**City Revitalization & Improvement Zone (CRIZ)
Electronic Single Application**

November, 2013

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How to apply for the City Revitalization & Improvement Zone (CRIZ) program using the Electronic Single Application?

CRIZ Application

Go to DCED's website

www.newPA.com

This link will take you directly to the Single Application Web Page.

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Home | About Us | Why PA? | News | Contact Us | Single Application

Business   Community   Local Government   Funding & Programs

What are you looking for?

Information on all DCED Programs and How to Apply can be found by clicking this button.

Business

Stimulating job creation and business growth for existing, new and foreign companies in Pennsylvania looking to sell products and services here and abroad.

Learn More

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Business   Community   Local Government   Funding & Programs

What are you looking for?

You Are Here: Home › Funding, Programs, Loans, Tax Credits and Grants › Apply for Programs & Funding

Inside This Section

Search for Programs & Funding

Apply for Programs & Funding

Program Funding Types

Investment Tracker

Archived Programs

Area Loan Organizations

Compliance

Single Application

Eligible applicants must apply for funding through DCED's Single Application for Assistance.

What is the Single Application?

The Single Application for Assistance allows the applicant to apply for various programs using one form while capturing specific program information needed to evaluate the project for possible funding. The application is designed to help applicants comprehend the program requirements up front and expedite the review process.

How To Apply

After downloading and reading a program's guideline, you can apply through the Single Application.

Apply

Information about the Single Application is available on the Single Application page. Click on the Single Application for Assistance link .

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CRIZ Application

Registration and Login

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Help   Contact Us

Login

What's New?
For an overview of the changes in the new Single Application, please read Help.

User Name [   ]

Password [   ]

[LOGIN]

If you are a first time user, you must complete the two-step, one time registration which includes setting up the user name and password, and your Single Application information.

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.

Enter User Name and Password.

[REGISTER]
(First Time User? Click the button above)

[FORGOT PASSWORD]
(Forgot Your Password? Click the button above)

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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 ...king for information that will help us provide you with the best possible programs and screens.

User Name must be a unique user name. If the user name you are trying to use already exists, please select another.

Password is case sensitive and requires a minimum of 8 characters that must include one of each of the following: uppercase letter, lowercase letter, number, and symbol.

◆ Required Fields

First Name: _____

Last Name: _____

Address: _____

City: _____

State: PA ▾ ◆

Zip Code: _____

Email Address: _____

User Name: _____

Password: _____

Confirm Password: _____

Security Question: _____

Security Answer: _____

Security Question/Answer - Protects the identity of the account. The security answer is case sensitive.

Single Application Information

☐ Reset

Are You Applying As?   ○ For Profit ○ Non Profit ○ Government ○ Other

Select Government and click on the Submit button - This information will be used to accurately determine programs in which you would be an eligible applicant.

SUBMIT

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Single Application Information

☐ Reset

Are You Applying As? ○ For Profit ○ Non Profit ◉ Government ○ Other

Entity/Company Type:
- ○ PA Legislative Office
- ○ Authority
- ○ Municipality
- ○ Other Government

Federal Employers Identification Number (FEIN) Or SSN: [_____] ◆

Enter the valid FEIN.

Vendor Registration To apply for a SAP Vendor Number please click the link

SAP Vendor #: [_____]
(xxxxxx or xxxxxx-xxx)

Entity/Company Name: [_____] ◆

CEO: [_____] ◆

CEO Title: [_____] ◆

Application Contact Name: [_____]

Title of the Contact person [_____]

Phone: [_____] Ext. [____]
(xxx-xxx-xxxx)

E-mail: [_____]
(if different from above)

[SUBMIT]

This information becomes your User Settings. You must select "Government" and choose "Authority" as the Entity Type in order to apply for CRIZ. The Entity Type will change based upon selection of For-Profit vs. Non-Profit vs. Government.

Application contact information is not a required field; however, please provide it. If this information is added, it will populate into the application if you select that option on the applicant tab.

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CRIZ Application

This is the **Home** page for the Single Application for Assistance.

User Settings – This is the information you entered into your Single Application Account Information. You can update this information as necessary by clicking on User Settings.

Home   Help   Contact Us

Submitted Applications   User Settings   Customer Service

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 already know the name of the program you want to apply for, answer "No".

