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

A COMPLETE 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.
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)
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

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/](https://www.login.state.pa.us/login/). For step-by-step instructions see PA PowerPort Login/Change or Update Account.
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.
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
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
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

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
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.*
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 factsheet 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 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. Instalments loans, lines of credit and technical assistance for minority business owners.

Eligibility: Any small business may apply, but the program will give priority to small businesses that do not 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.
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

Apply for Program

Program Fact Sheet
- Detailed Overview
- Eligibility & Deadlines

Guidelines
- Unique to each Program’s requirements

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
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 – Project Overview**

- **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.
Single Application—Project Site Location(S)

**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.

**How do you plan to accomplish it?**
Include expected outcomes that are measurable, obtainable, clear and understandable, and that will be created or retained, people trained, land or building acquired, housing units renovated or built.

**How do you plan to use the DCED funds?**
Should include specific use of DCED funds and reflect the budget provided with the application.

**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.

---

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

- 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: ( \ / * & % )
Program Budget consists of 2 sections (1) Spreadsheet (2) Basis of Cost

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

Categories are rows

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.
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.
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 material is complete, correct, and accurately represents the status and financial condition of the applicant. I have verified with an authorized representative of the applicant and accurately represents the status and financial condition of the applicant. I understand that if I make a false statement or overvalue assets, my application may be subject to criminal prosecution under sections 6706(a) and 6707(a) of the Internal Revenue Code, and 31 U.S.C. §§ 3721 et seq. and 3723.

☐ I am the applicant

☐ I am a DCED “Certified” Partner (check if you are an authorized representative of the applicant)

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.

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.
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:

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

Kristopher Adams
Christina Kurtz
Melody Miller
Sarah Smith