

**DCNR- Bureau of Recreation and Conservation  
Community Conservation Partnerships Program (C2P2)  
eGrants Application Step-By-Step Instructions**

**Download and read all of these instructions before attempting to complete your eGrants application.**

**If you have any problems with the eGrant application please contact  
Grants Customer Service Center at 1-800-326-7734.**

1. Go to the DCNR homepage ([www.dcnr.state.pa.us](http://www.dcnr.state.pa.us)), go to the left navigation bar and click on “Apply for Grants”.
2. Click on “Start Your eGrants Application”.
3. Click on “Log In/Register” and Register as a New User, if not already registered. If already registered enter your User Name and Password.
4. Complete “Your Profile” section.
5. Click on “Find a Grant Program” on the left navigation bar.
6. Scroll down to the appropriate DCNR (C2P2)- Grant Program Opportunity and click on Apply for this Grant.

**Project Type:** [Required] Select appropriate Project Type (Note: if the project is a “trail project” based on the definitions provided please select the appropriate trail project type)

For applicants that select the DCNR (C2P2) – Community Recreation and Conservation Program application, there is a new filtering question to redirect those applicants applying for a rivers recreation or conservation project to the Rivers Conservation Program application.

**APPLICANT PROFILE**

**General-**

Federal Employer ID Number [Required] (EIN): Nine-digit number used to identify a business entity; assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN). *Note: after you enter your Federal Employer ID Number click on the “Retrieve PA Vendor Info” button to automatically generate the PA Vendor Informaiton.*

Applicant Legal Name: [Required] Use the legal name of the entity applying for the grant. Must be the same as the name used to register for a SAP number (see above). (Example: use *Mansfield Borough* instead of *Borough of Mansfield*)

Applicant Address: [Required] Address MUST match the business/organization address as registered with SAP. Click on “Retrieve PA Vendor Info” button to propagate this address.

SAP Vendor Number: [Required] Unique number assigned to a “vendor” who receives payments from the Commonwealth of Pennsylvania under a contract; i.e. municipalities, organizations, land trusts, etc.

Call the Vendor Data Management Unit at 717-346-2676 (Harrisburg area) or 877-435-7363 (toll free) if you are not sure you have a SAP Number or do not know what it is. Additionally, if you do not have one, you must register as a Non-Procurement Vendor at <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx>, and a SAP number will be issued.

We advise you to acquire a SAP number one month prior to applying for a grant.

Organizational DUNS: [Required] The Federal government requires Pennsylvania to provide the DUNS number for grantees. For information on how to get a DUNS number, visit <https://iupdate.dnb.com/iUpdate/companylookup.htm> The Dun & Bradstreet toll free customer service number is 1-888-814-1435.

We advise you to acquire a DUNS number one month prior to applying for a grant.

Municipality: [Not Required] Municipality where project is located.

Department/Bureau Name: [Not Required] Department or Bureau of Applicant that is applying for the grant, if applicable.

Division/Office Name: [Not Required] Division or Office of the above Department or Bureau, if applicable.

**Applicant Type-** [Required] Select all Applicant Types that apply to your organization.

**Non-Profit Information-** [Not-Required] If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link <http://www.dos.state.pa.us/portal/server.pt/community/charities/12444> to register or to check if already registered.

**Project Coordinator-** [Required] This should be the primary contact for the application, with responsibilities for overseeing and managing the project. Include the daytime contact information for this person.

**PROJECT INFORMATION**

**General-**

Is this a statewide project? [Not Required] Will your project impact a statewide audience?

Project Title: [Required] Please give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence and when referencing this project. (Example: M&M Park- Phase I)

Project Start and End Date: [Required] Projects must be completed within 3 years of the contract start date.

**Commonwealth Adviser-** [Not Required] Please list the name of your Bureau of Recreation and Conservation Regional Adviser with whom you discussed your project.

**Brief Project Description-** [Required] Limited to 500 characters. Provide a brief description of the project, to include type, size, location and work elements of the project, as applicable. Please refer to the samples on the Bureau's website <http://www.dcnr.state.pa.us/brc/grants/c2p2programguidance/index.htm> for your specific project type.

