Pennsylvania
Department of Community
& Economic Development

Navigating Electronic Single Application (ESA) for Your HOME or HOME ARP Application

May 2024

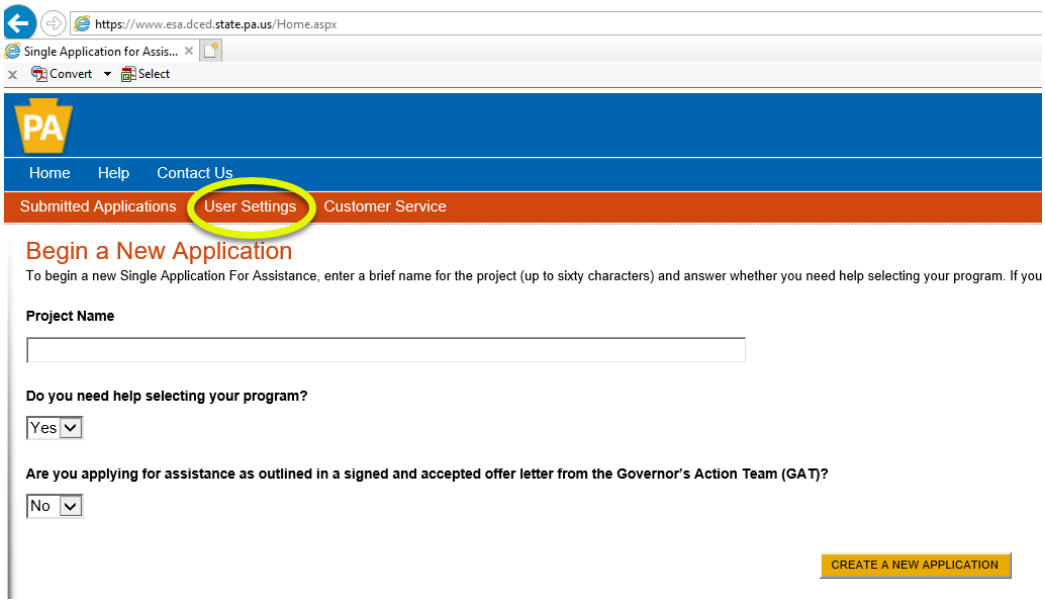
Commonwealth of Pennsylvania
Josh Shapiro, Governor

PA Department of Community & Economic Development
dced.pa.gov

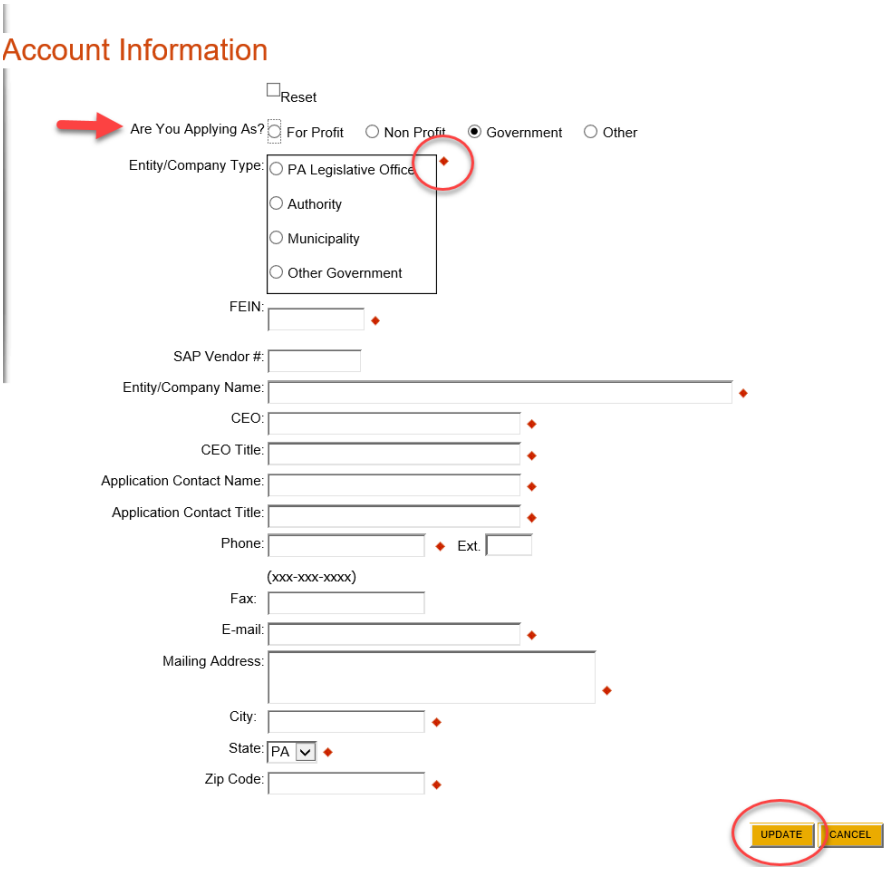
Navigating Electronic Single Application (ESA) for your HOME or HOME ARP Application:

Setting up your User Settings PRIOR to beginning the Application:

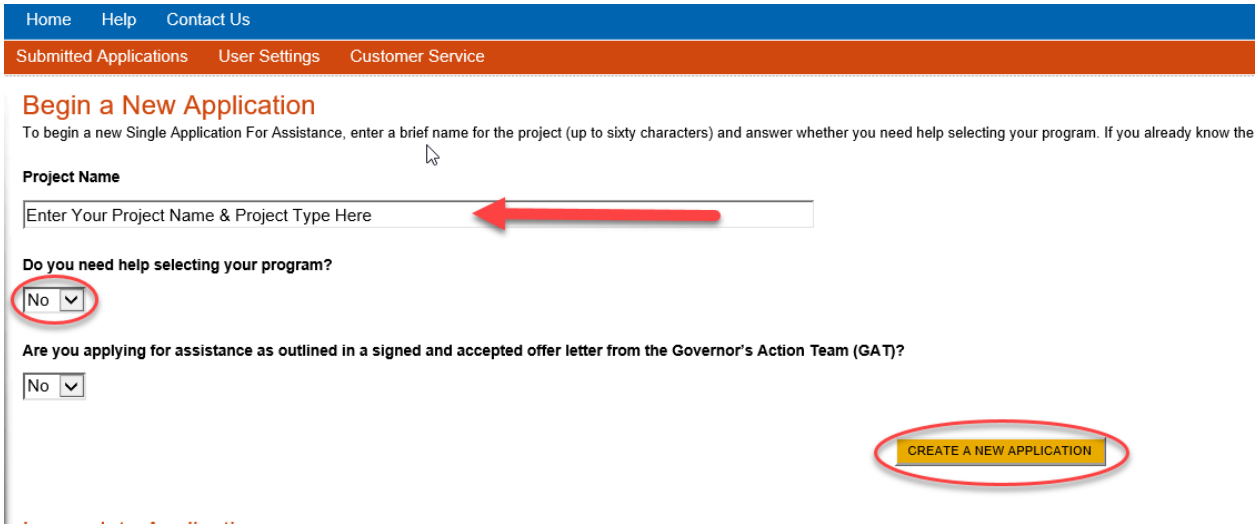
1. ESA Login: https://dced.pa.gov/singleapp
2. If you have used ESA prior, you can use your Keystone Login username and password to login.
    a. If you do not have a Keystone Login username already, you will need to click on Registration to register your account, prior to clicking on the link in number 1.
3. Once Logged in, UPDATE your USER SETTINGS.



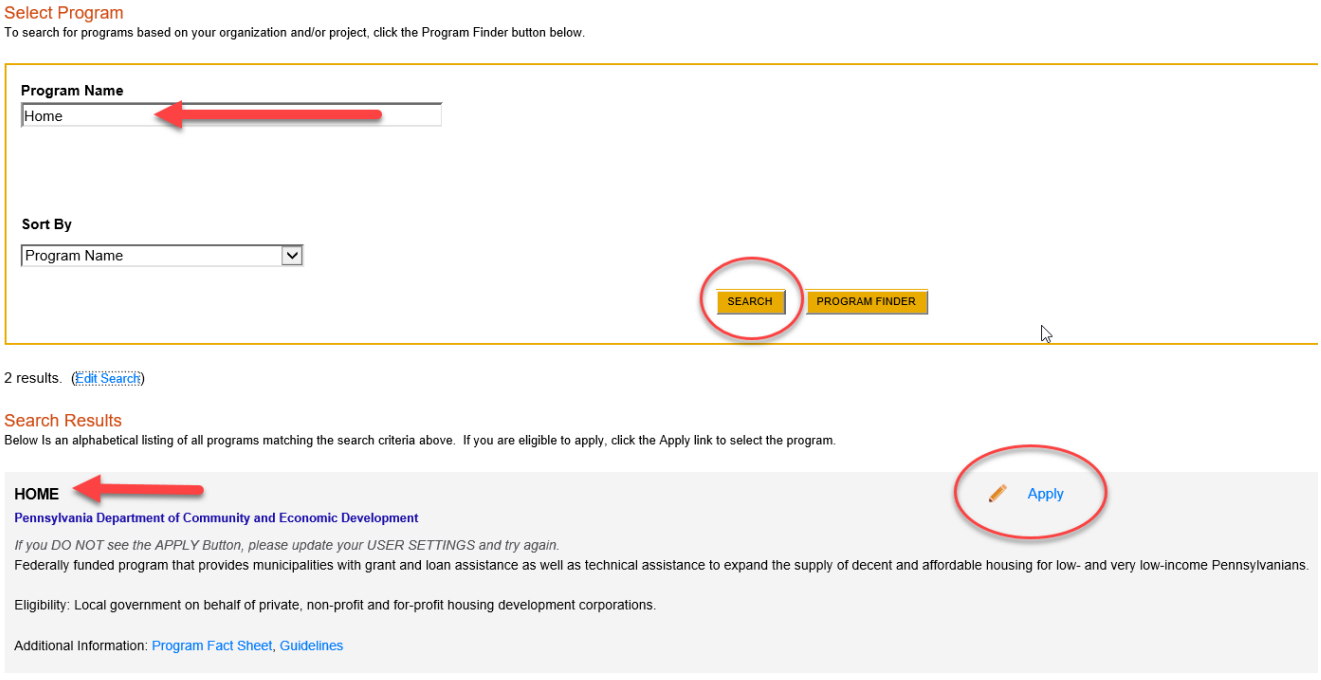
4. Select how you are applying. Non-Profit or Government. Once you make a selection, a form will populate. You will need to fill in ALL of the Red Diamond fields before clicking on update.



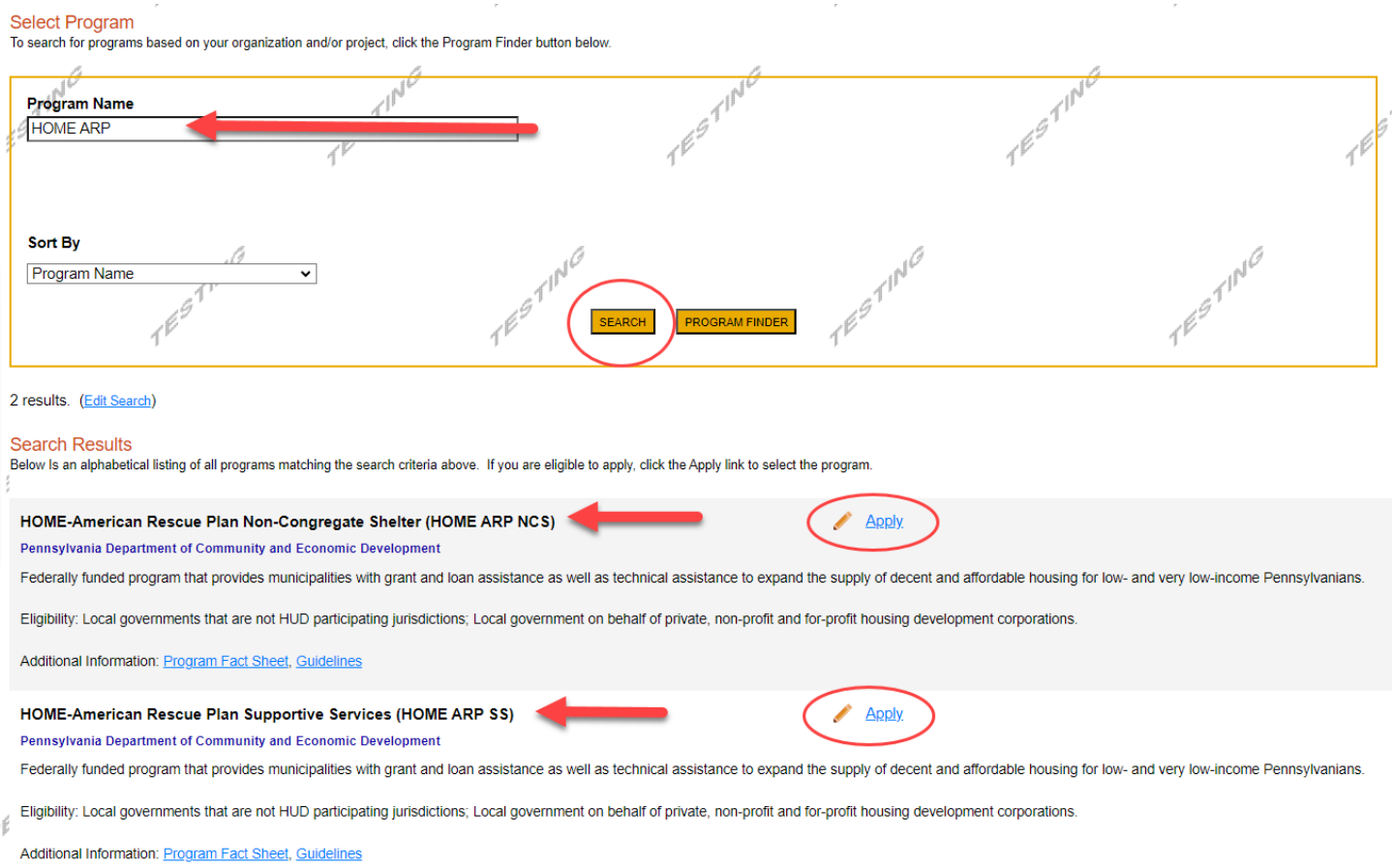
5. Once you click on UPDATE, you will be taken back to the “home” screen of ESA.
6. Enter your project name and type (IE: XYZ Rental Housing).
7. Select: NO when asked if you need help selecting your program.
8. Click on Create A New Application



9. Program Name: (Depending upon which program you want, enter key phrases here) HOME or HOME ARP
10. Click SEARCH
11. See Program and description
12. Click APPLY (located to the far right of the program name) *This will take you inside of the actual ESA Application for HOME OR HOME ARP.

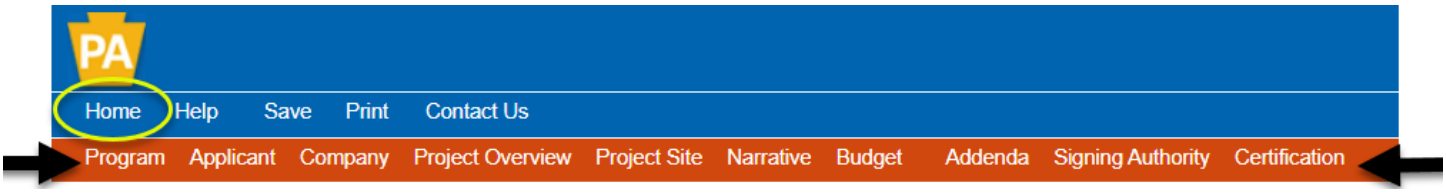


OR



IMPORTANT ESA NAVIGATION NOTES:

- Use the Heading Links in the Red Ribbon at the top of the application to jump from page to page.

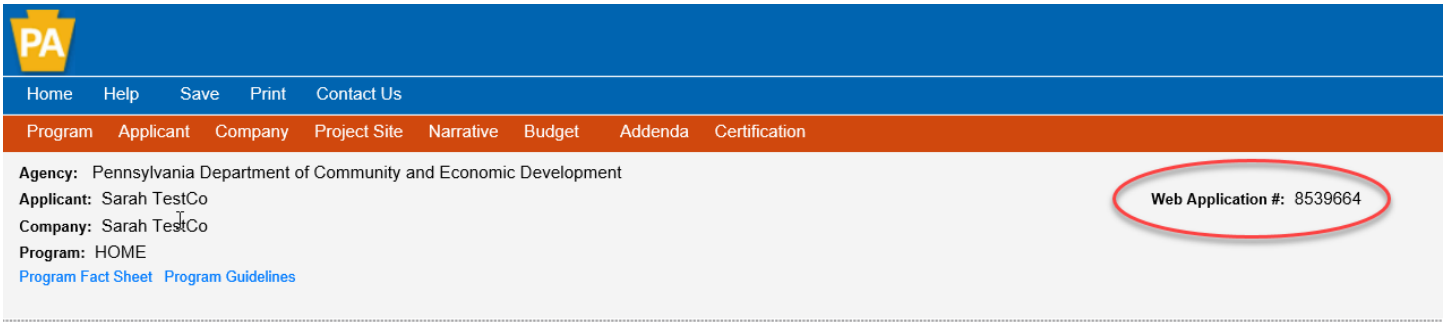


- The Blue Continue at the bottom right of each page, will auto-save the information you have entered on that page as it advances to the next page within the application.

Continue

- If you need to work on your application at another time, CLICK HOME (First word, blue ribbon). Remember that HOME is a safe zone within ESA. By doing this, the in-process application will move to the "INCOMPLETE APPLICATION" section of ESA, and you can click on "EDIT" to regain access to your in-process application.

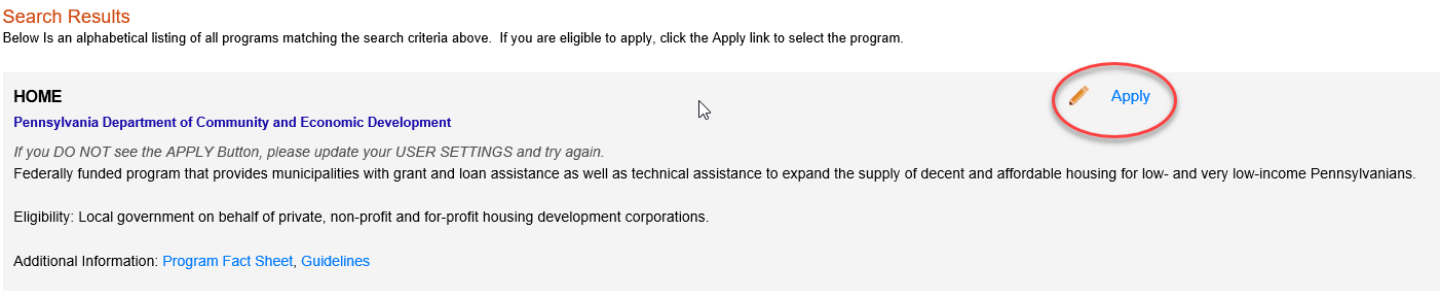
- If you need Customer Service to assist you, the Web Application #, located at the top of each application page is what you will need to provide DCED Customer Service so that they can look at your application in process.



