

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>
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.)

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: Submitted Applications, User Settings (circled in yellow), 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 screenshot shows the "Account Information" form. At the top, there is a "Reset" button and a question "Are You Applying As?" with radio buttons for "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 with a red diamond icon 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:

At the bottom right, there are two buttons: "UPDATE" (circled in red) and "CANCEL".

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

[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 r

Project Name

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

CREATE A NEW APPLICATION

9. 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.

Program Name

Sort By

Program Name

SEARCH **PROGRAM FINDER**

1 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.

COVID-19 ARPA Local Fiscal Recovery Funds 

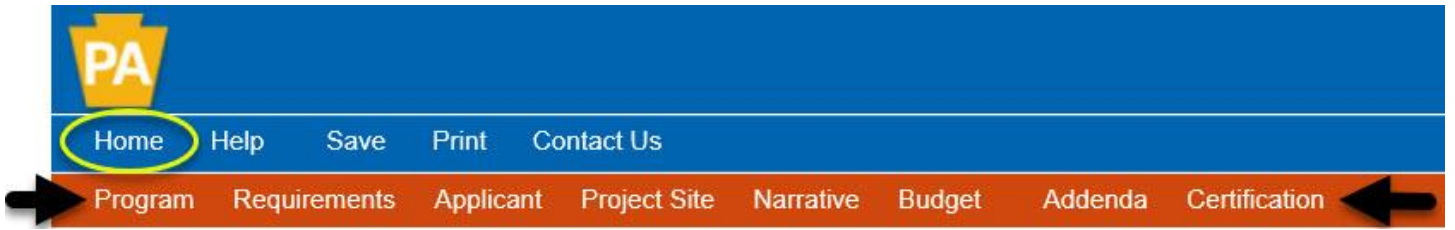
Pennsylvania Department of Community and Economic Development

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).

Additional Information: [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.

| Id | Applicant/Company | Project Name | Program | Updated | |
|---------|-------------------|--------------|--|-----------|---------------|
| 8182716 | | ARPA Test | DCED COVID-19 ARPA Local Fiscal Recovery Funds | 5/28/2021 | EDIT WITHDRAW |

- 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.

Agency: Pennsylvania Department of Community and Economic Development
 Applicant:
 Program: COVID-19 ARPA Local Fiscal Recovery Funds [Program Guidelines](#)

Web Application #: 8182716

- 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:

COVID-19 ARPA Local Fiscal Recovery Funds

Pennsylvania Department of Community and Economic Development

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).

Additional Information: [Guidelines](#)

[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).

Home Help Save Print Contact Us

Program Requirements

Agency: Pennsylvania Department of Community and Economic Development

Applicant: Web Application #: 8182734

Program: COVID-19 ARPA Local Fiscal Recovery Funds [Program Guidelines](#)

REVIEW INFORMATION BELOW

- Before you can apply for COVID-19 ARPA Local Fiscal Recovery Funds, you must complete the Pre-Application Requirements section below.

Program Requirements

Prior to beginning your application, please note that this application requires the following:

As part of the American Rescue Plan signed by President Joseph R. Biden, the federal government is providing a total of approximately \$0.15 billion to Pennsylvania counties, metropolitan cities, and local government units to support COVID-19 response efforts, replace lost revenue. The U.S. Department of the Treasury will distribute funds directly to eligible counties and metropolitan cities within Pennsylvania. In order to receive the funds, you must submit a request directly to Treasury from the Treasury [submission webpage](#).

To complete a submission on behalf of your jurisdiction, you will be asked to provide the following information:

- DUNS Number**
The federal government uses DUNS numbers to track how federal money is allocated. You can apply for a DUNS number using the [online form](#). Or you can call 1-866-705-5711 to begin the registration process. Registering for a DUNS number is free of charge.
- An active SAM registration**
You must have an active registration in the System for Award Management (SAM). There is no charge to register or maintain your organization's SAM registration. You must renew your SAM registration every year to remain in active status. You can apply for (or renew) your SAM registration for free on the SAM.gov website. You will need your DUNS number to complete this registration. Please note that SAM registration can take up to three weeks for processing. Delaying your SAM registration may affect how quickly you receive your grant funds.
- FFATA Form (found on the Addenda page)**
You will need to download and complete a Federal Funding Accountability and Transparency Act Sub-Recipient Data Sheet (FFATA Form). You will need your DUNS number to complete this form.
- An active Commonwealth Vendor Number**
You must have an active Commonwealth Vendor Number for us to process your future grant contract and payments. You will need your organization's FEIN to complete this registration. To check if you have an active vendor number, search for your municipality on our list of Verified Active Vendor Records. If your municipality is not listed, you can complete your vendor registration online by choosing the Non-Procurement Registration option. Or you can call our Vendor Database Management Unit (VDMU) at 1-877-435-7383 and choose Option 1.
- Sign-up for Direct Deposit (ACH payments)**
All your future grant payments will be made through the Automated Clearing House (ACH). You will want to check that your vendor record has your bank account information. You can add/change bank account information in your vendor record at the PA Supplier Portal. (See the step-by-step guide for making changes to your vendor record.)

