
Redevelopment Assistance Capital Program (RACP)

Partner Portal User Guide



November 2024

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1.0 Introduction

The Partner Portal is an external facing module used by the program office for collecting and/or sharing information with an applicant or grantee after a funding award has been made. Features include Project Management Proposal (PMP) submission, Application Review report submission, document uploads, and invoice submission.

Partner portal access is assigned individually to a user for single or multiple applications. Each user must be granted access to an application in the partner portal by RACP program staff.

In order for Partners to be viewable in the “Assign Partner” list, the Partner (first-time user) has to complete the one-time process of setting up their profile in the Partner Portal.

Types of access include the following categories:

- **Read only:** Allows users to view the submitted application(s). Users won't be able to edit or upload documents in the Partner Portal. Once the application reaches the Legal Process Complete workflow stop they will no longer be able to view the application.
- **Upload Documents:** Allows users to upload documents as requested by program area.
- **Review:** Allows users access to ESA workflow (needed for PMP submission). Once the application reaches the Legal Process Complete workflow stop they will no longer be able to view the application.
- **Viewer:** Allows users to view the submitted application(s) past the Legal Process Complete workflow stop.

Partner Portal Link

<https://apps.grants.pa.gov/esa-partner>

2.0 Partner Portal – Section for External Users

If users don't have an account to Keystone Login, click Registration highlighted in the main login page and the system will take user to Keystone

PA ESA-Partner Application
Log In

General Facts:

- Create a new Keystone Login account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Account Migration - [Migrate Account](#)
 - If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the [Keystone Login Website](#)
 - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)

Username*


Password*

[Log in](#)

WARNING!

Returning users: [Migrate Your PA Login Account to Keystone Login](#)

Powered by



Registration



[Forgot password](#)

[Learn more about Keystone Login](#)

2.1 New User Registration

Enter all the information in the fields marked in the right margin by a red asterisk and click Register. *These are required fields.* The rest of the fields are optional.

Home
Log In Register Help

On May 18, 2020, the Commonwealth of Pennsylvania will be opening the Keystone Login Help Desk for Keystone Login users. For all questions, concerns and issues with Keystone Login, contact the new help desk by using the following phone number: 877-328-0995

Register

Personal Information:

First Name*

Last Name*

Date Of Birth*

Contact Information:

Email

Mobile Phone Number

Login Information:

Username

Password

Confirm Password

The username should be between 6 and 64 characters and should not contain any spaces.

The password must pass these rules:

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Security Questions:

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

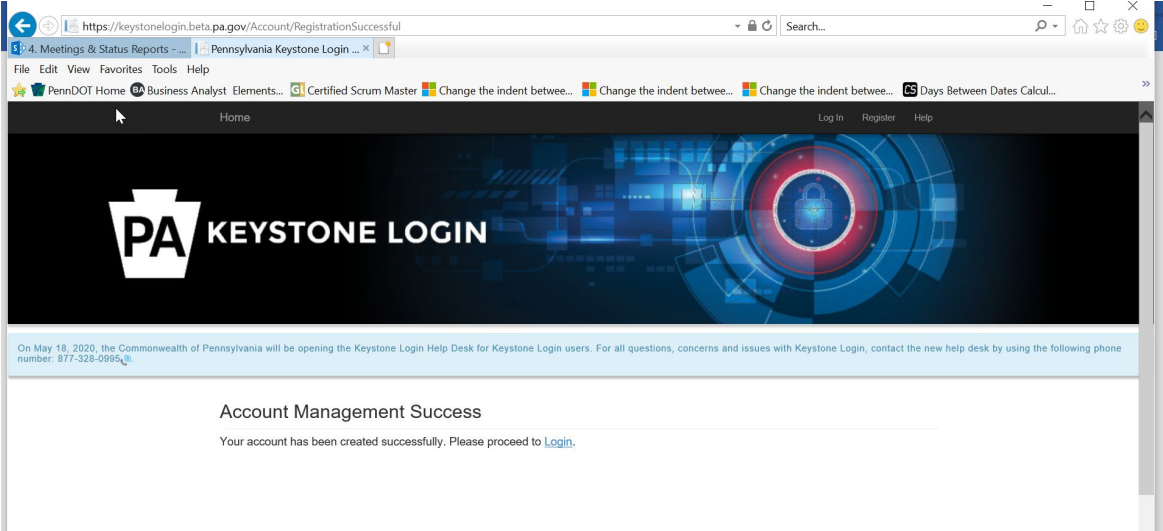
Security Question 3

Security Answer 3

Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions.

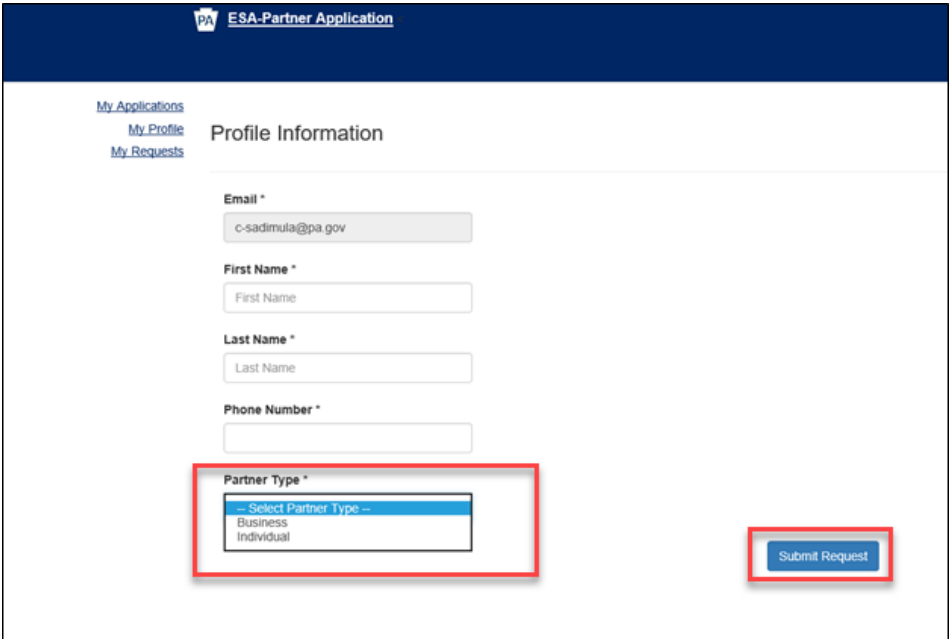
- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **Date of Birth:** Enter your date of birth.
- **Email:** Enter your email address.
Note: user must enter a valid email address during the registration process.
- **Mobile Phone Number:** Enter your Mobile Phone Number. This field is optional.
- **Username:** Create a user name. The username must be between 6 and 64 characters without any spaces.
- **Password:** Create your password here. The password must be between 12 and 128 characters and should follow 3 out of 4 rules as listed below:
 - One uppercase letter
 - One lowercase letter
 - One numeric number
 - One non-character (such as !, #, %, ^, etc.).
- **Confirm Password:** Re-enter your password. This field has the same restrictions as the Password field.
- **Security Questions:** This is a security question in case user loses or forgets their username or password. It helps to confirm user's identity since it will be a unique question.

