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

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DCED, Customer Service
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)
PA PowerPort Login/Change or Update Account

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

1. **Forgotten Password for Existing Users** – Click on “Forgot Password.”
   a. Enter the e-mail address associated with the PA PowerPort Login Account
   b. Enter new password and enter again to confirm

2. **Update PA PowerPort Login Account Information** (see important note below)
   a. Click “Update Account Information” – update and save changes

**IMPORTANT NOTE:** This is the PA PowerPort website. You **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.
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
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 fact sheet to determine eligibility or submission requirements
Single Application—Program Search Continued

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

Search by Program Name or Acronym

Program Name
Abandoned Mine

Sort By
Program Name

Search
PROGRAM FINDER

Search Results
Below is an alphabetical listing of all DCED programs matching the search criteria above. If you are eligible to apply, contact 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 stream 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.
Program Finder:
- Displays programs for specific entity type and/or use of funds selected

Sort By:
- Single Application Programs First (alphabetically)
- Program Name
Single Application – Program Finder Results

Program Results

Apply for Program

Program Fact Sheet
• Detailed Overview
• Eligibility & Deadlines

Guidelines
• Unique to each Program’s requirements

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

Apply
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.
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.

DCEG 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 are true and accurately represent the status and financial situation of the applicant, I have reviewed with an authorized representative who has verified with me, and accurately represents the status and financial situation of the applicant.

✓ I make a false statement or overvalue a submission and by doing so may be subject to criminal prosecution under the provisions of 18 U.S.C. §§ 1001, 1014, 1028 and 31 U.S.C. §§ 3721, 3722, 3723, 3727, and 3729.

I am the applicant

✓ I am a DCED “Certified” Partner

Type Name Here:

NAME HERE

DCEG 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.

Submit Application
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