How to apply for the City Revitalization & Improvement Zone (CRIZ) program using the Electronic Single Application?
Go to DCED’s website

www.newPA.com

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

Information on all DCED Programs and How to Apply can be found by clicking this button.
Information about the Single Application is available on the Single Application page. Click on the Single Application for Assistance link.
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.

(First Time User? Click the button above)

Forgot Password

(Forgot Your Password? Click the button above)
**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.

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

**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.
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.

Enter the valid FEIN.
Enter "CRIZ Designation".

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.

Select "NO" in the dropdown.

Click Create A New Application button.
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.

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

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

The option to **Print** the application is available once the program is selected.
To view other DCED programs, click on the Program Finder button.

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

Click the Apply link for the CRIZ program.

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

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

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

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

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.

Click the links to go directly to the tab where required information is missing.
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.
The 12-digit Single Application number will be displayed. This is your confirmation the application has been submitted to DCED.

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.

Mail the signed signature page and any supplemental information to the address shown.
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.
View/Print Submitted Application

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

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

Multiple pages may exist.

Click View button.
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.

Options to view the addenda information is available by clicking the Addenda tab.
Contact the Customer Service Center if you need assistance at 1-800-379-7448.