Days, 00 Hours, 04 Minutes, 55 Seconds Until the Application Deadline

Grant Program: DCNR Wild Resource Conservation Program Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field <- Previous Next ->

Instructions
Download Forms
Upload Attachments

ATTACHMENTS - Upload Attachments
 All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name		Will Send
Project Narrative	Required	d:\My Documents\WRC <input type="button" value="Browse..."/>	Upload This File	<input type="checkbox"/>
Detailed Budget Form	Required	<input type="button" value="Browse..."/>		<input type="checkbox"/>



Warning: The *Upload Attachments* page will allow you to browse for multiple files to upload before you click on an **Upload this File** link on any one of the attachment rows. **Do not do this.** Only one of the files will be uploaded and you will need to browse again for the others.

Browse and upload one file at a time.

20 Submitting an Application – Certification Section

Description

The *Certification* page provides three 3 distinct and separate functions during the application process as follows:

- ✓ **Validation Failed** – The application is not complete and is missing required information or attachments. No ability to submit. Incomplete sections are listed.
- ✓ **Validation Passed** – The application is complete. The ability to submit will be provided after entering Authorized Organizational Representative contact information.
- ✓ **Submittal Confirmation** – The application has been submitted to the DEP grant program.

If the application has failed validation, you will see a list of sections and pages on which there is missing information when you go to the Certification section. You need to fix the problems listed (enter required information or upload required attachments) before being allowed to submit the application.

If the Application is validated as being complete when this is reached (all required information is present), the page will display a form for the entry of contact information for a person authorized to sign the Application, an Agreement with checkbox indicate whether or not the user agrees to its terms, and a **Submit this Application** button. When the Grant Applicant clicks the **Submit this Application** button, the application is “submitted” to DEP grant program and available for their review.

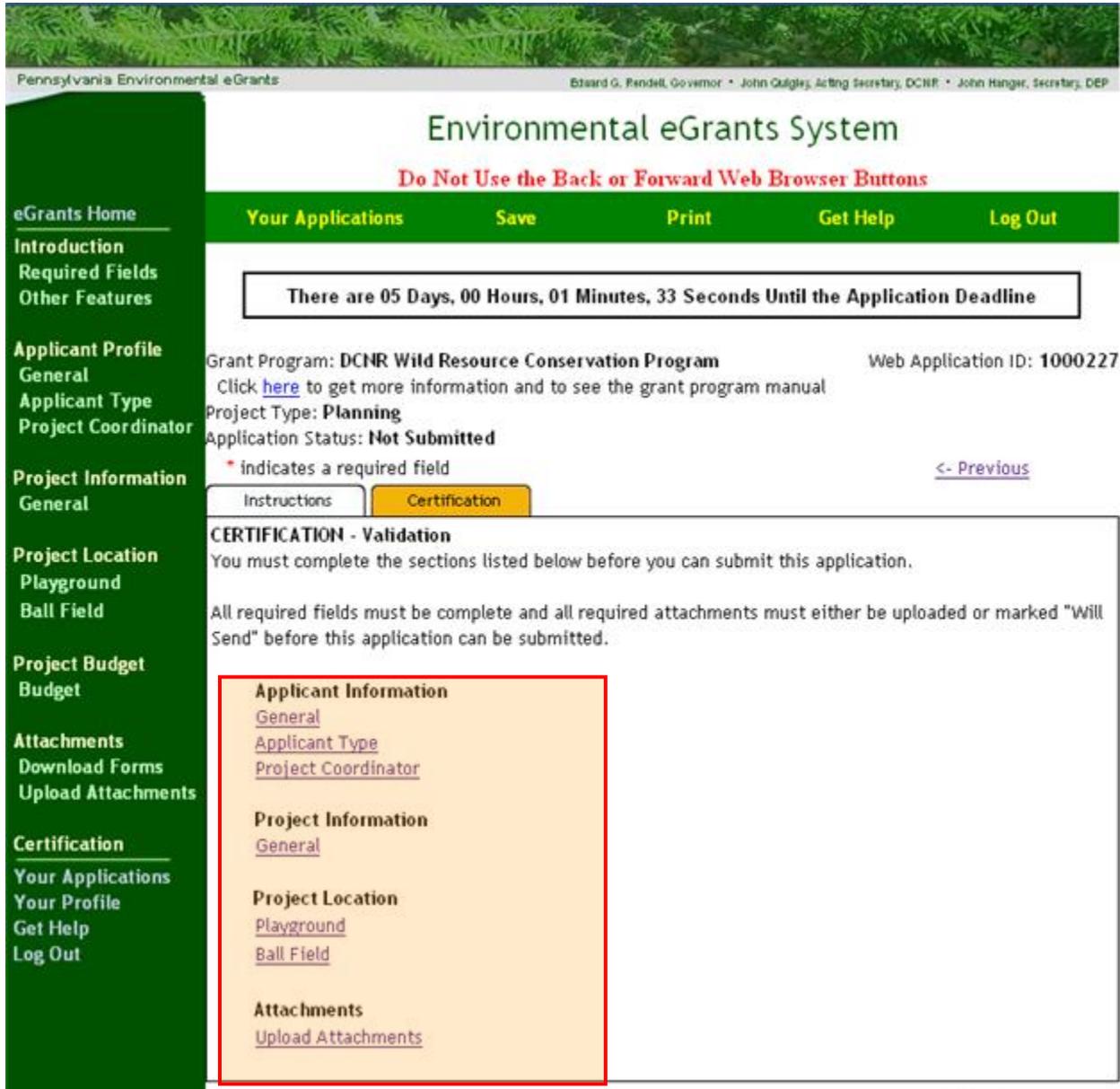
When you successfully submit your application, you will see a submission confirmation message with additional information about completing your application such as mailing any required forms or other attachments that were not uploaded with the electronic application. Links to the cover sheet are provided on the *Submittal Confirmation* page. You will also receive an email with the same information.



Note: Again remember that the application does not have to be completed in the sequential order in which it’s displayed. If you wish to complete another section, select that section from the left navigation menu.

Step by Step Instructions

1. If there are sections that are missing information, the screen will display with the missing sections as links. Select any of the links to go to the incomplete sections and complete the missing information.



