

**Redevelopment Assistance Capital Program (RACP)
Consultant Townhall October 2023**

**Administered by
PA Office of the Budget**

AGENDA

- Introduction and Welcoming Remarks
- Overview of RACP Redesign 2023
- RACP Grant Process Timeline
- Format and Submission of PMP Review Report
- Anticipated Volume of Consultant Activity
- Open Forum

Introductions and Opening Remarks

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RACP Redesign 2023

- OB has Streamlined the application process. We have replaced the 22 Tab Application & Business Plan (A&BP) with a more efficient, 10-section fillable **Project Management Proposal (PMP)** post-award application process
- The PMP focuses on the basic project details, such as the proposed scope of work, budget forms, project schedule, and program compliance acknowledgement, to get the RACP project through the grant agreement drafting stage
- **IMPORTANT!** Grantees/sub-grantees that have not yet submitted a formal Application & Business Plan should now complete a PMP for the project
- The PMP submission supersedes the need to submit the formal A&BP
- Go to RACP website www.RACP.pa.gov for more details
 - Project Management Proposal Handbook
 - Project Management Proposal Fillable Template

RACP Redesign 2023

PMP consist of a 10-section fillable document and have the following required attachments:

- RDAs and CCB
- Organization Chart

✂ **PMP will not be accepted by OB without these attachments** ✂

- PMP lay-out consists of checking appropriate boxes; inserting descriptions and statements; and filling in tables
- Statement of Compliance is part of the PMP and needs signed by grantee and subgrantee at submission (*some signatures are required before the form lets the project submit*)
- PMP Final Checklist repeats listing ALL documentation requirements to be supplied later and this checklist needs signed, if applicable, by the subgrantee (*copy included in later slide*)

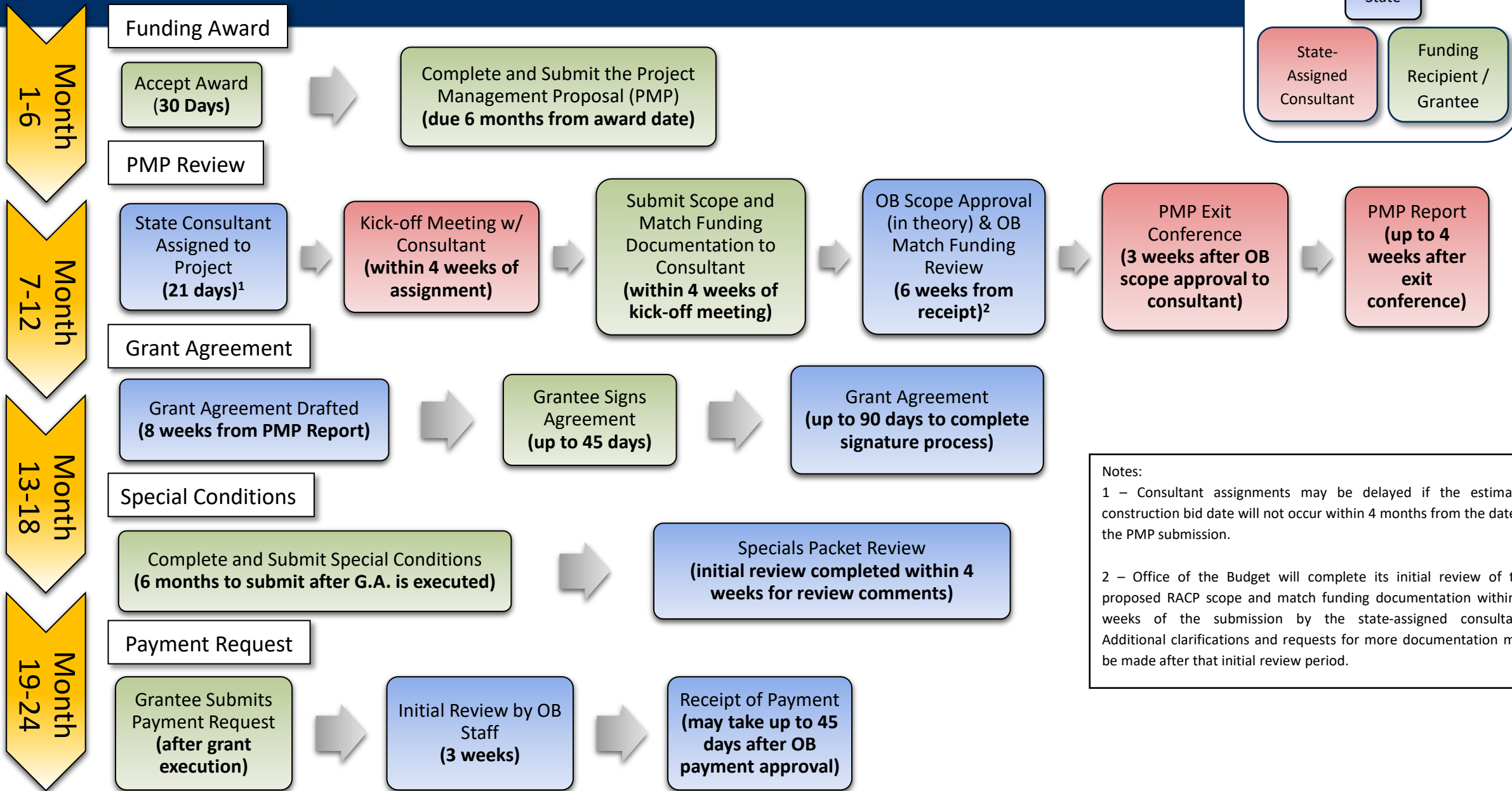
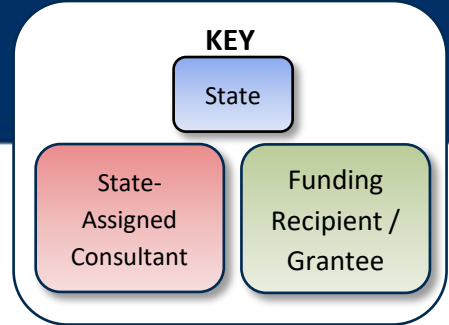
RACP Redesign 2023