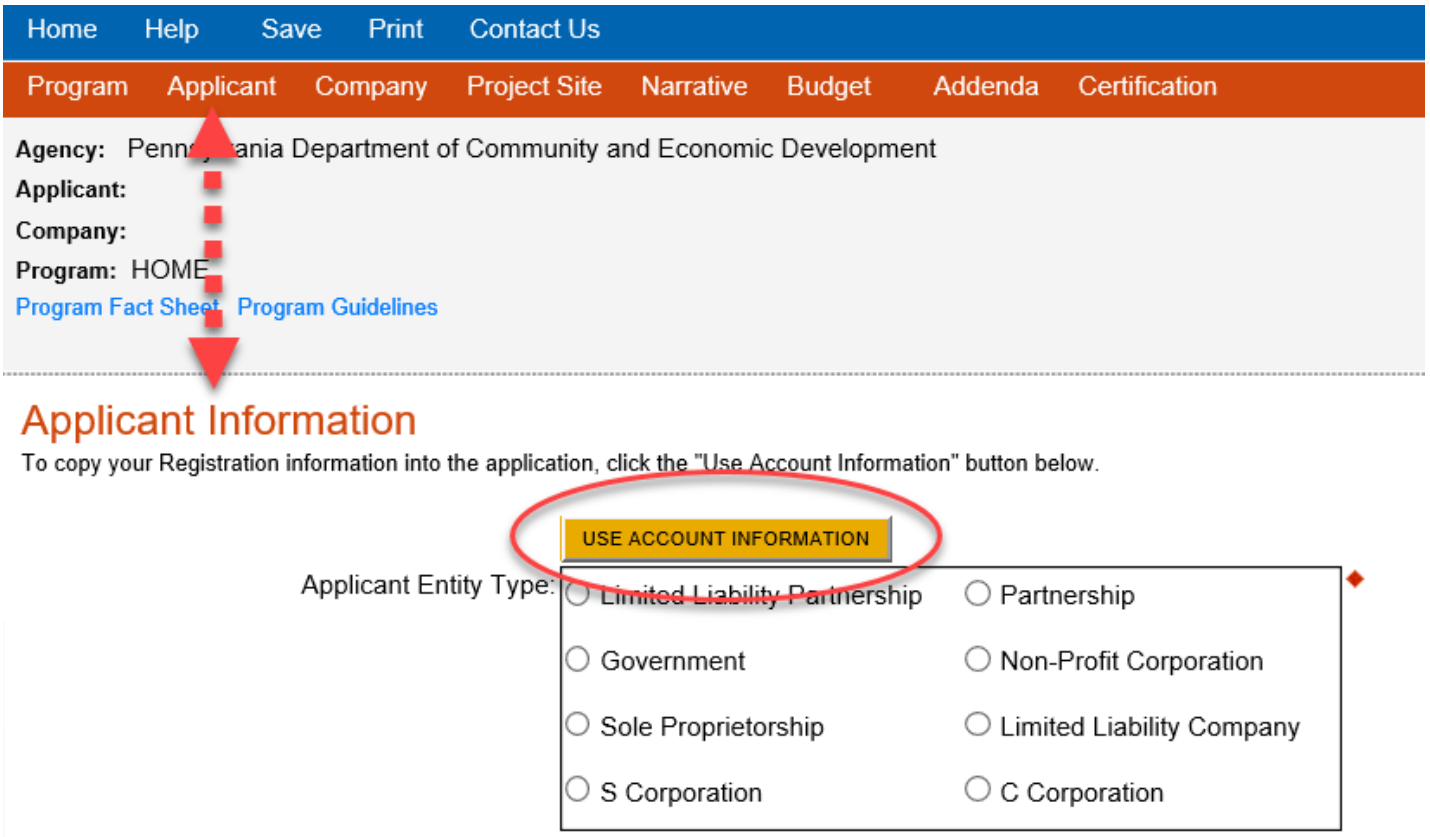
- **DCED Customer Service** is available M-F 8:30-5:00PM via **phone: 800-379-7448 or email:** ra-dcedcs@pa.gov
- IF the data field DOES NOT have a RED DIAMOND next to it, MOVE ON to the next red diamond.

Now that you're familiar with the set-up of the ESA, you're now ready to truly begin your application.

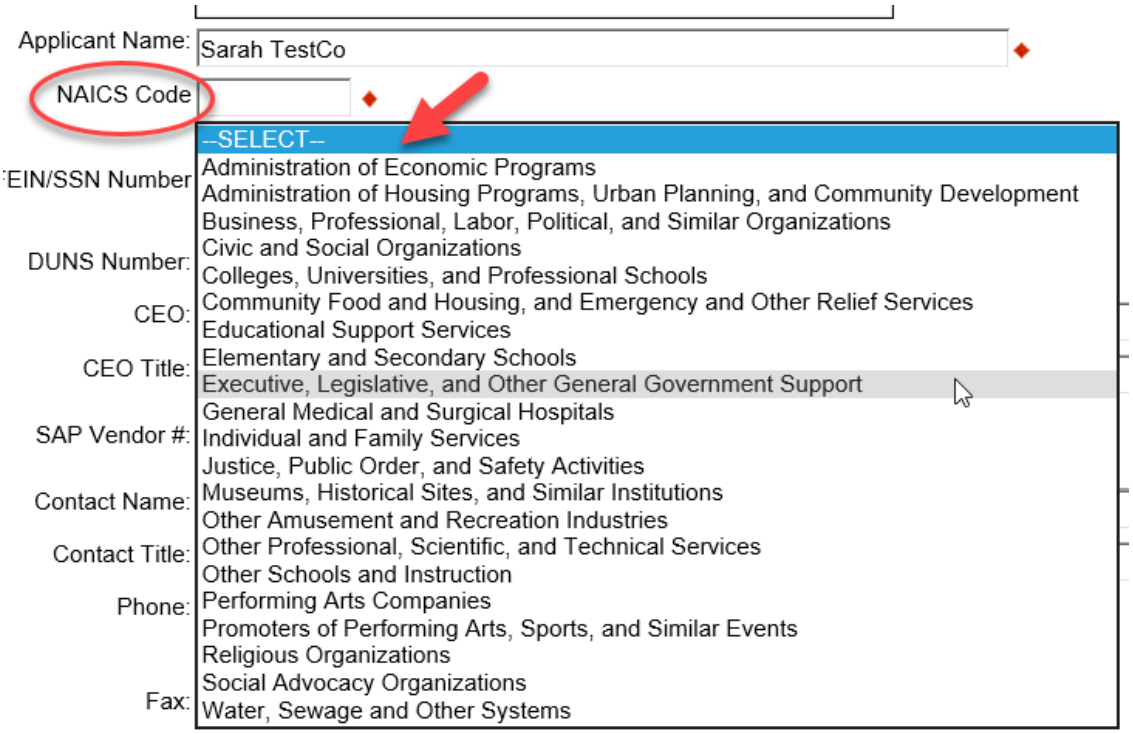
When we left off, you were just about to click on APPLY:

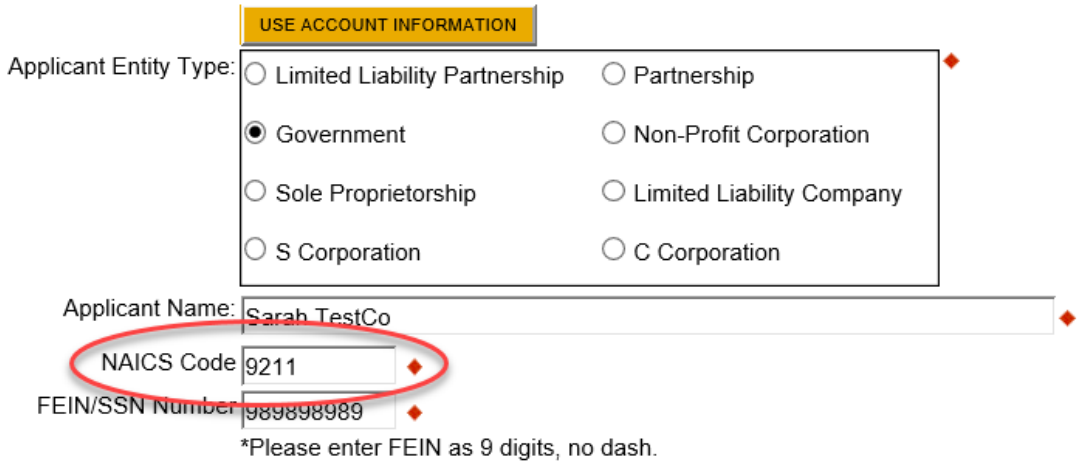


1. Once you click on Apply, you will be routed to the FIRST PAGE of the HOME APPLICATION, The Applicant Page. (also the 2nd word on the red ribbon navigation at the top of each page).
2. **APPLICANT**: Click the gold button labeled: USE ACCOUNT INFORMATION (because you filled out your user settings at the beginning, the button will auto-populate much of this first page of the application, with the ACCEPTION of the NAICS Code.



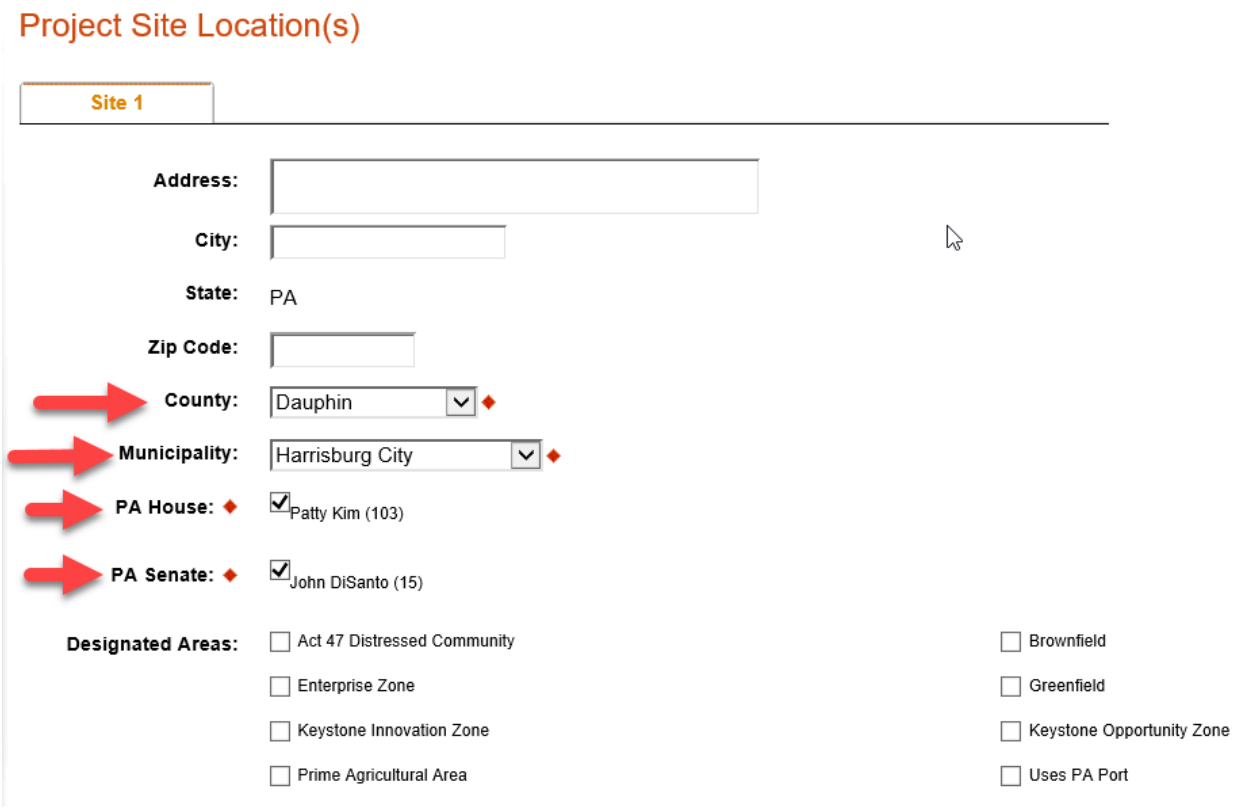
3. Locate the NAICS Field and click on the SELECT drop down menu beneath it. You will want to make a selection within the ballpark of what your organization is/does. Once you do, it will auto-populate the NAICS 4-digit Code into the required field. Thus, satisfying the field and allowing you to click on the Blue Continue button at the bottom right of the page, OR navigate through the red ribbon to the COMPANY Page.



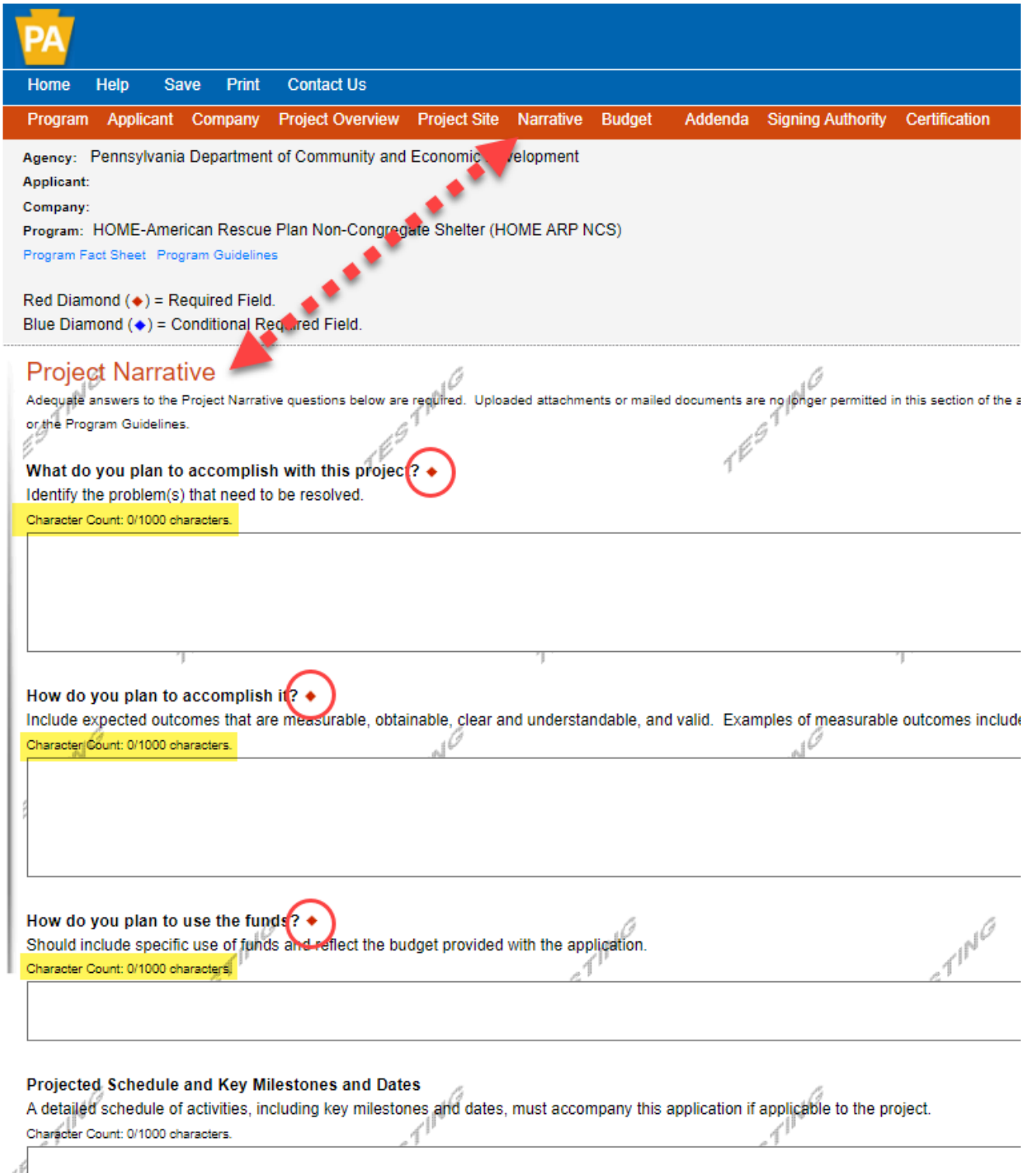


4. Applicant Information should reflect the entity that will receive the funding from the program.
5. **COMPANY**—reflects the information of the entity who is APPLYING ON BEHALF OF the applicant. IF this information is the same, you may click on the GOLD BUTTON: COPY FROM APPLICANT and all of the required fields will auto-populate on the Company Page.
    a. IF your information DIFFERS (applicant to company) you will need to fill out all of the red diamond fields with the Company information.

6. **PROJECT SITE LOCATION** (4 required fields on this page)
    a. Select your COUNTY
    b. Select your MUNICIPALITY
    c. PA House and PA Senate should auto-populate. If they do not, and you do not know who your representatives are, select ALL of them and we will adjust when necessary.
7. Click Continue or navigate through the links in the red ribbon at the top of your screen to the next page of the application: Narrative

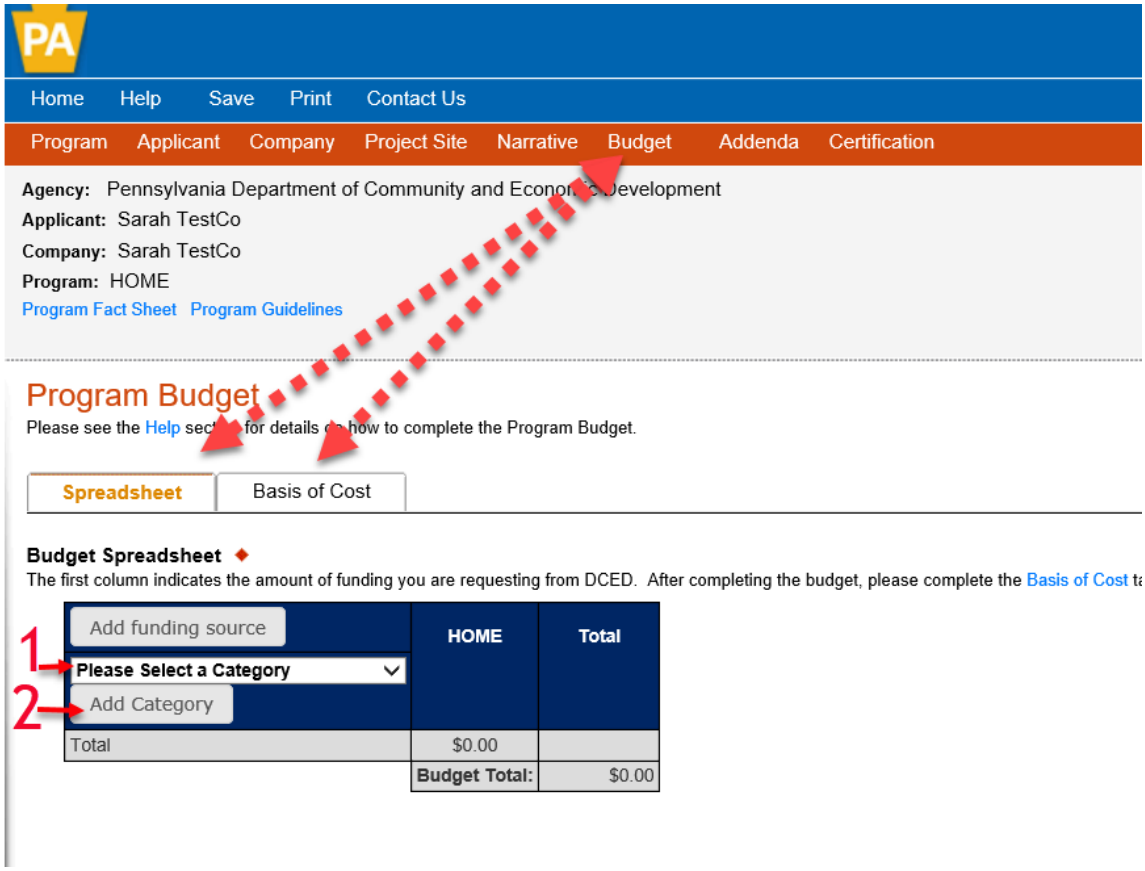


8. **NARRATIVE** (3 required fields on this page)
    a. You will want t pay attention to the character count in each section, making sure not to add any strange characters like (*,$%#@^). Each paragraph indent also counts as a character in the count.
    b. This page can time out if you sit idle on it for too long. If this happens, any information that you type into this page will NOT be saved.
    c. We suggest that you type your responses in WORD and Copy & Paste into the fields.

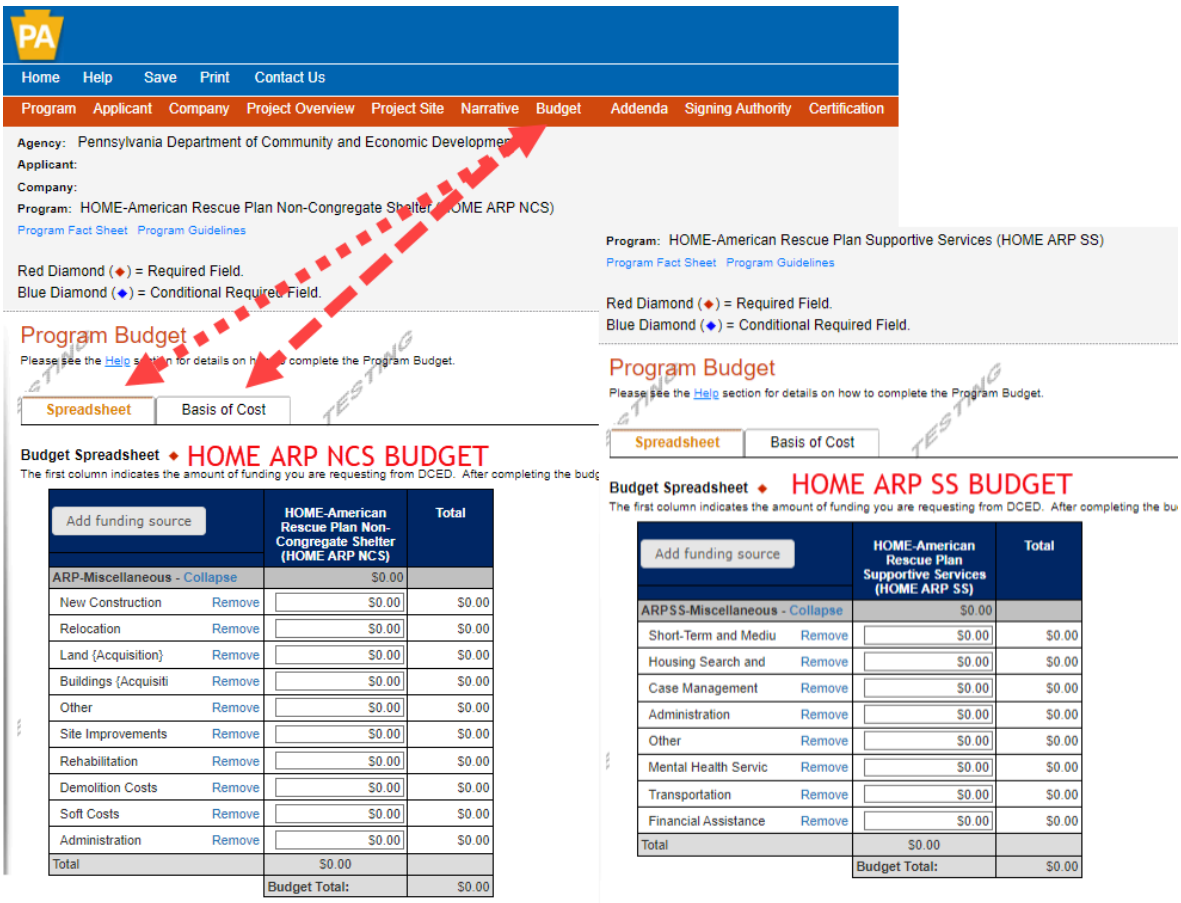


9. Once you have completed this page, you may click continue at the bottom right or Budget from the red ribbon at the top of the screen to advance to the next page of the application: BUDGET.

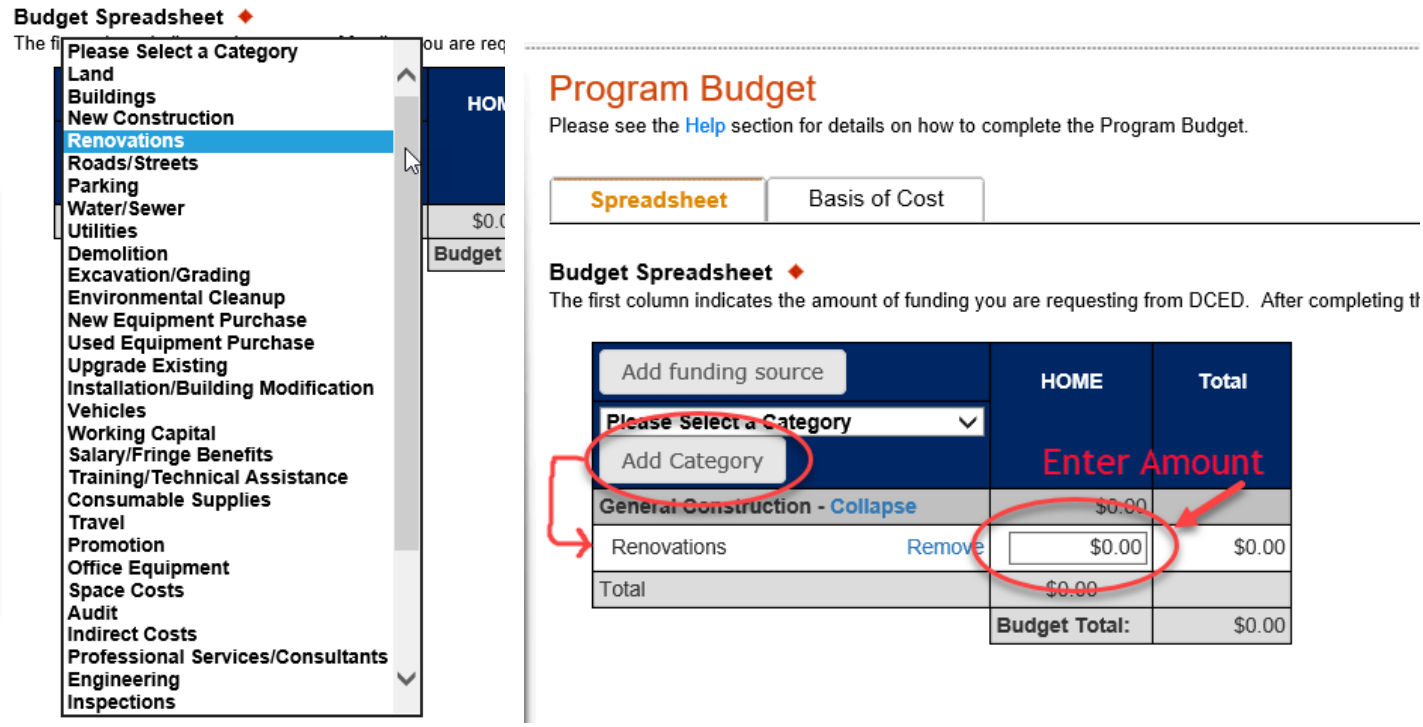
10. **HOME BUDGET SPREADSHEET** (Consists of 2 tabs: Spreadsheet and Basis of Cost—both need to be filled out).



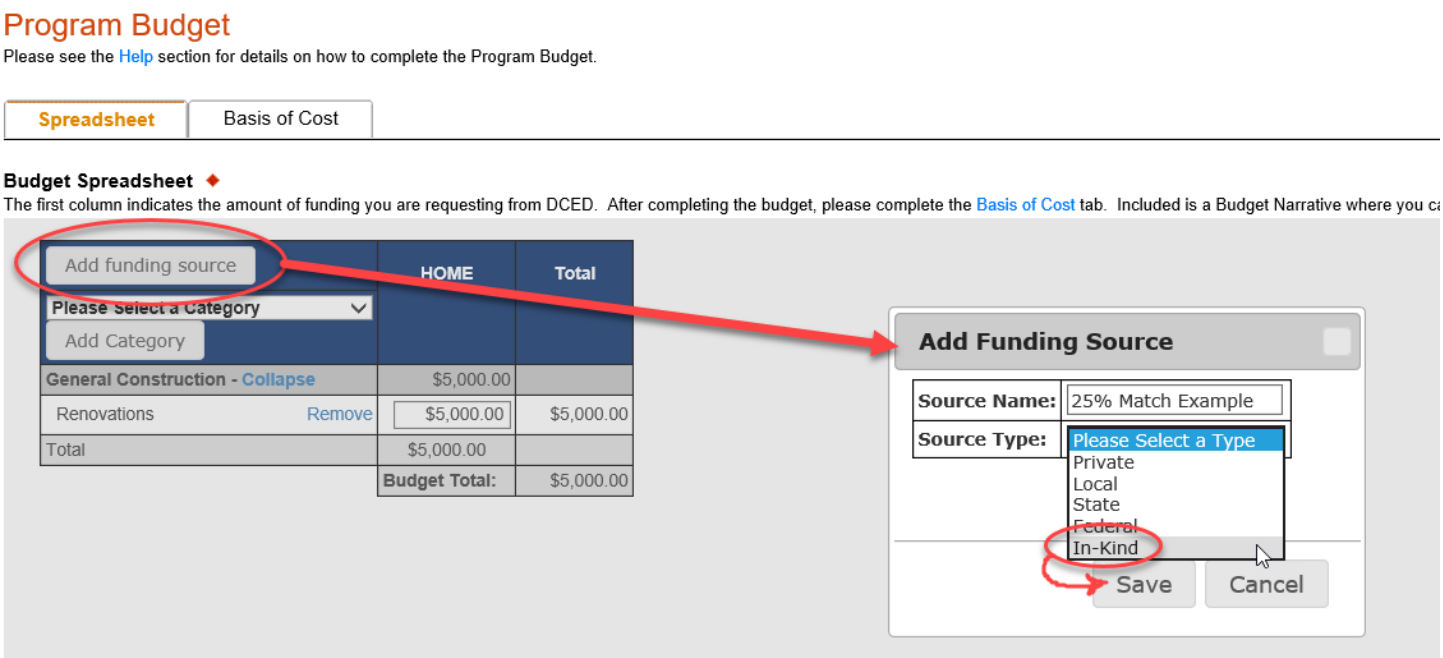
10A: **HOME ARP BUDGET SPREADSHEET** (Consists of 2 tabs: Spreadsheet and Basis of Cost—both need to be filled out).

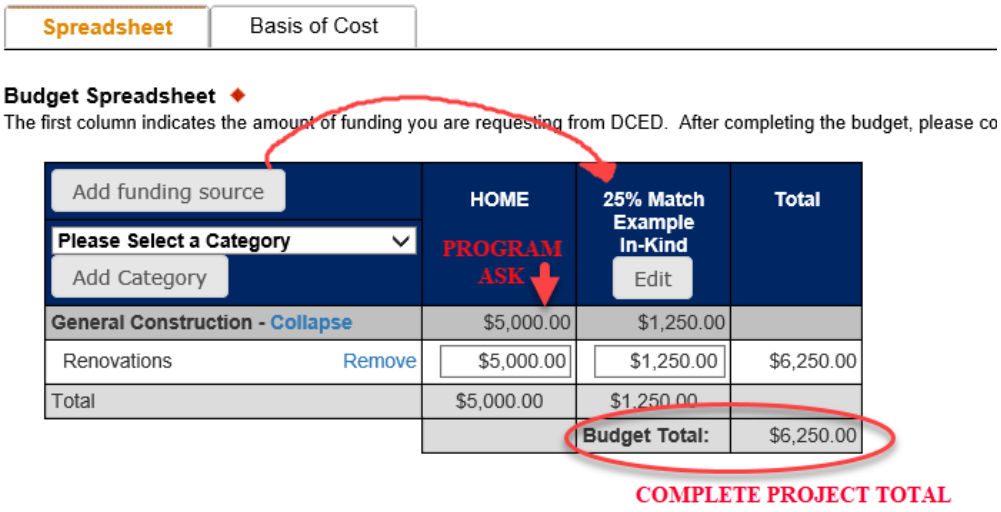


11. To **SELECT A HOME CATEGORY**, pull from the drop-down menu, then **CLICK ADD CATEGORY**. You will repeat as many times as necessary to add additional categories to your budget spreadsheet.



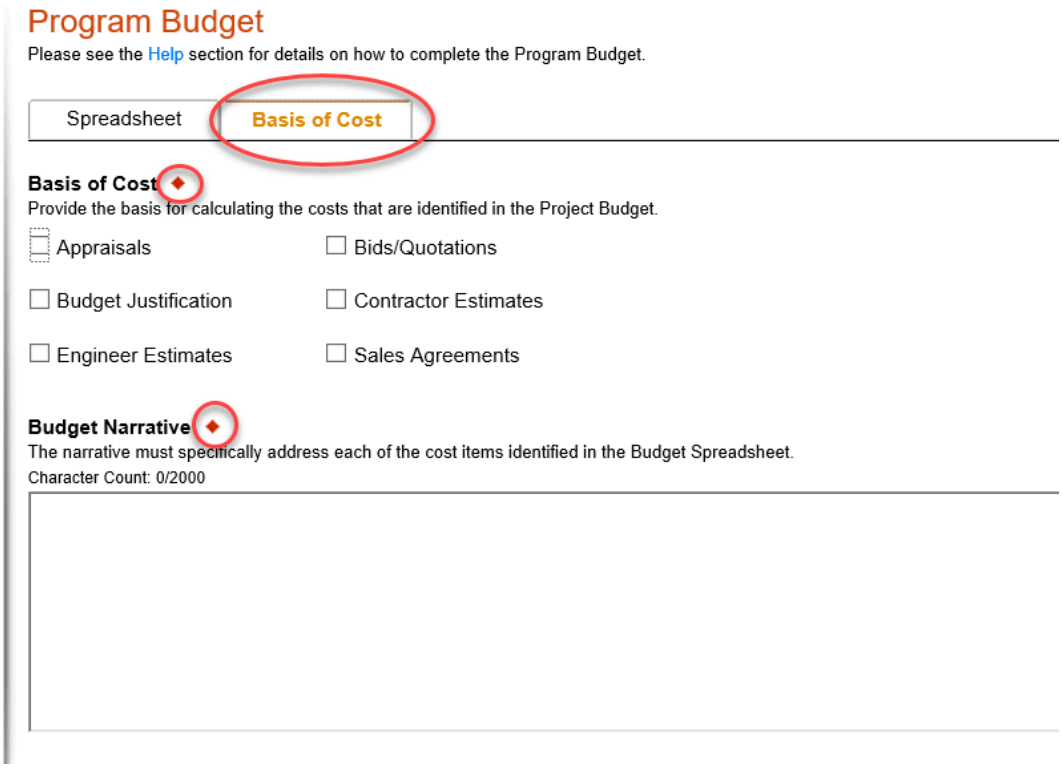
12. **ADDING A FUNDING SOURCE** (All project types can have additional funding sources).
    a. To ADD a Funding Source (that will appear as a column next to the program column) CLICK ADD FUNDING SOURCE.
    b. Add Funding Source BOX will pop up. TYPE SOURCE NAME and SELECT SOURCE TYPE from the drop down. Then CLICK SAVE. Repeat if you have more than one funding source.