Pennsylvania Environmental eGrants Ehazard G. Rendell, Governor • John Outgley, Acting Secretary, DCNR • John Hanger, Secretary, DEP

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save
Print
Get Help
Log Out

There are 05 Days, 00 Hours, 01 Minutes, 33 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: **1000227**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**
 * indicates a required field [<- Previous](#)

Instructions
Certification

CERTIFICATION - Validation
 You must complete the sections listed below before you can submit this application.

All required fields must be complete and all required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Applicant Information
[General](#)
[Applicant Type](#)
[Project Coordinator](#)

Project Information
[General](#)

Project Location
[Playground](#)
[Ball Field](#)

Attachments
[Upload Attachments](#)

eGrants Home

Introduction
Required Fields
Other Features

Applicant Profile
General
Applicant Type
Project Coordinator

Project Information
General

Project Location
Playground
Ball Field

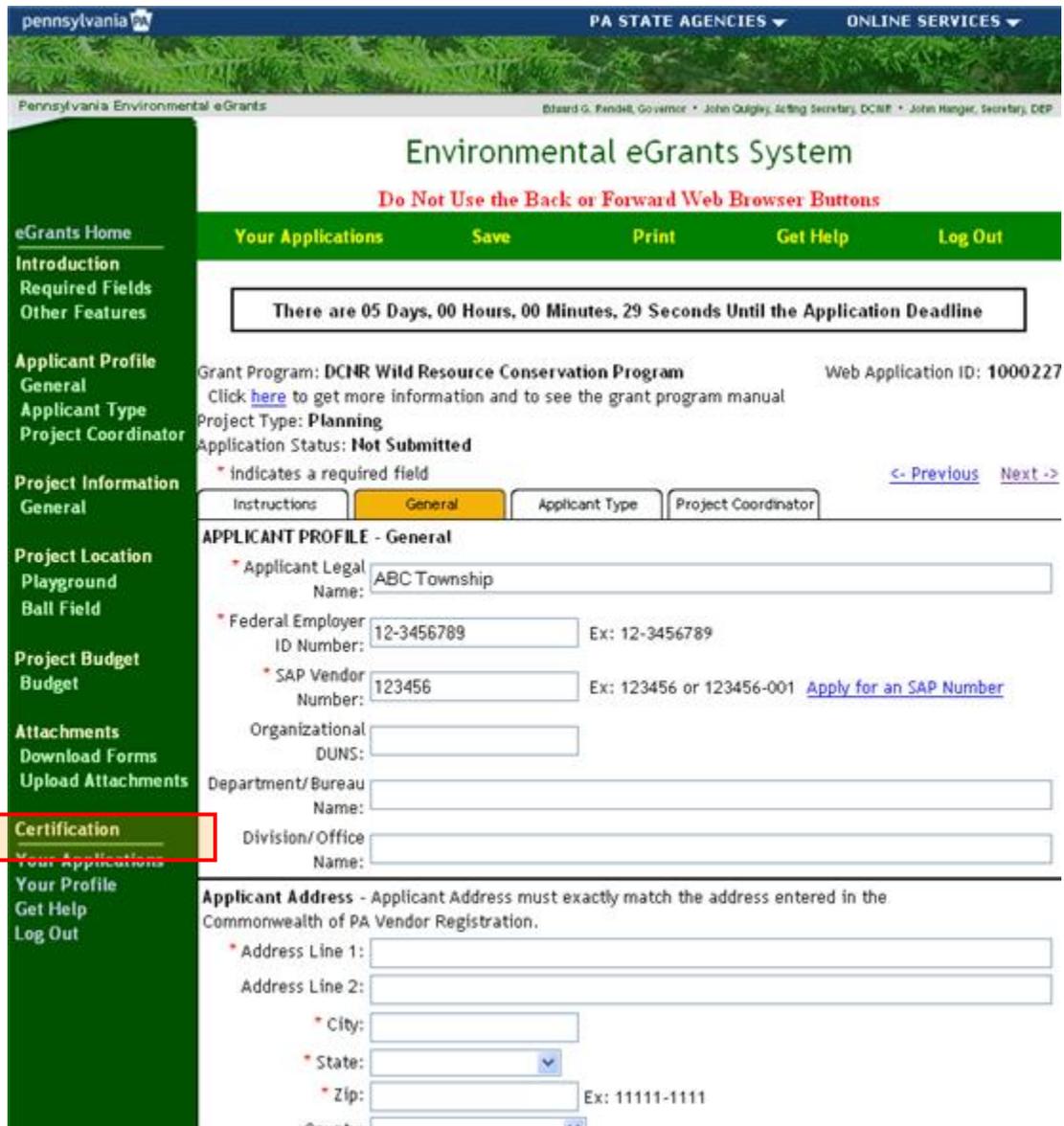
Project Budget
Budget

Attachments
Download Forms
Upload Attachments

Certification

Your Applications
Your Profile
Get Help
Log Out

- After completing any missing information, click the **Certification** menu option in the left navigation bar to return to *Certification* page.



Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 05 Days, 00 Hours, 00 Minutes, 29 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Not Submitted**

* Indicates a required field

Instructions General Applicant Type Project Coordinator

APPLICANT PROFILE - General

* Applicant Legal Name: ABC Township

* Federal Employer ID Number: 12-3456789 Ex: 12-3456789

* SAP Vendor Number: 123456 Ex: 123456 or 123456-001 [Apply for an SAP Number](#)

Organizational DUNS: _____

Department/Bureau Name: _____

Division/Office Name: _____

Applicant Address - Applicant Address must exactly match the address entered in the Commonwealth of PA Vendor Registration.

