REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP)

e-Application Instructions

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IMPORTANT NOTES

RACP e-Application Search:

All submitted e-Applications will be accessible for viewing, including both awarded and non-awarded projects. Applicants that formally withdraw their request prior to the RACP website posting of Funding Rounds Submissions/Awards listing will be removed from the website search feature.

In accordance with **Right to Know Law (RTKL)**, certain data cells within the e-Applications are redacted to protect sensitive security information. Under both the Applicant and Company information in lieu of the sensitive security information the following fields will show as XXXXXXXXX:

- FEIN/SSN Number
- Fax Number
- SAP Vendor #

- Email Address
- Phone Number

In addition, **Addenda questions 12 and 13** may contain personal contact information; therefore, all information supplied will be withheld for privacy. **Applicants are advised to avoid entering personal contact information beyond the required fields.** Please be advised that this search feature is not a complete record of the e-Application received by each project, as any attachments included with the e-Applications are not provided as part of this search.

Before starting a RACP e-Application:

Prior to starting the e-Application process, prospective Applicants must be aware of the minimum requirements for grant funding eligibility. Please be advised of the three foundational provisions below.

- All grants awarded through the Redevelopment Assistance Capital Program (RACP) MUST be for projects included in one (1) or more of the PA Capital Budget Project Itemization Acts. During the e-Application process, you will be asked to identify the Itemization Act(s) that pertains to your project. Potential projects are typically found in the Capital Budget Project Itemization Act or added by enactment through the members of the House of Representatives, Senate and Governor. A list of available itemizations is available on the RACP website.
- A RACP project must have a total cost of at least $1,000,000 and be comprised mostly of construction.
- At least 50% of the RACP total project costs to be paid by a non-state funding source(s).

We highly recommend that every prospective Applicant visit our [RACP website](#) to review all our program guidelines, requirements, procedures, and FAQs prior to applying. Additionally, we strongly encourage our prospective Applicants to complete a set of budget forms (also known as RDA 300 Sources, RDA 301 Uses, RDA 302 Construction Cost Breakdown) beforehand for the information will be needed for submittal and reference throughout this e-Application. The required forms can be found on our website.

It is important for Applicants to recognize that the submission of an e-Application requires a fee of $500 payable at the time of submission by credit card (MasterCard, Visa, & Discover ONLY). No e-Application can be submitted without payment.

To complete an e-Application, in addition to the items above, the following information will be needed:

- Project Name – short but specific
- Detailed Project description of overall project and proposed RACP scope
- Grantee information – if known; this is not required for an e-App submission

RACP e-Application Helpful Tips

- Only have one e-Application open at a time
- Do NOT submit without viewing data first
- Do not have the same e-Application open on multiple computers
- For the narrative sections – compose in WORD first, then copy and paste into narrative boxes
- If submitting when the Applicant is an eligible grantee, ensure the grantee knows you are submitting and they agree to be the grantee
- The $500 fee can only be paid by Discover, MasterCard, or VISA. We do not accept AMEX.

Keystone Login and General Instructions

Enter web address https://grants.pa.gov/login.aspx.

First time users will need to complete a simple registration process, while returning users will simply login using their previously created KEYSTONE LOGIN credentials.

VERY IMPORTANT NOTE: The online application "times out" (i.e., automatically logs you off) if you have an undue delay in entering information. For this reason, we strongly recommend you use the Save function early and often, and particularly anytime you get interrupted, or intend to take a break, from completing your application.

For RACP program-related e-Application assistance, please contact: RA-OB-RACP@pa.gov

If you require technical assistance involving the online e-Application, please contact PA Office of Administration's Enterprise Solutions Office.

Phone: 833-448-0647 or egrantshelp@pa.gov   Monday through Friday 8:00AM – 6:00PM EST

CREATE A NEW APPLICATION & SELECTING THE PROGRAM

Create a new application by entering your **Project Name.** Important notes: when identifying your **Project Name** be specific and include a site location name or any associated entity names that will help distinguish the project. The name should <u>not</u> be "RACP" or a generic construction project. For example, a project named 'Parking Garage' should be more specific, '23ʳᵈ Street Parking Garage – City'.
Do you need help selecting your program? Select **NO** & Then click **Create Application**.