Enter "CRIZ Designation".

Project Name

CRIZ Designation

Do you need help selecting your program?

No

Select "NO" in the dropdown.

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

No

Click **Create A New Application** button.

CREATE A NEW APPLICATION

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CRIZ Application

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Home   Help   Contact Us   Logout

Submitted Applications   User Settings   Customer Service

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 already know the name of the program you want to apply for, answer "No".

Project Name

Do you need help selecting your pro
Yes ▾

Are you applying for assistance as vernor's Action Team (GAT)?
No ▾

> Any incomplete applications not submitted to DCED will be listed under **Incomplete Applications**. You have the option to edit or withdraw the application. Note: If you withdraw the application, it will be deleted.

CREATE A NEW APPLICATION

> Click **Edit** to open the incomplete application.

Incomplete Applications

Incomplete applications will be automatically withdrawn by DCED one year of inactivity.

Id	Applicant/Company	Project Name	Program	Updated		
8029647		Opportunity Scholarship Test Application 2	Opportunity Scholarship Tax Credit	1/8/2013	EDIT	WITHDRAW

> Click **Withdraw** to delete an incomplete application.

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CRIZ Application

The option to **Print** the application is available once the program is selected.

This application saves information as you click from tab to tab; however, if you step away from your computer for a period of time, click **Save**.

CRIZ Application

Select Program

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

Program Name

CRIZ

Enter CRIZ into the program name and click the **Search** button.

Sort By

Program Name

To view other DCED programs, click on the **Program Finder** button.

[SEARCH]   [PROGRAM FINDER]

1 results. (Edit Search)

Search Results

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

Click the **Apply** link for the CRIZ program.

City Revitalization and Improvement Zone (CRIZ)   Apply

Applications will be accepted November 1 thru November 30, 2013.
A CRIZ is an area of up to 130 acres, comprised of parcels designated by a contracting authority, which will provide economic development and job creation within a political subdivision. State and local taxes collected within the CRIZ will be used to repay debt service to stimulate economic development projects within the CRIZ. The CRIZ Program also permits one pilot zone to be designated. A pilot zone is an area of not more than 130 acres designated by a contracting authority within a township or borough with a population of at least 7,000 based on the most recent federal decennial census.

Eligibility: Designated Authorities (please refer to the program guidelines)

Additional Information: Program Fact Sheet, Guidelines

Links to the Program Fact Sheet and Guidelines are available.

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The program name will be visible.

Optional – To populate the application with the information you entered into your User Settings, click the **Use Account Information** button.

NAICS Code – This field does not populate from User Settings. A dropdown box will appear when the entity type is selected to help you select the NAICS Code; continue to make selections until a 4-digit number appears in the box.

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CRIZ Application

The **Enterprise Type** field does not populate from User Settings. Please check Authority.

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ◆

☐ Advanced Technology	☐ Agri-Processor	☐ Agri-Producer	☐ Authority	☐ Biotechnology / Life Sciences
☐ Business Financial Services	☐ Call Center	☐ Child Care Center	☐ Commercial	☐ Community Dev. Provider
☐ Computer & Clerical Operators	☐ Defense Related	☐ Economic Dev. Provider	☐ Educational Facility	☐ Emergency Responder
☐ Exempt Facility	☐ Export Manufacturing	☐ Export Service	☐ Food Processing	☐ Government
☐ Healthcare	☐ Hospitality	☐ Industrial	☐ Manufacturing	☐ Mining
☐ Other	☐ Professional Services	☐ Recycling	☐ Regional & National Headquarters	☐ Research & Development
☐ Retail	☐ Social Services Provider	☐ Tourism Promotion	☐ Warehouse & Terminal	

Continue

Continue – This will move you through the application page by page.

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CRIZ Application

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Home   Help   Save   Print   Contact Us   Logout

Program   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Applicant: **Web Application #:** 8043764
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

Project Overview

Project Name: ◆

CRIZ Designation

Is this project related to another previously submitted project?
No

If yes, indicate previous project name:

Have you contacted anyone at DCED or
No

If yes, indicate who:

Are you interested in applying for multiple DCED funding sources for this project?
You are only permitted to apply for one program per application   By ans   he Certification page after this
application has been submitted.
No

How many Site Locations are involved in the project?
1

This is your Web Application number.
Please keep this number for reference.
Once you successfully submit the
application, you will receive confirmation
with your 12-digit Single Application
number.