* Address Line 1: _____

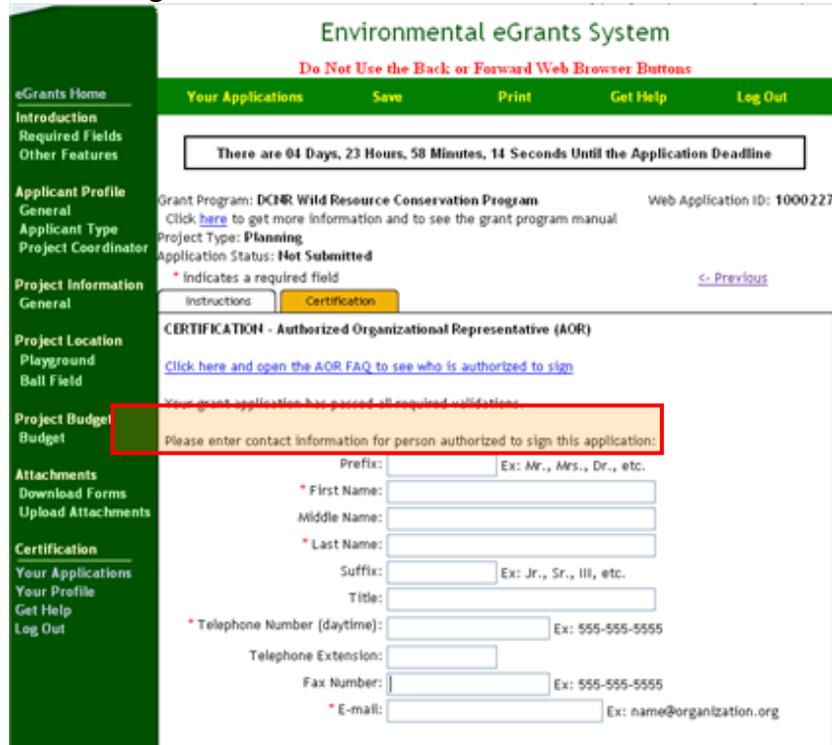
Address Line 2: _____

* City: _____

* State: _____

* Zip: _____ Ex: 11111-1111

- When all of the required information is completed, you will see the Validation Passed view of the *Certification* page. Notice that the message is different and you now have fields to enter the signer's information.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 04 Days, 23 Hours, 58 Minutes, 14 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**
* Indicates a required field [<- Previous](#)

Instructions Certification

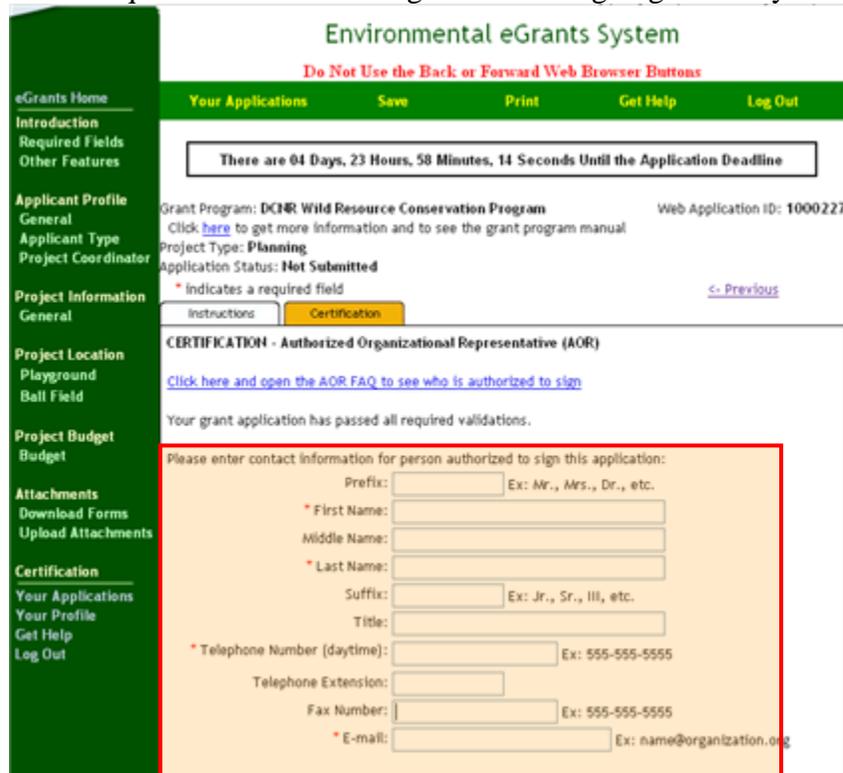
CERTIFICATION - Authorized Organizational Representative (AOR)
[Click here and open the AOR FAQ to see who is authorized to sign](#)

Your grant application has passed all required validations.

Please enter contact information for person authorized to sign this application:

Prefix: Ex: Mr., Mrs., Dr., etc.
* First Name:
Middle Name:
* Last Name:
Suffix: Ex: Jr., Sr., III, etc.
Title:
* Telephone Number (daytime): Ex: 555-555-5555
Telephone Extension:
Fax Number: Ex: 555-555-5555
* E-mail: Ex: name@organization.org

- Enter all of the required fields for the organizational signing authority.



Environmental eGrants System
Do Not Use the Back or Forward Web Browser Buttons

Your Applications Save Print Get Help Log Out

There are 04 Days, 23 Hours, 58 Minutes, 14 Seconds Until the Application Deadline

Grant Program: **DCNR Wild Resource Conservation Program** Web Application ID: 1000227
Click [here](#) to get more information and to see the grant program manual
Project Type: **Planning**
Application Status: **Not Submitted**
* Indicates a required field [<- Previous](#)

Instructions Certification

CERTIFICATION - Authorized Organizational Representative (AOR)
[Click here and open the AOR FAQ to see who is authorized to sign](#)

Your grant application has passed all required validations.

Please enter contact information for person authorized to sign this application:

Prefix: Ex: Mr., Mrs., Dr., etc.
* First Name:
Middle Name:
* Last Name:
Suffix: Ex: Jr., Sr., III, etc.
Title:
* Telephone Number (daytime): Ex: 555-555-5555
Telephone Extension:
Fax Number: Ex: 555-555-5555
* E-mail: Ex: name@organization.org

5. Lastly the applicant must agree to the Certification that the information that is being submitted is true and correct. Click the radio button next to the **"I agree to these terms"** option. Notice in the picture below that the **Submit this Application** button is grayed out. This means it is disabled and cannot be clicked. The **Submit this Application** button will be disabled until you select the radio button next to the **"I agree to these terms"** option.

<p>eGrants Home</p> <p>Introduction</p> <p>Required Fields</p> <p>Other Features</p> <p>Applicant Profile</p> <p>General</p> <p>Applicant Type</p> <p>Project Coordinator</p> <p>Project Information</p> <p>General</p> <p>Project Location</p> <p>Project Budget</p> <p>Budget</p> <p>Attachments</p> <p>Download Forms</p> <p>Upload Attachments</p> <p>Certification</p> <p>Your Applications</p> <p>Your Profile</p> <p>Get Help</p> <p>Log Out</p>	<p>Your Applications Save Print Get Help Log Out</p>
<p>There are 47 Days, 04 Hours, 35 Minutes, 19 Seconds Until the Application Deadline</p>	
<p>Grant Program: DCNR January Expiration Grant Program Web Application ID: 1000259</p> <p>Click here to get more information and to see the grant program manual</p> <p>Project Type: Planning</p> <p>Application Status: Not Submitted</p> <p>* indicates a required field <- Previous</p>	
<p>Instructions Certification</p>	
<p>CERTIFICATION - Authorized Organizational Representative (AOR)</p> <p>Click here and open the AOR FAQ to see who is authorized to sign</p> <p>Your grant application has passed all required validations.</p> <p>Please enter contact information for person authorized to sign this application:</p> <p>Prefix: <input type="text"/> Ex: Mr., Mrs., Dr., etc.</p> <p>* First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/> Ex: Jr., Sr., III, etc.</p> <p>Title: <input type="text"/></p> <p>* Telephone Number (daytime): <input type="text"/> Ex: 555-555-5555</p> <p>Telephone Extension: <input type="text"/></p> <p>Fax Number: <input type="text"/> Ex: 555-555-5555</p> <p>* E-mail: <input type="text"/> Ex: name@organization.org</p>	
<p>CERTIFICATION:</p> <p>You must agree to these terms before you can submit the application.</p> <p><input type="checkbox"/> By checking this box, I certify that I am authorized to submit this application on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.</p>	
<p><input type="button" value="Submit this Application"/></p>	

Submit This Application Button Disabled

- Click on the radio button to agree to the certification. Notice that the **Submit this Application** button is no longer disabled.

<p>eGrants Home</p> <p>Introduction</p> <p>Required Fields</p> <p>Other Features</p> <p>Applicant Profile</p> <p>General</p> <p>Applicant Type</p> <p>Project Coordinator</p> <p>Project Information</p> <p>General</p> <p>Project Location</p> <p>Project Budget</p> <p>Budget</p> <p>Attachments</p> <p>Download Forms</p> <p>Upload Attachments</p> <p>Certification</p> <p>Your Applications</p> <p>Your Profile</p> <p>Get Help</p> <p>Log Out</p>	<p>Your Applications Save Print Get Help Log Out</p>
<p>There are 47 Days, 04 Hours, 30 Minutes, 59 Seconds Until the Application Deadline</p>	
<p>Grant Program: DCNR January Expiration Grant Program Web Application ID: 1000259</p> <p>Click here to get more information and to see the grant program manual</p> <p>Project Type: Planning</p> <p>Application Status: Not Submitted</p> <p>* indicates a required field <- Previous</p>	
<p style="text-align: center;"> <input type="button" value="Instructions"/> <input style="background-color: #FFD700;" type="button" value="Certification"/> </p>	
<p>CERTIFICATION - Authorized Organizational Representative (AOR)</p> <p>Click here and open the AOR FAQ to see who is authorized to sign</p> <p>Your grant application has passed all required validations.</p> <p>Please enter contact information for person authorized to sign this application:</p> <p>Prefix: <input type="text"/> Ex: Mr., Mrs., Dr., etc.</p> <p>* First Name: <input type="text" value="Pete"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Smith"/></p> <p>Suffix: <input type="text"/> Ex: Jr., Sr., III, etc.</p> <p>Title: <input type="text"/></p> <p>* Telephone Number (daytime): <input type="text" value="888-999-2222"/> Ex: 555-555-5555</p> <p>Telephone Extension: <input type="text"/></p> <p>Fax Number: <input type="text"/> Ex: 555-555-5555</p> <p>* E-mail: <input type="text" value="Pete.smith@organizaion.org"/> Ex: name@organization.org</p>	
<p>CERTIFICATION:</p> <p>You must agree to these terms before you can submit the application.</p> <p><input checked="" type="checkbox"/> By checking this box, I certify that I am authorized to submit this application on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.</p>	
<p><input type="button" value="Submit this Application"/></p>	

Submit Application Button Enabled

- Click the **Submit this Application** button to complete the electronic submission of the application.

<p>eGrants Home</p> <p>Introduction</p> <p>Required Fields</p> <p>Other Features</p> <p>Applicant Profile</p> <p>General</p> <p>Applicant Type</p> <p>Project Coordinator</p> <p>Project Information</p> <p>General</p> <p>Project Location</p> <p>Project Budget</p> <p>Budget</p> <p>Attachments</p> <p>Download Forms</p> <p>Upload Attachments</p> <p>Certification</p> <p>Your Applications</p> <p>Your Profile</p> <p>Get Help</p> <p>Log Out</p>	<p>Your Applications Save Print Get Help Log Out</p>
<p>There are 47 Days, 04 Hours, 30 Minutes, 59 Seconds Until the Application Deadline</p>	
<p>Grant Program: DCNR January Expiration Grant Program Web Application ID: 1000259</p> <p>Click here to get more information and to see the grant program manual</p> <p>Project Type: Planning</p> <p>Application Status: Not Submitted</p> <p>* indicates a required field <- Previous</p> <p style="text-align: center;"> <input type="button" value="Instructions"/> <input style="background-color: #FF9900;" type="button" value="Certification"/> </p>	
<p>CERTIFICATION - Authorized Organizational Representative (AOR)</p> <p>Click here and open the AOR FAQ to see who is authorized to sign</p> <p>Your grant application has passed all required validations.</p> <p>Please enter contact information for person authorized to sign this application:</p> <p>Prefix: <input type="text"/> Ex: Mr., Mrs., Dr., etc.</p> <p>* First Name: <input type="text" value="Pete"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Smith"/></p> <p>Suffix: <input type="text"/> Ex: Jr., Sr., III, etc.</p> <p>Title: <input type="text"/></p> <p>* Telephone Number (daytime): <input type="text" value="888-999-2222"/> Ex: 555-555-5555</p> <p>Telephone Extension: <input type="text"/></p> <p>Fax Number: <input type="text"/> Ex: 555-555-5555</p> <p>* E-mail: <input type="text" value="Pete.smith@organiztaion.org"/> Ex: name@organization.org</p>	
<p>CERTIFICATION:</p> <p>You must agree to these terms before you can submit the application.</p> <p><input checked="" type="checkbox"/> By checking this box, I certify that I am authorized to submit this application on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.</p> <p style="text-align: center; border: 2px solid red; padding: 5px;"> <input type="button" value="Submit this Application"/> </p>	

8. After you submit your application, the *Submittal Confirmation* page will be displayed. This page confirms your submission and provides additional information on what is needed to be done to fully complete the application process. An email is also sent to you with the same confirmation message.

