

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

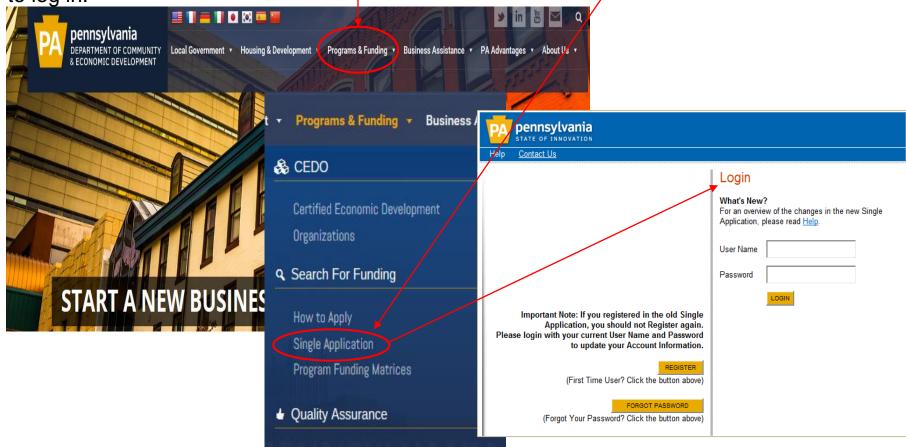
A SHORT APP WALKTHROUGH

November 2016

DCED, Customer Service

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.



Quality Assurance & Operational Support

Login:

| PA pennsylvania STATE OF INNOVATION Help Contact Us | | |
|---|-------------------------|--|
| Important Note: If you registered in the old Single | Logi User N Passw | lame |
| Application, you should not Register again. Please login with your current User Name and Password to update your Account Information. REGISTER (First Time User? Click the button above) FORGOT PASSWORD | 1. 2. | New Users – Click the "Register" button to create a <u>new</u> PA PowerPort Login Account Existing Users – Login with user name and password and update account information |
| (Forgot Your Password? Click the button above) | 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/

| pennsylvania | | | | |
|---|---------|--|---|--|
| Help Contact Us | Logir | | | |
| | User Na | | | |
| | Passwo | Login | Forgotten Passw | vord |
| 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. REGISTER (First Time User? Click the button above) | | Register Forgot Password | If you have forgotter login information to | n your UserID and/or Password please enter your email address below and we will email your o you. |
| FORGOT PASSWORD (Forgot Your Password? Click the button above) | | 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. Update Account Information | Enter Your Email Address: | * Submit |

- 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 | 1. |
|--------------------------------|--------------------------------------|----|
| 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 ○ Governme | nt |
| | | 2. |
| | | |
| | | |
| | SUBMIT | |

Complete all the required fields (denoted with a red diamond)

- a. E-mail Address Used to forward forgotten password when requested. An email address <u>cannot</u> be used twice.
- **b.** User Name <u>Must be unique</u> to all the user accounts within PA PowerPort
- **Password** Case sensitive and requires a minimum of 8 characters - passwords must include at least one of <u>each</u> 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 <u>must</u> use the PA PowerPort website at <u>https://www.login.state.pa.us/login/</u>. For step-by-step instructions see PA PowerPort Login/Change or Update Account.

Single Application New Registration Account Information Account Information

| | Reset | | |
|----------------------|---|-----------------------------|---|
| Are You Applying As? | ● For Profit ^O Non Profit ^O Government ^O | Other | |
| Company/Entity Type: | | ⊖ _{Partnership} | • |
| | ⊖ 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 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 Information FOR PROFIT Companies

