



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.

The image shows a sequence of screenshots from the Pennsylvania Department of Community & Economic Development website. The top screenshot shows the main navigation menu with 'Programs & Funding' highlighted. The middle screenshot shows the 'Programs & Funding' dropdown menu, with 'Single Application' circled. The bottom screenshot shows the 'Single Application' login page, which includes a 'Login' section with 'User Name' and 'Password' input fields, a 'Login' button, and a 'REGISTER' button for first-time users. A note states: 'Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.' There are also 'FORGOT PASSWORD' and 'FORGOT YOUR PASSWORD?' buttons.

Login:

PA pennsylvania
STATE OF INNOVATION

Help Contact Us

Login

User Name

Password

Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

(First Time User? Click the button above)

(Forgot Your Password? Click the button above)

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/>

The screenshot shows the PA PowerPort website interface. On the left, there is a sidebar with the Pennsylvania State logo and navigation links for 'Login', 'User Name', and 'Password'. Below this, an 'Important Note' states: 'If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.' There are buttons for 'First Time User? Click the button above' and 'Forgot Your Password? Click the button above'. The main content area is titled 'Forgotten Password' and includes a 'Login' section with 'Register' and 'Forgot Password' links. A text box explains: 'These options require you to Login with your account information. If you do not have an account click the Register link above to create an account.' Below this is a form with the label 'Enter Your Email Address:' and a text input field. A 'Submit' button is located below the input field. The 'Forgot Password' link is circled in red, and the 'Update Account Information' link is also circled in red.

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 must return to the Single Application website to log in and complete an application.

Single Application New Registration for PA PowerPort Login—Instructions

Single Application Registration Information

In order to use the Web Submission of Single Application for Assistance you must have a valid PA PowerPort user name and password. If you do not have a PA PowerPort profile, simply fill out the form below and press the "Submit" button. To help provide a more detailed and easier process while filling out your application we are asking for information that will help us provide you with the best possible programs and screens.

PA Login Information

◆ Required Fields

First Name: ◆

Last Name: ◆

Address:

City:

State: PA ◆

Zip Code: ◆

Email Address:

User Name: ◆

Password: ◆

Confirm Password: ◆

Security Question:

Security Answer:

Single Application Information

Reset

Are You Applying As? For Profit Non Profit Government

Submit

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:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone: Ext.
(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State:

Zip Code:

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 SETTINGS –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:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone:
(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State:

Zip Code:

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 ♦

UPDATE CANCEL

Single Application – USER SETTINGS –Account Information NON PROFIT Companies

Account Information

Reset

Are You Applying As?

For Profit Non Profit Government Other

Entity/Company Type:

College/University
 Economic Development Provider
 Other

FEIN:

SAP Vendor #:

Charitable organization?

Yes

Entity/Company Name: Testing

CEO: Test

CEO Title: Test

Application Contact Name: Test Person

Application Contact Title: Testing

Phone:

(123)-321-4

(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 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 SETTINGS –Account Information GOVERNMENT

Account Information

Reset

Are You Applying As?

For Profit Non Profit Government Other

Entity/Company Type:

- PA Legislative Office
- Authority
- Municipality
- Other Government

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

FEIN:

SAP Vendor #:

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.

Entity/Company Name:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone:

Fax:

E-mail:

Mailing Address:

City:

State:

Zip Code:

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

PA

Home Help Contact Us

Submitted Applications User Settings

Logout

Begin a New Application

To begin a new Single Application For Assistance, you must already know the name of the program you want to apply for.

Project Name

Are you applying on behalf of your organization or are you applying for a sponsored program on behalf of your organization?
 Select Organization

Do you need help selecting your program?
 Yes

CREATE 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.

Incomplete Applications

Incomplete applications will be automatically withdrawn.

ID	Applicant/Company	Program	Application Date	EDIT	WITHDRAW
8073721	Sarah's Test Example	Testing	4/21/2018	EDIT	WITHDRAW
8073731		Testing2	5/26/2018	EDIT	WITHDRAW

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

Single Application – Select Program – Program Finder

Select Program

Select Program

Non-Profit/Government Entity

- Authority
- College/University
- Economic Development
Types of organizations in
Corporations (EDC), Industrial
and Regional Export Networks
- Municipality - County Government
- Other Government or Non-Profit
Programs that are available in
section for additional funding
for potential programs are all

Use of DCED Funds

- Advanced Technology - Private
- Community Services - Private
- Financial Assistance
- Infrastructure / Site Development
- Machinery and Equipment
- Planning / Marketing - Economic Development
- Workforce Development

Sort By

Show Single Application Programs

For-Profit Enterprise Types (Display Non-Profit/Government Program Finder)

- Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
- Agriculture - Including Agri-Processors and Agri-Producers
- Export - Including Export Manufacturing and Export
- Film
- Financial Institutions - Including Angel Investment
- Industrial & Manufacturing
- Professional Services
- Real Estate Developer
- Retail & Commercial
- Small Business - Definition of small business programs under this option.
- Tourism

Use of DCED Funds

- Financial Assistance - Including Loan Guarantees under this option.
- Infrastructure / Site Development - Including Building Acquisition.
- Machinery and Equipment
- Research and Development, Marketing - Economic Development
- Workforce Development - Including Education

Sort By

Program Name

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

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

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 relevant to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Alternative and Clean Energy Program

[Apply](#)

The Alternative and Clean Energy Program provides financial assistance in the form of grant and loan funds that will be used by eligible applicants for the utilization, development and construction of alternative and clean energy projects in the Commonwealth.

Eligibility: A business; an economic development organization; or a political subdivision, includes municipalities, counties and school districts. As defined in Section 11B, political subdivisions may not apply for loans for Alternative Energy Production Projects.

Additional information: [Program Fact Sheet](#) [Guidelines](#)

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

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

- Authority
- College/University
- Economic Development Provider
Types of organizations include but are not limited to: Area Loan Organizations (ALOs), Community Development Financial Institutions (CDFIs), Economic Development Corporations (EDCs), Industrial Development Authorities (IDAs), Industrial Development Corporations (IDCs), Local Development Districts (LDDs), Redevelopment Authorities, and Regional Export Networks (REN).
- Municipality - County Government and Councils of Governments (COGs) should also check the 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 Far-Right Industries may also want to check the Far-Right Program Finder for potential programs after using the Non-Profit Program Finder

Use of OCED Funds
Be sure to carefully read the Program Fact Sheet and Outcomes to make sure the project goals are eligible for OCED funding. If the project does not match any of the options listed below, leave this section blank in view of OCED program.

- Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology
- Community Services - Examples include Low Income Assistance projects and Emergency Response 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 (All Search)
Displaying page 1 of 5
1 2 3 4 5

Single Application Programs

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

Abandoned Mine Drainage Abatement and Treatment Program

Apply

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, click the program.

Abandoned Mine Drainage Abatement and Treatment Program

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, Water Utility, For-Profit Business other than "producers" of oil and gas

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

Single Application –SELECTING A PROGRAM

Select Program

Program Name

business

Sort By

Program Name

SEARCH

33 results. ([Edit Search](#))
Displaying page 1 of 4
[1](#) [2](#) [3](#) [4](#)

Business Opportunities Fund (BOF)

This program is not available in Single Application. Please read the Program Fact Sheet for details on installment loans, lines of credit and technical assistance for minority business.

Eligibility: Any small business may apply, but the program will give priority to small businesses that compete for governmental and private sector contracts. Please read the Program Fact Sheet for a list of Pennsylvania counties where the program is open.

Additional Information: [Program Fact Sheet](#) [Guidelines](#)

Educational Improvement Tax Credit (EITC)

 [Apply](#)

DCED will begin accepting applications May 16, 2016.

Tax credits to eligible businesses contributing to an Educational Improvement Tax Credit. Tax credits may be applied against the tax liability of a business for the tax year in which the contribution was made. A desktop guide for businesses on how to apply using DCED's Electronic Single Application for this program is available on [NewPA.com](#).

- 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

Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.

Agricultural - Including Agri-Processors and Agri-Products.

Export Manufacturing and Export Services.

Financial Institutions - Including Angel Investment Groups, Banks, and Venture Capital Partnerships.

Industrial & Manufacturing.

Professional Services.

Commercial.

Small Business - Definition of small business varies based on the program selected. Woman-owned and minority-owned business should also check for additional programs under this option.

Tourism.

Research and Development, Marketing - Including Technical and Consulting Services.

Workforce Development - Including Education and Job Training.

Sort By

Show Single Application Programs First

Program Name

SEARCH

Search to display results

Sort By

Show Single Application Programs First

SEARCH

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

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

Apply for Program

Abandoned Mine Drainage Abatement and Treatment Program



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

Guidelines

Additional Information: [Program Fact Sheet](#), [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: **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: _____
(xxxxxxxx)

CEO: _____

CEO Title: _____

SAP Vendor #: _____
(xxxxxx or xxxxxx-xxxx)

Contact Name: _____

Contact Title: _____

Phone: _____ Ext. _____
(xxx-xxx-xxxx)

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. ♦

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

Single Application – Project Overview

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Test Corp Web Application #: 8078335
Program: Sewage Facilities Program
Program Fact Sheet Program Guidelines

Project Overview

Project Name:

Is this project related to another previously submitted project?
 No Yes

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?
 No Yes

If yes, indicate who:

Is your community certified through Sustainable Pennsylvania?
 No Yes

If yes, what level
 Bronze Silver Gold Platinum

Are you interested in applying for multiple funding sources for this project?
You are only permitted to apply for one program per application. By answering "Yes" you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.
 No Yes

How many Site Locations are involved in the project?

One project funding source per application

Sustainable Pennsylvania Pertains to Municipalities.

Multiple Funding Sources??
→“Yes” will give the option to apply for additional programs **after** the first application has been submitted.

Important Note: This will need to display “Yes” to select additional funding programs for the same applicant project.

[Continue](#)

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: ▾

Municipality:

PA House: Will Tollman (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.

What do you plan to accomplish with this project? ♦

Identify the problem(s) that need to be resolved

Character Count: 0/1000 characters

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

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 built

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		Grants DCEd	Bank Private	Total
Please Select a Category				
Add Category			Edit	
General Construction - Collapse		\$315,624.00	\$481,437.00	
New Construction	Please Select a Category	\$315,624.00	\$481,437.00	\$777,061.00
Buildings				
New Construction		\$24,000.00	\$48,000.00	
Renovations		\$0.00	\$12,000.00	\$12,000.00
Roads/Streets				
Parking		\$24,000.00	\$36,000.00	\$60,000.00
Water/Sewer				
Utilities		\$470,713.00	\$706,070.00	
Water/Sewer				
Utilities			\$706,070.00	\$1,176,783.00
Water/Sewer				
Utilities			\$84,770.00	
Used Equipment Purchase		\$12,431.00	\$22,794.00	\$37,991.00
Upgrade Existing		\$800.00	\$1,200.00	\$2,000.00
Installation/Building Modification				
Vehicles		\$40,516.00	\$60,776.00	\$101,292.00
Salary/Fringe Benefits		\$31,663.00	\$47,494.00	
Training/Technical Assistance				
Consumable Supplies		\$2,700.00	\$4,050.00	\$6,750.00
Travel				
Remove		\$28,963.00	\$43,444.00	\$72,407.00
Total		\$898,513.00	\$1,347,771.00	
			Budget Total:	\$2,246,284.00

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.

Single Application for Assistance

PA pennsylvania STATE OF INNOVATION

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Applicant: Web Application #: 8003728

Program: Alternative and Clean Energy Program - Grant Program Fact Sheet Guidelines

REVIEW INFORMATION BELOW

- APPLICATION FEE IS REQUIRED.
- COST ESTIMATE IS REQUIRED.

Program Addenda

Alternative and Clean Energy Program Addenda

1. I understand this application requires a \$100 application fee per page and the original and 9 copies of the single application, and

2. Is the cost estimate prepared and signed by an engineer, architect, or other qualified professional?

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

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STATE OF INNOVATION

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Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Applicant: Sarah's Test Example Web Application #: 8073721
Program: Abandoned Mine Drainage Abatement and Treatment Program Program Fact Sheet Program Guidelines

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

Application Certification

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

Applicant

- Zip Code is required.
- Enterprise Type is required.

Project Site Location(s)

- Project Site 1: PA House District is required.
- Project Site 1: PA Senate District is required.
- Project Site 1: US Congressional House District is required.

Project Narrative

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

Program Budget

- Abandoned Mine Drainage Abatement and Treatment Program requires matching funds. Please enter them in the Additional Project Funding Sources section on the Funding Sources tab. Read the Program Guidelines for details.

Basis of Cost

- Cost Basis is required.
- Budget Narrative is required.

Program Addenda

- Application Fee is required.

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.

Home	Help	Save	Print	Contact Us	Logout		
Program	Applicant	Project Overview	Project Site	Narrative	Budget	Addenda	Certification
Applicant: Sarah's Test Example				Web Application #: 8073721			
Program: Abandoned Mine Drainage Abatement and Treatment Program				Program Fact Sheet			Program Guidelines

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it to DCED for processing. After submitting, you will no longer be able to make changes.

DCED Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials accurately represent the status and of the applicant, I have verified with an and accurately represents the status and make a false statement or overvalue a may be subject to criminal prosecution authority(s) and 31 U.S.C. §§ 3729 and

- I am the applicant
 I am an authorized representative
 I am a DCED "Certified" Partner

Type Name Here:

NAME HERE

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.

DCED Electronic Attachment Agreement:

Along with the web application, if you have been requested or need to send any documentation to DCED please print and send a copy of your E-Signature and mail it to DCED along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

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 same 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:

Penns
Comm
Attn: C
400 No
Harris

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.

For additional assistance please contact:

Customer Service Center

1-800-379-7448

ra-dcedcs@pa.gov

Kristopher Adams

Christina Kurtz

Melody Miller

Sarah Smith

-800-379-7448

Ra-dcedcs@pa.gov