Some attachments missing, to be mailed in with 10days:-

Instructions	Certification
--------------	----------------------

CERTIFICATION - Confirmation

Congratulations!

Your grant application has passed all required validations and has been successfully submitted.

An e-mail has been sent to your e-mail address confirming that you submitted your application on December 01, 2009 at 11:40 AM.

Please refer to the program guidelines for step-by-step instructions for completing the application.

The following supplementary documentation is due to the Grants Customer Service Center by December 12, 2009:

Required - New online form

Please click [here](#) to generate the cover sheet that must be attached to any supplementary documentation you send relating to this application.

To ensure proper processing of your grant application, please submit your supplementary documentation as one complete packet to the following address:

Rachel Carson State Office Building
Attn: Grants Customer Service Center
400 Market Street, 6th Floor
Harrisburg, PA 17105-8767

Phone: 1-800-326-7734
E-mail: dcnr-grants@state.pa.us

Thank you for your application.

OR No Attachments missing, all attachments uploaded:-

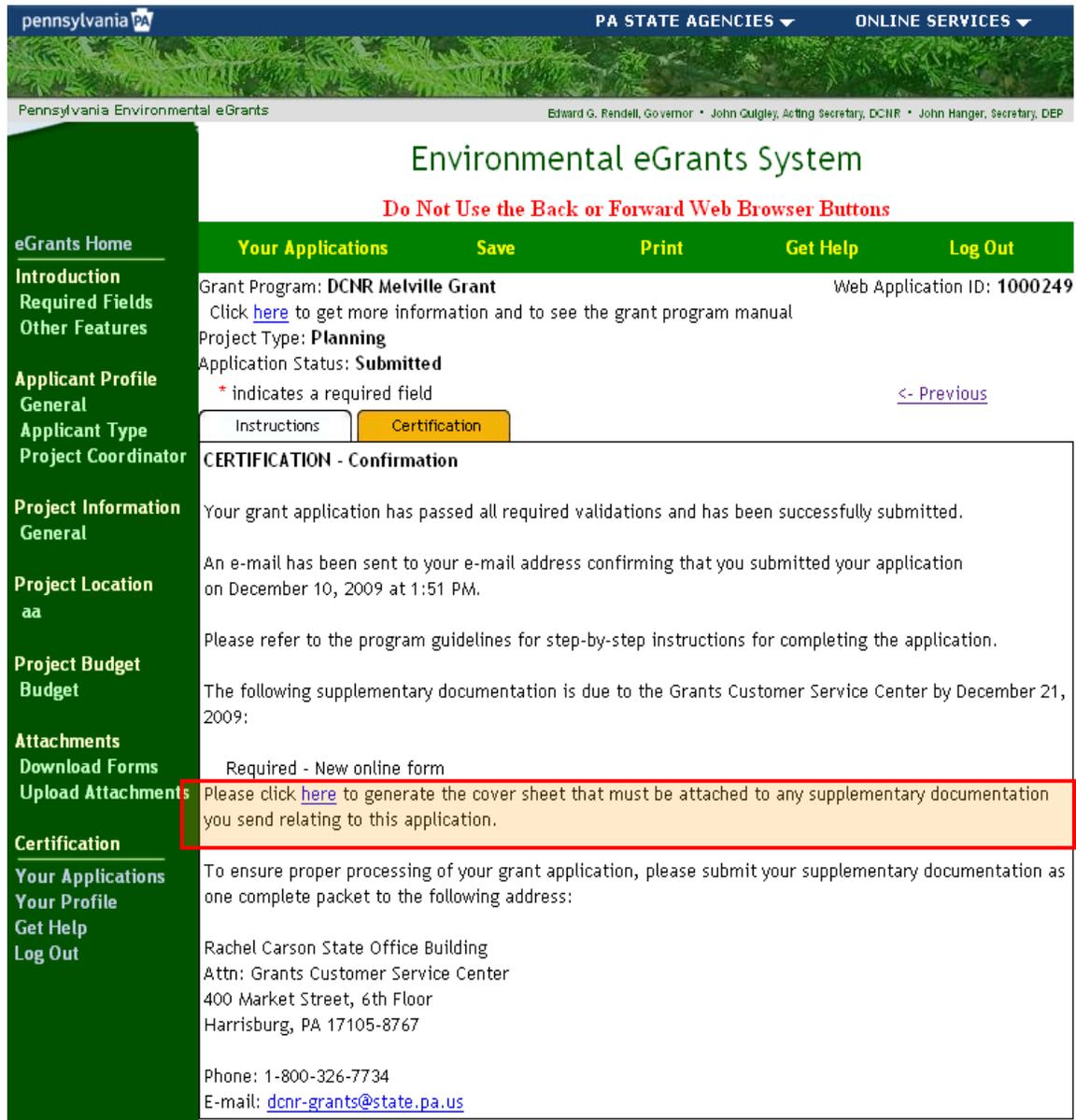
Instructions	Certification
--------------	----------------------

CERTIFICATION - Confirmation

Your grant application has passed all required validations and has been successfully submitted.

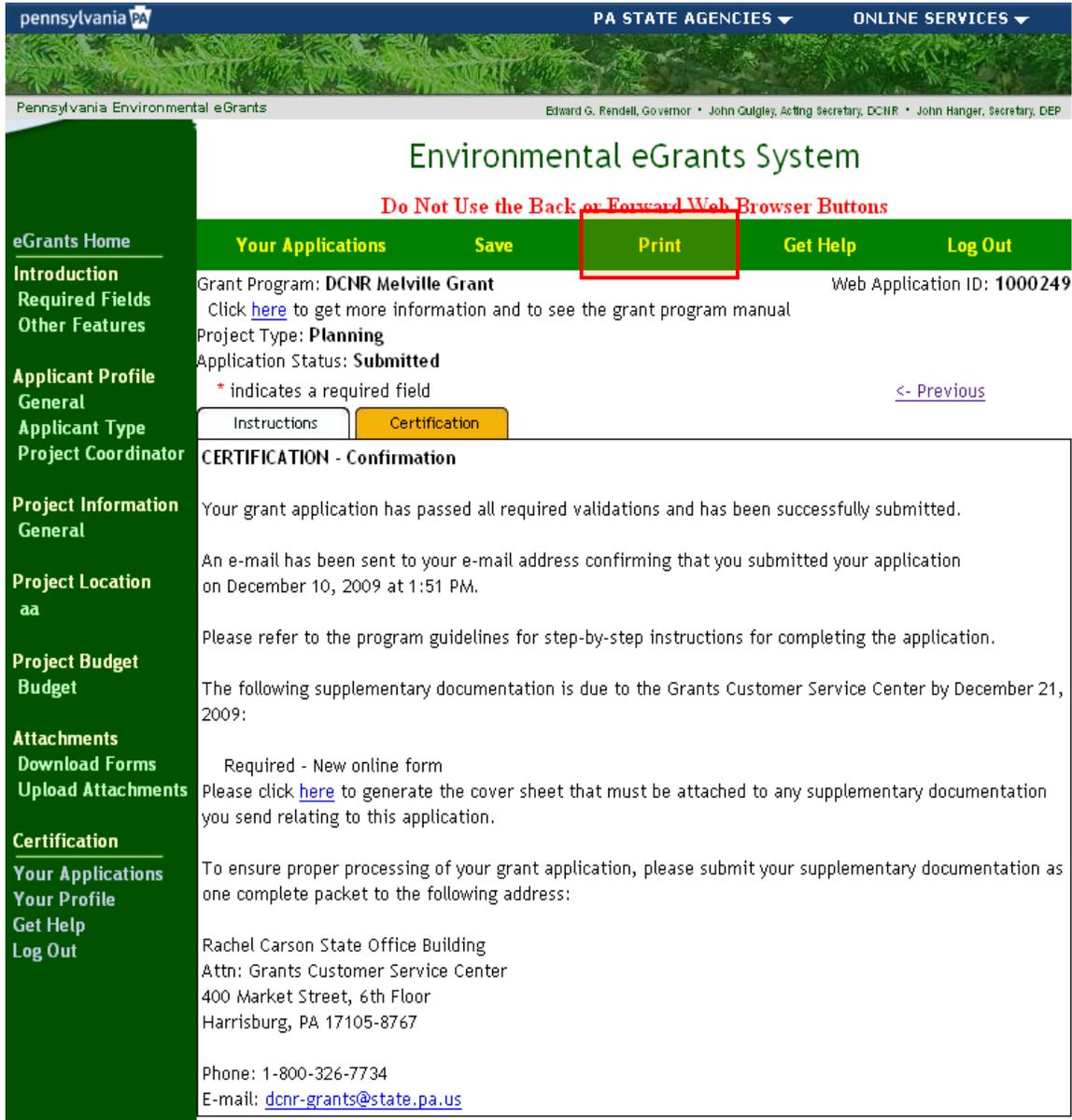
An e-mail has been sent to your e-mail address confirming that you submitted your application on December 14, 2009 at 3:19 PM.

- Click on the here link at the bottom of the page to open the Cover Sheet in Adobe format. The cover sheet shows what materials are submitted and what materials still need to be submitted. Please include a cover sheet with any additional materials you send to Grants Customer Service Center. See Appendix B for a sample.



The screenshot shows the 'Environmental eGrants System' interface. At the top, there are navigation links for 'PA STATE AGENCIES' and 'ONLINE SERVICES'. Below this is a header with the system name and a warning: 'Do Not Use the Back or Forward Web Browser Buttons'. A green navigation bar contains links for 'Your Applications', 'Save', 'Print', 'Get Help', and 'Log Out'. The main content area displays application details for 'DCNR Melville Grant' with a Web Application ID of '1000249'. It indicates the project type is 'Planning' and the application status is 'Submitted'. A 'CERTIFICATION - Confirmation' section states that the application has been successfully submitted and an email confirmation was sent on December 10, 2009. A highlighted box contains a message: 'Please click [here](#) to generate the cover sheet that must be attached to any supplementary documentation you send relating to this application.' The left sidebar contains a menu with categories like 'eGrants Home', 'Applicant Profile', 'Project Information', 'Project Location', 'Project Budget', 'Attachments', and 'Certification'.

10. Click on the **Print** menu option in the top navigation bar to view, print and/or save the application in Adobe pdf format. See Appendix C for a sample. This can be done at any time in the application process.




Note: You can click the **Print** menu option in the top navigation bar at any time during the application process to create a PDF version of your application. The PDF file will be populated with any information you have entered up to that point.

11. When any materials listed on the cover sheet that were not submitted electronically are submitted to Grants Customer Service Center via mail or other means, the application process is finally finished. You can check that your materials were received by looking at the *Upload Attachments* page. You will see the materials marked as being received. Note the difference between material that you upload (able to View and received date is date of application submittal) and the material that you mail into Grants Customer Service Center (no View link). The materials you mail are not uploaded to eGrants, so there is only the date it is received.

Pennsylvania Environmental eGrants Edward G. Rendell, Governor • John Quigley, Acting Secretary, DCNR • John Hangar, Secretary, DEP

Environmental eGrants System

Do Not Use the Back or Forward Web Browser Buttons

Your Applications
Save Print Get Help Log Out

Grant Program: **DCNR Melville Grant** Web Application ID: **1000249**
 Click [here](#) to get more information and to see the grant program manual
 Project Type: **Planning**
 Application Status: **Submitted**
 * indicates a required field [-< Previous](#) [Next ->](#)

ATTACHMENTS - Upload Attachments

All Required attachments must either be uploaded or marked "Will Send" before this application can be submitted.

