



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.

The screenshot shows a web browser window with the URL <https://www.esa.dced.state.pa.us/Home.aspx>. The page features a blue header with the PA logo and navigation links: Home, Help, Contact Us. Below this is an orange navigation bar with links for Submitted Applications, User Settings (highlighted with a yellow circle), and Customer Service. The main content area is titled 'Begin a New Application' and includes a form with the following fields:

- Project Name:
- Do you need help selecting your program?:
- Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor's Action Team (GAT)?:

A yellow button labeled 'CREATE A NEW APPLICATION' is located at the bottom right of the 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.

Account Information

The 'Account Information' form includes a 'Reset' checkbox and a section titled 'Are You Applying As?' with radio button options: For Profit, Non Profit, Government (selected), and Other. Below this is a dropdown menu for 'Entity/Company Type' with options: PA Legislative Office (circled in red), Authority, Municipality, and Other Government. The form contains several input fields, each marked with a red diamond indicating a required field:

- FEIN:
- SAP Vendor #:
- Entity/Company Name:
- CEO:
- CEO Title:
- Application Contact Name:
- Application Contact Title:
- Phone: Ext.
- Fax:
- E-mail:
- Mailing Address:
- City:
- State:
- Zip Code:

A yellow button labeled 'UPDATE' and a yellow button labeled 'CANCEL' are located at the bottom right of the 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

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 and/or project, click the Program Finder button below.

2 results. ([Edit 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.

OR

Select Program

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

Program Name
HOME ARP

Sort By
Program Name

SEARCH PROGRAM FINDER

2 results. ([Edit 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-American Rescue Plan Non-Congregate Shelter (HOME ARP NCS)** [Apply](#)
- [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 governments that are not HUD participating jurisdictions; Local government on behalf of private, non-profit and for-profit housing development corporations.
- Additional Information: [Program Fact Sheet](#), [Guidelines](#)
- HOME-American Rescue Plan Supportive Services (HOME ARP SS)** [Apply](#)
- [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 governments that are not HUD participating jurisdictions; Local government on behalf of private, non-profit and for-profit housing development corporations.
- Additional Information: [Program Fact Sheet](#), [Guidelines](#)

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.

Incomplete Applications
Incomplete applications will be automatically withdrawn after one year of inactivity.

...2021 22 23 24 25 26 27 28 29				
ID	Applicant/Company	Project Name	Program	Updated
8539664		Sarah HOME CHDO Test	DCED HOME	12/3/2020

(Note: A red arrow points to the ID '8539664' and a red circle highlights the 'EDIT' button in the 'Updated' column.)

- 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.

Home Help Save Print Contact Us

Program Applicant Company Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Sarah TestCo
Company: Sarah TestCo
Program: HOME
[Program Fact Sheet](#) [Program Guidelines](#)

Web Application #: 8539664

- **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:

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 Apply

[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](#)

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).

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:

- Limited Liability Partnership
- Partnership
- Government
- Non-Profit Corporation
- Sole Proprietorship
- Limited Liability Company
- S Corporation
- C Corporation

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.

Applicant Name: Sarah TestCo

NAICS Code

EIN/SSN Number:

DUNS Number:

CEO:

CEO Title:

SAP Vendor #:

Contact Name:

Contact Title:

Phone:

Fax:

SELECT-

- Administration of Economic Programs
- Administration of Housing Programs, Urban Planning, and Community Development
- Business, Professional, Labor, Political, and Similar Organizations
- Civic and Social Organizations
- Colleges, Universities, and Professional Schools
- Community Food and Housing, and Emergency and Other Relief Services
- Educational Support Services
- Elementary and Secondary Schools
- Executive, Legislative, and Other General Government Support
- General Medical and Surgical Hospitals
- Individual and Family Services
- Justice, Public Order, and Safety Activities
- Museums, Historical Sites, and Similar Institutions
- Other Amusement and Recreation Industries
- Other Professional, Scientific, and Technical Services
- Other Schools and Instruction
- Performing Arts Companies
- Promoters of Performing Arts, Sports, and Similar Events
- Religious Organizations
- Social Advocacy Organizations
- Water, Sewage and Other Systems

USE ACCOUNT INFORMATION

Applicant Entity Type: Limited Liability Partnership Partnership
 Government Non-Profit Corporation
 Sole Proprietorship Limited Liability Company
 S Corporation C Corporation

Applicant Name: Sarah TestCo

NAICS Code 9211

FEIN/SSN Number 989898989

*Please enter FEIN as 9 digits, no dash.