| | Reset | | | | | | | |
|--------------------------------------|----------------------------|--------------|-----------------------------|--------------------|------------------------|-----------|-------------------------|---------------------------|
| Are You Applying As? | ● For Profit | Non Prof | fit ^O Government | ⊖ _{Other} | | | | |
| Company/Entity Type: | CLimited Liab | ility Partne | ership | ⊖ _{Par} | tnership | • | | |
| | O _{Sole} Proprie | etorship | | $^{\circ}$ Lim | ited Liability Company | The Sin | Application Account | nt Information is used to |
| | O _S Corporation | on | | О _{сс} | Corporation | display | programs the comp | any/organization may |
| FEIN: | | • | | | | be eligi | for based on the inf | ormation provided. |
| SAP Vendor #: | | | | | | U | | 1 |
| Incorporated in PA? | | | | | For pre-ex | kisting L | n accounts - compl | ete this information to |
| Registered to do business in PA? | □ _{Yes} | | | | - | U | orograms eligible to | |
| Company/Entity Name: | Testing | | | | • | | 0 0 | eview and complete any |
| | Test | | <u> </u> | | • | U | U | y the programs eligible |
| | Test | | | | to the busi | | to concerty display | the programs engine |
| Application Contact Name: | | | | | to the busi | ness. | | |
| Application Contact Title: Phone: | (123)-321-456 | 1 | A X7 | | . 1 | Q - 1 | | 1 |
| | (xxx-xxx-xxxx) | 1. | | | · C | | | hoices available under |
| Fax: | | | - | • | tity Type * | | | |
| | abc@pa.gov | 2. | Compa | ny/Ei | ntity Type | – Choose | ne of the options ava | ulable |
| Mailing Address: | test | 3. | Federal | l Emp | ployers Ide | ntificati | Number (FEIN) – | provide FEIN of the |
| City: | test | | business | s (wit | hout the da | sh) | | |
| | PA 🗸 🔶 | 4. | SAP Ve | ndor | Number – | will be r | uired only if receiving | ng monies from the |
| Zip Code: | 17120 | | state. | | | | • | |
| | | 5. | | Acco | ount Inform | nation – | ke appropriate chan | iges, click "Update" |
| | | | - r | | | | | <i>or, man op ma</i> |

6. Required fields are denoted by a red diamond *

Single Application—BEGIN A NEW APPLICATION

PA

Home Help Contact Us

CREATE A NEW APPLICATION

Incomplete Applications

Incomplete applications will be automatically wi

| 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

Logou

If "No" is selected for program selection, enter the name of the program – see Selecting a Program for further instructions

- 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.

| arah'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

| Select Program | Select Program | | | |
|---|---|--------------------------------------|---|---|
| Non-Profit/Government Ent Authority College/University Economic Development I Types of organizations in Corporations (EDC), Indus and Regional Export Netw Municipality - County Gove | For-Profit Enterprise Types (Display Non-Profit Advanced Technology - Including Biotechnolo Agriculture - Including Agri-Processors and Ag Export - Including Export Manufacturing and Ex Film Financial Institutions - Including Angel Invest | ogy, Life uri-Produc 1. | Sciences, and Nanotechnology. | |
| Other Government or Nor Programs that are availab section for additional func for potential programs aft | Industrial & Manufacturing Professional Services Real Estate Developer Retail & Commercial Small Business - Definition of small business programs under this option. | | Sort By – Programs displa Programs First or alphabe | |
| Use of DCED Funds Advanced Technology - II Community Services - Pr | ☐ Tourism | 3. | Display Page Results – cl view more programs | ick additional page numbers to |
| Financial Assistance Infrastructure / Site Deve Machinery and Equipmen Planning / Marketing - En Workforce Development | Use of DCED Funds Financial Assistance - Including Loan Guara under this option. Infrastructure / Site Development - Includin and Building Acquisition. Machinery and Equipment Research and Development, Marketing - | | Apply – If able to apply d "Apply" button will be dis factsheets or guidelines cl program name. | |
| Sort By Show Single Application Pro | Sort By | 5. | Additional Information | – click to view program fact lity or submission requirements |
| DCED Partner Programs and Ac Alternative and Clear The Alternative and Clean | are available in Single Application. Click the Apply link to select the p Iditional Funding Sources sections below. | f grant an | here may be additional funding source relevent to your project in the | |

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

9

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 | ₽ 1. | Program Name – This |

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.

