pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

HOW TO APPLY FOR PROGRAM FUNDING BY USING DCED'S ELECTRONIC SINGLE APPLICATION (ESA):

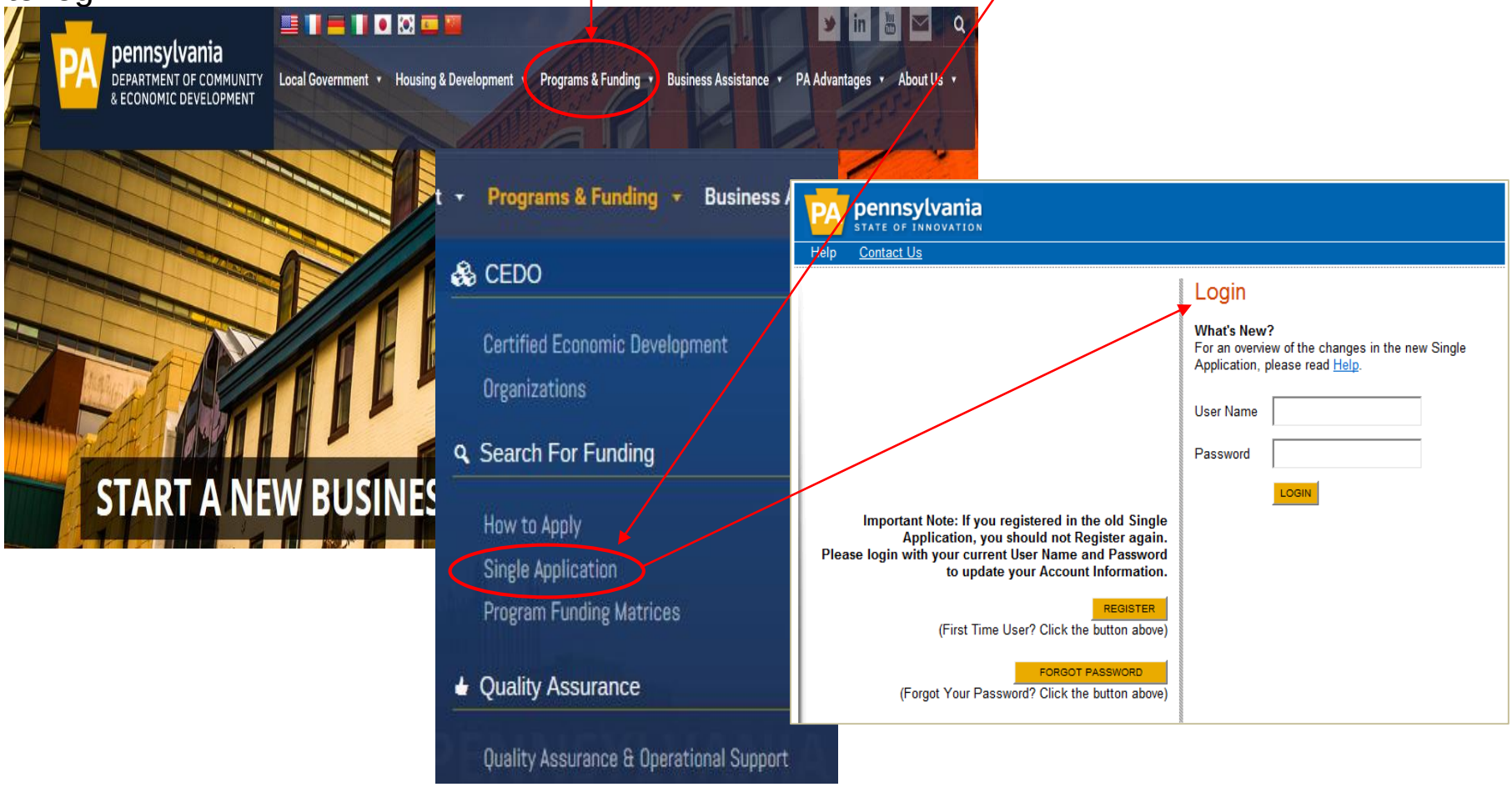
A COMPLETE WALKTHROUGH

November 2016

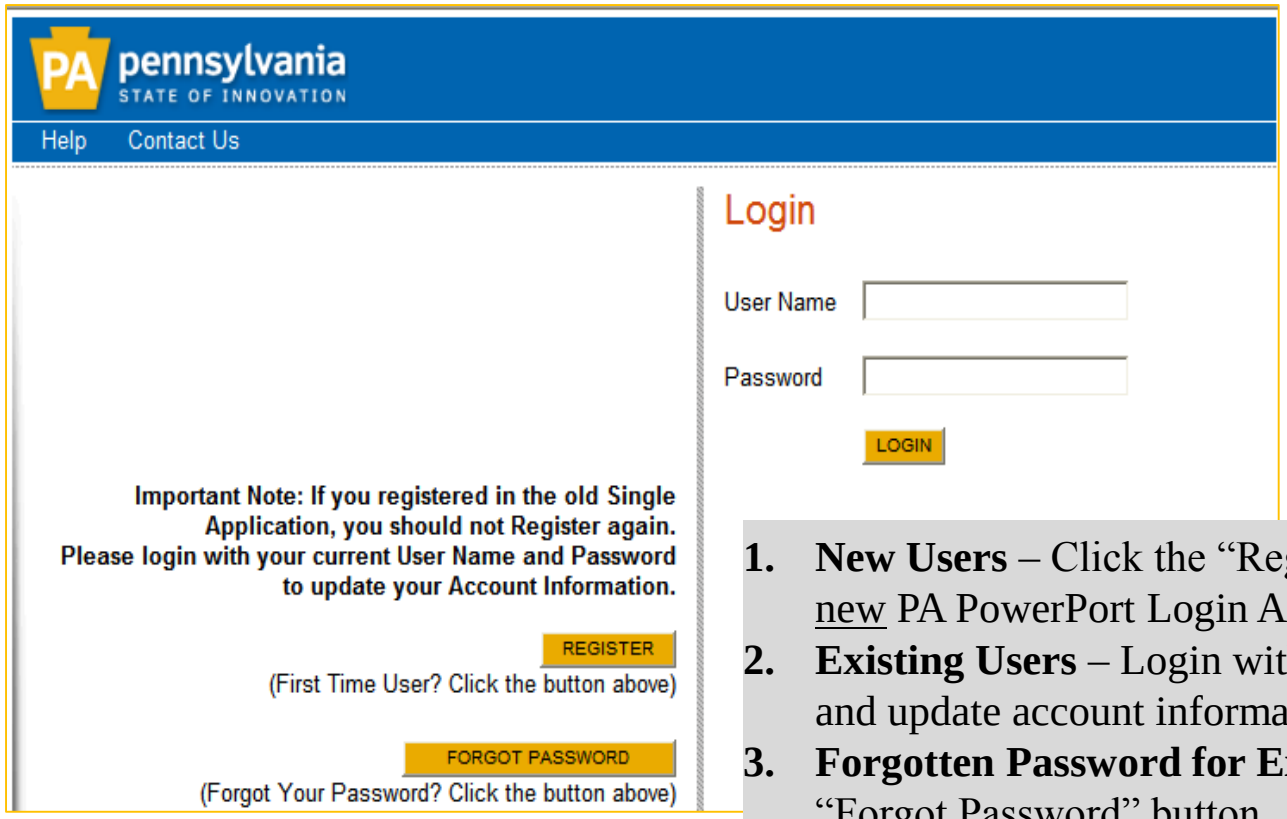
DCED, Customer Service

How to Log In to Single Application

Go to **dced.pa.gov** – click on **"Programs and Funding** – then click on "**Single Application"** to log in.



Login:



1. **New Users** – Click the "Register" button to create a new PA PowerPort Login Account
2. **Existing Users** – Login with user name and password and update account information
3. **Forgotten Password for Existing Users** – Click on the "Forgot Password" button
   - Enter the e-mail address associated with the PA PowerPort Login Account
   - Click "Forgot Password" (e-mail automatically sent with a new password)

