Instructions: FFA Reimbursement
Single Application for Assistance

Before You Begin: Have your organization's Federal Tax ID Number & Vendor Number handy. IMPORTANT: Prior to beginning your application, you must verify your organization's legal name and address with the Fair Office via email at fairs@pa.gov. Verification of this information is important and will impact the Department's ability to process your application and future payments if incorrect.

Logon to: https://www.esa.dced.state.pa.us

Helpful Hints: At the top of the page, on the upper left hand side, there's a HELP tab. Double click and you'll find step by step instructions for completing the Single Application for Assistance.

Register: Click on the **yellow** REGISTER button and follow the prompts to register with the system. If you've applied for funding with the state using the Single Application for Assistance, you or your organization may already have an account.

Questions: If you need technical assistance completing the application, contact the Pennsylvania Department of Community and Economic Development's Customer Service Center: 1-800-379-7448 or via email at Ra-dcedcs@pa.gov. If you have questions related to the program, contact the Fair Office: 717-772-3094 or via email fairs@pa.gov.

Begin a New Application

Project Name: Enter your Organization's Legal Name.
for example: Mifflin County FFA

Do you need help selecting your program?	Select **Yes** in the dropdown box.
Create A New Application:	Click the **yellow** button that reads: **Create a New Application.**

Agencies:	Check the box next to the **Dept. of Agriculture**
Use of Funds:	Leave this one unchecked; then **click Search**
	Three applications will appear below, scroll down to **FFA Reimbursement** and click on **Apply.**
Program Requirements:	Once you have verified your organization's legal name and address with the Fair Office, select Yes in the drop down box, then click on **Continue**.

Applicant Information

Use Account Information:	Click on the **yellow** **USE ACCOUNT INFORMATION** button and it will autofill the fields in this section (except for the NAICS Code and Enterprise Type).
NAICS Code:	Click on the drop down box next to the --SELECT-field and select **Other Amusement and Recreation Industries.**
DUNS Number	Leave this field blank, it's not required
Enterprise Type:	Check the box next to **other** (in the second column, second to last from the bottom). Then click on **Continue.**

Project Site Locations

Address:	Leave this field blank, it's not required
City:	Leave this field blank, it's not required
Zip Code:	Leave this field blank, it's not required
County:	Select your home county.
County:	Select countywide project.
Designated Areas:	Do not check any of the boxes in this section. Click on **Continue**.
Project Narrative:	The Project Narrative is auto filled. Click on **Continue.**

Program Budget

Spreadsheet Tab:	Enter the Eligible Expenditures. This breakdown of expenses becomes part of the affidavit and request for funds. **Note: New Equipment and Supplies** should be listed on the #2 Addendum titled List of Eligible Expenditures. Click on **Continue**
Basis of Cost Tab:	Both the Basis of Cost and Budget Narrative are auto filled. Click on **Continue.**

Program Addenda

1. Number of Members:	Enter number of members.

2. List of Eligilbe Expenditures	Use this form to itemize **New Equipment and Supplies**. Please list all items purchased and associated costs. Download the form provided, complete it, save it, and upload as part of the application. It supports "Department B" in the budget spreadsheet.
3. Expenses, Activity and/or Event:	This form is provided to capture the events, dates and hours dedicated to the improvement or progress of agriculture or agribusiness. Download the form provided, complete it, save it, and upload as part of the application.
4. Officers:	This form is provided to capture the names, contact information, and signatures of the officers. Download the form provided, complete it, save it, and upload as part of the application.
	*Note: The last upload "box" at the bottom of this page (un-numbered beneath Officers) is where you may upload information regarding your programs, meeting agendas, etc.

Submit

Once all the required information has been uploaded and you've completed the Application Certification page, click the **yellow** Submit Application button.

It is always a good idea to print a copy of your application for your records and/or save an electronic copy.