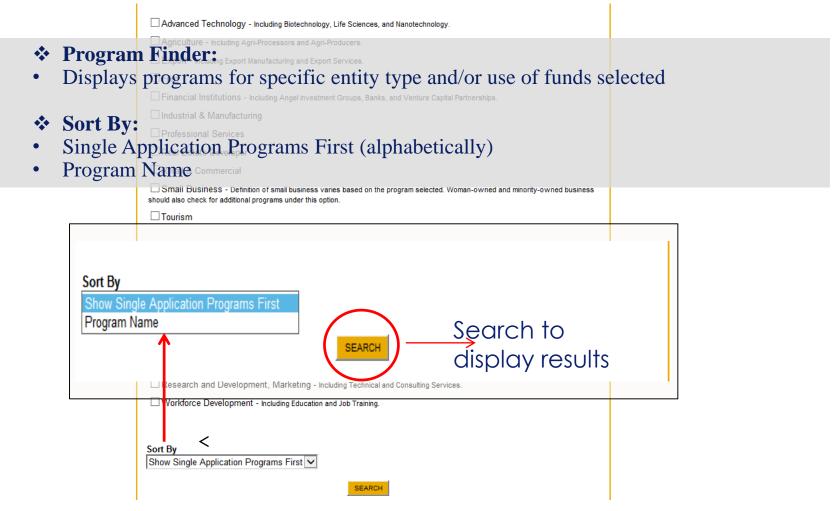
- Program Name This is a smart Search Enter desired
 program name or acronym, click "Search" or enter the
 acronym or specific words in the program name to
 narrow the search
- Sorting the View Search can be displayed by: Program Name – programs listed alphabetically by program name

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.

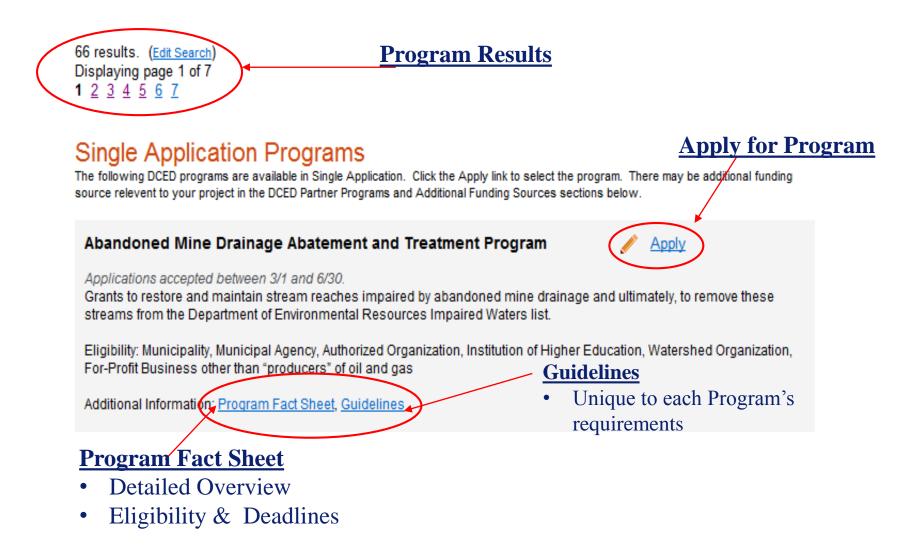
Single Application –Selecting a Program Continued

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 | e Print Contact Us | | | | Logout | | | |
| 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 | | | | | |
| Applicant Inform | nformation into the application, click the "Use Acc | | | | | | | |
| Ap | plicant Entity Type: | rtnership | ○ Partnership ○ Non-Profit (| | • | | | |
| | Government Sole Proprietorship | 0 | Limited Liat | - | | | ls with a red diar | nond are |
| | S Corporation | | | required a | | - | | fill fields |
| | ncorporated in PA? ☑ _{Yes} do business in PA? ☑ _{Yes} | | | entered in | | | n " button to pre- | iiii iieius |
| | NAICS Code | | | | • | - | all that apply | |
| | Revenue Tax Box#: | | | | | | | |
| | Enterprise Type | | | | | | |] |
| | Indicate the types of enterprises that | t describe the organization | n listed above. | You may select more | than one type. 📍 | • | | 1 |
| | Advanced Technology | Agri-Processor | Agri-Pr | roducer | Authority | | Biotechnology / Life Sciences | |
| | Business Financial Services | Call Center | Child C | Care Center | Commercial | | Community Dev. Provider | |
| | Computer & Clerical Operators | Defense Related | Econo | mic Dev. Provider | Educational Fa | cility | Emergency Responder | |
| | Exempt Facility | Export Manufacturing | Export | Service L | Food Processir | ng | Government | |
| | Healthcare | Hospitality | Indust | rial | Manufacturing | | Mining | |
| | Other | Professional Services | Recycl | ing L | Regional & Nat | ional Headquarters | Research & Development | |
| | Retail | Social Services Provid | der 💛 Tourisr | m Promotion | Warehouse & T | 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 Settings | Customer Service | |
| already know the name of the program you was If you are applying for the Educational Improve Continue below. EITC OSTC Project Name If you | nce, enter a brief name for the project nt to apply for, answer "No". ment Tax Credit (EITC) or the Oppo are applying for E | et (up to sixty characters) and answer whether you need help selecting your program. If you ntunity Scholarship Tax Credit (OSTC), please click the appropriate button. If not, please ITC or OSTC, click the appropriate rtened application process. |
| Do you need help selecting your program Y Applicant Information To copy your Registration information into the ap Applicant Entity Type: | | 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: NAICS Code | © S Corporation | ○ C Corporation |

