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

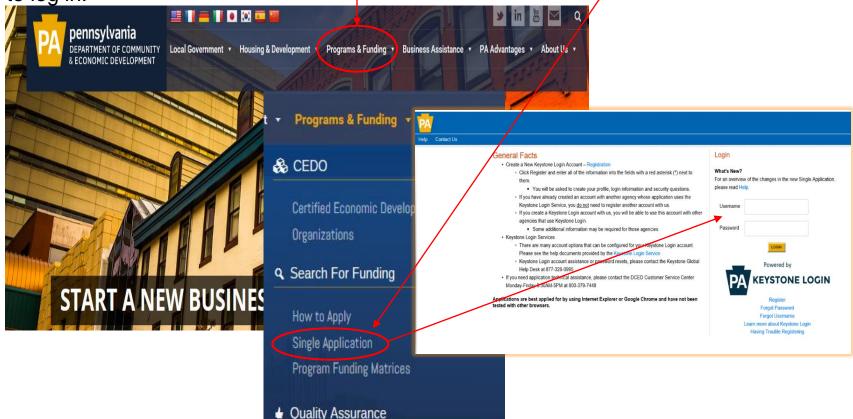
AN APPLICATION WALKTHROUGH

Customer Service

June 2023

How to Log In to Single Application

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



Single Application Login:

https://dced.pa.gov/singleapp

PA		
Help Contact Us	 General Facts Create a New Keystone Login Account – Registration Click Register and enter all of the information into the fields with a red asterisk (*) next to them. You will be asked to create your profile, login information and security questions. If you have already created an account with another agency whose application uses the Keystone Login Service, you <u>do not</u> need to register another account with us. If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login. Some additional information may be required for those agencies. 	Login What's New? For an overview of the changes in the new Single Application, please read Help. Username Password
	 Keystone Login Services There are many account options that can be configured for your Keystone Login account. New Users: Register with Keystone Login 	LOGIN Powered by
	Existing Users - Login with username and password	Register Forgot Password Forgot Username
	 Commonwealth Employees: use CWOPA login (username & password) Forgotten Password – 	Learn more about Keystone Login Having Trouble Registering
	Re-directs user to the Keystone Login Username is required	

Brand New to the Electronic Single Application Grant System?

Keystone Login New Account Registration

Keystone Login website: https://keystonelogin.pa.gov/Account/Register

Register			Security Questions:		
^o ersonal Information:			Security Question 1*	Select a security question	V
First Name *			Security Answer 1 *		
Last Name *			Security Question 2*	Select a security question	~
Date Of Birth *	mm/dd/yyyy		Security Answer 2*		
			Security Question 3*	Select a security question	~
ontact Information:			Security Answer 3*		
Email				Register Cancel	
Mobile Phone Number	### ### ####				
ogin Information:			Privacy Policy Security Policy Copyright © 2020, Commonwe	alth of Pennsylvania. All rights rese	ved.
Username *		The username should between 6 and 20 characters and s spaces.	should not contains any		
Password*		The password must pass these rules:			
Confirm Password *		Do not include any of your username, your first name, or yo The password must pass 3 out of 4 of these rules:	our last name.		
		□One uppercase letter. □One lowercase letter. □One numeric number. □One non-character (such as !,#,%,^, etc).	IMPORTANT NOTE: You Single Application well application.		

Single Application—User Settings—Account Information

https://dced.pa.gov/singleapp

PA	
Hom	e Help Contact Us
Subm	itted Applications User Settings
Be To be	Account Information
alread	Reset
	Are You Applying As? For Profit Non Profit Government Other

- Many Programs are visible based solely upon the Single Application User Settings.
- This information must be completed <u>prior</u> to creating a new application.
- ✤ USER SETTINGS = APPLICANT INFORMATION (not preparer).
- Select how the applicant is applying (Other is default and should not be selected).