## **PROJECT LOCATION**

Location Name:	[Required]	Please use the descriptive project title as supplied earlier. (Example: M & M Park- Phase I) One title per project site.
Address Line 1:	[Required]	Address where the project is located, not the applicant address. This can be a U.S. Postal Address or a general site location if a postal address is not available. Complete for each project site.
Is the Property Leased?	[Required]	Identify for each project site. The applicant must control the property that will be developed, rehabilitated, or for which a Master Site Development Plan will be created. <i>Note: Check "yes" if you own the site but control has been leased to another party. In addition, you must check "yes" if you are leasing the property from another party.</i>
Property Owner:	[Required]	Name of property owner for each project site.
New Mapping Functionality	[Optional]	Applicants now have the ability to submit GIS information with their grant application.
County(ies):	[Required]	Select one or more county(ies) as appropriate for each project site.
Municipality(ies):	[Required]	Select one or more municipality(ies) as appropriate for each project site.
PA House District(s):	[Required]	Select applicable PA House District(s) as appropriate for each project site.
PA Senate District(s):	[Required]	Select applicable PA Senate District(s) as appropriate for each project site.
U.S. Congressional District(s):	[Not Required]	Select applicable U.S. Congressional District Number(s) as appropriate for each project site.
<b>Mapping Information-</b>	[Required]	Enter Latitude and Longitude for each project site.
	[Required]	Enter Acreage (if applicable).
	[Required]	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways or watershed studies.
	[Not Required]	Parcel Number (if applicable and available)
<b>Current Attachments-</b>	[Not Required]	Shapefiles that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Add more attachments:	[Not Required]	

## **PROJECT BUDGET**

Total Grant Amount Requested:	[Required]	The amount of funding you are requesting.
Name of Match Source; Cash/Non-Cash; and Pending or Secured:	[Required]	Should include a listing of all match proposed as part of this project. Credit for match will not be given unless all of the matching funds have been listed and confirmed. If a single match source provides both Pending (P) and Secured (S) funding, in either the cash or non-cash categories, each must be listed on separate lines.

You are reminded to use the “Update Totals” to ensure that your values add properly.

**ATTACHMENTS**  
**Download Forms**

Download the available Forms/Worksheets to your computer for completion; and **insert the Web Application ID, Applicant Legal Name, and Project Title at the top of each form.**

Note: In the download and upload forms sections, the listing of forms will not appear in the same order as they appear in these instructions. **Form order will vary by project type.**

Agricultural Land Preservation Policy Form:	[Required]	Certification must be checked by the appropriate person authorized to represent the applicant.  DCNR will restrict funding for activities that will result in the irreversible conversion of “prime agricultural land” to other uses, <b>unless</b> no other feasible alternative exists. By the submission of a Grant Application, applicants certify that the proposed project activities are not in violation of E.O. 2003-2. This questionnaire titled “How Does the State’s Agricultural Land Preservation Policy Apply to Your Project?” has been provided to aid the applicant in the determination of applicability of the E.O. to the project.
Budget Cash Worksheets:	[Required]	Use the appropriate worksheet as provided for your project type.
Budget Non-Cash Worksheets:	[Conditional]	Use the appropriate Worksheet(s), as applicable. These include the following: <ul style="list-style-type: none"><li>▪ Worksheet #2 In-House Services</li><li>▪ Worksheet #3 Equipment Use</li><li>▪ Worksheet #4 Volunteer Services</li><li>▪ Worksheet #5 Donations- Professional Construction Services , Materials, Equipment and/or Land</li></ul> Note that land acquisition projects are cash only while all others permit the use of non-cash values, except when a land donation is proposed. These values are to be included on the (Summary)- Cost Estimate Form- (All Projects).
Certification Page:	[Required]	Certification must be checked by the appropriate person authorized to represent the applicant.
County/Municipal Notification Letters:	[Required]	<b>[UPLOAD ONLY]</b> The County Planning Agency and Municipalities must be notified of the proposed project to assure that all projects are in accordance with the short and long-term recreation and conservation objectives and plans for the area.
Detailed Budget Form:	[Required]	Use the Form provided for your project type (Development, Land Acquisition, Planning and Partnerships) providing sufficient detailed budget information. Refer to the Eligible and Ineligible Grant Project Activities/Costs Policy.
Draft Sales Agreement:	[Optional]	<b>[UPLOAD ONLY] For Land Acquisition and Development- Land Donation projects, ONLY.</b> If available please provide.