- The state-assigned consultant will conduct a thorough review of the PMP and will contact the grantee and sub-grantee to schedule an initial review meeting to go over the RACP process, the PMP, project scope (RACP & Overall) and **will collect additional documentation** that was not required with the submission in addition to any updated information/documentation
- Consultants will contact the project to set-up the initial meeting within 4 weeks of the purchase order effective date

RACP Redesign 2023

- PMP and e-Apps will be uploaded to consultants on FTP site (*same as A&BP*) for all awards before 2023
- Round awards 2023, will utilize the new ESA system and consultants will have direct access to the OB ESA system to download documentation (*to be discussed in more detail later*)
- Focus for PMP review report will be the same focus as for A&BP review report
 - Develop a RACP eligible scope and document at least 50% secured match funding
 - Missing documentation at PMP review reporting time will be made a Special Condition
- Consultants will conduct review and report on each of the individual 10 Sections in the PMP
- Any consultant questions on adequacy of supporting documentation should be discussed with OB during the PMP review process; before sending PMP scope approval email to OB (*same as with A&BP*)

RACP Grant Process Timeline



Notes:

1 – Consultant assignments may be delayed if the estimated construction bid date will not occur within 4 months from the date of the PMP submission.

2 – Office of the Budget will complete its initial review of the proposed RACP scope and match funding documentation within 6 weeks of the submission by the state-assigned consultant. Additional clarifications and requests for more documentation may be made after that initial review period.