Eligible jurisdictions will receive further communications regarding the status of their submission via the email address provided in the Treasury Submission Portal. For information about obtaining a DUNS number, registering for a SAM.gov account, and other information about submitting a request for funds, visit the [Treasury submission page](#). Information about the American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds, including eligible uses for the funding, can be found on the [Treasury website](#). If you have any questions about accessing these funds, please contact the U.S. Department of the Treasury.

Payout Determination (page 5 of Guidelines)

Determine whether the "75 percent cap" applies. Section 603(b)(2)(C)(iii) of the Act and the Interim Final Rule (IFR) provide that each NEU's total award (i.e., the total of distributions under both the First and Second Tranche) is capped at 75 percent of its annual total operating budget. NEUs should submit a top-line total of the NEU's reference budget, certified by an authorized representative of the NEU. If a NEU does not adopt a formal budget, States should allow the NEU to certify its most recent annual verified against a copy of the appropriate budget documents submitted in the NEU's first report to Treasury.

Compare budget total with allocation. States should compare the total allocation to the NEU (across distributions under both the First and Second Tranches) against the NEU's reference budget.

Return funds to Treasury, if applicable. If an NEU's total allocation is found to be more than 75 percent of the NEU's reference budget, the State must return the amount of the allocation in excess of the NEU's reference budget to Treasury. For example, if Town A is allocated \$100,000 in total to Treasury. Because payments are made by Treasury in two tranches and distributed by States in at least two distributions, the State would pay \$37,500 to Town A in the first distribution and the State would return \$12,500 to Treasury from the First Tranche below.

The Treasury will be making an opt-out form available at a later date. If you wish to express your interest in opting out of this funding, you may email arpadecline@pa.gov. Once it becomes available our team will make sure that you receive the form.

By checking this box, you certify that you have read and understand the requirements prior to beginning the application. Once you check this box you may continue into the application.

[Continue](#)

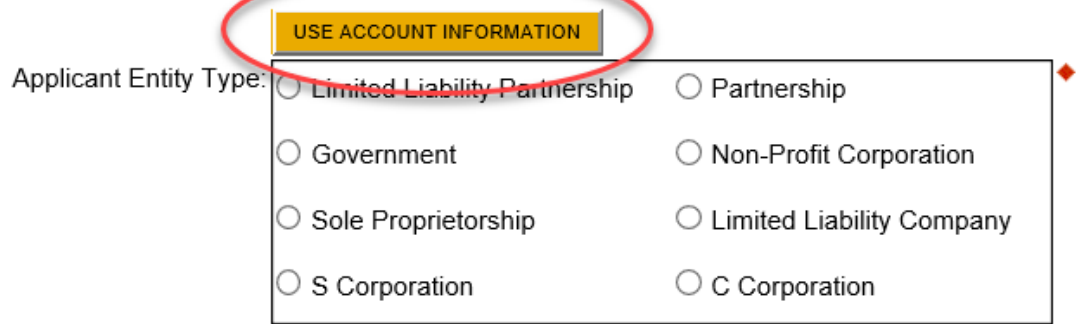
- On this page you will see a listing of all the documents and information that you will need to complete the application.
- The REQUIREMENTS Page will also review the payout determination and provide a link to the Federal Guidelines.
- If you would like to **opt-out** of the funding, there are instructions 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.