- 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.

Company Information

COPY FROM APPLICANT

Company Entity Type: Limited Liability Partnership Partnership
 Government Non-Profit Corporation
 Sole Proprietorship Limited Liability Company
 S Corporation C Corporation

Company Name:

NAICS Code

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)

Site 1

Address:

City:

State: PA

Zip Code:

County: ▼ ◆

Municipality: ▼ ◆

PA House: ◆ Patty Kim (103)

PA Senate: ◆ John DiSanto (15)

Designated Areas:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> 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.

PA

Home Help Save Print Contact Us

Program Applicant Company Project Overview Project Site **Narrative** Budget Addenda Signing Authority Certification

Agency: Pennsylvania Department of Community and Economic Development
Applicant:
Company:
Program: HOME-American Rescue Plan Non-Congregate Shelter (HOME ARP NCS)
[Program Fact Sheet](#) [Program Guidelines](#)

Red Diamond (◆) = Required Field.
Blue Diamond (◆) = Conditional Required Field.

Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application or the Program Guidelines.

What do you plan to accomplish with this project? ◆
Identify the problem(s) that need to be resolved.
Character Count: 0/1000 characters.

How do you plan to accomplish it? ◆
Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include:
Character Count: 0/1000 characters.

How do you plan to use the funds? ◆
Should include specific use of funds and reflect the budget provided with the application.
Character Count: 0/1000 characters.

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.
Character Count: 0/1000 characters.

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).

Program Budget
Please see the [Help](#) section for details on how to complete the Program Budget.

Budget Spreadsheet ♦
The first column indicates the amount of funding you are requesting from DCED. After completing the budget, please complete the [Basis of Cost](#) tab.

Add funding source	HOME	Total
Please Select a Category		
Add Category		
Total	\$0.00	\$0.00
Budget Total:		\$0.00

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

Program Budget
Please see the [Help](#) section for details on how to complete the Program Budget.

Budget Spreadsheet ♦ **HOME ARP NCS BUDGET**
The first column indicates the amount of funding you are requesting from DCED. After completing the budget, please complete the [Basis of Cost](#) tab.

Add funding source	HOME-American Rescue Plan Non-Congregate Shelter (HOME ARP NCS)	Total
ARP-Miscellaneous - Collapse	\$0.00	
New Construction	\$0.00	\$0.00
Relocation	\$0.00	\$0.00
Land (Acquisition)	\$0.00	\$0.00
Buildings (Acquisition)	\$0.00	\$0.00
Other	\$0.00	\$0.00
Site Improvements	\$0.00	\$0.00
Rehabilitation	\$0.00	\$0.00
Demolition Costs	\$0.00	\$0.00
Soft Costs	\$0.00	\$0.00
Administration	\$0.00	\$0.00
Total	\$0.00	\$0.00
Budget Total:		\$0.00

Budget Spreadsheet ♦ **HOME ARP SS BUDGET**
The first column indicates the amount of funding you are requesting from DCED. After completing the budget, please complete the [Basis of Cost](#) tab.

Add funding source	HOME-American Rescue Plan Supportive Services (HOME ARP SS)	Total
ARPSS-Miscellaneous - Collapse	\$0.00	
Short-Term and Medium-Term	\$0.00	\$0.00
Housing Search and Assistance	\$0.00	\$0.00
Case Management	\$0.00	\$0.00
Administration	\$0.00	\$0.00
Other	\$0.00	\$0.00
Mental Health Services	\$0.00	\$0.00
Transportation	\$0.00	\$0.00
Financial Assistance	\$0.00	\$0.00
Total	\$0.00	\$0.00
Budget Total:		\$0.00

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.