Single Application- EITC/OSTC SHORT APP. Cont.

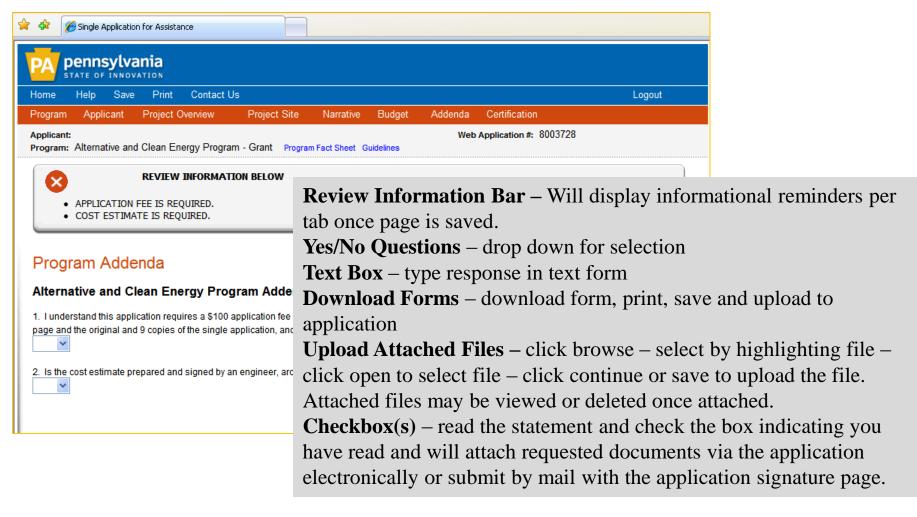
| PA | | |
|---|--|--|
| Home Help Save Print Contact Us | | Logout |
| Applicant Addenda Certification | | |
| Agency: Pennsylvania Department of Community and Economic Development Applicant: test Program: Educational Improvement Tax Credit (EITC) Program Fact Sheet Program Guidelines | Web Application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

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.

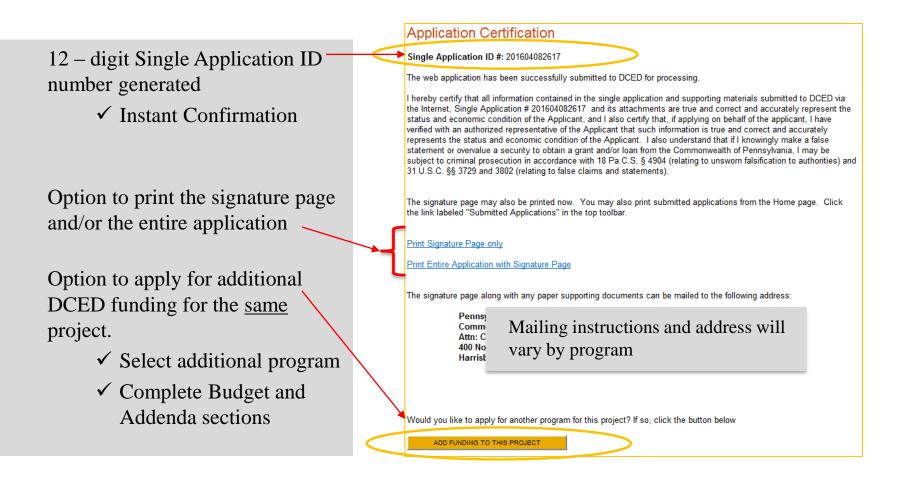
DCE: Electronic Attachment Agreement:

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:

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

> Kristopher Adams Christina Kurtz Melody Miller Sarah Smith

1-800-379-7448 Ra-dcedcs@pa.gov