Current Attachments: Note, there is a 10MB size limitation per attachment.

Attachment name	Class	File Name	Received on	Will Send
Certification Form	Required	VFA_App_directions.pdf	Received on 12/10/2009 View Delete	<input type="checkbox"/>
New online form	Required	<input type="text"/> <input type="button" value="Browse..."/>	Received on 12/14/2009	<input checked="" type="checkbox"/>
Melville Grant Instructions	Optional	Please do not submit this document -- it contains instructions for completing the application and is for informational purposes only.	Received on 12/14/2009	<input type="checkbox"/>

21 Miscellaneous eGrants Information

Grants Customer Service Center

DEP has launched a Grants Customer Service Center that can provide help on the eGrants system and direct calls with more technical grant questions to the appropriate area for help. You can reach the Grants Customer Service Center by phone at 1-800-326-7734 or by email at ep-efactshelpdeskteam@pa.gov from 8:30 to 5:00 Monday through Friday.

SAP Numbers

An SAP Number is a critical piece of information in the Commonwealth of PA's financial systems. Beginning this year, all grant applicants are required to put their SAP number on their applications.

All requests for help with SAP Numbers should be directed to the Commonwealth of PA's Central Vendor Management Unit (CVMU). They will help you verify if you have an SAP Number, or with getting a new number.

You can also access the registration form to apply for a SAP number on the Internet at <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx>.

CVMU can be reached at 717-214-2868 or toll free at 1-877-435-7363.



Note: It can take up to two weeks to get an SAP number. Please get your number early in the grant application process.

DUNS Numbers

Beginning this year, there is a DUNS Number field on the grant application. This is a required field. This is a field that the Federal government requires from Pennsylvania grantees when all or a portion of the grant funds awarded were provided by the Federal government. To search a database to see if your organization might already have a DUNS number and also view on-line help resources regarding DUNS numbers, go to <http://www.dnb.com/us>, and then click the **D&B D-U-N-S Number** menu option.

The Dun & Bradstreet toll free customer service number is 1-800-234-3867. Getting a DUNS number is free, but note that it can take up to 30 business days to get a free DUNS number. Again, the DUNS Number is a required piece of information.

Pennsylvania Natural Diversity Inventory (PNDI)

Pennsylvania Natural Heritage Program / Pennsylvania Natural Diversity Inventory Review – In an effort to continuously move toward creating and maintaining sustainable sites and to protect our natural resources of special concern the DEP will be requiring Pennsylvania Natural Diversity Inventory (PNDI) status to be determined for some of its grant programs.

The Pennsylvania Natural Heritage Program (PHNP) gathers and provides information on the location and status of important ecological resources in the Commonwealth. PHNP helps guide conservation work and land-use planning, ensuring the maximum conservation benefit with the minimum cost. As part of eGrants's grant application process, you might be required to complete a Pennsylvania Natural Diversity Inventory (PNDI) review. **Before logging onto the PNDI site please read the *PNDI Instructions* page.** Information on how to complete a PNDI review for large projects, such as rail-trail projects, can be found on the *PNDI Instructions* page. The result of your PNDI will help determine if the activities proposed for the project site have the potential to conflict with natural resources of special concern. These resources, which include plant and animal species, exemplary natural communities and ecosystems, and outstanding geologic features, will be protected in accordance with applicable state/federal laws and regulations.

It is important that you complete the PNDI Review early to avoid any complications that may cause you to miss the application submission deadline. Once you have completed the PNDI Review please submit just the receipt with your application. In some cases the PNDI Receipt will indicate the need for clearance letters to be obtained if a species of concern was found on the site; please do not proceed in obtaining letters until further notice from the Department. For assistance or further information specific to the PNDI process, please contact DEP at (717) 214-7512 or email ep-efactshelpdeskteam@pa.gov or view the on-line PNDI FAQ's at <http://www.ahs.dep.pa.gov/GrantsCenter/> and click the **Get Help** menu option in the left navigation bar.



Note: A PNDI review is only required for some grant programs. View your *Download Forms* page to determine if this is a requirement for your application.

PA House and Senate Legislative Districts

Beginning this year, the PA House and Senate Legislative Districts of the project location(s) is required information. eGrants will present a possible list of legislative districts to you. If you are still not sure what the district is of the project location, you can find this information by searching in the following website: <http://www.legis.state.pa.us/index.cfm>

U.S. Congressional Districts

U.S. Congressional District information is not required but can be entered on the application. eGrants will present a possible list of congressional districts to you. Or you can find this information by going to the following website: <http://www.house.gov/>.

Enter the zip code of the project location in the “Find your Representative” feature provided in the website’s heading.

New Application Form

Beginning this year, some DEP Grant Programs are using the same Standard Application. This includes the basic application form with general information such as applicant name and address, project contact, project title and funding requests. It also includes a standard Project Location form for collecting information on the location(s) of the projects.

A Grant Program may also have additional supplemental forms that collect the information unique to that grant program and needed for proper review and evaluation.

The naming conventions on the standard application and standard project location application have been modeled on the Federal government’s standards and the data standards developed by the National Grant Partnership.

22 Appendix A: Sample Cover Sheet



COMMONWEALTH OF PENNSYLVANIA
Grant Supplementary Documentation Cover Sheet



eGrants Online
www.ahs.dep.pa.gov/eGrants

Grants Customer Service Center
1-717-705-3768

*Indicates required information

This cover sheet must be attached to any documentation you send that relates to the following application:

Web Application ID:	1009324
Date Submitted:	7/17/2015 2:39:49 PM
Project Title:	My Project
Applicant Name:	Donald Donaldson
Applicant County:	Cumberland
Grant Program:	DEP Coastal Zone Management FFY 2016
Project Type:	Planning
Application Close Date:	10/19/2015 4:00:00 PM

Your online grant application is complete. You will be contacted by the grant program if any further information is needed.