Grant Agreement Signature Page:	[Required]	<b>Download the Form, sign it in blue ink, and mail it to the Grants Customer Service Center</b> (address provided below). This will be necessary to execute a formal Agreement.
Grant Agreement Signature Page Inst.:	[Optional]	Detailed instructions for the Grant Agreement Signature Page.
Letters of Commitment:	[Conditional]	<b>[UPLOAD ONLY]</b> Letters of Commitment from ALL project partners pledging Non-Cash and/or Cash support <b>MUST</b> be uploaded.
Partnerships Supplemental Form:	[Required]	<b>Required for Partnerships projects, ONLY.</b> Use this form to document the priority order, scope, deliverables and financial information associated with each individual work item contained in your application.
Partnerships Billable Rate Form:	[Required]	<b>Required for Partnerships projects, ONLY.</b> Use this form to document your organization's billable rates for each position that will contribute to fulfilling the scope of work.
PNDI Receipt:	[Conditional]	<p><b>[UPLOAD ONLY]</b> Go to the <a href="#">PNHP Website</a> and select the Pennsylvania Natural Diversity Inventory (PNDI) Environmental Review (ER) Tool in the left navigation area. For additional information see the <b>PNDI FAQ</b> under the "Get Help" section within eGrants.</p> <p>Within the ER Tool, under "Select Primary Category" choose the Category "Recreation" or "Habitat Conservation and Restoration"; under the "Select Secondary Category" choose the description that further defines your project site.</p> <p>A <b>signed and dated</b> PNDI Receipt is required for all projects except the following Planning projects: Comprehensive Recreation, Park and Open Space Plan, Feasibility Study for rehab projects, County Greenway and Open Space Network Plan, Municipal Greenway and Open Space Network Plan, or Rivers Conservation Plan: PRT equipment purchase; and certain Partnerships projects that do not include site impacts/disturbance.</p>
Primary Appraisal:	[Conditional]	<p><b>[UPLOAD ONLY] Required for Land Acquisition and Development-Land Donation projects, ONLY.</b> Limited to (15) megabytes (MB) per attachment. (More than one attachment may be necessary to upload the entire file.) <b>Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.</b> The Appraisal must be prepared by state certified General Real Estate Appraiser. Review the Land Acquisition section to confirm eligibility requirements for the proposed project.</p>
Project Budget Cost Estimate Inst.:	[Optional]	Detailed instructions for the Project Budget Cost Estimate Form.
Project Narrative Form:	[Required]	<p>Complete the Project Narrative Form, focusing on the following items.</p> <ol style="list-style-type: none"> <li><b>1. Project Needs and Benefits</b></li> <li><b>2. Relationship of your Project to State, Regional, County and/or Local Plans and Public Engagement</b></li> <li><b>3. Project Partners and Commitment</b></li> <li><b>4. Sustainable and Green Practices</b></li> </ol> <p>Please note: Your responses are limited to (4) pages.</p>

Project Narrative Instructions:	[Optional]	Detailed instructions for the Project Narrative Form; download and review before completing the Form.
Property Survey or Tax Map:	[Required]	<b>[UPLOAD ONLY] Development projects, ONLY;</b> identify the parcels to be developed. If area is leased, provide property survey information.
Public Value and Use Form:	[Conditional]	<b>Required for Land Acquisition and Development- Land Donation projects, ONLY.</b> Your responses are limited to (2) pages.
Resolution:	[Required]	For multi-municipal projects, attach resolutions from EACH participating municipality.
Resolution Page Instructions:	[Optional]	Detailed instructions for the Resolution Page.
Site Development Drawing:	[Conditional]	<b>[UPLOAD or MAIL IN] Required for Development projects, ONLY.</b> If you have a digital copy we prefer you upload the document. Otherwise you may mail it in along with the Grant Agreement Signature Page.
Site Development Drawing Checklist:	[Conditional]	<b>Required for Development projects, ONLY.</b> Use this checklist as your guide to completing the Site Development Drawing which must be uploaded as part of this application.
Site Photos:	[Optional]	<b>[UPLOAD ONLY]</b> As applicable.
Summary Cost Estimate Form:	[Required]	<b>Required for Land Acquisition and Development projects ONLY;</b> Information provided in the Detailed Budget Form and the Worksheets should be used to compile the information provided in the (Summary)-Cost Estimate Form- ( Land Acquisition and Development Projects Only).
Survey or Tax Map/ Public Access Map:	[Required]	<b>[UPLOAD ONLY] Required for Land Acquisition and Development- Land Donation projects, ONLY.</b> Identify the parcels to be acquired and/or eased.  <b>Public Access Map must show the designated area(s) for public access.</b>
Trail Supplemental Information Form:	[Conditional]	<b>Required for all Trail projects-</b> Development, Land Acquisition, Planning, Equipment Purchase, Educational Materials and Maintenance.  <b>Be sure to provide a written explanation for all answers given in Section B. Environmental Survey.</b>