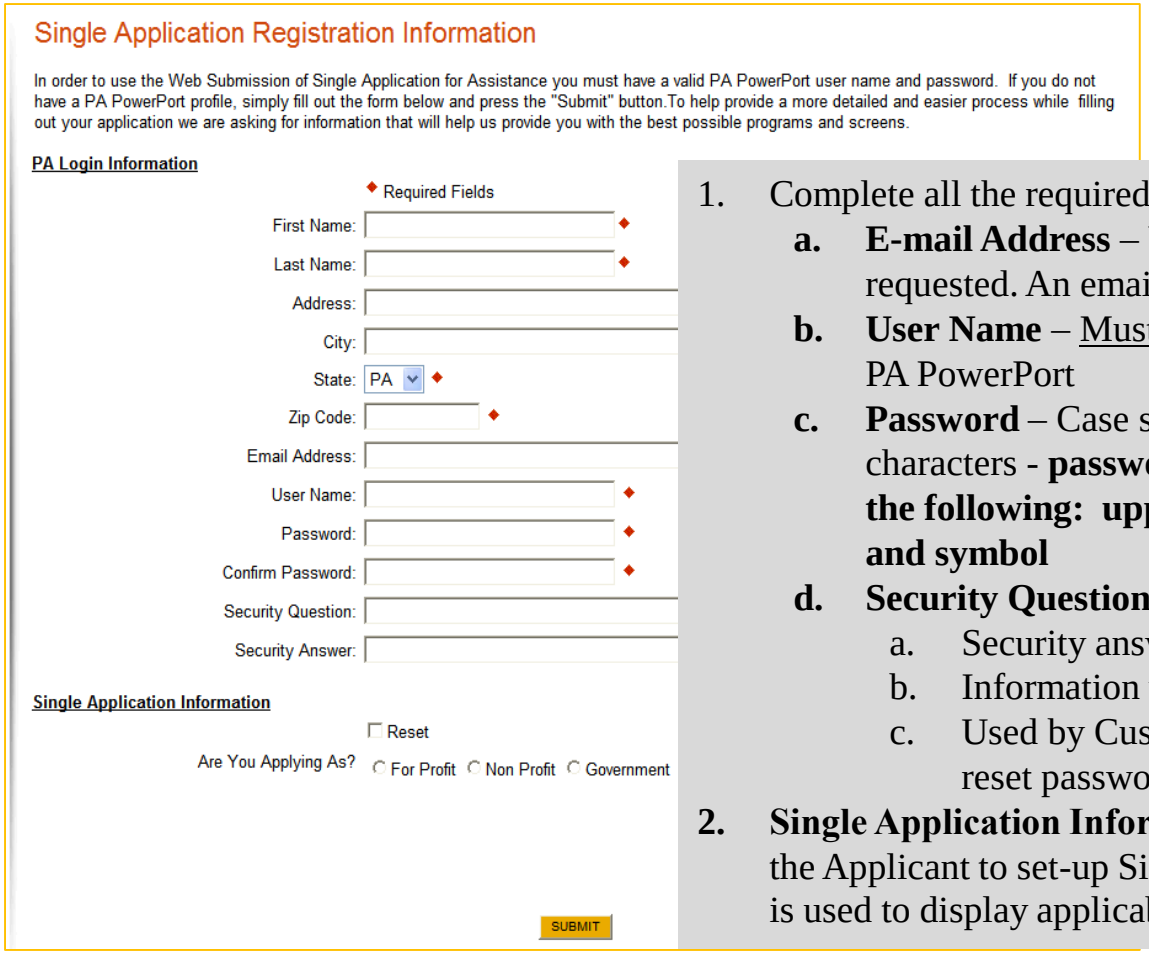
PA PowerPort Login/Change or Update Account

PA PowerPort website: https://www.login.state.pa.us/login/

1. **Forgotten Password for Existing Users** – Click on "Forgot Password."
   a. Enter the e-mail address associated with the PA PowerPort Login Account
   b. Enter new password and enter again to confirm
2. **Update PA PowerPort Login Account Information (see important note below)**
   a. Click "Update Account Information" – update and save changes

IMPORTANT NOTE: This is the PA PowerPort website. You <u>must</u> return to the Single Application website to log in and complete an application.

Single Application New Registration for PA PowerPort Login—Instructions



1. Complete all the required fields (denoted with a red diamond)
   a. **E-mail Address** – Used to forward forgotten password when requested. An email address cannot be used twice.
   b. **User Name** – Must be unique to all the user accounts within PA PowerPort
   c. **Password** – Case sensitive and requires a minimum of 8 characters - **passwords must include at least one of each of the following: uppercase letter, lowercase letter, number and symbol**
   d. **Security Question/Answer** – protects the identity of account
      a. Security answer is case sensitive.
      b. Information used to reset password
      c. Used by Customer Service Center to verify user and reset password
2. **Single Application Information "Are you Applying As?"** – Allows the Applicant to set-up Single Application Account Information and is used to display applicable programs.

IMPORTANT NOTE: PA PowerPort Registration is handled within the Single Application; however, to update your PA Login Account you must use the PA PowerPort website at https://www.login.state.pa.us/login/. For step-by-step instructions see PA PowerPort Login/Change or Update Account.

Single Application New Registration Account Information Continued…

Account Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Company/Entity Type:
- Limited Liability Partnership
- Partnership
- Sole Proprietorship
- Limited Liability Company
- S Corporation
- C Corporation

FEIN:

SAP Vendor #:

Incorporated in PA? Yes

Registered to do business in PA? Yes

Company/Entity Name: Testing

CEO: Test

CEO Title: Test

Application Contact Name: Test Person

Application Contact Title: Testing

Phone: (123)-321-4567 Ext.
(xxx-xxx-xxxx)

Fax:

E-mail: abc@pa.gov

Mailing Address: test

City: test

State: PA

Zip Code: 17120

This information is used to display the programs the organization may be eligible for based on the information provided.

Are You Applying As? – Selection will determine the choices available under Company/Entity Type.

Company/Entity Type – Choose one of the options available

Federal Employers Identification Number (FEIN) – provide FEIN of the company/organization applying (*do not enter the dash).

SAP Vendor Number – will be required only if receiving monies from the state

Required fields are denoted by a red diamond.

Single Application – USER SETTNGS –Account Information **FOR PROFIT** Companies

Account Information

Reset

Are You Applying As? For Profit Non Profit Government Other

Company/Entity Type:
- Limited Liability Partnership
- Partnership
- Sole Proprietorship
- Limited Liability Company
- S Corporation
- C Corporation

FEIN:

SAP Vendor #:

Incorporated in PA? Yes

Registered to do business in PA? Yes

Company/Entity Name: Testing

CEO: Test

CEO Title: Test

Application Contact Name: Test Person

Application Contact Title: Testing

Phone: (123)-321-456 (xxx-xxx-xxxx)

Fax:

E-mail: abc@pa.gov

Mailing Address: test

City: test

State: PA

Zip Code: 17120

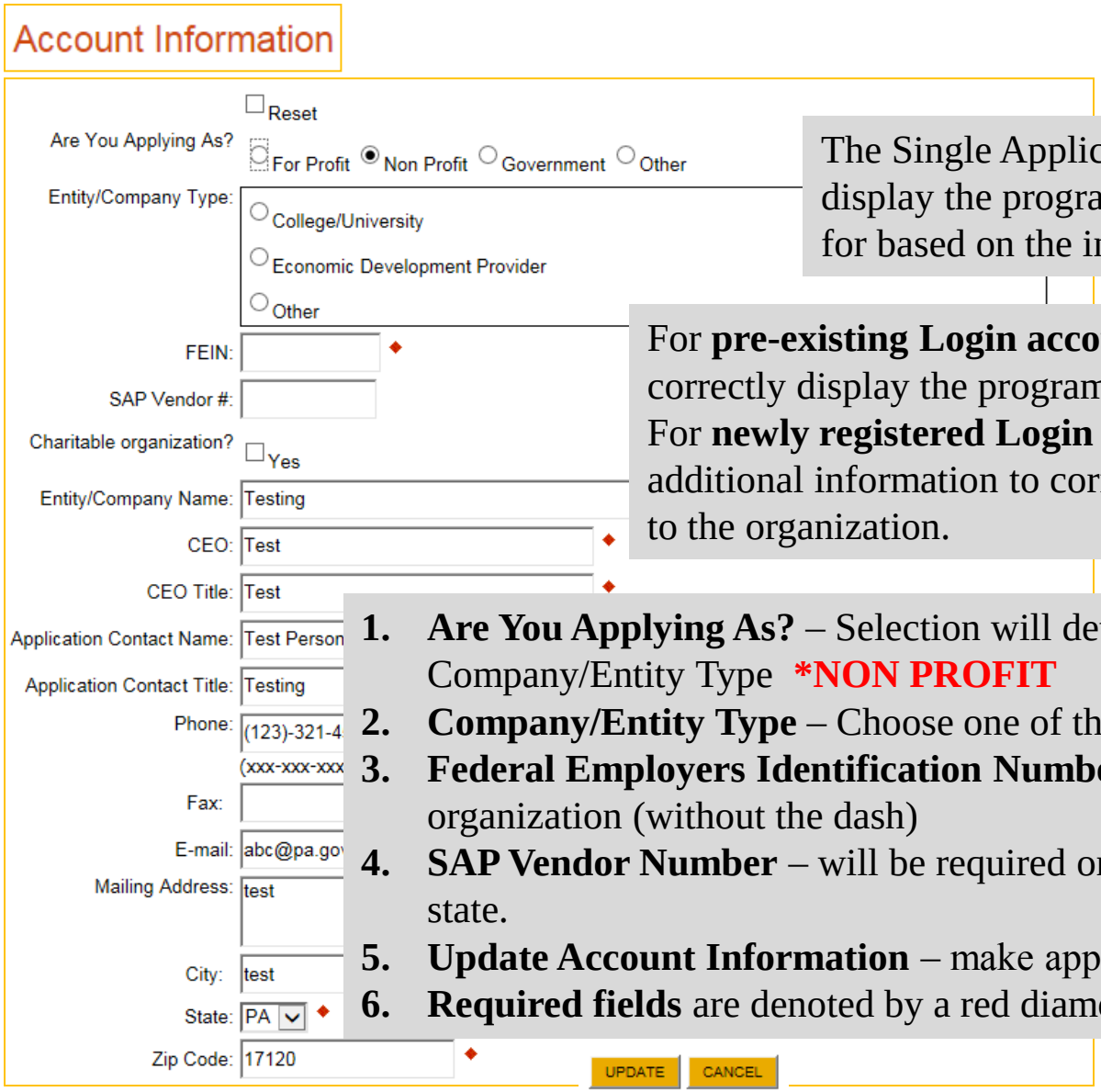
UPDATE CANCEL

The Single Application Account Information is used to display the programs the company/organization may be eligible for based on the information provided.