In the **Program Name** field enter "Redevelopment Assistance Capital Program" or "RACP," select **Sort By** "Program Name" and click **Search**.

In the search results click <u>Apply</u> in the top right of the Redevelopment Assistance Capital Program (RACP) box.

The tabs in the blue banner at the top of the page are:
- **Home** (allows you to see all e-Applications in process under user name)
- **Help**
- **Save** (when something is available to Save)
- **Print** (when something is available to print)
- **Contact Us**

The tabs in the second orange banner at the top of the page will allow you to navigate back and forth to the different sections of the e-Application.

Please be advised all fields with a red diamond (♦) are required. All <u>email fields</u> noted with a blue diamond (♦) are required. All other blue diamond fields are optional.

At any time, you may save your progress for completion at a later time. Click **Save** at the top left the page, then click the logout button at the top right of the page. Once you are ready to resume your e-Application, login and you will be given the option to begin a new application or choose from a list of incomplete applications. Click edit on the one you wish to resume completing. You may also withdraw an application that you no longer wish to complete.

PROGRAM REQUIREMENTS

In order to submit an e-Application, a fee of $500 is due at the time of submission by credit card. No e-Application can be submitted without payment.

If awarded funding, award letters will be sent to the entity under the Applicant Tab. All applicants are asked to include potential grantee information in the Application Tab, only if that entity will fully endorse the proposed project and act as the grantee. If this relationship has not been established, do not submit using a grantee. (see Step 3 for more information) Read the reminders and RACP requirements carefully and if acknowledged and you want to proceed with the submission process select 'Yes' from the drop-down box then click 'continue' to proceed.

APPLICANT INFORMATION TAB

Is the funding recipient's organization an eligible RACP Grantee? **If no, is the eligible RACP Grantee known? If not known, enter the recipient organization's information in this section**. If awarded, an eligible grantee will need to be selected prior to submission of the Project Management Proposal (PMP). If the recipient's organization is an eligible Grantee or the Grantee is known, enter that information here. Please refer to the [RACP website](#) for the requirements on who can be an eligible Grantee

Choose an **Applicant Entity Type** from the choices given. Selections here will alter/add/delete some of the fields below. If you are completing the application on behalf of an Applicant, you will be requested to provide your relationship to the project during the last step of the e-Application submission process.
Applicants should ensure that any prospective grantee entity listed in the Applicant Tab will fully endorse the proposed project and act as the eligible grantee. If this support is not available at the time of submission, the e-Application should be submitted without a prospective grantee entity being listed.
In the **Applicant Name** field, enter the legal name of the entity.

The **NAICS Code** box will automatically populate once a selection is made from the drop- down boxes below it.

Enter the entity **FEIN/SSN Number**. This number must be 9 characters long and must NOT include dashes.
Enter the **CEO** name and **CEO Title**. This is the elected official and the person to whom the award letter will be sent. If not an eligible Grantee, this is referring to the Applicant's CEO and may be the Corporate Executive Officer of a Company/Entity (i.e. President, Executive Director).

Enter the entity's 6-digit **SAP Vendor #** if available. This number is given to all entities who receive payments from the Commonwealth. If you do not have an SAP vendor number, you may leave this blank and obtain it at a later date if selected for a grant award.

Enter a **Contact** person **Name**, **Title**, **Phone**, **Fax**, **E-mail**, and **Mailing Address**.

Verify the e-mail address entered is correct, current, and monitored.

Once all required data is entered, click '**Continue**' in the bottom right corner.

COMPANY INFORMATION TAB

Please be advised that funding award notifications will be addressed to the entity identified under the Company Tab.

If the Grantee is not known, click "**COPY FROM APPLICANT**" then choose an **Enterprise Type** at the bottom and click continue.

If the Grantee is known, the information should have been entered in the Applicant Tab. **The Company Information is for the ending recipient of the grant funds.**

Choose a **Company Entity Type** from the choices given. Your selections here will alter/add/delete some of the fields below.

In the **Company Name** field, enter the legal name of the entity.

The **NAICS Code** box will populate once a selection is made from the drop down boxes below it.

Enter the entity **FEIN**/SSN Number. This number must be 9 characters long and must not include dashes.

Enter the **CEO** name and **CEO Title**. This is referring to the Company's CEO and may be the Corporate Executive Officer of a Company/Entity (i.e. President, Executive Director).

SAP Vendor # is not applicable. This section can be left blank.

Enter a **Contact** person **Name**, **Title**, **Phone**, **Fax**, **Email**, and M**ailing Address**. This will be the Company's point of contact for all award correspondence. If the **Contact Person** is the same as the **CEO** entered prior, please repeat the information providing the additional information requested.

Notification of awards will be distributed via e-mail to the Company Contact person through the eGrants system. Verify the e-mail address entered is correct, current, and monitored.

Business specifics is not applicable. This section can be left blank.

Select one or more **Enterprise Types** from the choices given that best describes the company's organization.

PROJECT OVERVIEW TAB

Confirm the **Project Name**. If selected for a grant award, this name will appear on all official documents (grant agreement, RDAs, project sign, etc.). If project name needs adjusted, please revise here.

Indicate whether **this project is related to or has received an RACP grant in the past**. If yes, you will identify the project by name and associated grant ME number, if known.

Indicate whether **you have contacted anyone at the Office of the Budget about your project**. If yes, you will need to identify that person.

Is **your community certified through Sustainable PA**? This item does not pertain to the RACP program so you may disregard this box.

Indicate whether **you are interested in applying for multiple funding sources**. Please note that other state funding cannot be used in conjunction with RACP grant funding.

Indicate how many **Site Locations** will be involved in your project. If you are purchasing properties or doing construction work on more than one property, include those in your calculation.

PROJECT SITE LOCATIONS TAB

List all properties that will be involved with the project either via ownership, lease, purchase or construction taking place on site.

The **PA House**, **PA Senate** and **US House** fields will automatically populate once a **Municipality** is selected.

Indicate the number of **Current Employees** (if none, enter zero) and the number of expected **Jobs To Be Created** within 1 year after project completion.

Indicate whether the project site(s) are categorized in one or more of the listed **Designated Areas**. More than one can be chosen.

PROJECT NARRATIVE TAB

Tip – **You may want to compose your narratives offline, in another program, say Microsoft Word, then copy & paste into the various narrative boxes, as this will reduce the chance of any time out occurring if composing your answers directly in the online boxes. Note that a minimum 100 characters is required for each narrative box.**

How does this project provide a benefit or improvement to a community? Use this section to identify a problem or need in the community that will be rectified with this project's completion. Indicate how and why the community would benefit from this project.

What will this project entail? Use this section to give a complete project description. How will you start and complete your project? How many and what kind of jobs will be retained and created? Indicate, if applicable, properties that will be purchased and buildings that will be renovated or constructed.

How do you plan to use the funds? Use this section to indicate what project costs are anticipated to be paid for with the grant funds. You should reference your completed RDA forms. Include if applicable, land costs, construction costs and any other costs that are anticipated for the project (permits, A&E, interest for loans, etc.).

Project Schedule and Key Milestones and Dates. Indicate when design of the project will start and finish, when bidding of the project will occur, when construction contracts will be executed, when permits will be obtained, when completion is anticipated, and occupancy/operations will begin. We understand that unless the project has started, these dates will be estimates and subject to change.

PROGRAM BUDGET TAB

This section will require the use/reference of your completed RDA budget forms and will be used to indicate the requested RACP grant amount and total match funding. If you have NOT completed these forms at this time, it is suggested that you **Save** your online application process, Logout, and then return when they have been completed. There are two required tabs to fill out**, Spreadsheet** and **Basis of Cost**. See below for steps to fill out each tab.

SPREADSHEET TAB
This spreadsheet will be used to indicate the <u>requested grant amount</u> and <u>total match funding</u> ONLY. You will need to reference ONLY the leftmost amount column on your completed RDA 300 budget form to fill in the spreadsheet below. This line includes only three amounts - Redevelopment Assistant Funds, Matching Funds and Total Funds.

Insert the Redevelopment Assistant Funds amount from your RDA 300 into the RACP column, this is the grant amount you are requesting. Continuing down your RDA 300 insert the Matching Funds amount into the Total Match column, this amount should be the sum of all your match funding sources. The self-populated total should then match the Total Funds amount on your RDA 300, i.e., your total project costs.

Do not add any other funding sources in this spreadsheet. You will be required to upload your completed RDA forms in the addenda section.

BASIS OF COST TAB
For this tab refer to your completed RDA 301. Select from the available choices for all costs that apply to your project. For

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example, if land is being used then you should have an as-is certified appraisal. For construction, you may have only an engineering estimate if you are in design phase or you may have bids if the start of construction is close.

Give a narrative below of each cost category in your budget. For example, if land is being used then give a description of the property being used and how the cost was determined.

PROGRAM ADDENDA TAB

1. **Fill in your main itemization information.** Click the link provided for the list of available itemizations. Identify the appropriate itemization and enter the Item Number which is found in column B of the listing, in the "**Primary**" box. The related information will then automatically populate. If a second itemization is necessary and/or available, enter the second Item Number in the "**Alternative**" box. Please note:
   A. Location/Entity noted in the municipality column must correspond to the site location and/or be directly related to the project
   B. Act 77 of 2013 imposed a 10-year sunset provision for itemizations between their enactment date and the date of the RACP grant award.

2. **Financial Necessity.** What were the factors that the Applicant relied on to arrive at the requested amount? Explain why you are requesting a RACP grant and what factors you used to come up with the amount of the grant you are requesting.

3. **Are you looking to apply more than 30% of the RACP funding to a combination of acquisition (land/property) and equipment costs?** RACP is a construction/brick & mortar reimbursement program. Land acquisition and Equipment costs are secondary to construction costs.

4. **Is at least 50% of the RACP total project cost to be paid by a non-state funding source(s)?** Under Act 1 of 1999, all RACP projects must have at least 50% of their project costs paid for by non-state funding source(s).

5. **Does your project involve a housing component?** If awarded funding AND if the RACP scope includes housing, a written statement is required to identify whether the project is eligible due to it (a) supporting and generating economic activity, (b) being part of a community revitalization plan, and (c) being in accordance with RACP program requirements.

6. **Download and Complete RDA forms**. If you do not already have your RDA forms saved on your computer, you will need to click the link to download the forms. Once downloaded, save in an easy to locate spot and fill them out. Once completed, click the Browse button and locate your saved forms and click open.

   To confirm your attachment is uploaded, click SAVE at the top left of the page and the uploaded file should show above the browse box and you can click to view the attachment.

7. **Qualified Professional** (Estimator). Under Act 77 of 2013, it is required that an Applicant identify who produced the cost estimates for their project. It further requires that such project cost estimate must be prepared by a qualified professional.

8. **Confirmation that the Funding Recipient understands the RACP Compliance Requirements by uploading a signed Statement of Compliance.** This section requires signatures from the proposed beneficiary of the award. Please read each sub-heading carefully and understand that these items are a requirement of the RACP program. There are NO workarounds or exceptions to these requirements.