**Upload Attachments-**

Locate the Forms/Worksheets you completed and saved on your computer, then click on **Upload this file.** Upload your files one at a time.

**Insert Web Application ID, Applicant Legal Name, and Project Title at the top of each form.**

Agricultural Land Preservation Policy Form: [Required]

Budget Cash Worksheets: [Required]

Budget Non-Cash Worksheets:	[Conditional]	As applicable, based on the project budget.
County/Municipal Notification Letters:	[Required]	
Detailed Budget Form:	[Required]	
Draft Sales Agreement:	[Optional]	If applicable.
<b>Grant Agreement Signature Page:</b>	<b>[Required]</b>	<b>To be mailed in separately; Essential for use with Grant Agreement – to be signed by the Chief Elected Official</b>
Letters of Commitment:	[Conditional]	As applicable, based on the project budget.
PNDI Receipt:	[Conditional]	Required for most project types.
Primary Appraisal:	[Conditional]	<b>Required for Land Acquisition and Development- Land Donation projects, ONLY</b>
Project Narrative Form:	[Required]	
Property Survey or Tax Map:	[Conditional]	<b>Required for Development projects, only.</b>
Public Value and Use Form:	[Conditional]	<b>Required for Land Acquisition and Development- Land Donation projects, ONLY.</b>
Resolution:	[Required]	Upload a scanned copy of the completed Form. Please keep the original signed Form for your records.
Site Development Drawing:	[Conditional]	<b>Required for Development projects, only.</b>
Site Photos:	[Optional]	
Summary Cost Estimate Form:	[Required]	<b>Required for Land Acquisition and Development projects, ONLY.</b>
Survey or Tax Map/ Public Access Map:	[Conditional]	<b>Required for Land Acquisition and Development- Land Donation projects, ONLY.</b>
Trail Supplemental Information Form:	[Conditional]	<b>Required for all Trail projects-</b> Development, Land Acquisition, Planning, Equipment Purchase, Educational Materials and Maintenance.
Partnerships Supplemental Form:	[Required]	<b>Required for Partnerships projects, ONLY.</b>
Partnerships Billable Rate Form:	[Required]	<b>Required for Partnerships projects, ONLY.</b>

## **CERTIFICATION**

**Chief Elected Official (CEO)-** The Chief Elected Official will depend upon the organization or entity being represented. It should be the person who has the authority to enter into a formal Grant Agreement for the applicant; i.e. the Chairperson of the Board of Supervisors, County Commissioner, Borough Council President, Organization President, etc.

**Provide the daytime contact information for the Chief Elected Official.**

**Submit Application-** Ensure all information is complete and accurate. The Certification box must be checked. Click the **Submit this Application** button.

**Certification Confirmation Page-**

You will receive this page once you successfully submit the application. **If your application is not complete you will have to resolve any issues before you can submit the application.** Note: make sure you have enough time to make changes and submit your application before the application closing time; or you will be locked out of the system and be unable to submit. **Provide a copy of the Confirmation Cover Sheet with any documents you are mailing in to the Grants Customer Service Center.**

If you have any problems with the eGrant application, please contact the

**Grants Customer Service Center: 1-800-326-7734**

**Office Hours: 8:30 AM – 4:30 PM, Monday - Friday**

**Grants Customer Service Center Address:**

Department of Conservation and Natural Resources

Bureau of Recreation and Conservation

Attn: Grants Customer Service Center

P.O. Box 8475, 400 Market Street

RCSOB 5<sup>th</sup> Floor

Harrisburg, PA 17105-8475