FORMAT AND SUBMISSION OF PMP REVIEW REPORT

INDEX

- Identifier Page
- Transmittal Letter
- Table of Contents
 - I. Project Description & Project Status Summary
 - Project Description
 - Planned Construction Activities

FORMAT AND SUBMISSION OF PMP REVIEW REPORT

INDEX

II. PMP Requirements (Tabs 1 - 10)

1. Project Eligibility, Housing Statement & Project Description

- Project Eligibility
- Housing Statement
- Project Description

2. Sources and Uses of Funds-RDA Forms & Construction Cost Breakdown (CCB)

- RDAs and CCB Analysis
- Sources of Funds

3. Organizational & Management

- Statement Compliance Acknowledgement

FORMAT AND SUBMISSION OF PMP REVIEW REPORT

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II. PMP Requirements (Tabs 1 - 10) (cont'd)

4. Schedules, Bidding & Construction Related Documents

- Project Schedule
- Construction Schedule
- Bidding Description
- Construction Related Documents
 - Plans and Specifications
 - Permits, Licensing, Regulatory and Legal Requirements
 - Construction Contracts
 - Performance & Payment Bonds
 - Fidelity Bond
 - Insurance

FORMAT AND SUBMISSION OF PMP REVIEW REPORT

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II. PMP Requirements (Tabs 1 - 10) (cont'd)

5. Cash Flow & Interim Financing

- Cash Flow
- Interim Financing

6. Site Control & Eminent Domain

- Site Control
- Eminent Domain

7. Environmental & Flood Zone Requirements

- Environmental Studies and Reports
- PHMC
- Flood Zone Map and Support Documentation

FORMAT AND SUBMISSION OF PMP REVIEW REPORT

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- II. PMP Requirements (Tabs 1 - 10) (cont'd)
 - 8. Opinion of Counsel
 - 9. Cooperation Agreement of Ordinance by Host Municipality or County
 - 10. Cooperation Agreement with Administrator/Sub-Applicant
- III. PMP Review Entrance Conference Minutes
- IV. PMP Review Exit Conference Minutes
- V. Attachments (includes a sample listing of attachments)

Final Checklist

Please review the below checklist and (1) determine if the item is applicable or not applicable to your project [NOTE: some sections are required for all projects and are presented as such], (2) if applicable put a check in the "Yes" box acknowledging that supporting documentation will be required to show compliance with the requirement; if not applicable put a check in the "N/A" box, and (3) place your signature at the bottom to acknowledge that supporting documentation will be provided to the state-assigned consultant as part of the next step to draft the grant agreement.

Section - Description	Yes	N/A
SECTION 1 – PROJECT ELIGIBILITY, HOUSING STATEMENT, PROJECT DESCRIPTION		
Complete Section 1.	<input type="checkbox"/>	
Housing Requirements – If applicable, supporting documentation to be provided.	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 2 – SOURCES AND USES OF FUNDS – RDAS & CCB		
50% of the project cost must be Match Non-State Funding Participation.	<input type="checkbox"/>	
50% of the Non-State Funding Participation must be secured prior to grant drafting.	<input type="checkbox"/>	
Other State Funds are not eligible as match.	<input type="checkbox"/>	
Evidence of Permanent Match Funding – Supporting documentation to be provided.	<input type="checkbox"/>	
Required Attachment - Completed RDA-300, RDA-301, and CCB forms.	<input type="checkbox"/>	
SECTION 3 – ORGANIZATIONAL & MANAGEMENT		
Complete Section 3.	<input type="checkbox"/>	
Organizational Structure – Supporting documentation to be provided.	<input type="checkbox"/>	
Required Attachment – Organizational Chart.	<input type="checkbox"/>	
SECTION 4 – SCHEDULES, BIDDING AND CONSTRUCTION RELATED DOCUMENTS		
Complete Section 4.	<input type="checkbox"/>	
Updated Construction Schedule – Supporting documentation to be provided.	<input type="checkbox"/>	
Plans and Specifications – Supporting documentation to be provided.	<input type="checkbox"/>	
Bidding – Supporting documentation to be provided.	<input type="checkbox"/>	
Permits, Licensing, Regulatory, and Legal Requirements – Supporting documentation to be provided.	<input type="checkbox"/>	
Construction Contracts – Supporting documentation to be provided.	<input type="checkbox"/>	
Payment and Performance Bonds – Supporting documentation to be provided for 100% of contract amount.	<input type="checkbox"/>	
Insurance – Supporting documentation to be provided for Worker’s Compensation, General Liability/Property Damage, with the Commonwealth listed as an additional insured.	<input type="checkbox"/>	