9. **Which of the following best describes your construction status?** Choose from the drop-down list that best describes

the construction status:
- **A.** Construction start date is unknown or will NOT start within one year
- **B.** Construction start date within one year
- **C.** Construction has already started
- **D.** Construction is complete

10. **Has the bidding process started for your project?** Select Yes or No. **Describe, in general, the bidding process the project utilized or intends to utilize to satisfy RACP bid solicitation requirements.** e.g., solicitation by public advertisement (newspaper), solicitation through individual written invites, computer generated solicitations

11. **Is your project eligible for City Revitalization and Improvement Zone (CRIZ)benefits?**
Projects located in a (CRIZ) and eligible for CRIZ benefits are not eligible RACP projects.

12. **Additional Grantee / Applicant Information - Please include additional contacts including name, title, organization, mailing address, email address, and phone number. It is recommended to include at least 2 monitored email addresses.** This information is in addition to the names included on the 'Applicant Tab' of this e-Application. Please note that if the Applicant is not an eligible Grantee, a Grantee will be required if the project is awarded a grant. Notification of awards will be distributed via e-mail. Verify the e-mail address entered is correct, current, and monitored.

13. **Additional Sub-Grantee / Company Information - Please include additional contacts including name, title, organization, mailing address, email address, and phone number. It is recommended to include at least 2 monitored email addresses.** This information is in addition to the names included on the 'Company Tab' of this e-Application. Notification of awards will be distributed via e-mail. Verify the e-mail address entered is correct, current, and monitored. Please note that if the Applicant is not an eligible Grantee, put N/A in this box.

14. **Please identify prior RACP grants awarded to the entity applying for the grant.** Provide the grant ME number (XXXX-XX), name of the project, award amount, and funding round.

15. **Other Commonwealth Assistance**
- **A.** **Have you or a related company received an economic benefit in the form of a grant, loan or tax credit from a Commonwealth program within the last 2 years for this project?** Select Yes or No. **If so, please provide details.** Briefly describe the other Commonwealth benefits this project has received in the last two years.
- **B.** **Do you or a related company currently have an application for economic benefits in the form of a grant, loan or tax credit pending with a Commonwealth program for this project?** Select Yes or No. **If so, please provide details.** Briefly describe the other Commonwealth benefits this project is receiving.
- **C.** **Have you been in contact with the Governor's Action Team (GAT) regarding this specific project?** Select Yes or No **If yes, please provide the name of the GAT staff member.** Please provide full name (first & last) and email address.

16. **Per Executive Order 2021-06, Worker Protection and Investment (October 21, 2021),** all grantees must certify compliance with this order by signing and uploading the attached form for contracting purposes. Select yes stating you will comply with Executive Order 2021-06.
- **A.** Download the worker protection form, sign the form, and upload signed document

17. **Upload any available community or legislative support letters.** Community and Legislative support letters can be attached here. These uploaded documents would not need to be provided during the Public Comment Period.

APPLICATION CERTIFICATION

It is recommended you review the e-Application in its entirety, once all required information has been verified (be sure you save your application prior to starting this review). Once the e- RACP Application is submitted, you will not be able to edit any information.

At the end of the Addenda, click continue. The system will run a data check to verify all required fields have been answered.

Click 'Checkout' and you will be taken to a secured, third party, payment site to enter your payment information.

After your payment, you will be returned back to the Application Certification page to finish the submission process. If you are not returned back to your e-Application, please log back in and select the 'Certification' tab in the top orange ribbon. **YOU MUST COMPLETE THIS NEXT STEP TO OFFICALLY SUBMIT THE e-APPLICATION**.

After reading and acknowledge by checking the Electronic Signature Agreement then indicate from the fields available your relationship to the project.

Type your name. Check the Electronic Attachment Agreement. Click Submit Application.

You will receive an Application Certification; please, print and/or print as a PDF the signature page and the entire application for your files. **Please NOTE your Authorization Code and Transaction ID, they are not included in the 'Print Signature Page.'**

Nothing is required to be submitted to the Office of the Budget at this time.

SUBMISSION IN ERROR or INCORRECT DATA

If errors or incorrect data is noticed after officially submitting the e-Application, please email our office immediately (at RA-OB-RACP@pa.gov) for further action. Do not wait until after the window is closed, as some errors cannot be remedied.