Name	Classification	Status	Date Received	Is this Attached?
Budget Supplement	Required	Submitted	7/17/2015 2:39:49 PM	
Project Description Supplement	Required	Submitted	7/17/2015 2:39:49 PM	
NOAA Data Sharing Supplement	Conditional	Submitted	7/17/2015 2:39:49 PM	
Subcontract Budget Supplement	Conditional	Submitted	7/17/2015 2:39:49 PM	

Please send this cover sheet along with any supplementary documentation to:

PA DEPT OF ENVIRONMENTAL PROTECTION
BUREAU OF INFORMATION TECHNOLOGY
APPLICATION SUPPORT HELP DESK
PO BOX 8761
HARRISBURG PA 17105-8761

For help with completing your application, or if you feel that the status of your documentation is in error, please contact the eGRANTS Helpdesk at 1-717-705-3768 or by email at depgreenporthelpdesk@state.pa.us

To ensure proper processing of your grant application, please submit your supplementary documentation as one complete packet.

Appendix B: Sample Application



Grants Customer Service Center
1-717-705-3768

COMMONWEALTH OF PENNSYLVANIA
Standard Application for Grant Funds



eGrants Online
www.ahs.dep.pa.gov/eGrants

*Indicates required information

Web Application ID: 1009324

Application Information (for internal use only)			
Type of Submission: (check one)		Type of Application	
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision	
If Revision, check all that apply			
<input type="checkbox"/> Change in Scope			
<input type="checkbox"/> Change in Award Amount			
<input type="checkbox"/> Change in Time			
Grant Program Opportunities			
Grant Program Opportunity:* DEP Coastal Zone Management FFY 2016			
Applicant Information			
Applicant Legal Name:* Donald Donaldson		Federal Employer ID Number:* 12-3456789	
SAP Vendor Number:* (If you do not have or do not know if you have an SAP Vendor Number, call 1-866-775-2868 (toll free) for assistance.) 456123			
Organizational DUNS:* 123654			
Applicant Organizational Unit:			
Department / Bureau Name:		Division / Office Name:	
Applicant Address:* (Must match the SAP Vendor Address)			
Street 1:	123 ABC lane		
Street 2:			
City:	Camp Hill		
State:	PA		
Zip:	17011		
Municipality:	CAMP HILL BORO -- Population: 7,888		
County:	Cumberland		
Applicant Type(s):*			
For Profit Organization			
Non-profit information: (Refer to grant program guidelines for required non-profit information)			
501(c)3 Information:		PA Bureau of Charitable Organizations Information	
Organization Name:		Organization Name:	
Registration Number:		Registration Number:	
Approval Date:		Expiration Date:	

Web Application ID: 1009324				
Local Project Coordinator:* (Name and contact information of person to be contacted on matters involving this project.)				
Prefix (Mr., Ms., Dr., etc.):	Mr	Street 1:	123 Abc Lane	
First Name:	Donald	Street 2:		
Middle Initial:		City State Zip:	Camp Hill, PA 17011	
Last Name:	Donaldson	Telephone Number (daytime):	717-555-5555	
Suffix (Jr., Sr., etc.):		Telephone Extension:		
Title:		Fax Number:		
Organization:		Email:	emailaddress@emaildomain.com	
Project Information				
Project Title:*				
My Project				
Start Date:* 07/17/2015		End Date:* 07/17/2016		
Commonwealth Adviser Name:		Adviser Agency:		
Is this a Statewide project?* No				
Brief Project Description:*				
A great project				
Project Type:*				
Planning				
General Grant Budget:* (Attach additional pages if more than six match sources)				
List Local Match sources and cash and/or non-cash amounts below; (Refer to grant program guidelines for required eligible match.)				
Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)
		Amount	% of total	
Total of Local Cash and Non-Cash Match		\$ _____		
Grant Amount Requested		\$20,000.00	100 %	
Total Project Cost (Local Match plus Grant Amount)		\$20,000.00	100%	
Application Signature				
<input checked="" type="checkbox"/> By checking this box, I certify that I am authorized to submit this application on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.				
Authorized Representative:* (Check grant program guidelines for required authorized representative information.)				
Prefix (Mr., Mrs., Dr., etc.):	Mr	Street 1:	123 Xyz Lane	
First Name:	John	Street 2:		
Middle Initial:	Q	City State Zip:	Camp Hill, PA 17011	
Last Name:	Anderson	Telephone Number: (daytime)	717-555-2323	
Suffix (Jr., Sr., etc.):		Telephone Extension:		
Title:		Fax Number:		
		Email:	JohnQ@Qorg.com	
Web Application ID: 1009324		Date Submitted:		



COMMONWEALTH OF PENNSYLVANIA
Standard Application for Grant Funds

Project Site Information



eGrants Online
www.ahs.dep.pa.gov/eGrants

Grants Customer Service Center
1-717-705-3768

*Indicates required information

Web Application ID: 1009324

Application Information

Applicant Legal Name: *Donald Donaldson

Project Title: *My Project

Project Site Information (Attach additional form copies for multiple sites)

Project Site Address:	
Street 1:*	123 Location Lane
Street 2:	
City:	
State:	PA
Zip:	
County(ies):*	Cumberland
Municipality(ies):*	Cumberland-Countywide
Go to www.legis.state.pa.us to find your Pennsylvania legislative districts.	
PA House District Number(s):*	087,088,089,092,199
PA Senate District Number(s):*	031,033
U.S. Congressional District Number(s):	4,9,11
Is the Property Leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner Name:	
GIS Information: (Not all grant opportunities require this information. Check the grant program guidelines for project site requirements.)	
Latitude:	
Longitude:	
Acreage (if applicable):	
Length in Miles (if applicable):	
Parcel Number (if available):	

Mapping Information

Attach an 8 1/2" x 11" color copy that clearly outlines the Project Area. The map must include longitude and latitude coordinates, street names and intersections with sufficient detail to locate the project site (see the example to the right).

Maps can be created in Google Earth, Microsoft Virtual Earth, GIS, or other mapping applications that display accurate site locations that can be referenced.

For mapping linear or large-landscape projects (e.g. trails, greenways, or watershed studies) where the project does not fit on an 8 1/2" x 11" format, please use alternative mapping techniques that show the entire project area. Please provide logical beginning/ending points and trail mileage for all projects.

If possible please attach a CD or DVD containing an ESRI shapefile for the project location or the parcel layer for the project from your County Tax Office.



Indicate the Project Location with a boundary and print out in color, including the aerial photography displaying street names, intersections, and longitude and latitude coordinates as displayed above.