The Project Name will be populated with the
project name you entered when creating the
application. If necessary, the project name
can be changed.

Change the number of Site Locations **ONLY**
if the CRIZ crosses multiple county lines.
Additional site tabs will be added to the
Project Site. If the sites are contiguous or
not contiguous within the same county, do
not change the number of sites.

Continue

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CRIZ Application

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Home   Help   Save   Print   Contact Us   Logout

Program   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Applicant: Web Application #: 8043764
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

Project Site Location(s)
To add Project Site Locations, please see the Project Overview section.

| Site 1 |

Address:

City:

State: PA

Zip Code:

County: -- Select County -- ◆

Municipality: -- Select Municipality -- ◆

PA House: ◆

PA Senate: ◆

US House: ◆

Current Employees:

Jobs To Be Created:

Designated Areas:
☐ Act 47 Distressed Community   ☐ Brownfield
☐ Enterprise Zone   ☐ Greenfield
☐ Keystone Innovation Zone   ☐ Keystone Opportunity Zone
☐ Prime Agricultural Area   ☐ Uses PA Port

Select the **County** and **Municipality** in which the CRIZ is located. If the CRIZ boundaries cross multiple county lines, enter other County and Municipality information into the Site 2 Tab (see Project Overview page for instructions to create additional site tab.)

The County and Municipality selections determine the Legislators that appear. If more than one selection is possible, you will need to select the Legislator.

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CRIZ Application

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Home   Help   Save   Print   Contact Us

Program   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Applicant: Web Appl
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

Program Fact Sheet and Program Guidelines are available for review by clicking the links.

Project Narrative

Adequate answers to the Project Narrative questions below are required; a minimum of 100 characters has been established for each answer. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section 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

Enter a brief paragraph that summarizes the proposed CRIZ in each of the three required questions. A more detailed narrative will be required on the Addenda Tab.

How do you plan to accomplish it? *
Include expected outcomes that are measurable, obtainable, clear and und...   ...ude jobs
created or retained, people trained, land or building acquired, housing units...
Character Count: 0/1000 characters

How do you plan to use the DCED funds? *
Should include specific use of DCED 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

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Home	Help	Save	Print	Contact Us				Logout
Program	Applicant	Project Overview	Project Site	Narrative	Addenda	Certification		

Applicant: Web Application #: 8043764
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your do not meet the requirements listed below, please try changing your program.

CRIZ Application Worksheet
1. Please download and complete the attached CRIZ Application Worksheet. Upload the completed worksheet in the box below. If additional space is needed to complete the "Detailed Narrative of the Plan," an additional document can also be uploaded in the box below. The CRIZ Application Worksheet, along with the additional document, must not exceed twelve (12) pages. ◆
Download gclgs-09-2013_F.pdf

Upload Files
Click "Browse" to select a file. You can attach files up to a total size of 1.5MB.

File 1 [   ] Browse...

Download document links, complete the information requested, save the file to your computer. To upload the file, click **Browse**, select desired file and click open. The file will be placed in the application.

2. I acknowledge that I will submit a map of the proposed zone along with the application signature page. ◆
[▼]

Acknowledgement is required that as part of the application, a map of the proposed zone will be sent along with the application signature page.

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CRIZ Application

The CRIZ Application Worksheet is a fillable PDF which should be downloaded, completed, saved to your computer and uploaded to the application. If additional space is needed to complete the "Detailed Narrative of the Plan," an additional document can also be uploaded to the application. The CRIZ Application Worksheet, along with the additional document, must not exceed twelve (12) pages.

DCED-CLGS-09 (10-15)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
GOVERNOR'S CENTER FOR LOCAL GOVERNMENT SERVICES

CITY REVITALIZATION AND IMPROVEMENT ZONE (CRIZ)
APPLICATION WORKSHEET

NAME OF APPLICANT (AUTHORITY):

NAME AND CLASS OF THE GOVERNMENT ENTITY IN WHICH THE CRIZ WILL BE LOCATED:

POPULATION OF MUNICIPALITY:

CONTACT INFORMATION FOR AUTHORITY:

CONTACT INFORMATION FOR MUNICIPALITY:

CURRENT DESIGNATED BUSINESS, ECONOMIC, IMPROVEMENT OR OPPORTUNITY ZONES LOCATED IN CRIZ (IF ANY):

DETAILED NARRATIVE OF PLAN:

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Home   Help   Save   Print   Contact Us   Logout

Program   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Applicant: **Web Application #:** 8043764
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

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:

Applicant

Fields marked with a red diamond are required throughout the application. Any missing information in the required fields will be displayed. The Submit Application button will only be visible if all the required information has been entered.