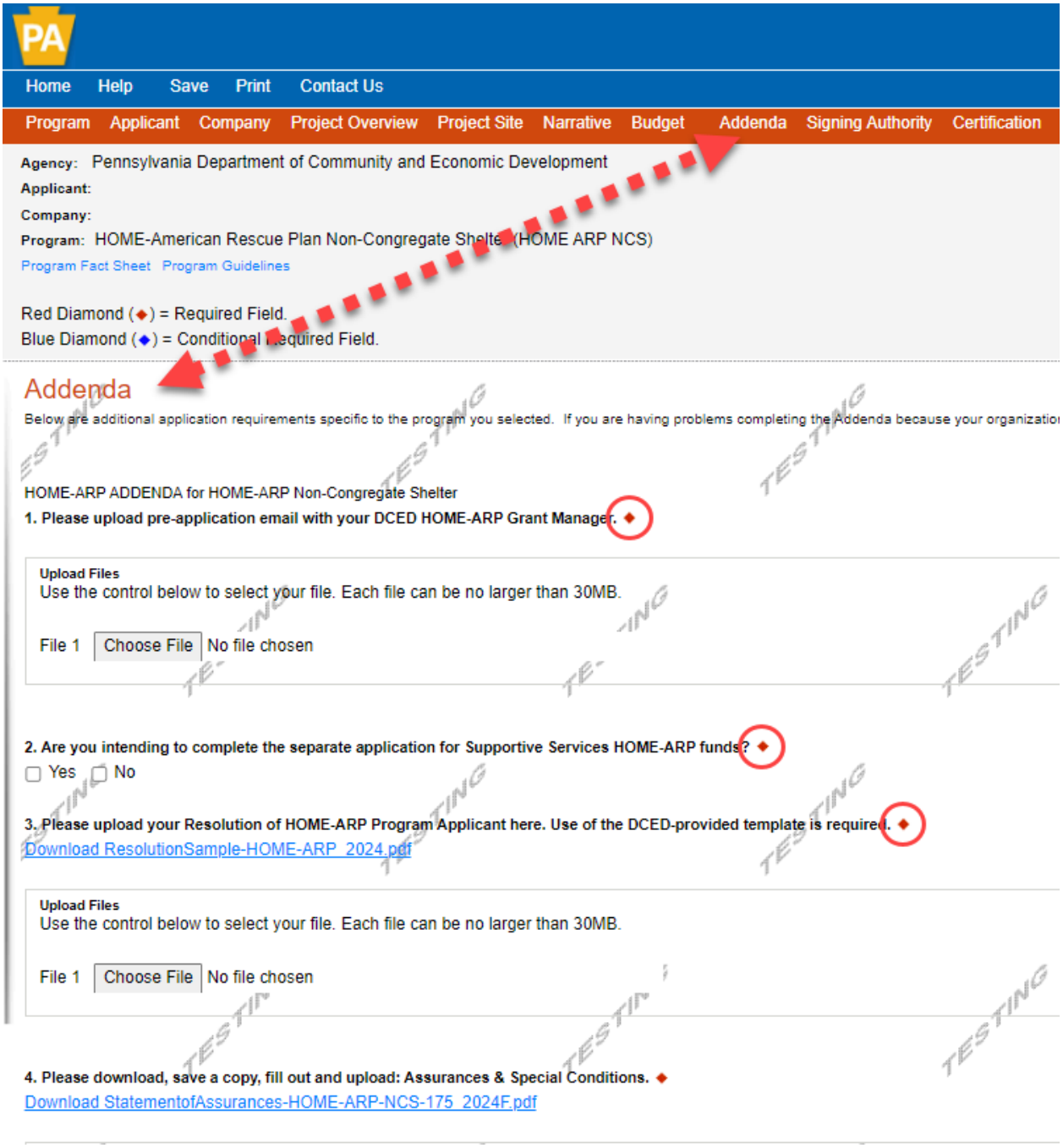
13. Once you have added all funding sources, you may click on continue at the bottom right of the page or click on the tab labeled “Basis of Cost.”

14. **PROJECT BUDGET: BASIS OF COST** (2 Required fields on this tab of the Budget).



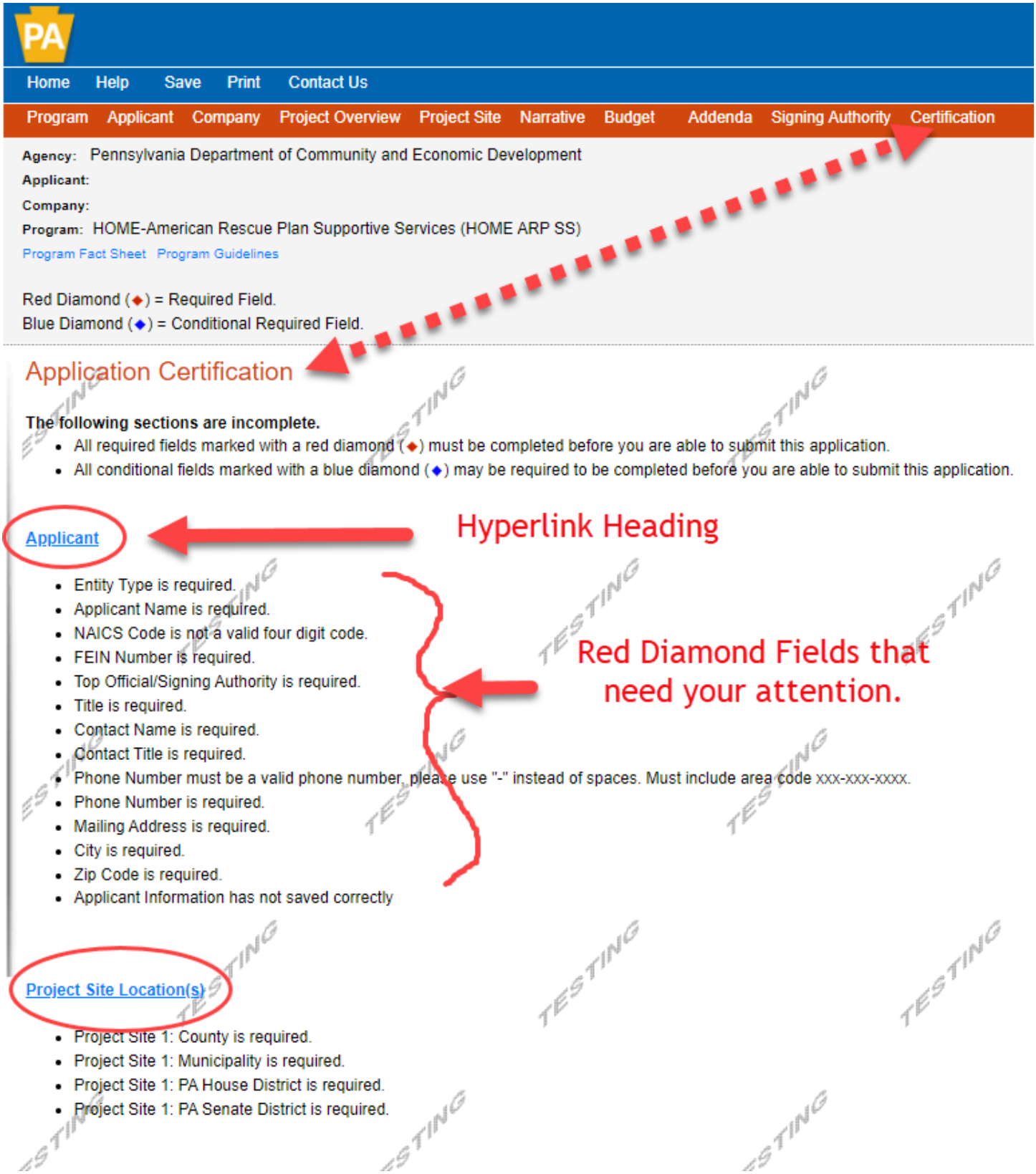
15. Once you have completed the Basis of Cost Tab, you may click on continue at the bottom right of the page or click on ADDENDA in the red ribbon at the top of the page.
    a. **ADDENDA is where you are going to spend most of your time.
    b. **ADDENDA will have drop down questions, download instructions, upload instructions and confirmation of receipt check boxes.

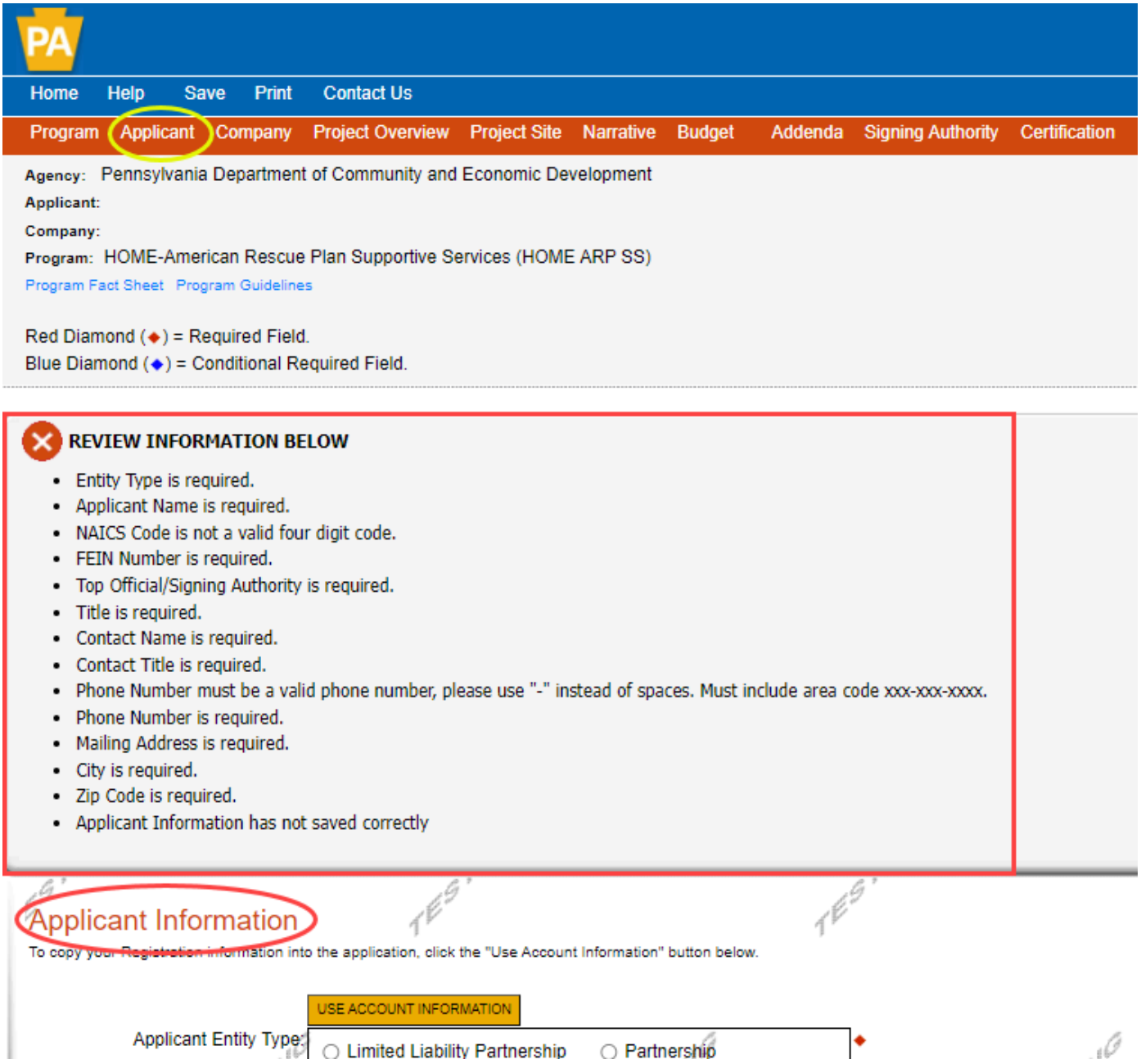
ADDENDA: Regardless of which HOME program you select, you will want to pay attention to the **RED DIAMOND** Fields, as they will vary.



