Navigating Electronic Single Application (ESA) for your COVID-19 ARPA Local Fiscal Recovery Funds Grant Program (LFRF) 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. (For this grant, you must have Government selected in order to apply.

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.
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: ARPA 2020 XYZ Township/Borough).
7. Select: NO when asked if you need help selecting your program.
8. Click on Create A New Application

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<th>Home</th>
<th>Help</th>
<th>Contact Us</th>
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<tr>
<td>Submitted Applications</td>
<td>User Settings</td>
<td>Customer Service</td>
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**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

- **Project Name**
  - Enter Your Project Name Here

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

- **Do you need help selecting your program?**
  - No

**Program Name: ARPA**
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 ARPA

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

<table>
<thead>
<tr>
<th>Program Name</th>
</tr>
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<tbody>
<tr>
<td>ARPA</td>
</tr>
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</table>

**Sort By**
- Program Name

**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.

<table>
<thead>
<tr>
<th>COVID-19 ARPA Local Fiscal Recovery Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pennsylvania Department of Community and Economic Development</td>
</tr>
<tr>
<td>The American Rescue Plan Act of 2021 (ARPA) appropriates $19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs).</td>
</tr>
<tr>
<td>Additional Information: Guidelines</td>
</tr>
</tbody>
</table>

**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
General Program Questions please email: covidarpa@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 COVID-19 ARPA Local Fiscal Recovery Funds Grant Program (LFRF) APPLICATION, The REQUIREMENTS Page (known as the pre-addenda; it is also the 2nd word on the red ribbon navigation at the top of each page).

- On this page you will see a listing of all the documents and information that you will need to complete the application.
- The REQUIREMENTS Page will also review the payout determination and provide a link to the Federal Guidelines.
- If you would like to opt-out of the funding, there are instructions to do so prior to beginning the application.
- If you would like to continue into the application, check the box to acknowledge that you have read all the requirements and then click on continue (at the bottom right of your screen).
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 EXCEPTION of the NAICS Code.

3. **Locate the NAICS Field and click on the SELECT drop down menu beneath it.** If this field did not auto-populate a 4-digit codes, 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 PROJECT SITE Page.
Applicant Information should reflect the entity that will receive the funding from the program.

5. **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.

6. 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>
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<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
7. **NARRATIVE** (1 required field on this page)
   
   a. This page is auto populated for you, no additional information is needed here, and you may click on CONTINUE in the bottom right corner of the page, or navigate to the BUDGET page on the red ribbon.

8. **BUDGET SPREADSHEET** (Consists of 2 tabs: Spreadsheet and Basis of Cost—ONLY the Budget Spreadsheet needs to be filled out, the basis of cost tab is already pre-filled).
9. You will want to notice the special instructions above the spreadsheet which provide links to the NEU Guidelines, the Max Allocation Spreadsheet and the Self-Certification Form (this form will be required on the Addenda page of the application). These documents will assist you in entering your first and second tranches (1\textsuperscript{st} and 2\textsuperscript{nd} payout amounts). Please click CONTINUE at the bottom right of the page to advance within the application.

10. BASIS OF COST is already pre-filled for you and nothing further is needed. You may click on CONTINUE to get to the ADDENDA page of the application.

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: 146

COVID-19 ARPA Local Fiscal Recovery Funds Grant per the guidelines, top-line expenditure total. No additional information is needed in this field.
ADDENDA:

a. **ADDENDA is where you are going to spend most of your time.
b. **ADDENDA will have download instructions, upload instructions and confirmation of receipt check boxes.
c. **Pay attention to the RED DIAMOND Fields, as they will vary.

11. 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.

12. Click the blue link at the top of the page to drop down to the issue spot.

13. Once you have satisfied the missing/incorrectly entered red diamond field, you may then click CONTINUE to the CERTIFICATION PAGE, or by clicking CERTIFICATION (last link in the red ribbon at the top of the page).
**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.

14. Once you have checked the boxes and typed your name, you will click on **SUBMIT APPLICATION**.

**SUCCESSFUL APPLICATION SUBMISSION:**

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