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Ceo is required.
- Ceo 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.
- Enterprise Type is required.
- Applicant Information has not saved correctly

Click the links to go directly to the tab where required information is missing.

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.
- Project Site 1: US Congressional House District is required.

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Home   Help   Save   Print   Contact Us   Logout

Program   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Applicant: **Web Application #:** 8043764
Program: City Revitalization and Improvement Zone (CRIZ)   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.

Once the application has been submitted, you will see a confirmation page. If you do not see the confirmation page, please contact DCED Customer Service at 1-800-379-7448.

Along with the web application, it is also necessary that you sign a copy of the signature page 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.

If you currently do not have a printer available or you wish to print the page later, you may print your submitted application from the Home page. Click the link labeled "Submitted Applications" in the top toolbar. This will display a page of all the applications you have submitted in the new Single Application for Assistance.

SUBMIT APPLICATION

The **Submit Application** button will appear after all the required information is in the application. You **MUST** click the **Submit Application** button to electronically submit the application to DCED.

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Home   Help   Save   Print   Contact Us   Logout

Program   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Applicant:
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

Web Application #: 8043764

> Web Application ID # displayed.

Application Certification

Single Application ID #: 201305242116

> The 12-digit Single Application number will be displayed. This is your confirmation the application has been submitted to DCED.

The web application has been successfully submitted to DCED for processing. It is necessary that you sign a copy of the signature page and mail it to DCED along with any paper supporting documents.

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

> Applicant has the option to print the entire application or the signature page only. Please note: the printed copy of the application will contain budget information supplied by DCED.

The signature page along with any paper supporting documents

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

> Mail the signed signature page and any supplemental information to the address shown.

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CRIZ Application

Changes to a Submitted Application

- Applicant can no longer make electronic changes.

- Contact the Customer Service Center at 1-800-379-7448.

- Customer Service or the program office will make the necessary changes to the application based on the status of the application.

CRIZ Application

View/Print Submitted Application

Click **Submitted Applications** on the application Home page.

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 already know the name of the program you want to apply for, answer "No".

Project Name

Do you need help selecting your program?
Yes

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

CRIZ Application

> ready > set > succeed

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Home   Help   Contact Us   Logout

Submitted Applications   User Settings

Submitted Applications

Enter the Web Application number or the 12-digit Single Application number and click **Search**.

Search:

[SEARCH]   [EXPORT]

Multiple pages may exist.

1 2

Id	Single App	Applicant/Company	Project Name	Program	Uid	
8025968	201208078112	Collier Test Company	TEST APPLICATION	Opportunity Scholarship Tax Credit	8025968	VIEW
8028614	201211078917	Collier Test Company	sdsdfdsfsfdfds	Pennsylvania First	8028614	VIEW
8029030	201212049080	Collier Test Company	TEST APPLICATION	Community Services Block Grant (CSBG) - Discretionary	8029030	VIEW
8030028	201301309365	Collier Test Company TEST TEST	defedfedf	Abandoned Mine Drainage Abatement and	8030028	VIEW

All Applications submitted to DCED by the user will be displayed.

Click **View** button.

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Program   Applicant   Project Overview   Project Site   Narrative   Addenda   **Certification**

Applicant: Web Application #: 8043764
Program: City Revitalization and Improvement Zone (CRIZ)   Program Fact Sheet   Program Guidelines

Application Certification

Single Application ID #: 201305242116

> Options to view the addenda information is available by clicking the Addenda tab.

The web application has been successfully submitted to DCED for processing. It is necessary that you sign a copy of the signature page and mail it to DCED along with any paper supporting documents.

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

> Applicant has the option to print the entire application or the signature page only. Please note: the printed copy of the application will contain budget information supplied by DCED.

The signature page along with any paper supporting documents can

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

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Contact the Customer Service Center
if you need assistance at
1-800-379-7448.