Final Checklist (continued)

Section – Description (continued)	Yes	N/A
SECTION 5 – CASH FLOW AND INTERIM FINANCING		
Complete Section 5.	<input type="checkbox"/>	
Bridge/Interim Financing – Supporting documentation to be provided to show bridge/interim financing during construction of the project, to cover any shortfalls during the execution of the project, cash flow should reflect this need, RACP is a reimbursement program.	<input type="checkbox"/>	
Cash Flow Statement – Supporting documentation to be provided.	<input type="checkbox"/>	
SECTION 6 – SITE CONTROL & EMINENT DOMAIN		
Complete Section 6.	<input type="checkbox"/>	
Site Control – Supporting documentation to be provided (deed or lease).	<input type="checkbox"/>	
Eminent Domain – Supporting documentation to be provided, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 7 – ENVIRONMENTAL & FLOOD ZONE		
Complete Section 7.	<input type="checkbox"/>	
Environmental and Technical Study – Supporting documentation to be provided, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Historical – Supporting documentation to be provided.	<input type="checkbox"/>	<input type="checkbox"/>
Flood Zone – Supporting documentation to be provided, insurance required if in flood zone.	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 8 – OPINION OF COUNSEL		
Complete Section 8.	<input type="checkbox"/>	
Opinion of Counsel – To be provided from the Grantee’s legal counsel prior to grant drafting.	<input type="checkbox"/>	
SECTION 9 – ORDINANCE OR COOPERATION AGREEMENT WITH HOST MUNICIPALITY		
Ordinance or Cooperation Agreement – To be provided if Grantee does not have taxing authority.	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 10 – COOPERATION AGREEMENT WITH ADMINISTRATOR/SUB-APPLICANT		
Cooperation Agreement - To be provided if there is an Administrator and/or Sub-Grantee.	<input type="checkbox"/>	<input type="checkbox"/>
STATEMENT OF COMPLIANCE ACKNOWLEDGMENT		
Signed - Statement of Compliance Acknowledgement.	<input type="checkbox"/>	

Attachments Required with Submission	Attached
Section 2 RDA Forms and Construction Cost Breakdown	<input type="checkbox"/>
Section 3 Organizational Chart	<input type="checkbox"/>

Anticipated Volume of Consultant Activity



New PMP Streamline approach is anticipated to speed-up timing of post applications and increase current volume of projects ready-to-be-assigned to consultant for review and reporting



OB currently has several hundred post-award applications on the list waiting to be sent from projects



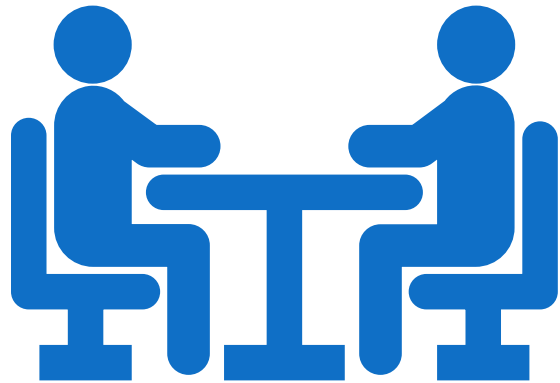
Our staff will be available to assist with prioritizing assignments and establishing modified deadlines for deliverables



OB recognizes the larger volume of assignments may create timing issues and scheduling conflicts for PMP entrance meetings – please reach-out to Consultant Liaison

Open Forum

OB would like to have an open discussion from consultants on what OB might be able to do to help you with this anticipated workload from our streamline RACP Redesign and PMP



Please share your ideas/suggestions/comments!

QUESTIONS?

Send any questions to the
Consultant Liaison Team:



kakyle@pa.gov | jgiannelli@pa.gov | csatzler@pa.gov

Thank You



Thank you for taking the time to attend our Townhall for RACP consultants



Note: After today's meeting remarks from today's session will be emailed to all consultant firms, along with all PowerPoint slides, as a Post Townhall Follow-up