MUNICIPAL ASSISTANCE PROGRAM (MAP) – SHARED SERVICES AND PLANNING

ELECTRONIC SINGLE APPLICATION

September 2015
How Do I Apply for the Municipal Assistance Program (MAP) Shared Services and Planning program using the Electronic Single Application?
Go to DCED’s website

This link will take you directly to the Single Application Web Page.
Information about the Single application is available on the Single Application page. Click on the Single Application for Assistance link.

Single Application
Apply for funding through DCED’s Single Application for Assistance

Electronic Signature is here!

In an effort to streamline the application process for our customers, DCED will no longer require applicants to mail the signed signature page. Note that you are still required to print and attach the signature page to any additional supplemental information required by the program office.

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.
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.

(First Time User? Click the button above)

Forgot Your Password? Click the button above

Enter User Name and Password.
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 out your application we are asking for information that will help us provide you with the best possible programs and screens.

PA Login Information

Required Fields
- First Name:
- Last Name:
- Address:
- City:
- State: PA
- Zip Code:
- Email Address:
- User Name:
- Password:
- Confirm Password:
- Security Question:
- Security Answer:

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 or Non-Profit 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 the Entity “Municipality” or “Non-Profit” and the Entity “Other” in order to apply for MAP Shared Services and Planning. The Entity Type will change based upon selection Government vs. Non-Profit.

Enter the valid FEIN.

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.
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.

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**

Regional Policing

**Are you applying on behalf of your organization or another entity?**

If you are applying for a sponsored program on behalf of another organization, please select “Another Entity.”

My Organization

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

No

Select “NO” in the dropdown

Enter a project name

If you are applying as a Municipality, you will need to answer this question. Questions will differ between applying as a Government or as a Non-Profit.

Click Create A New Application button
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
- No

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

Click **Edit** to open the incomplete application

Click **Withdraw** to delete an incomplete application
Select Program

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

Program Name

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

Sort By: Program Name

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 program.

Municipal Assistance Program - Floodplain Management

Provides funding to assist local governments to plan for and efficiently implement a variety of services and improvements, and soundly manage development with an emphasis on intergovernmental approaches. Funding is available for three groups of activities—shared services, community planning, and floodplain management.

Additional Information: Program Fact Sheet, Guidelines

Click the Apply button for Shared Services and Planning. If you do not see the Apply button, check your User Settings.

Municipal Assistance Program - Shared Services and Planning

Provides funding to assist local governments to plan for and efficiently implement a variety of services and improvements, and soundly manage development with an emphasis on intergovernmental approaches. Funding is available for three groups of activities—shared services, community planning, and floodplain management.

Additional Information: Program Fact Sheet, Guidelines

You will only have the apply button for Floodplain if your User Settings are set up as a Municipality. Do NOT select this program for Shared Services & Planning.

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

The 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 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.
The **Enterprise Type** field does not populate from User Settings. Please check all that apply. County and municipal governments may check only Government.

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

Project Name:
Regional Policing

Is this project related to another previously submitted project?
No

Have you contacted anyone at DCED or the Governor?
No

Are you interested in applying for multiple DCED funding sources for this project?
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.

If the project consists of multiple municipalities, you must enter each municipality separately on the Project Site Tab. Enter the number of sites (no more than 6). If you have more than 6, please contact the Customer Service Center for instructions.
The number of site tabs is determined by the number entered on the Project Overview Tab. To add additional site tabs, return to the Project Overview Tab and select the correct number of sites. To delete site tabs, click the Delete Site button at the bottom of the site to be deleted.

Select the County and Municipality in which the applicant’s project is located. If the project consists of multiple municipalities, each one must be entered separately. See the Project Overview Tab.

The County and Municipality selections determine the Legislators that appear. If more than one selection is possible, you will need to select the Legislature.
Minimum characters allowed is 100 and the maximum characters allowed is 1,000.