16. Once you believe that you have all of the RED DIAMONDS within the application completed, and you've finished your ADDENDA, you may click on continue at the bottom right of the page, or on CERTIFICATION (last link) in the red ribbon at the top of your screen.

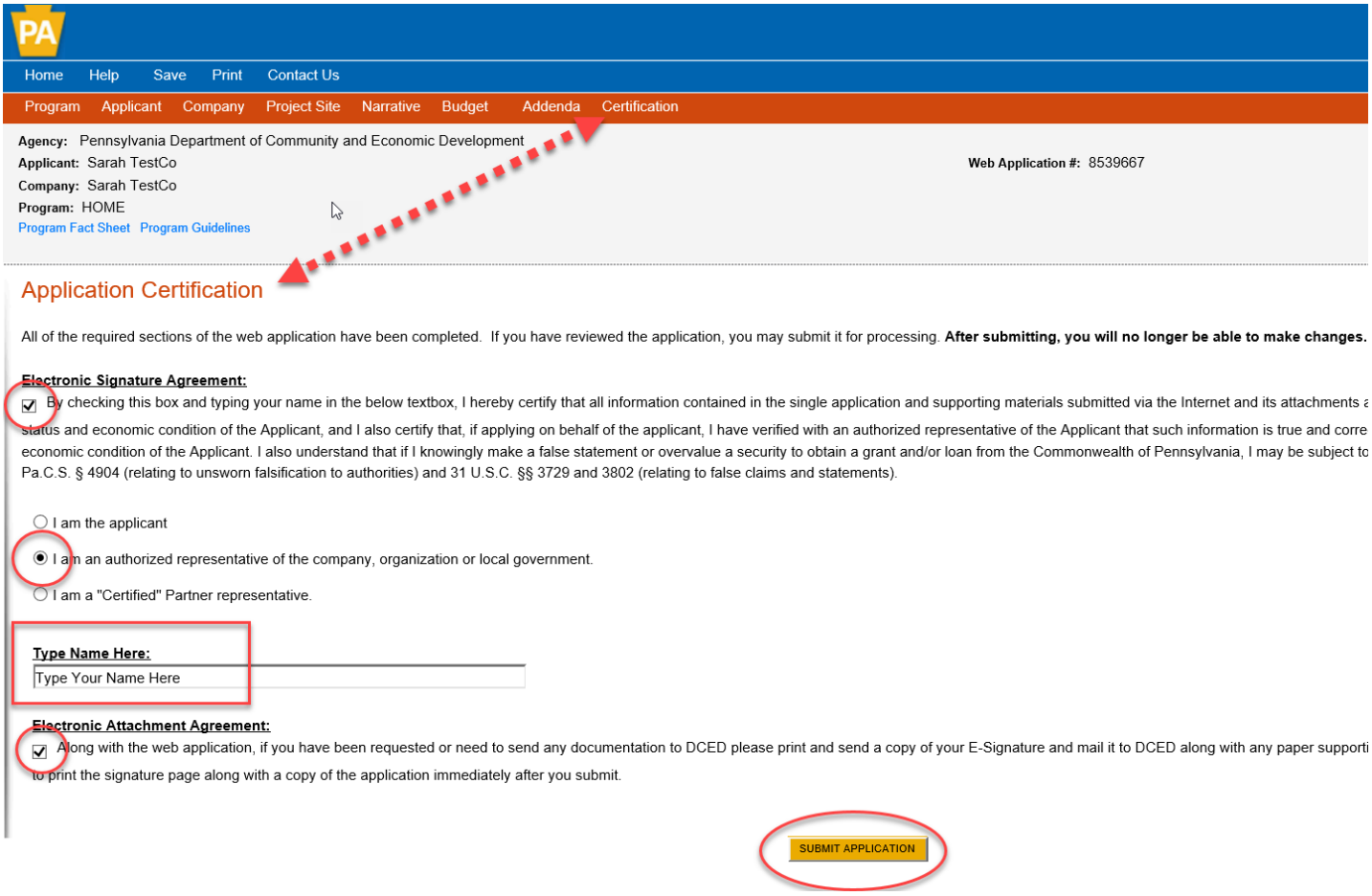
CERTIFICATION: If you have missed any red diamond fields throughout the application, they will be presented in an outline form on the CERTIFICATION Page, with the page heading as a hyperlink back to the page to correct your missing components. When you jump back to the page to satisfy the red diamonds, you will notice that the missing items are also mentioned at the top of that page.



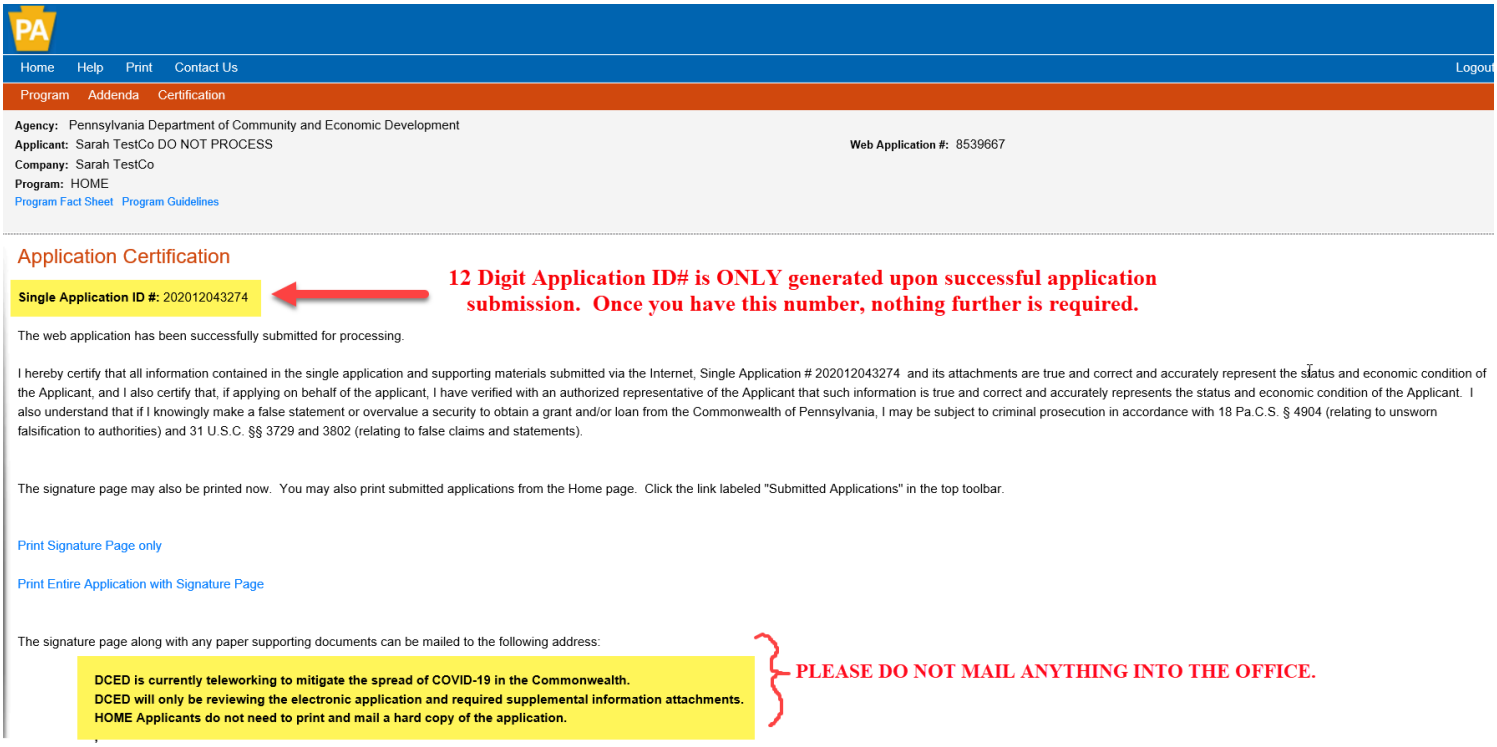


Example of missing required red diamonds items from the Applicant page of the application.

CERTIFICATION CONTINUED: Once ALL of the Red Diamonds have been satisfied, your CERTIFICATION Page will adjust and allow for some selections and a "Signature" to confirm that you were the individual who entered the application information. This is NOT the official E-Signature for contracting, that will come later should it be decided that you are to receive program funding.



SUCCESSFUL APPLICATION SUBMISSION

Upon successful submission of your application, a 12-digit application ID Number will generate, as referenced below. This number ONLY generates if you've successfully submitted your application.

PLEASE DO NOT MAIL ANYTHING INTO DCED.