2.1.1 Registration Complete and Continue



After user logs in back to the Partner Portal with the new Username and Password, the system will take the user to the page where partner profile needs to be setup. **In order for Partners to be viewable in the “Assign Partner” list, the Partner (first-time user) has to complete the one-time process of setting up their profile in the Partner Portal.** The next section shows required steps to create user profile in the Partner Portal.

2.1.2 Creating User Profile



- Enter First and Last Name in the field.

- Enter Phone Number in the field.
- Select Partner Type from the dropdown option. User can choose **Business** or **Individual**.

2.1.2.1 Business Partner Type

If user chooses Business in Partner Type field, they are required to enter their business’s FEIN and SAP Vendor ID and click Submit Request as shown in the below screenshot.

The screenshot shows a form with the following elements:

- A dropdown menu labeled "Partner Type *" with "Business" selected.
- A text input field labeled "FEIN *" with "FEIN" entered. This field is highlighted with a red border.
- A text input field labeled "SAP Vendor ID *" with "SAP Vendor ID" entered. This field is also highlighted with a red border.

2.1.2.2 Individual Partner Type

If user chooses Individual in Partner Type field, they may enter their Social Security Number (SSN) and click Submit Request as shown in the below screenshot.

Note: SSN is not a mandatory field.

The screenshot shows a form with the following elements:

- A dropdown menu labeled "Partner Type *" with "Individual" selected.
- A text input field labeled "SSN" which is currently empty. This field is highlighted with a red border.

2.2 Request Access for Applications

When the Partner completes their profile in the Partner Portal, the Approved Applications appears as shown below.

Version --08

Click Details in the rightmost column to view the Electronic Single Application (ESA) application details. Please refer to Section 2.3 for the detailed information.

To request access for a new application, Partner clicks “Request Access for Application.” When the partner clicks “Request Access for Application “in the *Approved Applications* screen, the *Requested Applications* screen is displayed with all applications requested by Partner.

Version --08

To request a new application, click Create New Request. Enter the required fields in the **Enter Request Details** screen as shown in the below screenshot:

ESA-Partner Application Hello.c.tiwari@pa.gov | Log off

My Applications Create New Request

My Profile

My Requests

My Invoice/Receipts

Denied Invoice/Receipts

Upload Documents

SSRS Reports

Requested Applications

Agency Code	Agency Description	Web App ID	ESA ID	Status	Requested Date
DOT	Department of Transportation	8180179	202005288047	New	06/11/2020
DOT	Department of Transportation	8180190	202005298049	New	06/11/2020

Enter Request Details

ESA ID * Web App ID * Agency

FEIN * SAP Vendor ID

- Enter ESA ID. ESA ID is a 12-digit number that is auto populated when the Web App ID is entered.
- The Web App ID. is a 7-digit application ID number that is auto populated when the ESA ID is entered.
- Enter FEIN.
- The SAP Vendor ID is optional.

Note: Fields marked with an asterisk (*) are required. The Agency name will automatically populate in Agency field at the right side of screen.

The user can enter either one of these – ESA ID or Web App ID. The number that is not manually entered will be auto populated in the blank field.

- FEIN is a 9-digit number Federal Employer Identification Number
- SAP Vendor ID is a 6-digit number provided by the Commonwealth to receive payment.
- Click Submit Request. The new application appears at the top of the table with New Status. To create further requests, click Create New Request.

ESA-Partner Application Hello.c.tiwari@pa.gov | Log off

My Applications Create New Request

My Profile

My Requests

My Invoice/Receipts

Denied Invoice/Receipts

Upload Documents

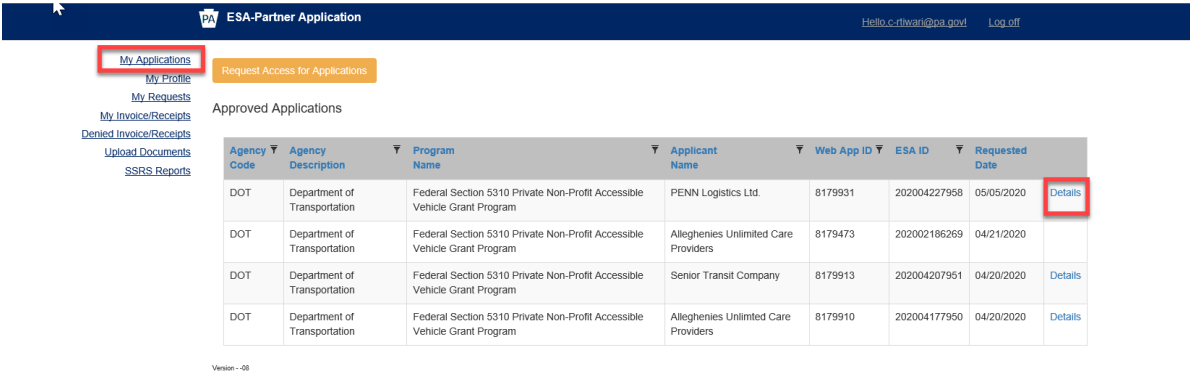
SSRS Reports

Requested Applications

Agency Code	Agency Description	Web App ID	ESA ID	Status	Requested Date
DOT	Department of Transportation	8180179	202005288047	New	06/11/2020
DOT	Department of Transportation	8180190	202005298049	New	06/11/2020

2.3 Review the Submitted Applications

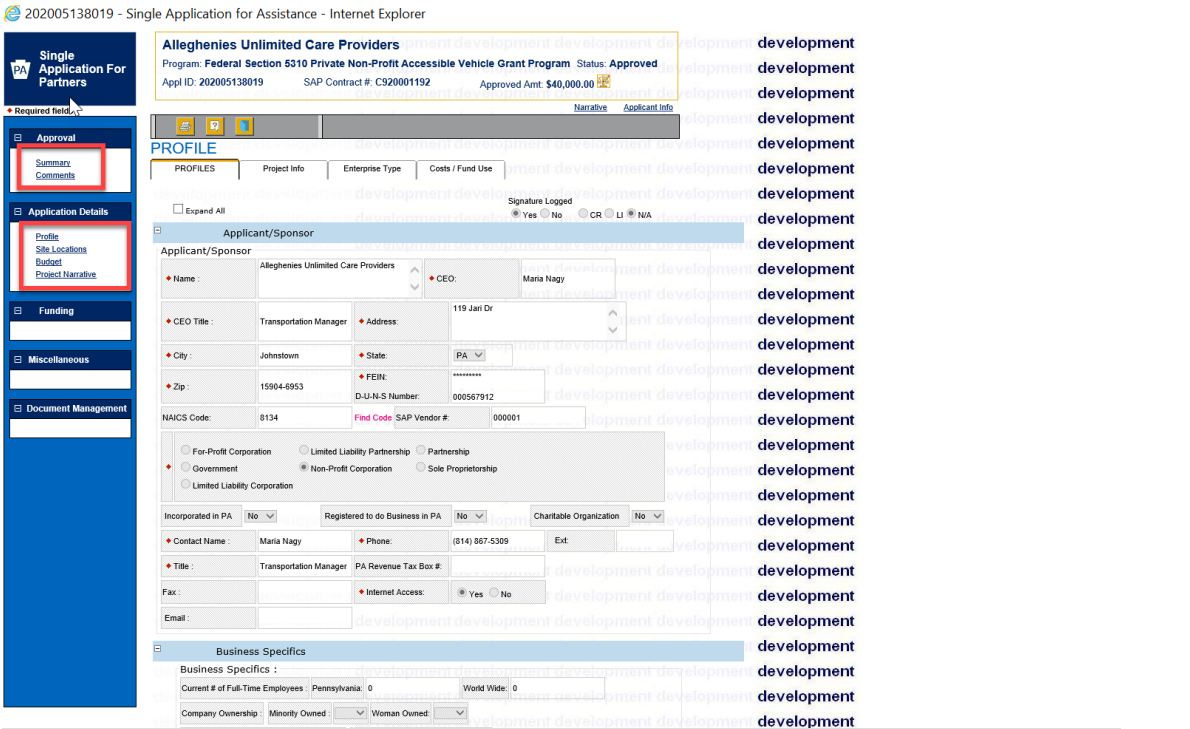
Click My Applications link at the left side of screen.



Click on details link at the rightmost column of table to open the ESA application details. The Partner will be able to see the application details in ESA. The Partner will only be able to see information based on access provided by program users in ESA module. The below section describes ESA application details.

2.3.1 ESA Application Details

Application details section displays information submitted by applicant in Electronic Single Application Web (ESAW)



- Summary under Approval Section provides project description, Application Summary, and recent activities as shown in the below screenshot.

202005138019 - Single Application for Assistance - Internet Explorer

Single Application For Partners

Allegheonies Unlimited Care Providers
Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: **Approved**
Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

Required Fields: Narrative Applicant Info

Approval
Comments

Application Details
Profile Site Locations Budget Project Narrative

Funding

Miscellaneous

Document Management

SUMMARY

Web App ID: 0180008
Project Description: 5310 Application 2019

Route Sheet
Contract Start: 5/22/2019 Contract End: 8/21/2020 Approved Amount: \$40,000
Lead Analyst: Graham, Heather

Application Summary

Applicant	Allegheonies Unlimited Care Providers		
FEIN	251100599	SAP Vendor	143472
CVMU Status	Match		
Company	Allegheonies Unlimited Care Providers		
Beneficial Owner			
Site Location(s)	Richland Township (Cambria)		
Budget	Local Cost 20% (Local) - \$11,000 Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program (PennDOT) - \$44,000		

Most Recent Events

Event Category	Event Description	Date/Time	Created By
WORKFLOW	Grantee eSignature - Expired	6/8/2020 11:40:11 AM	eSignature, Auto
eSignature	Grantee eSignature request has been closed with "Expired" status	6/8/2020 11:40:11 AM	eSignature
eSignatureCloseOut	Processing Closeout	6/8/2020 11:40:11 AM	System
eSignatureSignerResponse	Signer Response Updated	5/27/2020 2:19:34 PM	System
eSignature	Grantee eSignature request has been created	5/27/2020 1:55:26 PM	eSignature

Comments

- Comments under Approval Section displays any entered comments.

202005138019 - Single Application for Assistance - Internet Explorer

Single Application For Partners

Allegheonies Unlimited Care Providers
Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: **Approved**
Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

Required Fields: Narrative Applicant Info

Approval
Comments

Application Details
Profile Site Locations Budget Project Narrative

Funding

Miscellaneous

Document Management

SUMMARY

Web App ID: 0180008
Project Description: 5310 Application 2019

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Application Summary

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Event Category	Event Description	Date/Time	Created By
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eSignature	Grantee eSignature request has been closed with "Expired" status	6/8/2020 11:40:11 AM	eSignature
eSignatureCloseOut	Processing Closeout	6/8/2020 11:40:11 AM	System
eSignatureSignerResponse	Signer Response Updated	5/27/2020 2:19:34 PM	System
eSignature	Grantee eSignature request has been created	5/27/2020 1:55:26 PM	eSignature

Comments

ADD NEW COMMENT

No Comments Added

- Profile under Application Details Section displays information about Applicant's profile and their organization.

202005138019 - Single Application for Assistance - Internet Explorer

Single Application For Partners

Required Fields

Approval

Application Details

Profile

Funding

Miscellaneous

Document Management

Alleghenies Unlimited Care Providers

Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: **Approved**

App ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

Narrative Applicant Info

PROFILE

PROFILES Project Info Enterprise Type Costs / Fund Use

Expand All Signature Logged Yes No CR LI N/A

Applicant/Sponsor

Applicant/Sponsor

Name: Alleghenies Unlimited Care Providers CEO: Maria Nagy

CEO Title: Transportation Manager Address: 119 Jani Dr

City: Johnstown State: PA

Zip: 15904-6953 FEIN: *****

D-U-N-S Number: 00567912

NAICS Code: 8134 Fint Code SAP Vendor #: 000001

For-Profit Corporation
 Limited Liability Partnership
 Partnership
 Government
 Non-Profit Corporation
 Sole Proprietorship
 Limited Liability Corporation

Incorporated in PA: No Registered to do Business in PA: No Charitable Organization: No

Contact Name: Maria Nagy Phone: (814) 967-5309 Ext:

Title: Transportation Manager PA Revenue Tax Box #:

Fax: Internet Access: Yes No

Email:

Business Specifics

Business Specifics:

Current # of Full-Time Employees: Pennsylvania: 0 World Wide: 0

Company Ownership: Minority Owned Woman Owned:

- Site Locations under Application Details Section displays information about Project Site Location (s).

202005138019 - Single Application for Assistance - Internet Explorer

Single Application For Partners

Required Fields

Approval

Application Details

Profile

Site Locations

Funding

Miscellaneous

Document Management

Alleghenies Unlimited Care Providers

Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: **Approved**

App ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

Narrative Applicant Info

ADD SITE DELETE SITE

SITE LOCATIONS

Details For Site 1

Address: 115 Jani Drive

City: Johnstown State: PA Zip: 15904-0000

County: Cambria Municipality: Richland Township

PA House #: 071 - Bryan Barbin PA Senate #: 035 - Wayne Langerholic

US Congressional #: 009 - Bill Shuster

Current Employees: 0 Jobs Created: 0

Jobs That Pay: Created: 0 Retained: 0

Annual Wage: 29409

Designated Areas:

- Budget under Application Details Section displays Project Budget details.

202005138019 - Single Application for Assistance - Internet Explorer

Alleghenies Unlimited Care Providers
 Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
 Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

Narrative
Applicant Info

BUDGET

	Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program	Local Cost 20% Local	Total
Local Match Anticipated - Collapse	\$44,000.00	\$11,000.00	
Bus 25 Foot	\$0.00	\$0.00	\$0.00
Bus 23 Foot	\$0.00	\$0.00	\$0.00
Bus 22 Foot	\$0.00	\$0.00	\$0.00
Bus 22 Foot (NB)	\$0.00	\$0.00	\$0.00
Accessible Vans	\$44,000.00	\$11,000.00	\$55,000.00
Ford Transit Van	\$0.00	\$0.00	\$0.00
Total	\$44,000.00	\$11,000.00	\$55,000.00
		Budget Total:	\$55,000.00

Basis of Cost / Use of Funds

Basis of Cost	Budget Justification
Use of Funds	Community Development/Revitalization, Economic Development/Revitalization

Budget Narrative

The purpose of the requested vehicle is to replace an existing handicap accessible minivan (#115) that was past its useful life at over four (4) years old and sitting at 106,359 miles. Recently this minivan was involved in a major accident which, due to its age and miles, deemed it totaled.

- Project Narrative under Application Details Section displays information about Project Narrative provided by Applicant.

202005138019 - Single Application for Assistance - Internet Explorer

Alleghenies Unlimited Care Providers
 Program: Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program Status: Approved
 Appl ID: 202005138019 SAP Contract #: C920001192 Approved Amt: \$40,000.00

Narrative
Applicant Info

PROJECT NARRATIVE

Attachments related to the Project Narrative should be uploaded in the Attachments & Addenda section of the Application.

Organization Mission
Helping people live independently everyday with quality care.

Vehicle Purpose
We provide transportation to individual with mental and physical disabilities who are unable to utilize existing services offered by local bus lines, private for profit businesses and Shared-Ride providers that are offered in their area. Through our contract with Cambria County Behavioral Health/Intellectual Disabilities & Early Intervention Program (CC BH-ID), we take clients to and from work and day programs. We also have a contract with Community Action Partnership to provide transportation to approved individuals to and from medical appointments. This program is called the MATP or Medical Assistance Transportation Program. Lastly, we provide our activity program participants rides to and from our day program.

Service Recipient
Primarily, our agency serves the aging, people with mental and physical disabilities, and individuals recovering from injury and illness.

Primary Services
24hr daily in-home, non-medical care to individuals in their homes as well as individuals living in our five (5) community living arrangements. We also provide transportation to individuals with physical and mental disabilities who are unable to utilize transportation services through local bus lines, shared-ride providers and private for profit businesses due to the nature of their disability, economic limitations, rural location, rigid daily schedule, etc. Lastly, we encourage personal achievement and individual growth in the areas of civic engagement, quality of life, financial stability, personal safety and overall wellbeing through our Ability Works Activity Program.

- Attachments & Addenda Section displays information from the e-Application Addenda provided by Applicant

Single Application For Partners
8.9.2

John Smith
Program: **Redevelopment Assistance Capital Program (RACP)**
App ID: 202405175913 SAP Contract #: C970001549

Required fields

Approval
Summary
Comments

Application Details
Profile
Site Locations
Budget
Project Narrative
Original Narrative
Attachments & Addenda

Funding

Miscellaneous
Project Management Proposal

Document Management

PROFILE
PROFILES | Project Info | Enterprise Type | Costs / Fund Use

Signature Logged
 Yes No CR LI N/A

Applicant/Sponsor

Applicant/Sponsor

Name: John Smith Top Official/Signing Authority: John Smith

Title: CEO Address: 789 Main Street

City: Test State: PA

Zip: 01234 FEIN: *****
D-U-N-S Number: UEI:

NAICS Code: 9261 Find Code SAP Vendor #:

For-Profit Corporation Limited Liability Partnership Partnership
 Government Non-Profit Corporation Sole Proprietorship
 Limited Liability Corporation

Incorporated in PA: Yes Registered to do Business in PA: Yes Charitable Organization: No

- Project Management Proposal (PMP) under Miscellaneous Section is where the PMP will be uploaded

Single Application For Partners
8.9.2

Applicant Name
Program: **Redevelopment Assistance Capital Program (RACP)**
App ID: 202405065891 SAP Contract #: C970001546 Approved Amt: \$1,000,000.00

Required fields

Approval
Summary
Comments

Application Details
Profile
Site Locations
Budget
Project Narrative
Original Narrative
Attachments & Addenda

Funding

Miscellaneous
Project Management Proposal

Document Management

PROFILE
PROFILES | Project Info | Enterprise Type | Costs / Fund Use

Signature Logged
 Yes No CR LI N/A

Applicant/Sponsor

Applicant/Sponsor

Name: John Smith Top Official/Signing Authority: John Smith

Title: CEO Address: 123 Test Street

City: Test State: PA

Zip: 01234 FEIN: *****
D-U-N-S Number: UEI: 0123456789

NAICS Code: 4543 Find Code SAP Vendor #: 123456

For-Profit Corporation Limited Liability Partnership Partnership
 Government Non-Profit Corporation Sole Proprietorship
 Limited Liability Corporation

Incorporated in PA: Yes Registered to do Business in PA: Yes Charitable Organization: No

Contact Name: John Smith Phone: (123) 456-7890 Ext: 123

Title: CEO PA Revenue Tax Box #:

Fax: Internet Access: Yes No

Email: testmail@mail.com

Business Specifics

Business Specifics :-
Current # of Full-Time Employees: Pennsylvania: 10 World Wide: 10

- Electronic Storage link under the Document Management section displays document submitted by Partner via Partner Portal or documents uploaded by Program users. For Partners to access Electronic Storage page, program users need to provide partners access to “Document Management” user page.

202005138019 - Single Application for Assistance - Internet Explorer

Alleghenies Unlimited Care Providers

Program: **Federal Section 5310 Private Non-Profit Accessible Vehicle Grant Program** Status: **Approved**

Appl ID: **202005138019** SAP Contract #: **C920001192** Approved Amt: **\$40,000.00**

Narrative Applicant Info

Select Document Type: All

Attachment	Category	File Extn.	Date
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
TEST	Addenda/Attachment	docx	5/13/2020 11:06:00 AM
5310Conditionalletter	eSignature	pdf	5/22/2020 8:52:00 AM
5310letter	eSignature	pdf	5/22/2020 10:16:00 AM
C920001192_Grant Agreement	eSignature Contract	pdf	5/22/2020 10:53:00 AM

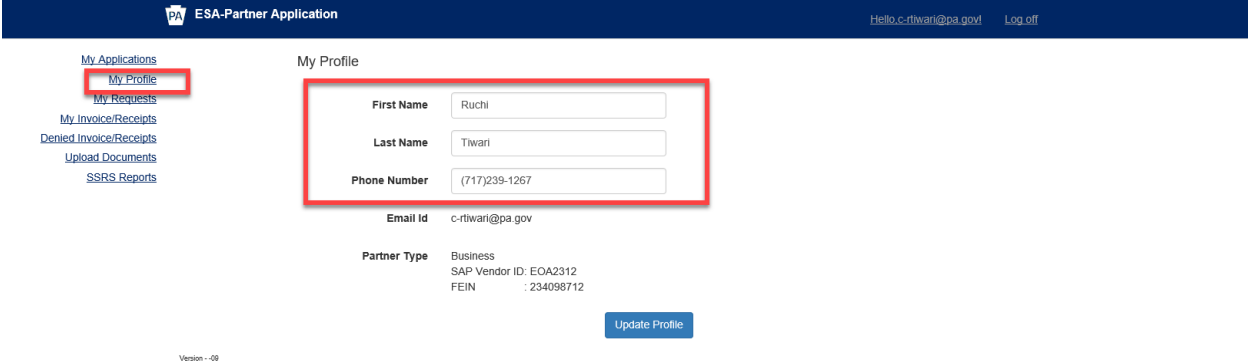
Partner Upload Documents:

Attachment	Category	File Extn.	Date
2020.05.07_eGrants Project Aviation Tax Rebate Workflows	All	docx	6/12/2020 2:45:00 PM
ABLE HowTo Fiscal review approves	All	docx	6/12/2020 2:41:00 PM
Invoice Workflow and Legend	All	pdf	6/12/2020 2:38:00 PM

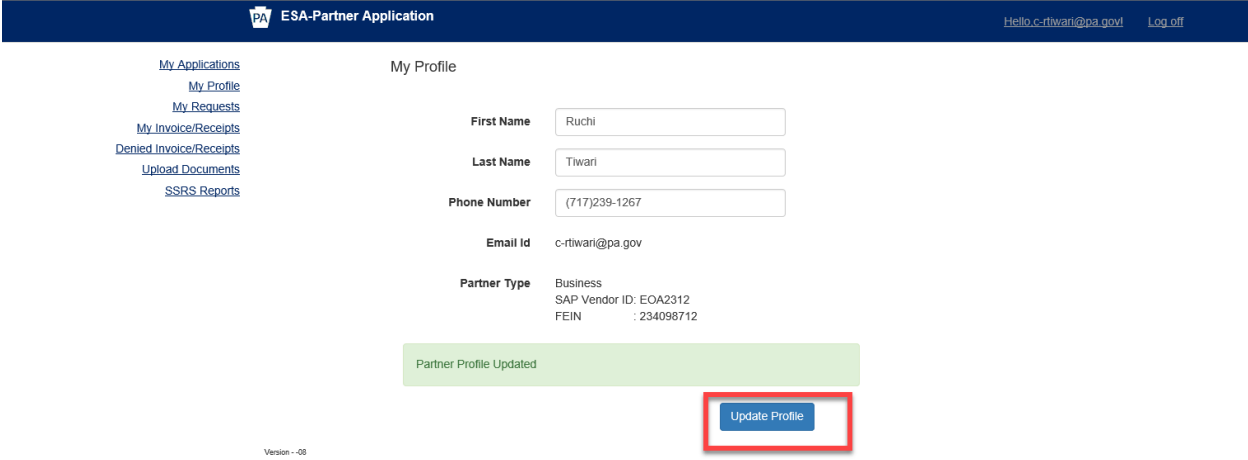
Electronic Storage

2.4 Add or Change a Profile

To add or change user information, Click on “My Profile.”

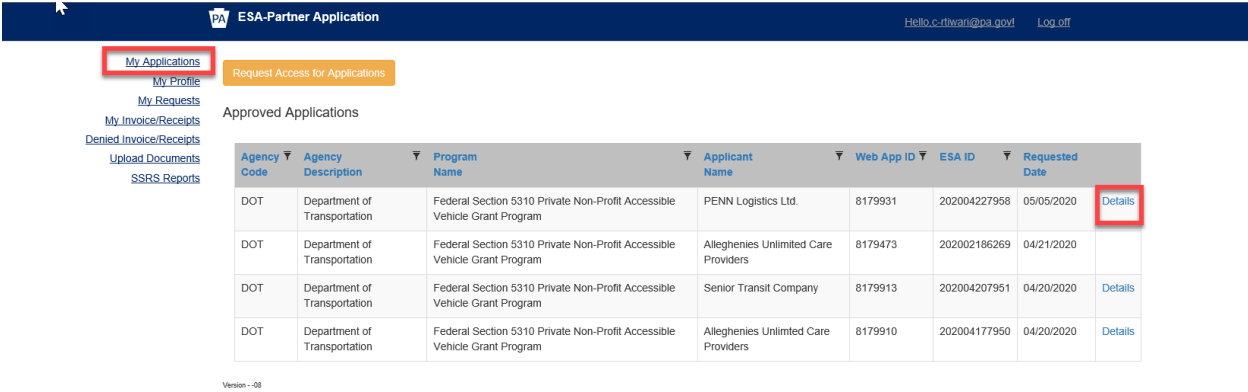


After updating the profile information, click “Update Profile.” The system displays the message, **Partner Profile Updated**, at the bottom of the screen as shown below:

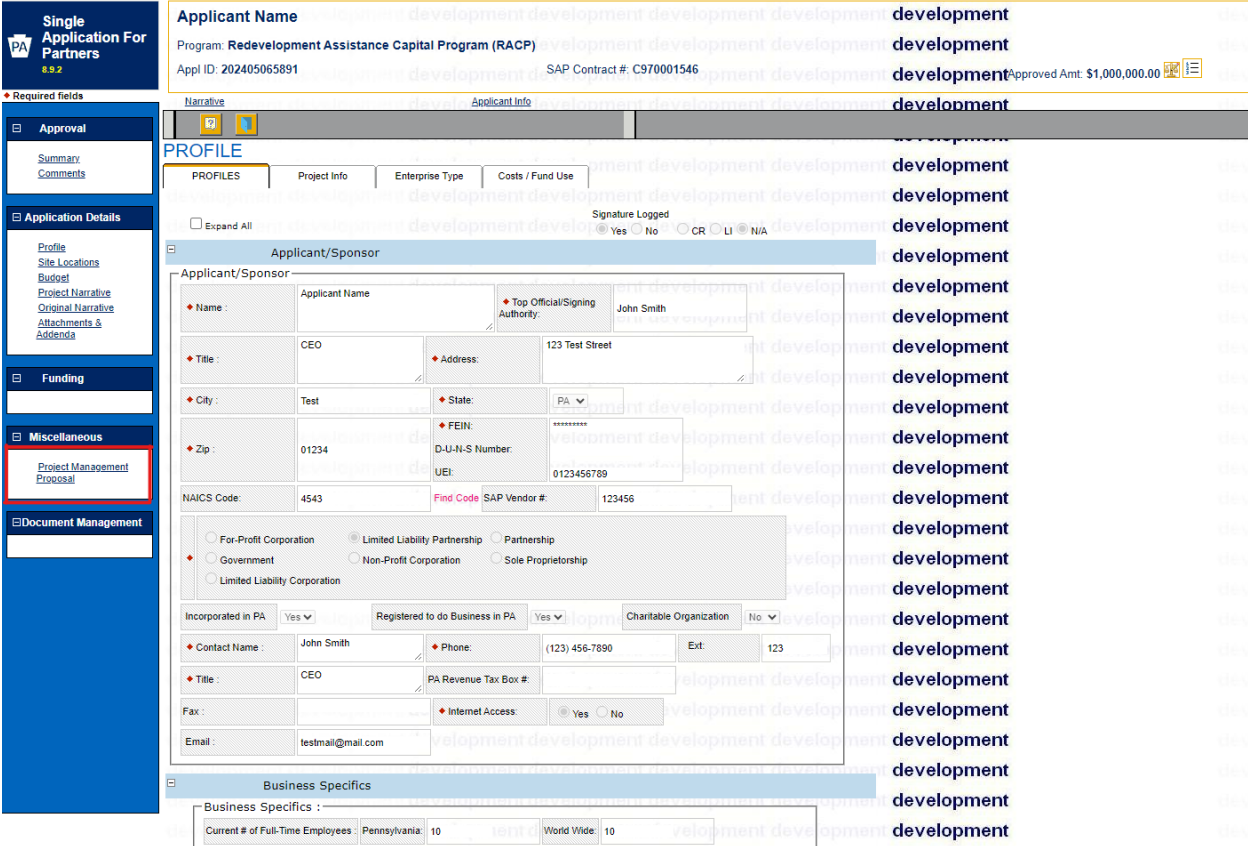


2.5 Project Management Proposal Submission

After logging into the Partner Portal, user will Click My Applications link at the left side of screen. User will Click on details link at the rightmost column of table to open the ESA application details.



Users should now click “Project Management Proposal” under the “Miscellaneous” section on the left hand side of the page.



Users should read the information given on this page and verify that all items are completed and available before uploading any PMP documents.

User will then Click “Upload Files” Select “Browse...” and choose the appropriate file to upload.

Miscellaneous

- Award Letter(s) - notates the project name, ME grant reference number, and funding amount
- Project Description (overall and RACP scope)
- Completed & Signed RDA-300 Sources, RDA-301 Uses, and RDA-302 Construction Cost Breakdown ([link to available forms](#)) – the RACP amount needs to agree with the amount awarded (see Award Letter)
- Itemization associated with the project, please see the Cumulative Award Listing and the Itemized Project Eligible Funding Listing on the RACP website

Document Management

Each section in the PMP will need to be addressed completely, whether it be tables, narrative boxes, and/or a required attachment.

- Electronic signatures will be required on the Statement of Compliance Acknowledgement and Final Checklist signature page. Signatures should be applied after all sections are completed, including the Final Checklist.
- The only required attachments at this stage of submission are the Section 2 budget forms (RDA 300, 301, 302) and Section 3 organization chart.
- All other supporting documentation listed throughout the handbook and identified in the Final Checklist will be provided through your state-assigned consultant as part of the next steps to the RACP grant process.

Once this Project Management Proposal is completed and signed, convert and merge the proposal and all required attachments into a single PDF.

Next Steps:
After the submission of the PMP through this site, a preliminary review will be conducted, and a state-assigned consultant will be engaged. The consultant will conduct a thorough review of the PMP and will contact the applicant and/or sub-applicant to schedule an initial PMP review meeting. At that meeting, the consultant will accept any and all additional documentation that is not required with this submission to prepare a written report for the Office of the Budget (OB). This consultant report will be used by the OB to prepare the Grant Agreement. If there are any alterations to the information that is submitted here or additional documentation that the applicant deems necessary and is not included in these Sections, they can be reviewed with and submitted to the consultant for inclusion in their report.

The Office of the Budget reserves the right to request the submission of additional information and/or documentation throughout the life of the RACP grant process.

Be advised that any information included in the submission of a Project Management Proposal (PMP) and any attachments to the PMP may be subject to the Right-to-Know Law in Pennsylvania.

Upload Files

No file selected, please browse file(s) to upload

Saved/Submitted Document Details

Once this Project Management Proposal is completed and signed, convert and merge the proposal and all required attachments into a single PDF.

Next Steps:
After the submission of the PMP through this site, a preliminary review will be conducted, and a state-assigned consultant will be engaged. The consultant will conduct a thorough review of the PMP and will contact the applicant and/or sub-applicant to schedule an initial PMP review meeting. At that meeting, the consultant will accept any and all additional documentation that is not required with this submission to prepare a written report for the Office of the Budget (OB). This consultant report will be used by the OB to prepare the Grant Agreement. If there are any alterations to the information that is submitted here or additional documentation that the applicant deems necessary and is not included in these Sections, they can be reviewed with and submitted to the consultant for inclusion in their report.

The Office of the Budget reserves the right to request the submission of additional information and/or documentation throughout the life of the RACP grant process.

Be advised that any information included in the submission of a Project Management Proposal (PMP) and any attachments to the PMP may be subject to the Right-to-Know Law in Pennsylvania.

Upload Files

Given Name	Size	
ProjectManagementProposal.pdf	38.32 KB	<input type="button" value="Remove"/>

1 file(s) selected. Total size: 38.32 KB

Saved/Submitted Document Details

After Clicking Upload users should scroll back to the top of the page and click “Business Package Completed” to complete the submission. This will move the PMP into an OB review status, if revisions are needed to the submission you will be notified via email and requested to resubmit the PMP once all delinquencies are resolved.

Single Application For Partners
8.9.2

John Smith
Program: **Redevelopment Assistance Capital Program (RACP)**
Appl ID: 202405175913 SAP Contract #: C970001549

Required fields

Approval
Summary
Comments

Application Details
Profile
Site Locations
Budget
Project Narrative
Original Narrative
Attachments & Addenda

Funding

Miscellaneous
Project Management Proposal

Document Management

Narrative Applicant Info

Project Management Proposal

Congratulations on your project's RACP award.

Please use the following documents to submit the Project Management Proposal (PMP) for your project.

- [the handbook](#)
- [template](#)

The following items will also be needed to complete this process:

- Award Letter(s) - notates the project name, ME grant reference number, and funding amount
- Project Description (overall and RACP scope)
- Completed & Signed RDA-300 Sources, RDA-301 Uses, and RDA-302 Construction Cost Breakdown ([link to available forms](#)) – the Letter)
- Itemization associated with the project, please see the Cumulative Award Listing and the Itemized Project Eligible Funding Listing

Each section in the PMP will need to be addressed completely, whether it be tables, narrative boxes, and/or a required attachment.

- Electronic signatures will be required on the Statement of Compliance Acknowledgement and Final Checklist signature page. Sign Final Checklist.

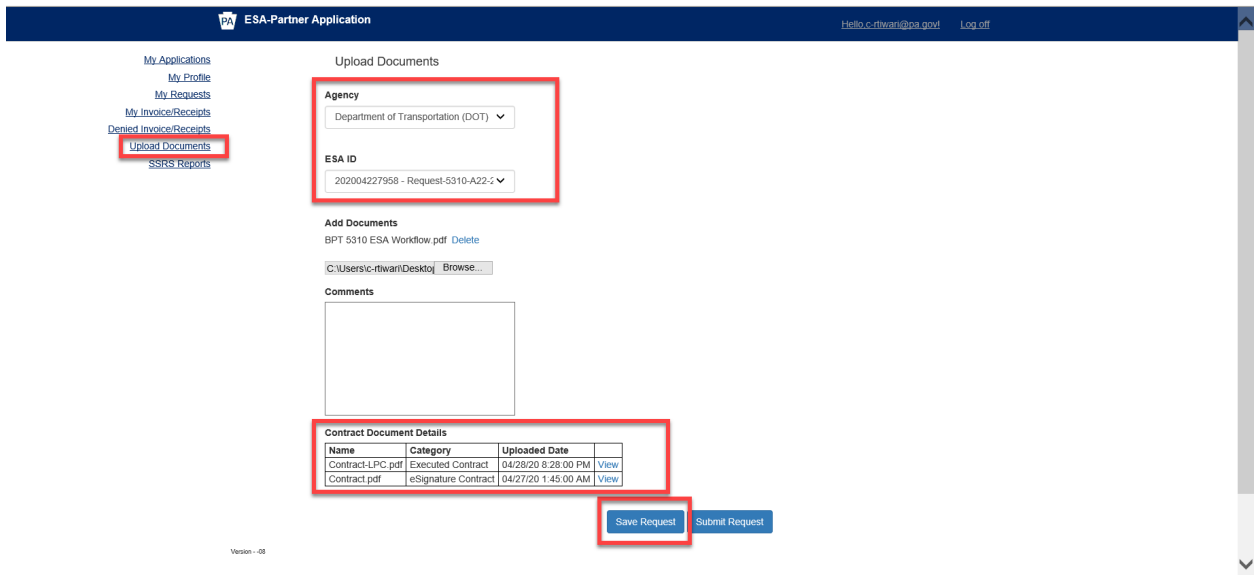
BUSINESS PACKET COMPLETED

2.6 Upload Documents

This option allows users to upload documents as requested by program area.

- To upload documents, Grantee clicks on the Upload Documents button.
- Select the Agency and ESA ID.
- Click Browse to upload documents.
- Enter a text under Comments field and click “Save Request” to save the request or “Submit Request” to submit the request to Program area.

Note: external user can view the Executed Contract (Legal Process Completed) document in Contract Document Details section as shown below.



- If user clicks Save Request, the system will display the saved request under “Saved & Submitted Document Details” as shown below. User can submit the saved request by clicking on “Submit Request” button.

For files larger than 20 mb, the system requires users to check the “Check if file is larger than 20 mb” button near the center of the page. Once the uploader loads, users may upload desired files then click the green “Upload file(s)” button. Once uploaded, large files are saved automatically.

- Select the Agency and ESA ID, and document type.
- Click the “Check if file is larger than 20 mb”
- Click Browse to select documents for upload.
- Click the green “Upload file(s)” button.

PA ESA-Partner Application Hello.kybailey@pa.gov | Log off

[My Applications](#)
[My Profile](#)
[My Requests](#)
[My Invoice/Receipts](#)
[Denied Invoice/Receipts](#)
[Upload Comments/Documents](#)
[Tracking](#)
[SSRS Reports](#)
[Reporting](#)

Upload Comments/Documents

Agency
Department of Office of Budget (OB) ▼

ESA ID
202405065891 - 5/6 App Test #1 ▼

Document Type
Special Conditions ▼

Check if file is larger than 20 mb.

Instructions:

- Multiple files can be uploaded at the same time
- Keep file names short and concise
- Large files may take some time to upload, **DO NOT CLOSE YOUR BROWSER** until upload is complete
- Click 'Browse' and select the file to upload
- For additional files, click on the red "Add more files" button
 - Select the file(s) to upload
- Once all file(s) have been selected, click the green 'Upload' button
- DO NOT CLOSE BROWSER** until all files appear in the 'File Storage' area

Upload Files
No file selected, please browse file(s) to upload

[Browse to add files](#)

PA ESA-Partner Application Hello.c-ftwari@pa.gov | Log off

[My Applications](#)
[My Profile](#)
[My Requests](#)
[My Invoice/Receipts](#)
[Denied Invoice/Receipts](#)
[Upload Documents](#)
[SSRS Reports](#)

Upload Documents

Agency
Department of Transportation (DOT) ▼

ESA ID
202004227958 - Request-5310-A22-2 ▼

Add Documents

Comments

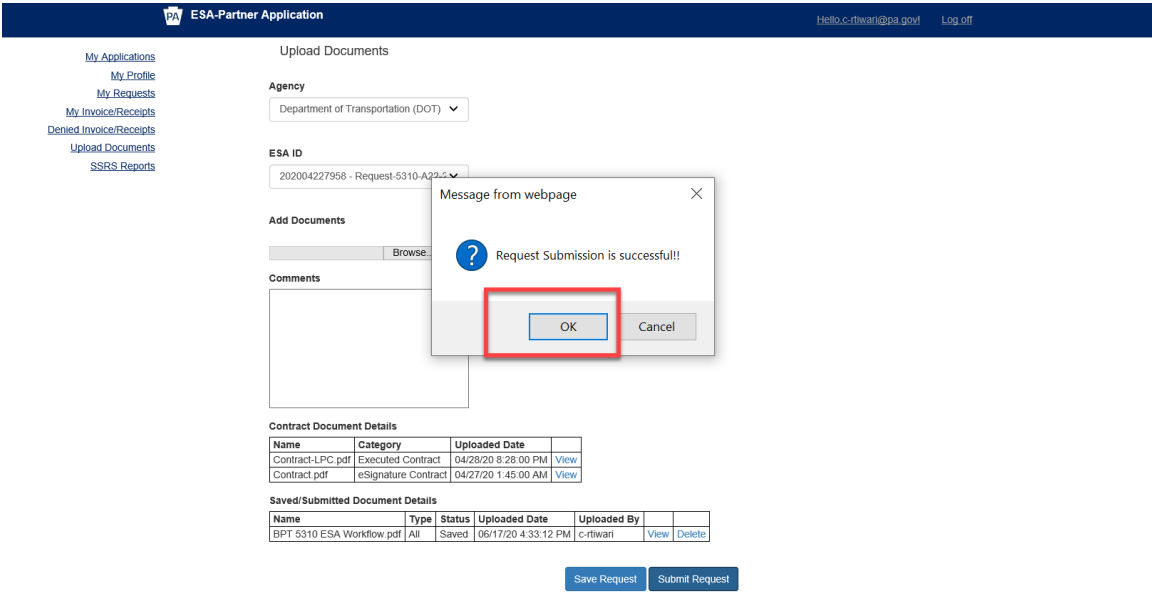
Contract Document Details

Name	Category	Uploaded Date	
Contract-LPC.pdf	Executed Contract	04/28/20 8:28:00 PM	View
Contract.pdf	eSignature Contract	04/27/20 1:45:00 AM	View

Saved/Submitted Document Details

Name	Type	Status	Uploaded Date	Uploaded By		
BPT 5310 ESA Workflow.pdf	All	Saved	06/17/20 4:33:12 PM	c-ftwari	View	Delete

- If user clicks Submit Request, the system will display the pop-up message “Request Submission is successful!”



- Click Ok and this will submit the request to Program Area. The system will display the submitted request under “Saved & Submitted Document Details” as shown below.