Single Application New Registration Account Information Account Information

	Reset		
	● For Profit ^O Non Profit ^O Government ^O C	Other	
Company/Entity Type:	OLimited Liability Partnership	⊖ _{Partnership}	٠
	○ Sole Proprietorship	O Limited Liability Company	
	⊖ S Corporation	[○] C Corporation	
FEIN:	•		

Ext.

V 🔶

SAP Vendor #:

Company/Entity Name: Testing

Application Contact Name: Test Person

Application Contact Title: Testing

[⊥]Yes

(123)-321-4567

(xxx-xxx-xxxx)

E-mail: abc@pa.gov

CEO: Test

CEO Title: Test

Phone:

Fax:

City: test State: PA 🔽 Zip Code: 17120

Mailing Address: test

Incorporated in PA?

Registered to do business in PA?

This information is used to display the programs that 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 ^ONon Profit ^OGovernment ^OOther Company/Entity Type: O Partnership Limited Liability Partnership The Single Application Account Information is used to [○]Sole Proprietorship ○ Limited Liability Company ○ C Corporation ○ S Corporation display the programs that the company/organization FEIN: may be eligible for based on the information provided. SAP Vendor # Incorporated in PA? **PRIOR to Creating a New Application-** complete this Registered to do business in PA? □_{Yes} information to correctly display the programs eligible to the Company/Entity Name: Testing business/organization CEO: Test CEO Title: Test Application Contact Name: Test Person Application Contact Title: Testing Are You Applying As? – Selection will determine the choices available under (123)-321-456 1. Phone: (xxx-xxx-xxxx) Company/Entity Type ***FOR PROFIT** Fax: Company/Entity Type – Choose one of the options available 2. E-mail: abc@pa.gov Federal Employers Identification Number (FEIN) – provide FEIN of the 3. Mailing Address: test business (9 digits, no dashes or spaces) or SSN of an individual City: test **SAP Vendor Number** – if unknown at application time, no problem. 4. State: PA 🗸 **Update Account Information** – make appropriate changes, click "Update" 5. Zip Code: 17120 Required fields are denoted by a red diamond 6.

UPDATE CANCEL

Single Application—BEGIN A NEW APPLICATION

PA

Home Help Contact Us

CREATE A NEW APPLICATION

Incomplete Applications

Incomplete applications will be automatically with

ld	Applicant/Company	
8073721	Sarah's Test Example	Те
8073731		te

Project Name – Enter a project name up to 60 characters

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

Logou

- Create A New Application—opens an ESA Web Application
- 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.

Sarah's Test Example	Testing	Abandoned Mine Drainage Abatement and Treatment Program	4/21/2016	EDIT	WITHDRAW	
	testing2	Pennsylvania First	5/26/2016	EDIT	WITHDRAW	

Single Application –Select Program –Program Finder

		1	
Select Program	Soloot Drogram		
	Select Program		
Non-Profit/Government Ent	For-Profit Enterprise Types (Display Non-Profit	ogy, Life	e Sciences, and Nanotechnology.
 Economic Development I Types of organizations in Corporations (EDC), Indus and Regional Export Netw Municipality - County Gove Other Government or Non Programs that are availab section for additional func for potential programs aft 	Agriculture - Including Agri-Processors and Age Export - Including Export Manufacturing and Ex Film Financial Institutions - Including Angel Invest Industrial & Manufacturing Professional Services Real Estate Developer Retail & Commercial Small Business - Definition of small business	1. 2.	Toggle between Non-Profit/Government and For Profit Enterprise Types – Selection displayed is defaulted based upon the account information provided.
Use of DCED Funds	programs under this option.	3.	Display Page Results – click additional page numbers to
Community Services - Pr Financial Assistance Infrastructure / Site Deve Machinery and Equipmen Planning / Marketing - En	Use of DCED Funds Financial Assistance - Including Loan Guara under this option. Infrastructure / Site Development - Includir and Building Acquisition. Machinery and Equipment	4.	view more programs 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
Workforce Development Sort By Show Single Application Pre-	Research and Development, Marketing - Workforce Development - Including Educatio	5.	program name. Additional Information – click to view program fact sheet to determine eligibility or submission requirements
	<u> </u>	orogram. T	There may be additional funding source relevent to your project in the
Alternative and Clear	-		

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

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 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). Abandoned Mine 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 Sort By (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. Program Name V 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 SEARCH PROGRAM FINDER 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. 1 results. (Edit Search) 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 Search Results Building Acquisition. Machinery and Equipment Below is an alphabetical listing of all DCED programs matching the search criteria above. If you are eligible to apply, Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and the program. Development, and Tourism Promotion. Workforce Development - Including Education and Job Training Abandoned Mine Drainage Abatement and Treatment Program App Sort By Show Single Application Programs First 🗸 Applications accepted between 3/1 and 6/30. SEARCH Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately streams from the Department of Environmental Resources Impaired Waters list. 50 results. (Edit Search) Displaying page 1 of 5 2345 Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Wate For-Profit Business other than "producers" of oil and gas 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. Additional Information: Program Fact Sheet, Guidelines Abandoned Mine Drainage Abatement and Treatment Program / Apply

Single Application –SELECTING A PROGRAM

Select Program			
Program Name business		_	
Sort By Program Name			
	SEARCH	PI 1.	Program Name – Thi

33 results. (<u>Edit Search</u>) Displaying page 1 of 4 1 <u>2</u> <u>3</u> <u>4</u>

Business Opportunities Fund (BOF)

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

Eligibility: Any small business may apply, but the program will give priority to s

Additional Information: Program Fact Sheet, Guidelines

Educational Improvement Tax Credit (EITC)



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.

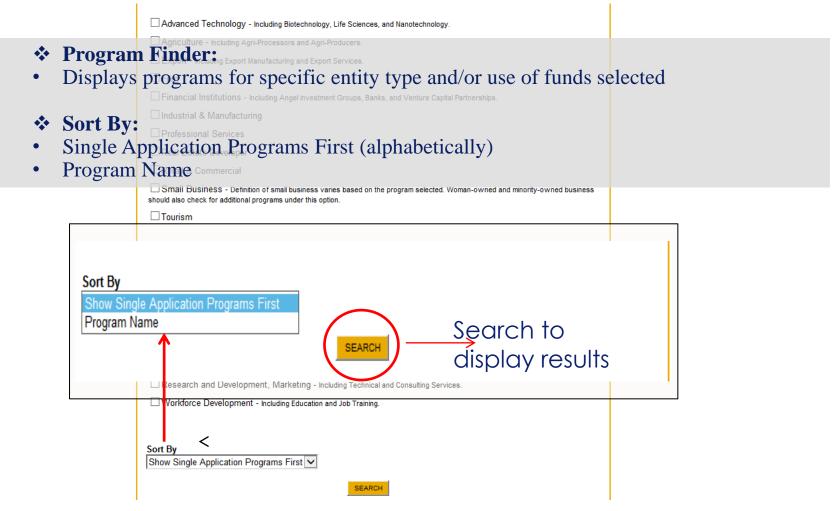
- Program Name This is a smart Search Enter desired program name or acronym, click "Search" or enter the acronym or specific words in the program name to narrow the search
- Sorting the View Search can be displayed by: Program Name – programs listed alphabetically by program name

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.

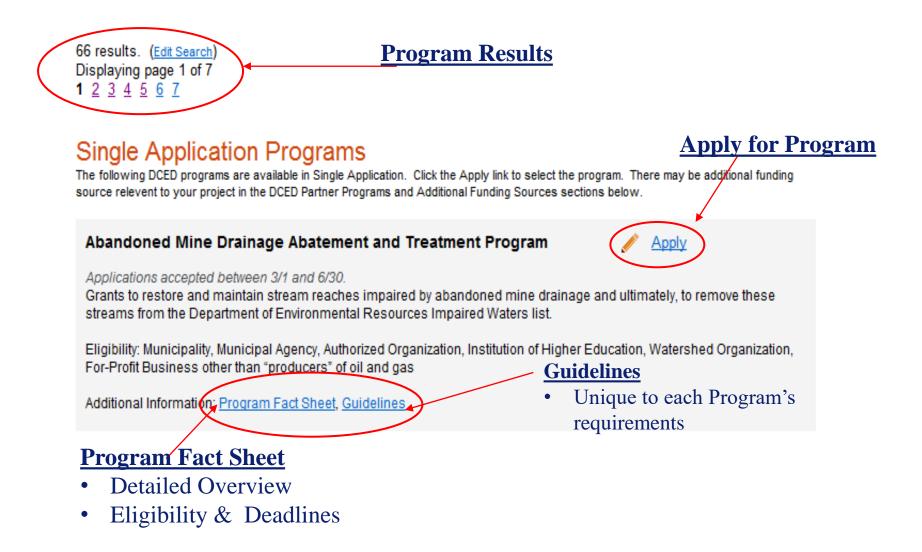
Single Application –Selecting a Program Continued

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.



Single Application – Program Finder Results



Single Application-Applicant Information

PA					
Home Help Save Print Contact Us			Logout		
Applicant Addenda Certification					
Agency: Pennsylvania Department of Community and Economic D Applicant: test Program: Educational Improvement Tax Credit (EITC) Program Fact Sheet Program Guidelines		Web Application #: 8082923			
Applicant Information To copy your Registration information into the application, click the "Use Ac					
Applicant Entity Type: Limited Liability Pa	artnership	○ Partnership ○ Non-Profit (•		
O Sole Proprietorshi	p	Limited Liał Require		fields with a red diamo	ond are
		^o c Corporation required	and must be c	ompleted. *	
Applicant Name: test	"Use Account Information" button to pre-fill fields				
Incorporated in PA? Ves Registered to do business in PA?			in your user set	-	
Registered to do business in PA? ☑ _{Yes} NAICS Code ◆			•	U	
SELECT		Enterp	rise Type – sele	ect all that apply	
PA Revenue Tax Box#:					
FEIN/SSN Number					
Enterprise Type					
Indicate the types of enterprises that	t describe the organization	n listed above. You may select m	ore 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 Headqu	arters Research & Development	
Retail	Social Services Provid	ler Tourism Promotion	Warehouse & Terminal		1.

Single Application- EITC/OSTC SHORT APP.

Confirm in your "User Settings" on the Home screen, that you are applying as "for profit" for the EITC and OSTC Short Application buttons to populate when creating a new application.

PA		
Home Help Contact Us		Logou
Submitted Applications User Setting	Customer Service	
already know the name of the program you want if you are applying for the Educational Improve continue below.	nce, enter a brief name for the proje ant to apply for, answer "No". ement Tax Credit (EITC) or the Oppo a are applying for E	ct (up to sixty characters) and answer whether you need help selecting your program. If you ortunity Scholarship Tax Credit (OSTC), please click the appropriate button. If not, please ITC or OSTC, click the appropriate rtened application process.
Do your pood hole selecting your program Y Applicant Information To copy your Registration information into the ap Applicant Entity Type	USE ACCOUNT INFORMATION	Applicant information page will generate—click "Use Account Information" to pre-populate the majority of required fields on the page. *Note: Additional information will still need to be entered prior to clicking on continue.
Applicant Name	l	 C Corporation

Single Application- EITC/OSTC SHORT APP. Cont.