Budget Spreadsheet ◆

The first column indicates the amount of funding you are requesting from DCED. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can

Please Select a Category

- Land
- Buildings
- New Construction
- Renovations**
- Roads/Streets
- Parking
- Water/Sewer
- Utilities
- Demolition
- Excavation/Grading
- Environmental Cleanup
- New Equipment Purchase
- Used Equipment Purchase
- Upgrade Existing
- Installation/Building Modification
- Vehicles
- Working Capital
- Salary/Fringe Benefits
- Training/Technical Assistance
- Consumable Supplies
- Travel
- Promotion
- Office Equipment
- Space Costs
- Audit
- Indirect Costs
- Professional Services/Consultants
- Engineering
- Inspections

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

Budget Spreadsheet ◆

The first column indicates the amount of funding you are requesting from DCED. After completing the

Add funding source	HOME	Total
Please Select a Category		
Add Category		Enter Amount
General Construction - Collapse	\$0.00	
Renovations Remove	\$0.00	\$0.00
Total	\$0.00	
Budget Total:		\$0.00

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.

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet

Basis of Cost

Budget Spreadsheet ◆

The first column indicates the amount of funding you are requesting from DCED. After completing the budget, please complete the [Basis of Cost](#) tab. Included is a Budget Narrative where you can

Add funding source	HOME	Total
Please Select a Category		
Add Category		
General Construction - Collapse	\$5,000.00	
Renovations Remove	\$5,000.00	\$5,000.00
Total	\$5,000.00	
Budget Total:		\$5,000.00

Add Funding Source

Source Name:

Source Type:

Please Select a Type

- Private
- Local
- State
- Federal
- In-Kind**

Budget Spreadsheet ◆

The first column indicates the amount of funding you are requesting from DCED. After completing the budget, please co

Add funding source	HOME	25% Match Example In-Kind	Total
Please Select a Category	PROGRAM ASK	Edit	
Add Category			
General Construction - Collapse	\$5,000.00	\$1,250.00	
Renovations Remove	\$5,000.00	\$1,250.00	\$6,250.00
Total	\$5,000.00	\$1,250.00	
		Budget Total:	\$6,250.00

COMPLETE PROJECT TOTAL

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).

Program Budget

Please see the [Help](#) section for details on how to complete the Program Budget.

Spreadsheet **Basis of Cost**

Basis of Cost ◆

Provide the basis for calculating the costs that are identified in the Project Budget.

Appraisals Bids/Quotations

Budget Justification Contractor Estimates

Engineer Estimates Sales Agreements

Budget Narrative ◆

The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.

Character Count: 0/2000

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.
- **ADDENDA is where you are going to spend most of your time.
 - **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.

PA

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Program Applicant Company Project Overview Project Site Narrative Budget Addenda Signing Authority Certification

Agency: Pennsylvania Department of Community and Economic Development
Applicant:
Company:
Program: HOME-American Rescue Plan Non-Congregate Shelter (HOME ARP NCS)
[Program Fact Sheet](#) [Program Guidelines](#)

Red Diamond (◆) = Required Field.
Blue Diamond (◆) = Conditional Required Field.

Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization

HOME-ARP ADDENDA for HOME-ARP Non-Congregate Shelter

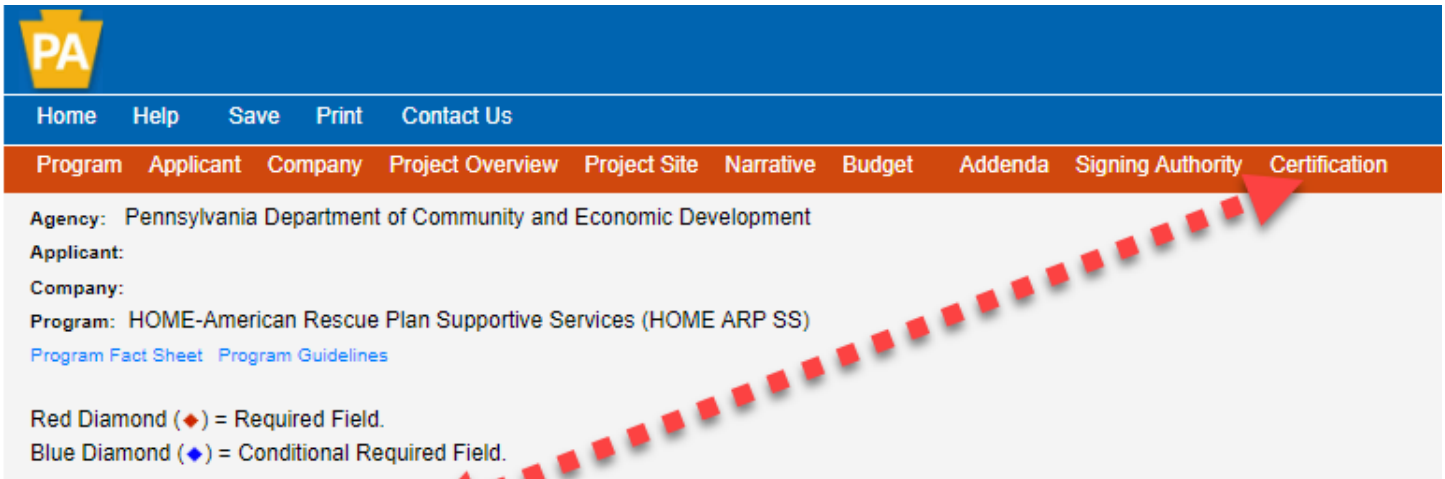
1. Please upload pre-application email with your DCED HOME-ARP Grant Manager. ◆

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen
2. Are you intending to complete the separate application for Supportive Services HOME-ARP funds? ◆
 Yes No
3. Please upload your Resolution of HOME-ARP Program Applicant here. Use of the DCED-provided template is required. ◆
[Download ResolutionSample-HOME-ARP_2024.pdf](#)
4. Please download, save a copy, fill out and upload: Assurances & Special Conditions. ◆
[Download StatementofAssurances-HOME-ARP-NCS-175_2024F.pdf](#)

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.



PA

Home Help Save Print Contact Us

Program Applicant Company Project Overview Project Site Narrative Budget Addenda Signing Authority **Certification**

Agency: Pennsylvania Department of Community and Economic Development
Applicant:
Company:
Program: HOME-American Rescue Plan Supportive Services (HOME ARP SS)
[Program Fact Sheet](#) [Program Guidelines](#)

Red Diamond (◆) = Required Field.
Blue Diamond (◆) = Conditional Required Field.

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.
- 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-xxx-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.

Hyperlink Heading

Red Diamond Fields that need your attention.

✘ REVIEW INFORMATION BELOW

- 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-xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Applicant Information has not saved correctly


Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

Applicant Entity Type: Limited Liability Partnership Partnership ◆

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.



Home Help Save Print Contact Us

Program Applicant Company Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Sarah TestCo
Company: Sarah TestCo
Program: HOME
[Program Fact Sheet](#) [Program Guidelines](#)

Web Application #: 8539667

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. **After submitting, you will no longer be able to make changes.**

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 submitted via the Internet and its attachments is true and correct, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

I am the applicant

I am an authorized representative of the company, organization or local government.

I am a "Certified" Partner representative.

Type Name Here:


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 support to print the signature page along with a copy of the application immediately after you submit.

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.

[Home](#) [Help](#) [Print](#) [Contact Us](#) Logout

[Program](#) [Addenda](#) [Certification](#)

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Sarah TestCo DO NOT PROCESS Web Application #: 8539667
Company: Sarah TestCo
Program: HOME
[Program Fact Sheet](#) [Program Guidelines](#)

Application Certification

Single Application ID #: 202012043274  **12 Digit Application ID# is ONLY generated upon successful application submission. Once you have this number, nothing further is required.**

The web application has been successfully submitted for processing.


I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 202012043274 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)
[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

DCED is currently teleworking to mitigate the spread of COVID-19 in the Commonwealth.
DCED will only be reviewing the electronic application and required supplemental information attachments.
HOME Applicants do not need to print and mail a hard copy of the application.

 **PLEASE DO NOT MAIL ANYTHING INTO THE OFFICE.**