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

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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](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.

   ![Image of ESA login screen]

   **Begin a New Application**

   To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you:

   **Project Name**

   **Do you need help selecting your program?**

   - YES
   - NO

   **Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor’s Action Team (GAT)?**

   - YES
   - NO

   ![Image of application form]

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.

   ![Image of account information form]
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

**Begin a New Application**

To begin a new Single Application For Assistance, enter a brief name for the project (up to 60 characters) and answer whether you need help selecting your program. If you already know the

**Project Name**

Enter Your Project Name & Project Type Here

**Do you need help selecting your program?**

No

Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor’s Action Team (GAT)?

No

[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.

**Select Program**

To search for programs based on your organization, click the Program Finder button below.

**Program Name**

Home

**Sort By**

Program Name

[SEARCH] [PROGRAM FINDER]

2 results. [Full Search]

**Search Results**

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

**HOME**

Pennsylvania Department of Community and Economic Development

Federally funded program that provides municipalities with grant and loan assistance as well as technical assistance to expand the supply of decent and affordable housing for low- and very low-income Pennsylvanians.

Eligibility: Local government on behalf of private, non-profit and for-profit housing development corporations.

Additional Information: Program Fact Sheet, Guidelines

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.
• 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.)

Search Results
Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

HOME
Pennsylvania Department of Community and Economic Development

If you DO NOT see the APPLY button, please update your USER SETTINGS and try again.
Federally funded program that provides municipalities with grant and loan assistance as well as technical assistance to expand the supply of decent and affordable housing for low- and very low-income Pennsylvanians.

Eligibility: Local government on behalf of private, non-profit and for-profit housing development corporations.

Additional Information: Program Fact Sheet, Guidelines

Apply

[Table with columns: Applicant/Company, Project Name, Program, Updated]
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

**Project Site Location(s)**

<table>
<thead>
<tr>
<th>Site 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong> PA</td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
</tr>
<tr>
<td><strong>County:</strong> Dauphin</td>
</tr>
<tr>
<td><strong>Municipality:</strong> Harrisburg City</td>
</tr>
<tr>
<td><strong>PA House:</strong> Patty Kim (103)</td>
</tr>
<tr>
<td><strong>PA Senate:</strong> John DiSanto (15)</td>
</tr>
</tbody>
</table>

**Designated Areas:**
- [ ] Act 47 Distressed Community
- [ ] Enterprise Zone
- [ ] Keystone Innovation Zone
- [ ] Prime Agricultural Area
- [ ] Brownfield
- [ ] Greenfield
- [ ] Keystone Opportunity Zone
- [ ] Uses PA Port
8. **NARRATIVE** (3 required fields on this page)
   a. You will want to 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.

The following sections are incomplete:

- All required fields marked with a red diamond (●) must be completed before you are able to submit this application.
- All conditional fields marked with a blue diamond (◆) may be required to be completed before you are able to submit this application.

- Applicant:
  - Entity Type is required.
  - Applicant Name is required.
  - NAICS Code is not a valid four digit code.
  - FEIN Number is required.
  - Top Official/Signing Authority is required.
  - Title is required.
  - Contact Name is required.
  - Contact Title is required.
  - Phone Number must be a valid phone number, please use “-” instead of spaces. Must include area code xxx-xxxx-xxxx.
  - Phone Number is required.
  - Mailing Address is required.
  - City is required.
  - Zip Code is required.
  - Applicant Information has not saved correctly

- Project Site Location(s):
  - Project Site 1: County is required.
  - Project Site 1: Municipality is required.
  - Project Site 1: PA House District is required.
  - Project Site 1: PA Senate District is required.
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.