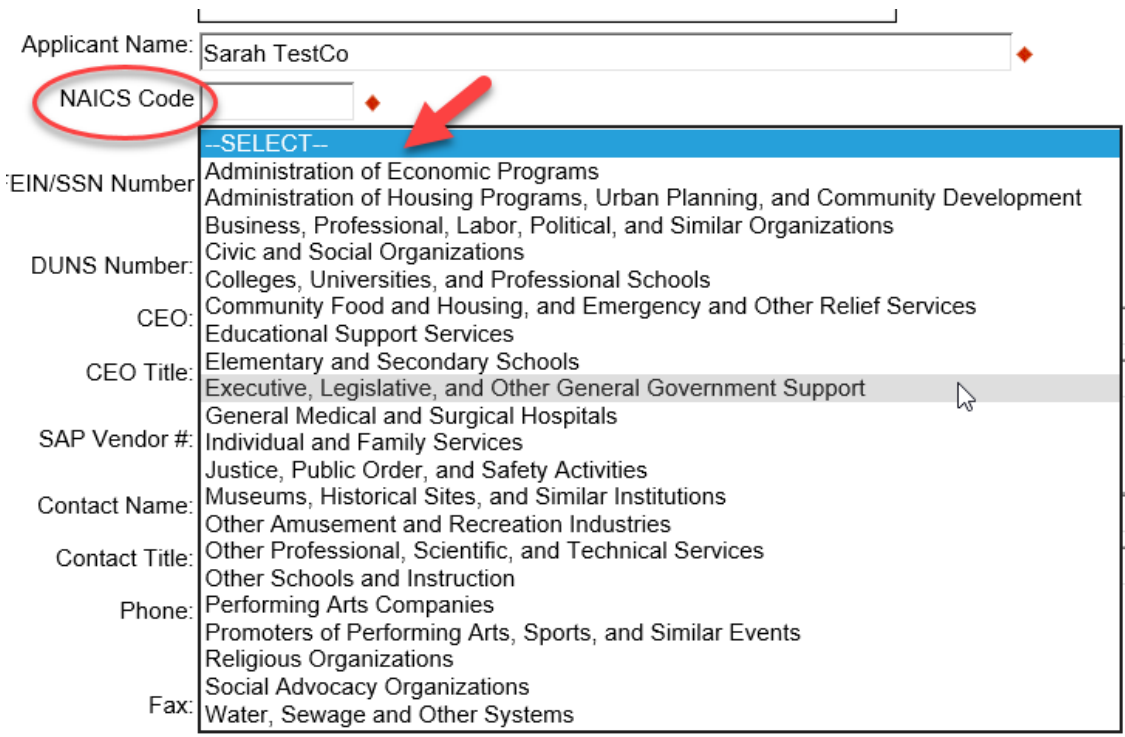


Applicant Information

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



- 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.



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. **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)

Site 1

Address:

City:

State: PA

Zip Code:

County: Dauphin

Municipality: Harrisburg City

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 |

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).

To review payout determination and calculation of the 75 percent cap (if applicable) please reference [NEU Guidelines, page 5](#). The grand total should be the lesser of 75% of your total budget for the operating budget in effect as of January 27, 2020 or the max allotment on the [spreadsheet](#). Total Operating Budget will be the same number provided on the [ARPA Self-Certification form](#) (this form will be required on the addenda).

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

| Add funding source | COVID-19 ARPA Local Fiscal Recovery Funds | Total |
|---|---|--------|
| COVID-19 ARPA Local Fiscal Recovery Funds Grant - Collapse | \$0.00 | |
| Covid-19 Calculated Top-line Expenditure Total 1st Tranche Remove | \$0.00 | \$0.00 |
| Covid-19 Calculated Top-line Expenditure Total 2nd Tranche Remove | \$0.00 | \$0.00 |
| Total | \$0.00 | |
| Budget Total: | | \$0.00 |

1 First Payout Amount
2 Second Payout Amount
3 Total Allocation from Spreadsheet

- 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 (1st and 2nd 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.

The screenshot shows the PA Addenda form interface. At the top, there is a blue header with the PA logo and navigation links: Home, Help, Save, Print, Contact Us. Below this is an orange ribbon with tabs for Program, Requirements, Applicant, Project Site, Narrative, Budget, Addenda, and Certification. The Addenda tab is selected. The form content includes:

- Agency: Pennsylvania Department of Community and Economic Development
- Applicant: Sarah Co
- Program: COVID-19 ARPA Local Fiscal Recovery Fund [Program Guidelines](#)

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program

Please make sure to fill in satisfy each red diamond field within the Addenda.

The form contains several fields, each with a red diamond icon indicating a required field:

- DUNS Number:
- Last 4 Digits of Bank Account Number:
- Bank Name:
- Bank Contact Phone Number:
- Bank Contact Address: (Character Count: 0 characters)
- Bank Partner Code (For internal use only; do not fill):
- Total Operating Budget (NEU's most recent budget as defined in the self-certification document):
- Authorized Representative (Chief Elected Official)**
- Name:

The form is overlaid with a large, diagonal watermark that reads "TESTING".

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.

The screenshot shows the top navigation bar with 'PA' logo and links: Home, Help, Save, Print, Contact Us. Below is a red ribbon with 'Program', 'Requirements', 'Applicant', 'Project Site', 'Narrative', 'Budget', 'Addenda', and 'Certification'. The 'Certification' link is highlighted. Below the ribbon, the page header includes: Agency: Pennsylvania Department of Community and Economic Development, Applicant: Sarah Co, Program: COVID-19 ARPA Local Fiscal Recovery Funds, and a blue link for 'Program Guidelines'. The main content area is titled 'Application Certification' and contains the text: 'The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application:'. Below this, 'Program Addenda' is circled in red, with a red arrow pointing to it from the text 'Hyperlink Heading--click to go directly to the page in the app.'. Underneath, a list item '• Acknowledge is required.' is circled in red, with a red arrow pointing to it from the text 'Red diamond field that needs your attention'. At the bottom of the page, a grey box contains 'Agency: Pennsylvania Department of Community and Economic Development', 'Applicant: Sarah Co', and 'Program: COVID-19 ARPA Local Fiscal Recovery Funds' with a blue link for 'Program Guidelines'. Below this, a red circle with a white 'X' contains the text 'REVIEW INFORMATION BELOW' and a list item '• Acknowledge is required.', with a yellow arrow pointing to it from the text 'Click the blue link to jump to the spot of the application.'

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: