HOW TO APPLY FOR PROGRAM FUNDING BY USING DCED’S ELECTRONIC SINGLE APPLICATION (ESA):
AN APPLICATION WALKTHROUGH
How to Log In to Single Application

Go to [dced.pa.gov](http://dced.pa.gov) – click on “Programs and Funding” – then click on “Single Application” to log in.
Single Application Login:

https://dced.pa.gov/singleapp

❖ New Users: Register with Keystone Login

❖ Existing Users - Login with username and password

❖ Commonwealth Employees: use CWOPA login (username & password)

❖ Forgotten Password – 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

IMPORTANT NOTE: You must return to the Single Application website to complete an application.
https://dced.pa.gov/singleapp
Many Programs are visible based solely upon the Single Application User Settings.

This information must be completed prior 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).
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.
The Single Application Account Information is used to display the programs that the company/organization may be eligible for based on the information provided.

PRIOR to Creating a New Application - complete this information to correctly display the programs eligible to the business/organization.

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 (9 digits, no dashes or spaces) or SSN of an individual
4. **SAP Vendor Number** – if unknown at application time, no problem.
5. **Update Account Information** – make appropriate changes, click “Update”
6. **Required fields** are denoted by a red diamond
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.

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**Alternative and Clean Energy Program**

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 III B, 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 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.


Additional Information: Program Fact Sheet, Guidelines
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.

**Business Opportunities Fund (BOF)**

This program is not available in Single Application. Please read the Program Fact Sheet for more information.

Eligibility: Any small business may apply, but the program will give priority to those that can demonstrate the ability to 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)**

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.
Single Application – Selecting a Program Continued

**Program Finder:**
- Displays programs for specific entity type and/or use of funds selected

**Sort By:**
- Single Application Programs First (alphabetically)
- Program Name

Search to display results
Single Application – Program Finder Results

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.

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.


Additional Information: Program Fact Sheet, Guidelines

Program Fact Sheet
• Detailed Overview
• Eligibility & Deadlines

Guidelines
• Unique to each Program’s requirements

Apply for Program
Single Application-Applicant Information

**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
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.

If you are applying for EITC or OSTC, click the appropriate program button for a shortened application process.

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.
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.

**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.
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.
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.**

**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 is true, complete and accurate. As the applicant, I have verified with an authorized representative of the program, and accurately represents the status and completeness of the application. By making a false statement or overvaluing an asset, application may be subject to criminal prosecution under PA 31 U.S.C. §§ 3729 and 3161.

✓ I am the applicant

☐ I am an authorized representative of the applicant

☐ I am a DCED „Certified“ Partner

**Type Name Here:**

NAME HERE

**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.
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

Mailing instructions and address will vary by program.
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