For **pre-existing Login accounts** - complete this information to correctly display the programs eligible to the business
For **newly registered Login accounts** – review and complete any additional information to correctly display the programs eligible to the business.

1. **Are You Applying As?** – Selection will determine the choices available under Company/Entity Type ***FOR PROFIT**
2. **Company/Entity Type** – Choose one of the options available
3. **Federal Employers Identification Number (FEIN)** – provide FEIN of the business (without the dash)
4. **SAP Vendor Number** – will be required only if receiving monies from the state.
5. **Update Account Information** – make appropriate changes, click "Update"
6. **Required fields** are denoted by a red diamond

Single Application – USER SETTNGS –Account Information **NON PROFIT** Companies

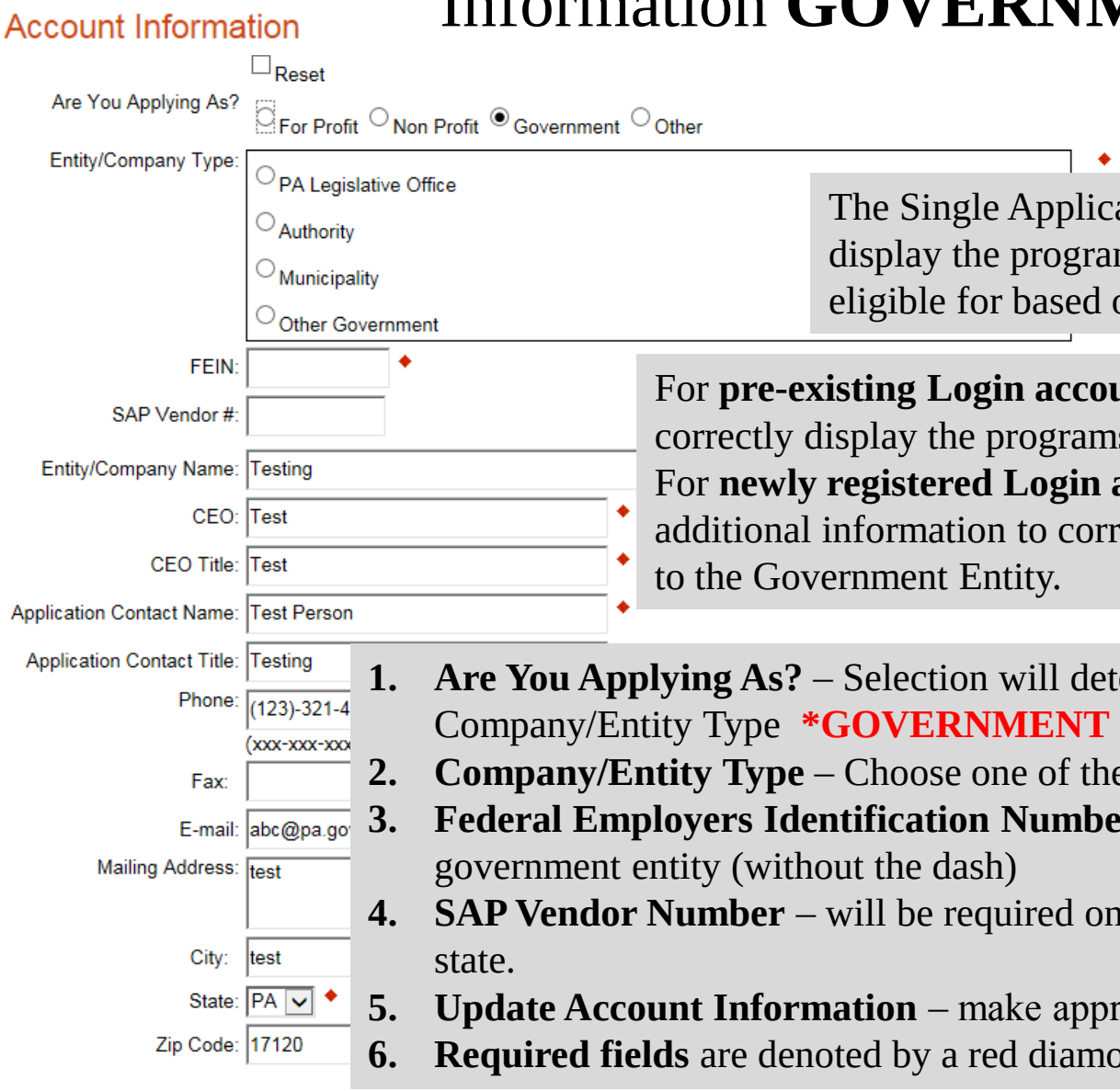


The Single Application Account Information is used to display the programs the organization may be eligible for based on the information provided.

For **pre-existing Login accounts** - complete this information to correctly display the programs eligible to the organization.
For **newly registered Login accounts** – review and complete any additional information to correctly display the programs eligible to the organization.

1. **Are You Applying As?** – Selection will determine the choices available under Company/Entity Type ***NON PROFIT**
2. **Company/Entity Type** – Choose one of the options available
3. **Federal Employers Identification Number (FEIN)** – provide FEIN of the organization (without the dash)
4. **SAP Vendor Number** – will be required only if receiving monies from the state.
5. **Update Account Information** – make appropriate changes, click "Update"
6. **Required fields** are denoted by a red diamond

Single Application – USER SETTNGS –Account Information **GOVERNMENT**

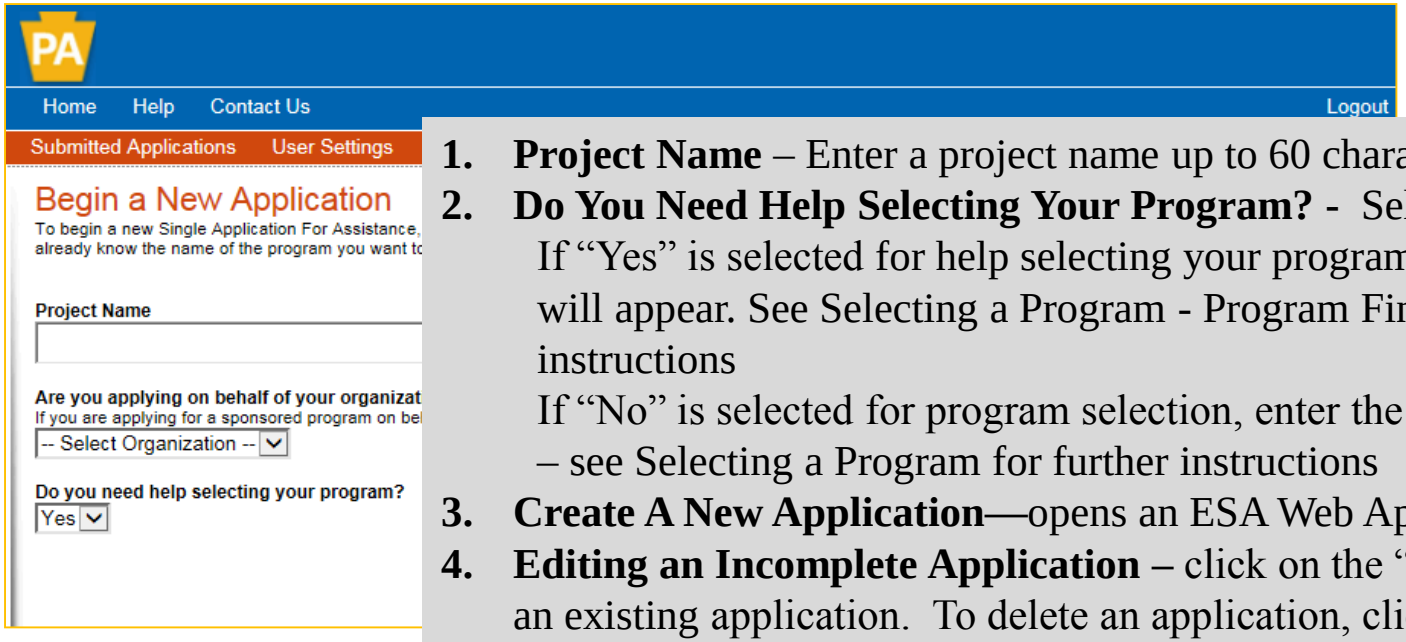


The Single Application Account Information is used to display the programs the Government entity may be eligible for based on the information provided.

For **pre-existing Login accounts** - complete this information to correctly display the programs eligible to the Government entity. For **newly registered Login accounts** – review and complete any additional information to correctly display the programs eligible to the Government Entity.

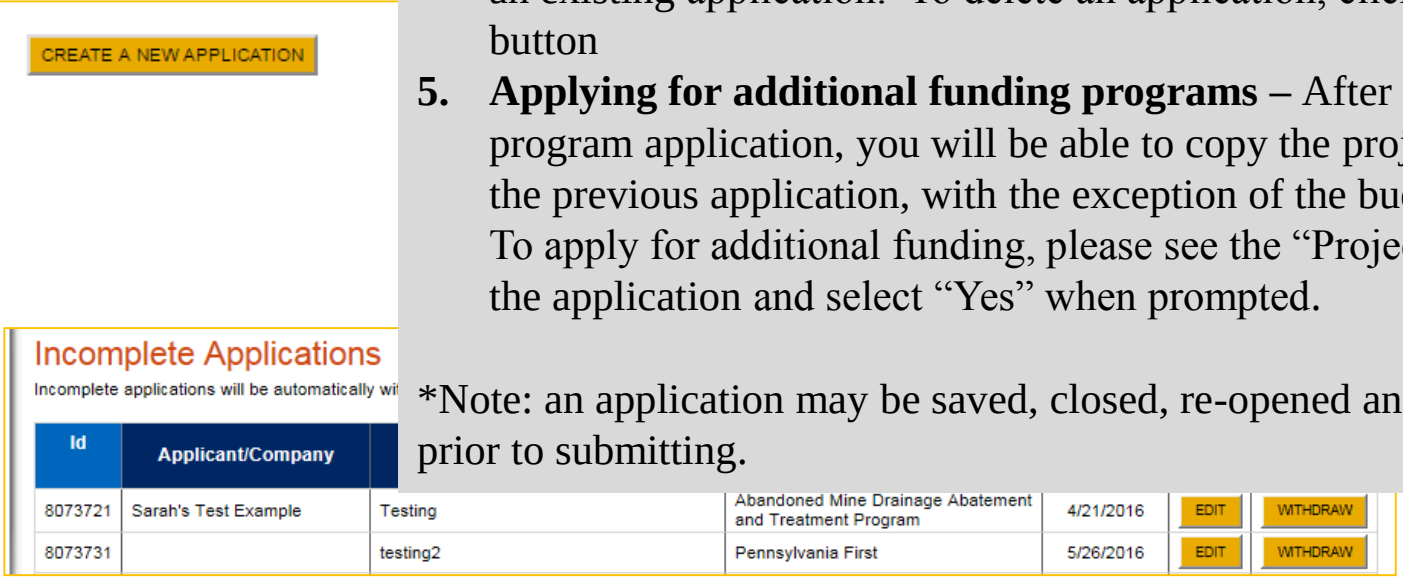
1. **Are You Applying As?** – Selection will determine the choices available under Company/Entity Type ***GOVERNMENT**
2. **Company/Entity Type** – Choose one of the options available
3. **Federal Employers Identification Number (FEIN)** – provide FEIN of the government entity (without the dash)
4. **SAP Vendor Number** – will be required only if receiving monies from the state.
5. **Update Account Information** – make appropriate changes, click "Update"
6. **Required fields** are denoted by a red diamond

Single Application—**BEGIN A NEW APPLICATION**

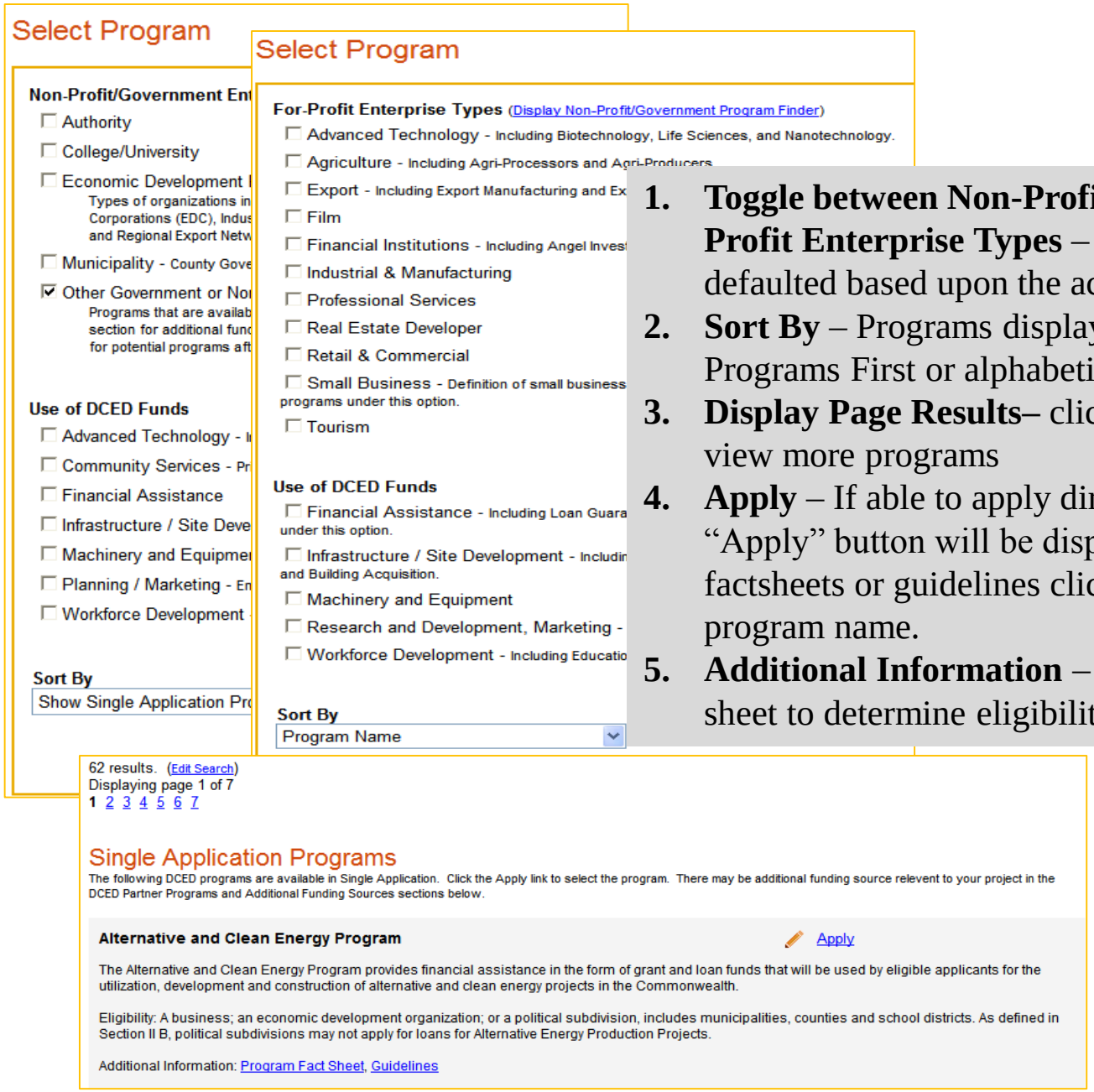


1. **Project Name** – Enter a project name up to 60 characters
2. **Do You Need Help Selecting Your Program? -** Select Yes or No
   If "Yes" is selected for help selecting your program, the Program Finder will appear. See Selecting a Program - Program Finder for further instructions
   If "No" is selected for program selection, enter the name of the program – see Selecting a Program for further instructions
3. **Create A New Application—**opens an ESA Web Application
4. **Editing an Incomplete Application –** click on the "Edit" button to open an existing application. To delete an application, click on the "Withdraw" button
5. **Applying for additional funding programs –** After completing the first program application, you will be able to copy the project information from the previous application, with the exception of the budget and addenda. To apply for additional funding, please see the "Project Overview" page of the application and select "Yes" when prompted.

*Note: an application may be saved, closed, re-opened and edited at any time prior to submitting.



Single Application –**Select Program –Program Finder**



1. **Toggle between Non-Profit/Government and For Profit Enterprise Types** – Selection displayed is defaulted based upon the account information provided.
2. **Sort By** – Programs displayed by Single Application Programs First or alphabetically by Program name
3. **Display Page Results–** click additional page numbers to view more programs
4. **Apply** – If able to apply directly for the program, the "Apply" button will be displayed; to view program factsheets or guidelines click on the link below the program name.
5. **Additional Information** – click to view program fact sheet to determine eligibility or submission requirements

Single Application—Program Search Continued

Select Program

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

Search by Program Name or Acronym

Program Name

Abandoned Mine

Sort By

Program Name

SEARCH PROGRAM FINDER

1 results. (Edit Search)

Search Results

Below is an alphabetical listing of all DCED programs matching the search criteria above. If you are eligible to apply, c
the program.

Abandoned Mine Drainage Abatement and Treatment Program App

Applications accepted between 3/1 and 6/30.
Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately
streams from the Department of Environmental Resources Impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Wate
For-Profit Business other than "producers" of oil and gas

Additional Information: Program Fact Sheet, Guidelines

Non-Profit/Government Enterprise Types (Display For-Profit Program Finder)
If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).

- ☐ Authority
- ☐ College/University
- ☐ Economic Development Provider
  Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).
- ☐ Municipality - County Government and Councils of Governments (COGs) should also check this option for eligible programs.
- ☑ Other Government or Non-Profit -
  Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.

Use of DCED Funds
Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for DCED funding. If the project does not match any of the options listed below, leave this section blank to view all DCED programs.

- ☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
- ☐ Community Services - Examples include Low Income Assistance projects and Emergency Responsers programs.
- ☐ Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.
- ☐ Machinery and Equipment
- ☐ Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.
- ☐ Workforce Development - Including Education and Job Training.

Sort By
Show Single Application Programs First

SEARCH

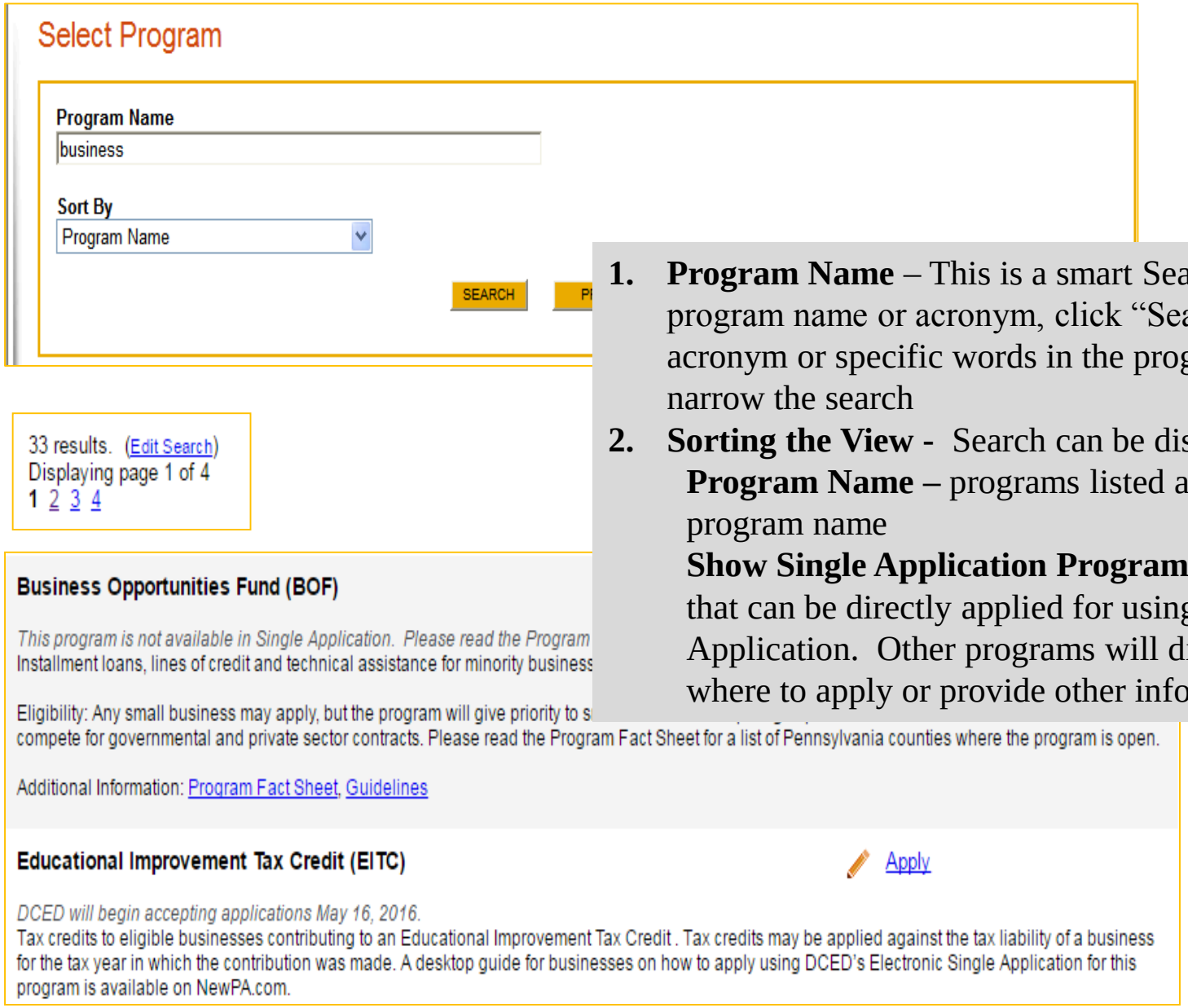
50 results. (Edit Search)
Displaying page 1 of 5
1 2 3 4 5

Single Application Programs

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevent to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Abandoned Mine Drainage Abatement and Treatment Program Apply

Single Application –**SELECTING A PROGRAM**



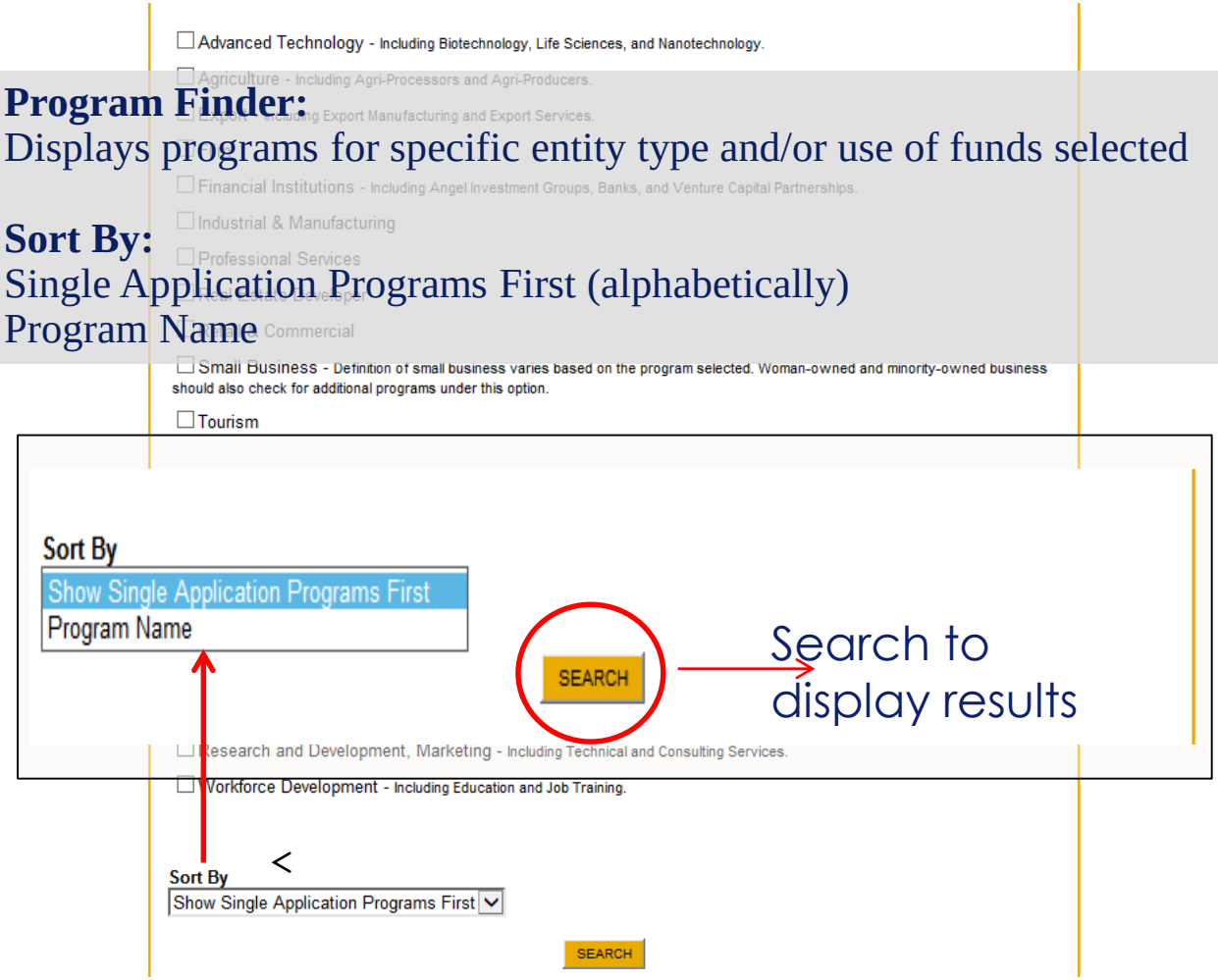
1. **Program Name** – This is a smart Search – Enter desired program name or acronym, click "Search" or enter the acronym or specific words in the program name to narrow the search
2. **Sorting the View -** Search can be displayed by:
   Program Name – programs listed alphabetically by program name
   Show Single Application Programs First –programs that can be directly applied for using the Single Application. Other programs will direct applicant where to apply or provide other information.

Single Application –Selecting a Program Continued

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded by DCED. You may select more than one option. If no options are selected, all programs will display.

- ❖ **Program Finder:**
  - Displays programs for specific entity type and/or use of funds selected
- ❖ **Sort By:**
  - Single Application Programs First (alphabetically)
  - Program Name



Single Application –Program Finder Results

66 results. (Edit Search)
Displaying page 1 of 7
1 2 3 4 5 6 7

Program Results

Single Application Programs

Apply for Program

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevent to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Abandoned Mine Drainage Abatement and Treatment Program Apply

Applications accepted between 3/1 and 6/30.
Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately, to remove these streams from the Department of Environmental Resources Impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Watershed Organization, For-Profit Business other than "producers" of oil and gas

Additional Information: Program Fact Sheet, Guidelines

Guidelines

- Unique to each Program's requirements

Program Fact Sheet

- Detailed Overview
- Eligibility & Deadlines

Single Application-Applicant Information

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Applicant:
Program: Alternative and Clean Energy Program - Grant Program Fact Sheet Guidelines
Web Application #: 8003728

Applicant Information

USE ACCOUNT INFORMATION

Applicant Entity Type:
- Limited Liability Partnership
- Partnership
- Government
- Non-Profit Corporation
- Sole Proprietorship
- Limited Liability Corporation
- S Corporation
- C Corporation

Applicant Name:

NAICS Code:

FEIN: (xxxxxxxxx)

CEO:

CEO Title:

SAP Vendor #: (xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone: (xxx-xxx-xxxx) Ext.

Required Fields – all fields with a red diamond are required and must be completed.
"**Use Account Information**" button to pre-fill fields entered in your user settings
Enterprise Type – select all that apply

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

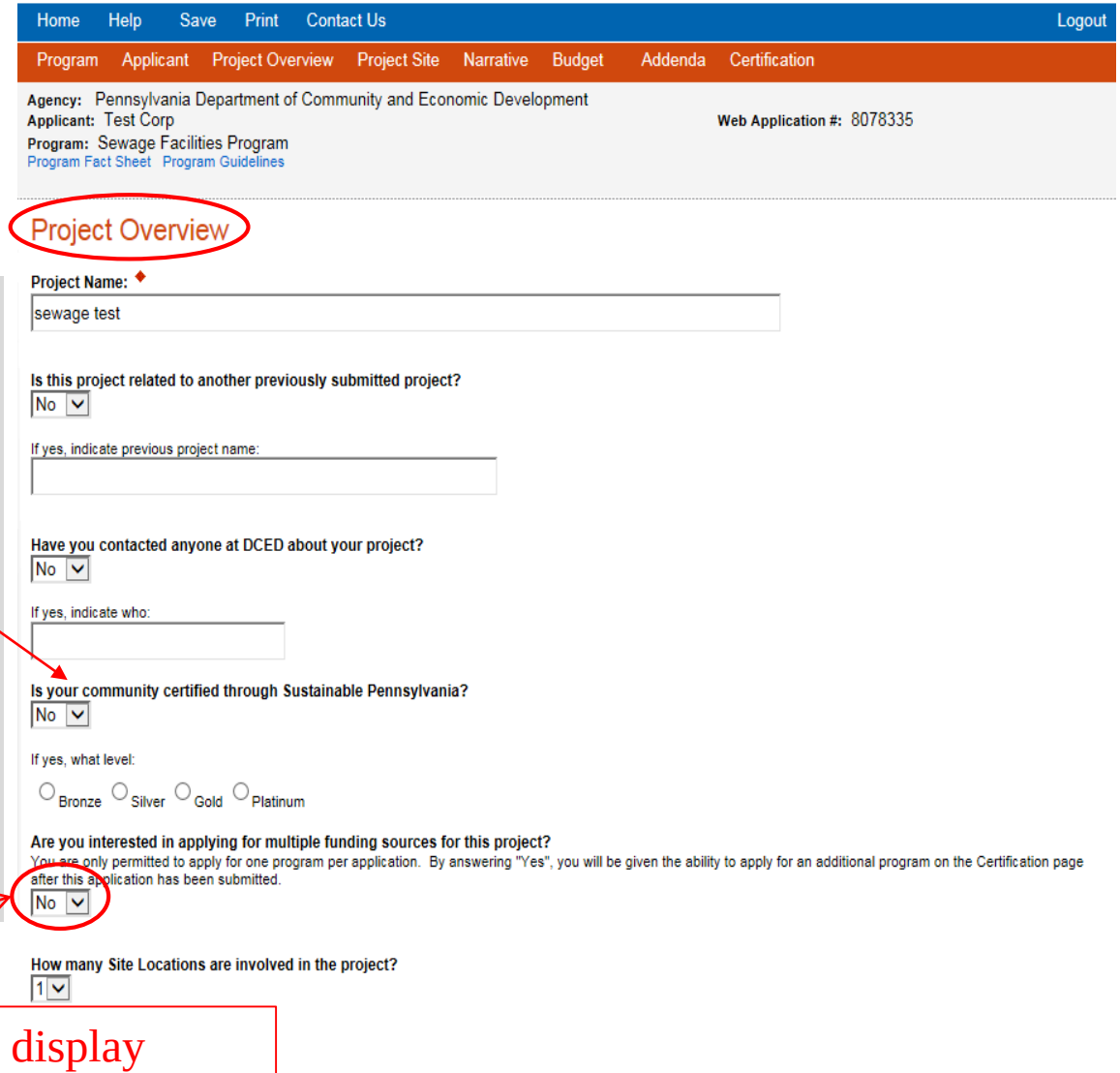
Advanced Technology	Agri-Processor	Agri-Producer	Authority	Biotechnology / Life Sciences
Business Financial Services	Call Center	Child Care Center	Commercial	Community Dev. Provider
Computer & Clerical Operators	Defense Related	Economic Dev. Provider	Educational Facility	Emergency Responder
Exempt Facility	Export Manufacturing	Export Service	Food Processing	Government
Healthcare	Hospitality	Industrial	Manufacturing	Mining
Other	Professional Services	Recycling	Regional & National Headquarters	Research & Development
Retail	Social Services Provider	Tourism Promotion	Warehouse & Terminal	

Single Application – Project Overview

<u>One</u> project funding source per application

Sustainable Pennsylvania
Pertains to Municipalities.

Multiple Funding Sources??
→"Yes" will give the option to apply for additional programs **<u>after</u>** the first application has been submitted.



<u>Important Note:</u> This will need to display "Yes" to select additional funding programs for the same applicant project.

Single Application—Project Site Location(S)

Project Site Location(s)

To add Project Site Locations, please see the Project Overview section.

Site 1

Address:

City:

State: PA

Zip Code:

County: Cumberland

Municipality: South Middleton Township

PA House: ☐ Will Tallman (193)

PA Senate: ☐ Patricia Vance (31)

US House: ☐ Bill Shuster (9)

☐ VACANT (19)

Current Employees:

Jobs To Be Created:

Jobs that Pay: $37,785.00

Created

Retained

Jobs that Pay

Jobs that Pay is Part Of Governor Wolf's initiative to improve Pennsylvania's overall job climate and job growth through partnering with the private sector to encourage the creation and retention of jobs that pay at least 80% of the annual average wage in the county where the jobs are located. (See current county listings). Job creation and retention will help ensure that businesses and communities provide employment opportunities for all of the state's residents, improve the local tax base, and achieve prosperity and a higher quality of life for families and communities.

NOTE: Jobs that Pay required data by the Department is for reporting purposes only and will **NOT** be used as a criteria for awarding loans, loan guarantees, grants or tax credits.

Additional Project Sites – to change the number of project sites go to "Project overview" tab; change number of sites (six sites maximum).
County – select project County from dropdown menu; choose statewide if project spans multiple counties or exact location is unknown.
Municipality – Based on the County selection. Choose from the available list of municipalities or countywide.
Legislators – Based on the Municipality selection – choose the appropriate legislator(s) (If you do not know which legislator to choose, you may select them all).

Current Employees, Jobs To Be Created – though these fields are not denoted with a red diamond, they do require a numerical value association, even if the number is zero (0).

Jobs that Pay: average annual wage in your selected county.
Created: number of jobs being created at/over average annual wage.
Retained: number of jobs retained at/over average annual wage.

Single Application—Project Narrative

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

Note: The character counters will display a count down of characters. See maximum amount of characters allowed.

What do you plan to accomplish with this project? ◆
Identify the problem(s) that need to be resolved.
Character Count: 0/1000 characters

How do you plan to accomplish it? ◆
Include expected outcomes that are measurable, obtainable, clear and understandable, and
created or retained, people trained, land or building acquired, housing units renovated or buil
Character Count: 0/1000 characters

How do you plan to use the DCED funds? ◆
Should include specific use of DCED funds and reflect the budget provided with the application.
Character Count: 0/1000 characters

Projected Schedule and Key Milestones and Dates
A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.
Character Count: 0/1000 characters

- Minimum 100 characters for each question; Max 1,000
- 30 minute session time-out
  - ✓ save often & after completing each question to avoid losing data.
- Do not use special characters
  - ✓ Examples: (\ / * & %)

Single Application—Program Budget

Program Budget consists of 2 sections (1) Spreadsheet (2) Basis of Cost

Program Budget

Please see the Help section for details on how to complete the Program Budget.

Spreadsheet | Basis of Cost

Budget Spreadsheet

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

Add funding source

Please Select a Category

Add Category

	Grants DCED	Bank Private (Edit)	Total
General Construction - Collapse	$315,624.00	$461,437.00	
New C	315,624.00	$461,437.00	$777,061.00
Infrastr	$24,000.00	$48,000.00	
Water/	$0.00	$12,000.00	$12,000.00
Utilities	$24,000.00	$36,000.00	$60,000.00
Machin	470,713.00	$706,070.00	
N		$706,070.00	$1,176,783.00
Re		$84,770.00	
Eng		$22,794.00	$37,991.00
Inspec	$800.00	$1,200.00	$2,000.00
Contin	$40,516.00	$60,776.00	$101,292.00
Miscella	$31,663.00	$47,494.00	
permitt	$2,700.00	$4,050.00	$6,750.00
taxes Edit Remove	$28,963.00	$43,444.00	$72,407.00
Total	$898,513.00	$1,347,771.00	
		Budget Total:	$2,246,284.00

Please Select a Category
Buildings
New Construction
Renovations
Roads/Streets
Parking
Water/Sewer
Utilities
Demolition
Used Equipment Purchase
Upgrade Existing
Installation/Building Modification
Vehicles
Salary/Fringe Benefits
Training/Technical Assistance
Consumable Supplies
Travel

Categories are rows

Save Changes

Additional Funding Sources – creates or removes additional column headings in the budget's spreadsheet.

Add Funding Source

Columns

Source Name:

Source Type: Please Select a Type, Private, Local, State, Federal, In-Kind

Save | Cancel

Spreadsheet | Basis of Cost

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

- Appraisals
- Bids/Quotations
- Budget Justification
- Contractor Estimates

Justification of Spreadsheet Costs

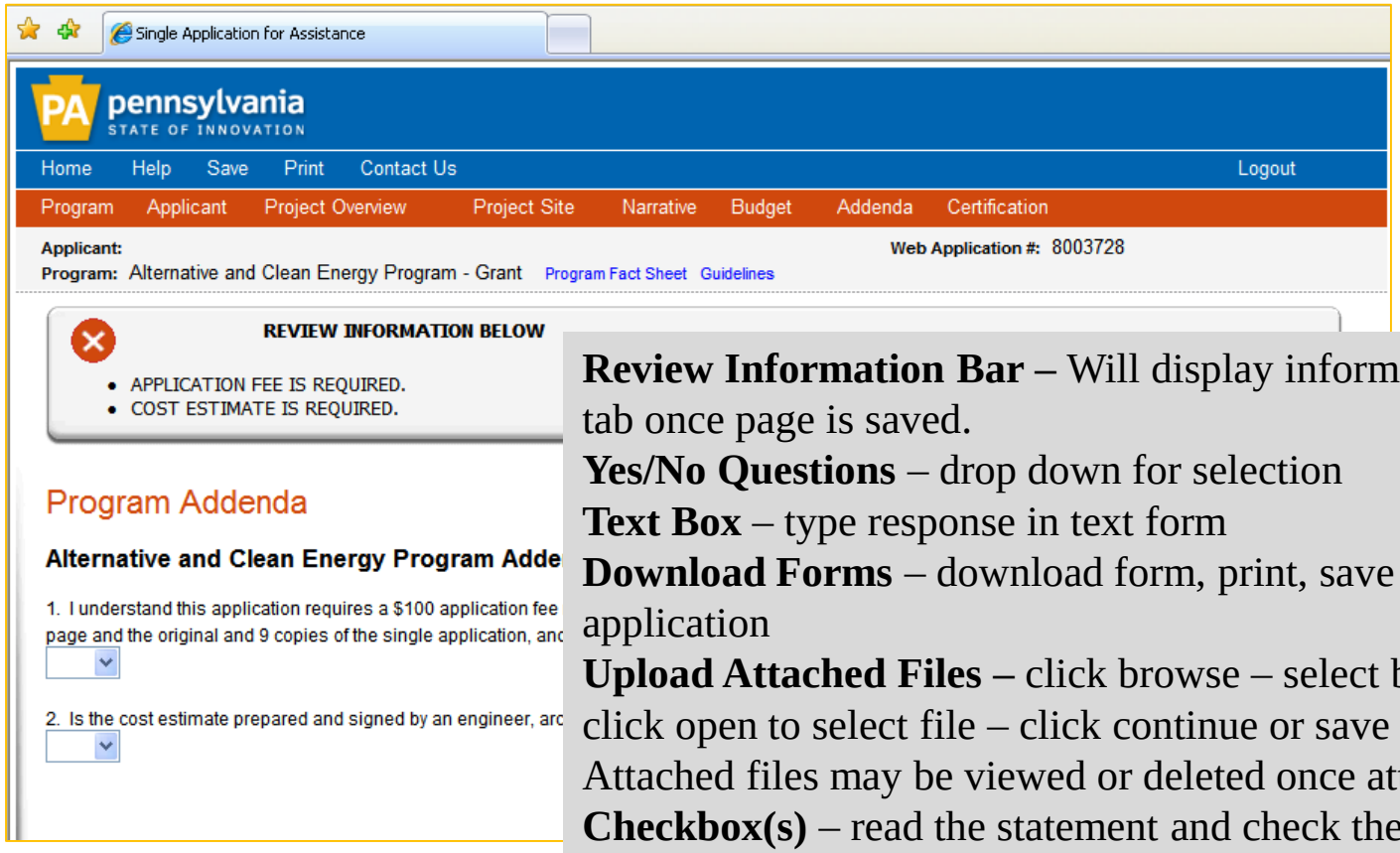
Budget Narrative

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
Character Count: 0/2000

Budget Narrative – text may be typed in or copied and pasted – maximum of 2000 characters
*(**Note:** do not use special characters such as / \ < > ; * : bullets)*

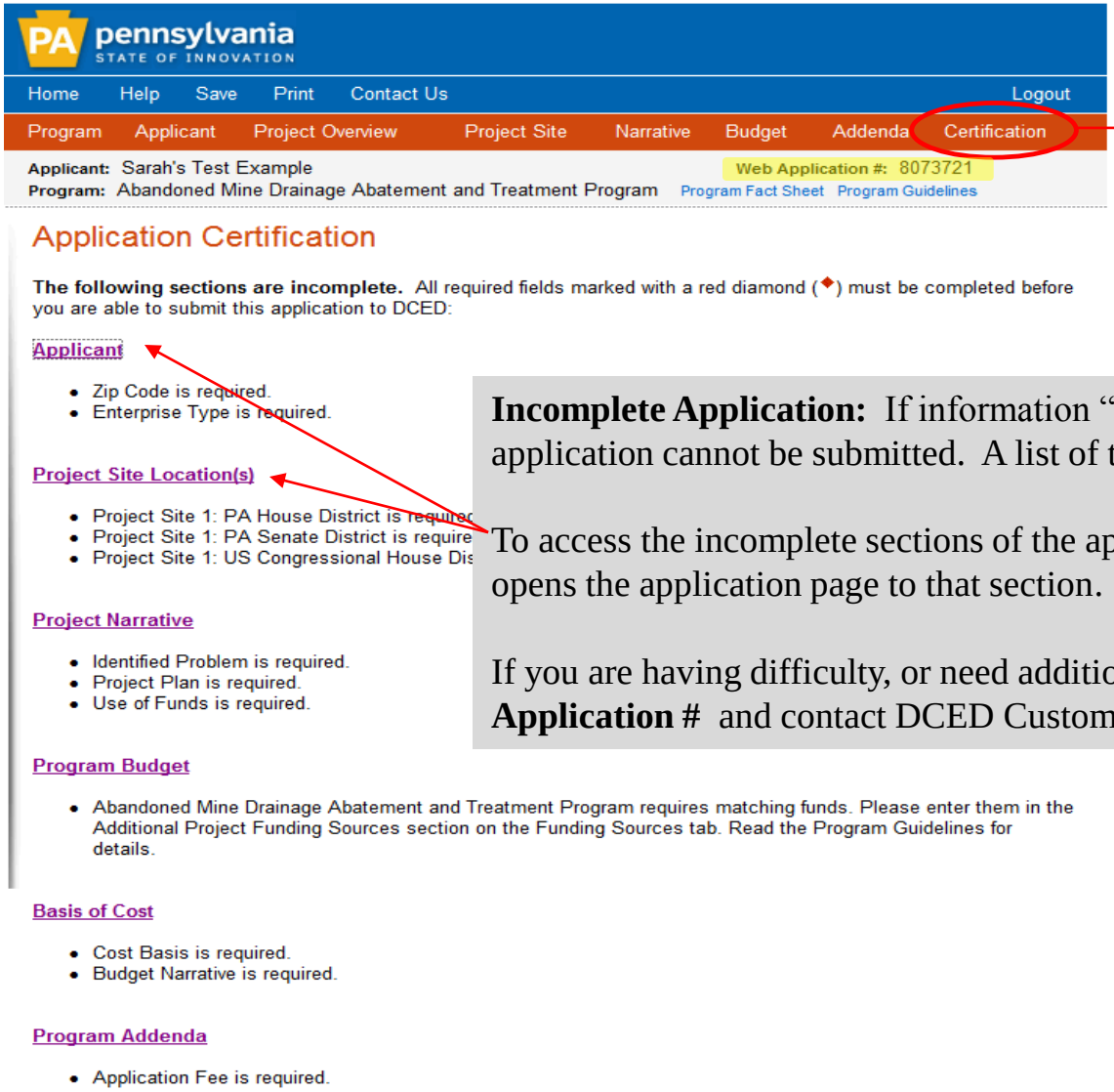
Single Application—Program Addenda

Program Addenda – Program specific information required by the program in accordance with the program guidelines. Addenda varies per program and may be required up front.



Review Information Bar – Will display informational reminders per tab once page is saved.
Yes/No Questions – drop down for selection
Text Box – type response in text form
Download Forms – download form, print, save and upload to application
Upload Attached Files – click browse – select by highlighting file – click open to select file – click continue or save to upload the file. Attached files may be viewed or deleted once attached.
Checkbox(s) – read the statement and check the box indicating you have read and will attach requested documents via the application electronically or submit by mail with the application signature page.