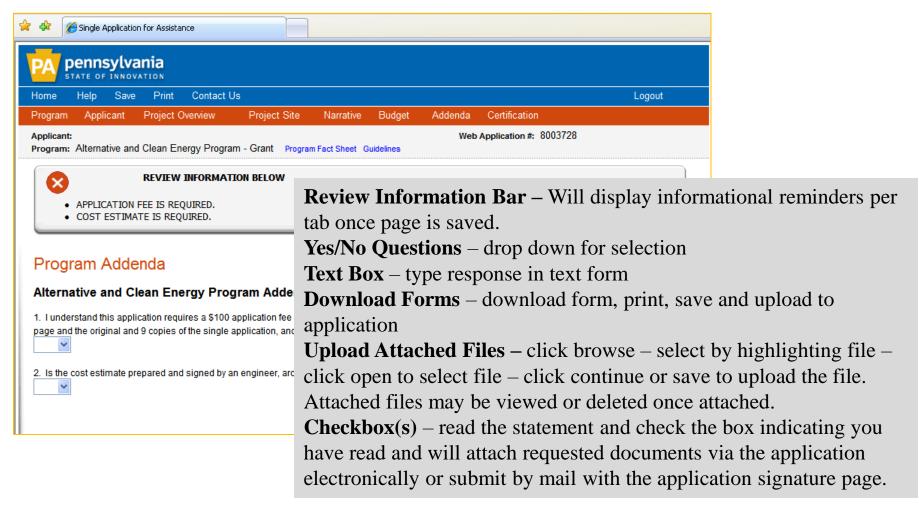
	PA		
	Home Help Save Print Contact Us		Logout
\checkmark	Applicant Addenda Certification		
/	Agency: Pennsylvania Department of Community and Economic Development Applicant: test Program: Educational Improvement Tax Credit (EITC) Program Fact Sheet Program Guidelines	Web Application #: 8082923	

By clicking on the EITC/OSTC Application button, the application was reduced from 8 pages to 3: Applicant, Addenda, Certification

- Applicant information, Addenda (program specific) and Certification pages will need to be completed prior to the "Submit Application" button appearing on the Certification Page.
- Any changes that need to be made to the application must be done prior to submitting.

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- Certification



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:

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

Applicant

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

Project Site Location(s)

- Project Site 1: PA House District is require
- Project Site 1: PA Senate District is require
- Project Site 1: US Congressional House Dis

Project Narrative

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

Program Budget

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.

 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.

Single Application- Certification cont.

Home	Help	Save	Print	Contact Us					Logout
Program	Appli	cant	Project O	verview	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.

DCD 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 mate and accurately represent the status ar of the applicant, I have verified with an and accurately represents the status a make a false statement or overvalue a may be subject to criminal prosecutior authority(s) and 31 U.S.C. §§ 3729 and

I am the applicant

I am an authorized representativ

○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.

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

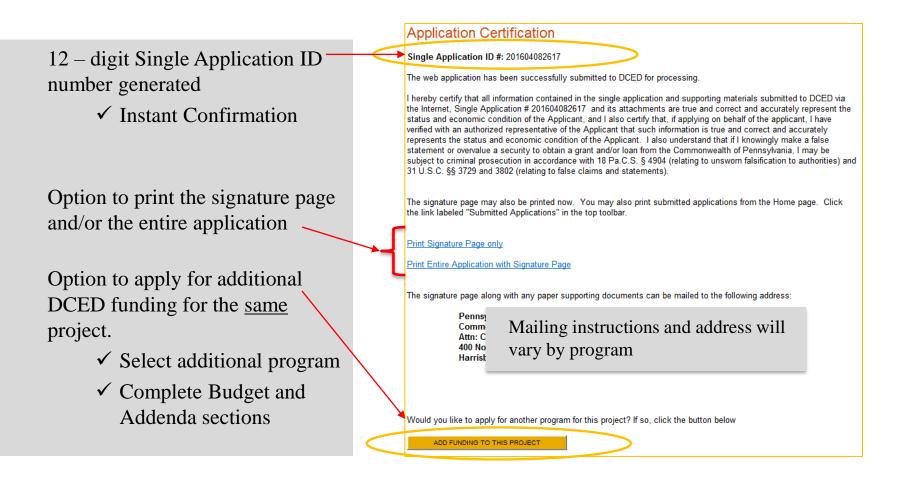
DCE: Electronic Attachment Agreement:

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.



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.



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:

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

Customers of all other agencies 1-833-448-0647 egrantshelp@pa.gov