Commonwealth of Pennsylvania
Redevelopment Assistance Capital Program (RACP)

APPLICATION & BUSINESS PLAN HANDBOOK

Instructions for Completion of an Application & Business Plan for A Redevelopment Assistance Capital Grant

Tom Wolf, Governor

June 2020

RACP APPLICATION & BUSINESS PLAN HANDBOOK

Be advised that any information included in the submission of a formal Application & Business Plan and any attachments to the formal Application & Business Plan may be subject to the Right-to-Know Law in Pennsylvania.

I. OVERVIEW OF RACP PROCESS

A. FUNDING AWARD ACCEPTANCE

Once the Governor has approved the successful projects, award notification letters are mailed to successful Candidates. The award letters authorize the grant recipients to begin the formal Application & Business Plan process. Grant recipients must then notify the Office of the Budget within 30 days of the receipt of their award letter as to whether or not they are accepting the grant award. Those that accept the award must submit a formal Application & Business Plan for their project to the Office of the Budget within six (6) months of the date of the award letter.

The Applicant (prospective Grantee) and/or Sub-Applicant (prospective Sub-Grantee) should begin assembling the 22 Tabs of documentation required for the formal Application & Business Plan. Office of the Budget personnel are available to assist the Applicant throughout the formal Application & Business Plan process. At application submission time, the Applicant must be able to demonstrate that at least 50% of the required non-state funds necessary to complete the project are secured.

An award recipient (Candidate) that is not an eligible Grantee for a RACP award MUST find an eligible entity to "sponsor" the RACP project. In these cases, the recipient entity will be the Sub-Applicant associated with the project and the Grantee will serve as a "pass through" entity for purposes of the RACP Grant. The Applicant will submit the formal Application & Business Plan, special conditions, and reimbursements requests to the Office of the Budget, and also sign all documents including the Grant Agreement, while the Sub-Applicant will be the one providing required information to the Applicant. The types of entities that are eligible to be a Grantee to an RACP Grant are statutorily limited to the following:

- a general-purpose form of local government unit (city, borough, township or county)
- any public authority
- a federally designated Local Development District An industrial development agency:

  (i) which has been certified as an industrial development agency by the Pennsylvania Industrial Development Authority Board under the act of May 17, 1956 (1955 P.L.1609, No.537), known as the Pennsylvania Industrial Development Authority Act;

  and

  (ii) which is itself or which is acting through a wholly owned subsidiary that is exempt from Federal taxation under section 501(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c)(3))