Program Fact Sheet and Program Guidelines are available for review by clicking the links.
This program requires a 50% match by the grantee, which must be reflected in the budget below. (See program guidelines for acceptable forms of match and specific budget instructions.) If the listed line items do not match proposed project activities, create additional line items under “Other.”

The budget narrative must describe and support the line item expenditures in the spreadsheet. All community planning applications and other applications involving consulting services requires an itemized scope of services describing the nature or scope of consulting services and expected results or deliverables. This additional file can be uploaded in the “Addenda” section of the application.

### Additional Project Funding Sources

The Single Application for Assistance requires a comprehensive budget of the entire project’s costs. Please indicate all sources with the DGED Program selected. Each Funding Source listed below will create a separate column in the Program Budget Spreadsheet.

<table>
<thead>
<tr>
<th>Additional Funding Source 1:</th>
<th>XYZ Township</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Funding Source 2:</td>
<td>ABC Township</td>
<td>Local</td>
</tr>
<tr>
<td>Additional Funding Source 3:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter match sources and select the type from the dropdown. Columns will be created in the spreadsheet which will require a dollar amount for each match source.
Program Budget

Please see the Help section for details on how to complete the Program Budget.

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Spreadsheet</th>
<th>Basis of Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Spreadsheet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first column indicates the amount of funding you are requesting from DCED. To add, edit, or remove the spreadsheet columns, please see the Funding Sources tab. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

<table>
<thead>
<tr>
<th>Line items under each category can be expanded or collapsed by clicking the plus (+) or minus (-) next to the category.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match sources identified in the Funding Sources tab</td>
</tr>
<tr>
<td>Enter amounts into the appropriate line item categories. If line items do not match proposed project activities, create new line items under Other. To enter additional line items, click in the space and begin typing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Assistance Program - Shared Services and Planning</th>
<th>XYZ Township (Local)</th>
<th>ABC Township (Local)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+ General Construction</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+ Infrastructure / Site Preparation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Machinery &amp; Equipment</td>
<td>102,000</td>
<td>25,500</td>
<td>0</td>
</tr>
<tr>
<td>New Equipment Purchase</td>
<td>80,000</td>
<td>20,000</td>
<td>0</td>
</tr>
<tr>
<td>Used Equipment Purchase</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Upgrade Existing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Instillation/Building Modification</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicles</td>
<td>22,000</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>+ Working Capital</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+ Operating Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+ Related Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+ Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>102,000</td>
<td>25,500</td>
<td>25,500</td>
</tr>
</tbody>
</table>

Amount requested from DCED

18
Program Budget

Please see the Help section for details on how to complete the Program Budget.

Funding Sources 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

Select the appropriate basis of cost

Budget Narrative

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

Character Count: 0/2000

Briefly describe the nature/type of expenditures for each line item having expenditures in the Spreadsheet Tab.

Continue
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.

Upload any supporting documentation related to the application. File size is limited to 1.5 MB. Click Browse to upload the file.
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

- 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

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.

Project Narrative

- Identified Problem is required.
- Project Plan is required.
- Use of Funds is required.

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.
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.

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 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.

Web Application ID # displayed.

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

 Applicant has options to print the entire application or the signature page only.

Mail the signed signature page to the address shown.

Would you like to apply for another program for this project? If so, click the button below

ADD FUNDING TO THIS PROJECT
Applicant can no longer make electronic changes after the application has been submitted.

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.
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".

**Submit Application**

*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

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Click **Submitted Applications** on the application Home page.
Enter the Web Application number or the 12-digit Single Application number and click **Search**.

Multiple pages may exist.

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

Click **View** button
Options to view the addenda information is available by clicking the Addenda tab.

Applicant has options to print the entire application or the signature page only.

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<table>
<thead>
<tr>
<th>Print Signature Page only</th>
<th>Print Entire Application with Signature Page</th>
</tr>
</thead>
</table>

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

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

Would you like to apply for another program for this project? If so, click the button below

ADD FUNDING TO THIS PROJECT
Contact the Customer Service Center if you need assistance at 1-800-379-7448.