Single Application- Certification



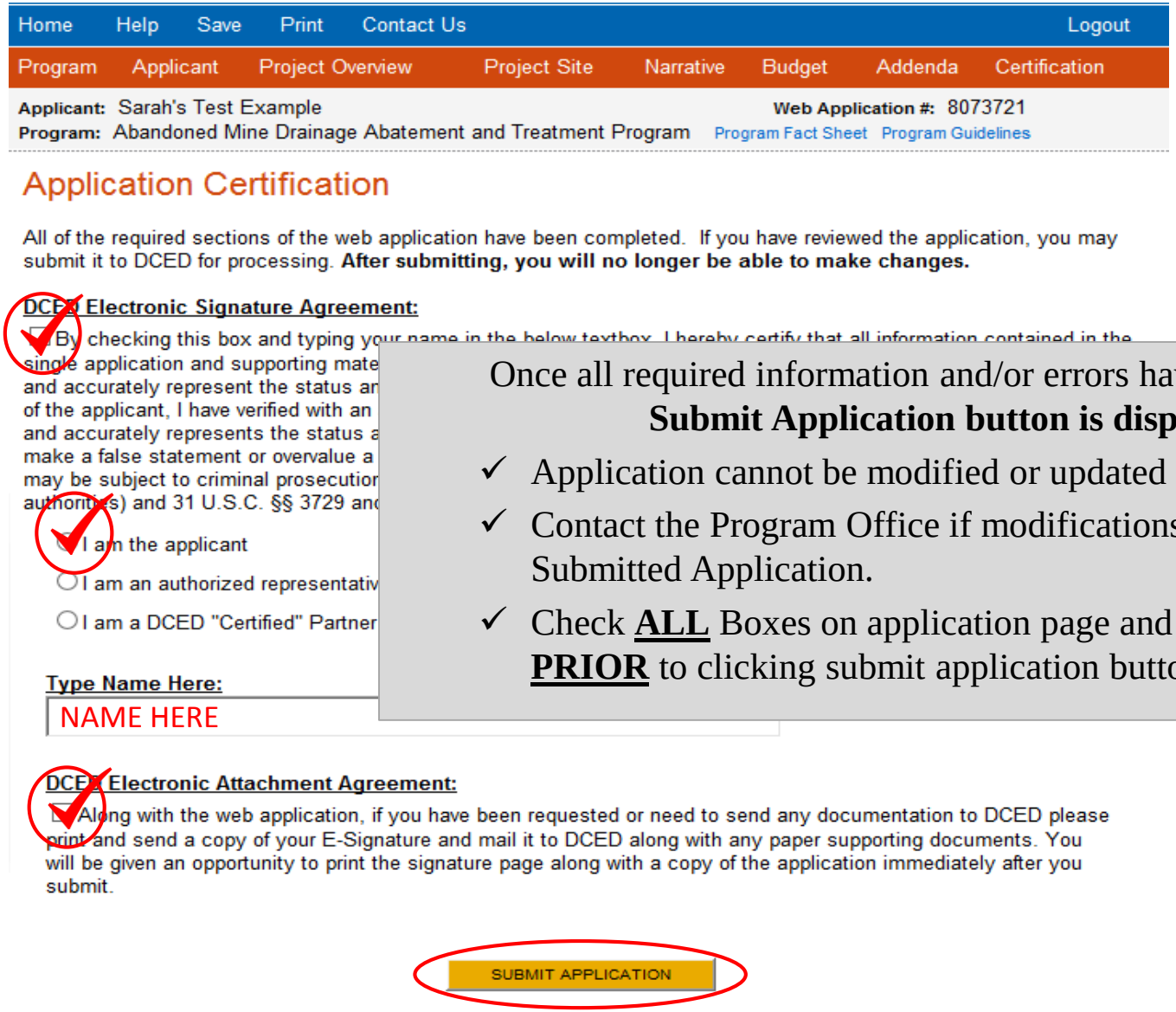
Certification Page can be used as an application checklist to confirm that all required data has been satisfied.

Incomplete Application: If information "required" has not been satisfied, the application cannot be submitted. A list of the required files will be displayed.

To access the incomplete sections of the application – click the heading link which opens the application page to that section.

If you are having difficulty, or need additional assistance, please record your **Web Application #** and contact DCED Customer Service: 1-800-379-7448.

Single Application- Certification cont.



Once all required information and/or errors have been satisfied;
Submit Application button is displayed.

- ✓ Application cannot be modified or updated once submitted.
- ✓ Contact the Program Office if modifications need to be made to a Submitted Application.
- ✓ Check **ALL** Boxes on application page and type your name **PRIOR** to clicking submit application button.

Single Application- Certification cont.

Successfully Submitted Application: Displays option to print application and/or signature page, where to mail documents and (if selected in project overview) option to create another application.

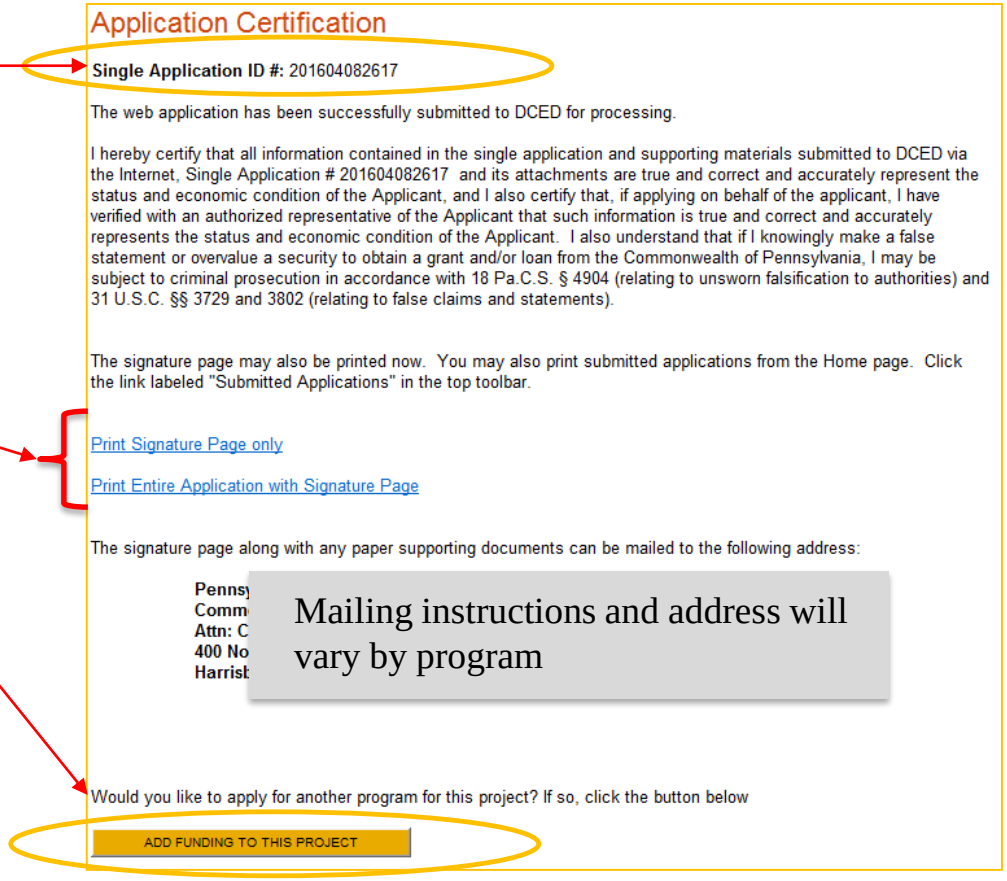
12 – digit Single Application ID number generated

- ✓ Instant Confirmation

Option to print the signature page and/or the entire application

Option to apply for additional DCED funding for the <u>same</u> project.

- ✓ Select additional program
- ✓ Complete Budget and Addenda sections



Application Certification

Single Application ID #: 201604082617

The web application has been successfully submitted to DCED for processing.

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201604082617 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsy
Comm
Attn: C
400 No
Harrisb

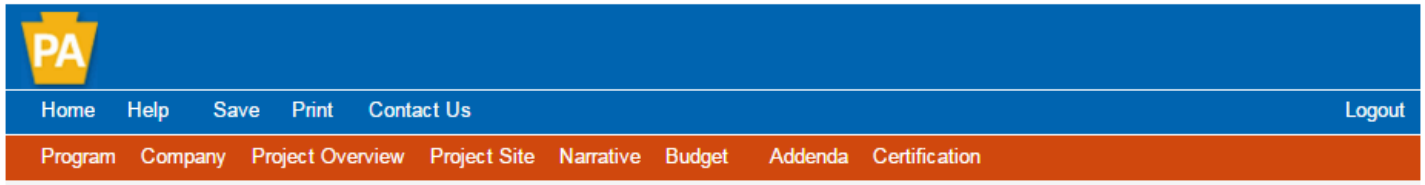
Mailing instructions and address will vary by program

Would you like to apply for another program for this project? If so, click the button below

ADD FUNDING TO THIS PROJECT

User Tips:

- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and have to re-enter it.
- Save frequently.
- Electronic Single Application works best when accessed through Internet Explorer
- Once you have created a Single Application, there are 2 ribbons that will help you navigate through the entire process; BLUE and RED.



BLUE Ribbon Links: HOME (will take you to the home screen to see your submitted applications and incomplete applications).

- Home will allow you to view "User Settings" and submit applications.

RED Ribbon Links: Page-by-page Navigation through the single application.

- Certification Page: a checklist for completion. At any time during the application process, you can click on Certification to see if you've satisfied all required information for each page. If not, a link to the page and a list of errors will appear.
- Once all required information has been submitted, submit application will appear.

PADCEDnews

For additional assistance please contact:

Customer Service Center
1-800-379-7448
ra-dcedcsc@pa.gov

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