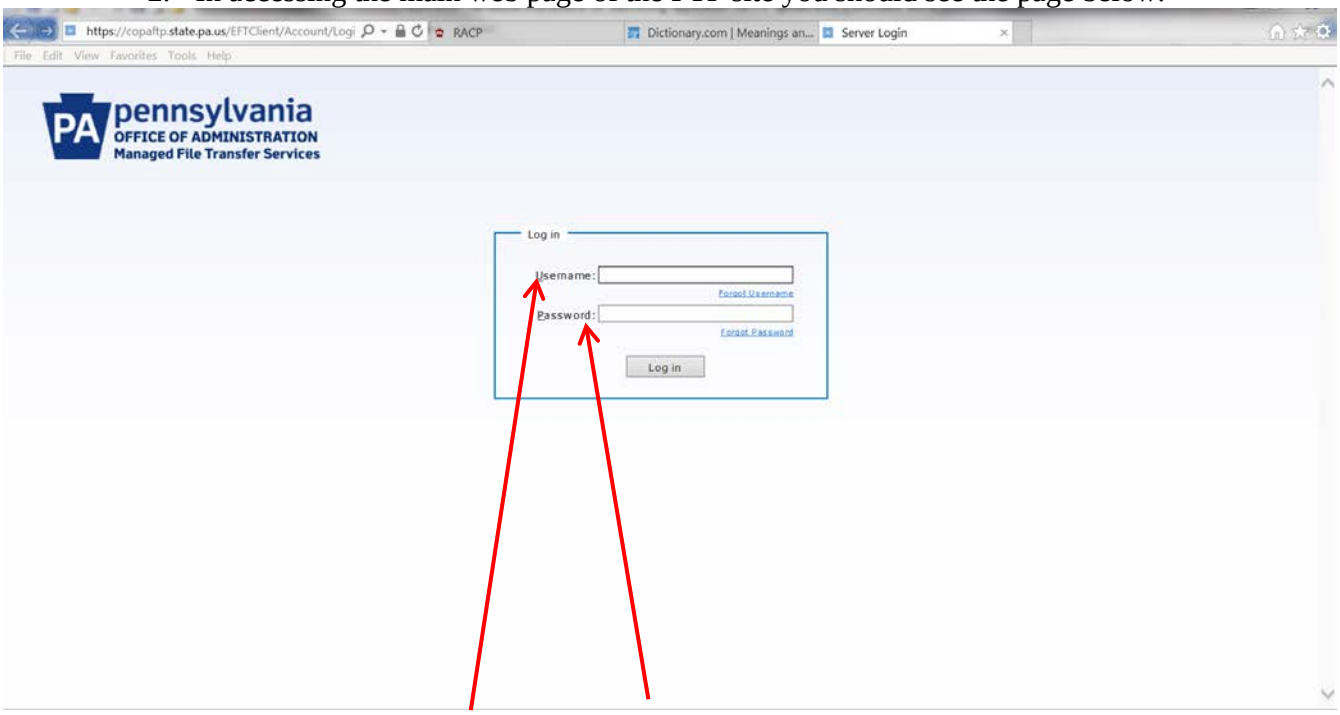
B. APPLICATION & BUSINESS PLAN SUBMISSION

Effective immediately, all submissions of a formal Application & Business Plan must be done **via upload to RACP's specified FTP site**. Hard copies of the formal Application & Business Plan and electronic copies *on a CD or Flash Drive* are no longer required. Applicants/Grantees associated with these projects will be emailed a unique Username and Password to access this FTP site within approximately 1 week of receiving the award letter. Please note that Special Conditions are also now required to be submitted electronically as a PDF via upload to the RACP FTP site. Special Conditions are outstanding documentation that is required to be submitted prior to an entity being eligible to receive grant funds. They are found in Appendix B of a typical RACP Grant Agreement.

Accessing the RACP FTP site via web browser:

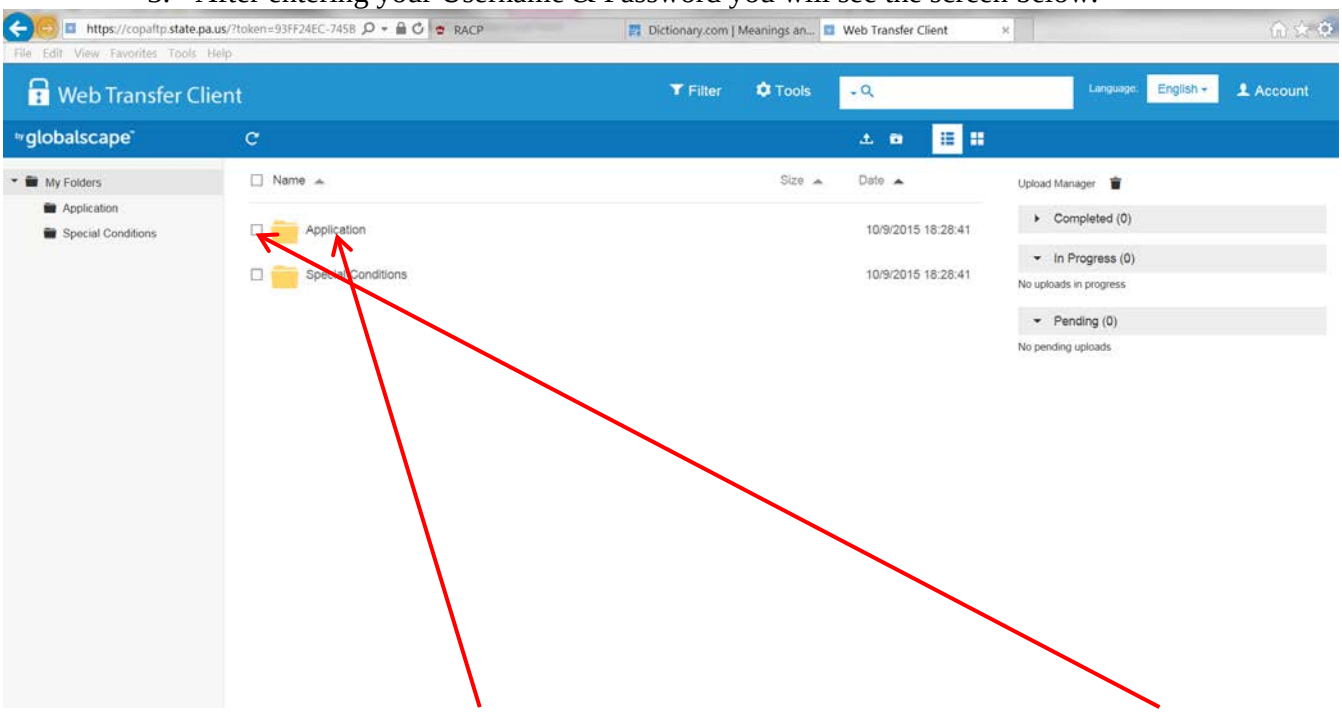
1. To access the RACP FTP site from a web browser, please use the address: https://copaftp.state.pa.us. The webpage will prompt the user for a Username and Password.

2. In accessing the main web page of the FTP site you should see the page below:



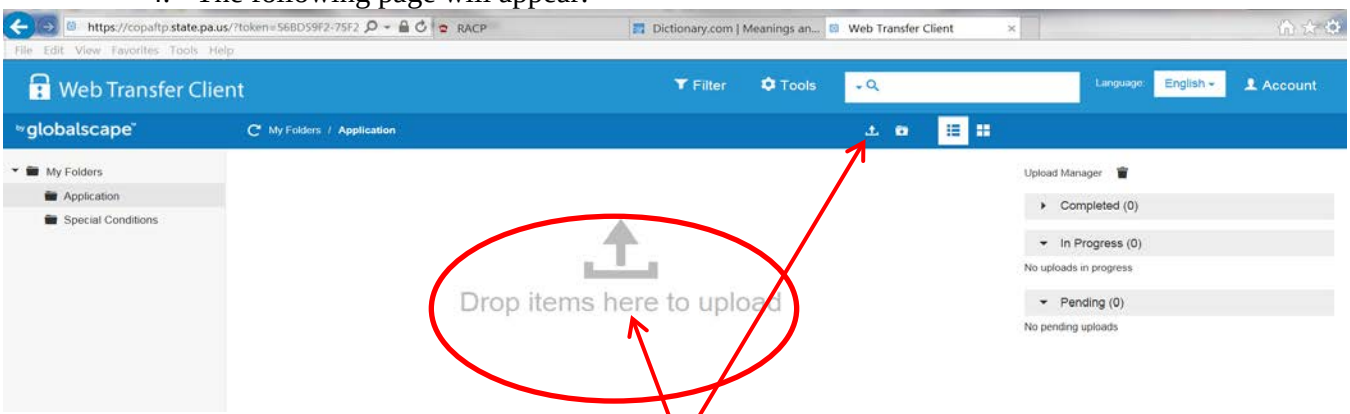
Enter the unique Username and Password provided to you from the Office of Budget and hit "Enter" or click on the Log In button. Keep in mind that the Password is case sensitive. Copying and pasting from your source document will eliminate any possible entry errors.

3. After entering your Username & Password you will see the screen below.



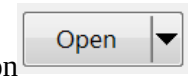
Click the word "Application" of the Application folder. Do not use the check-box found to the left of the folders.

4. The following page will appear:

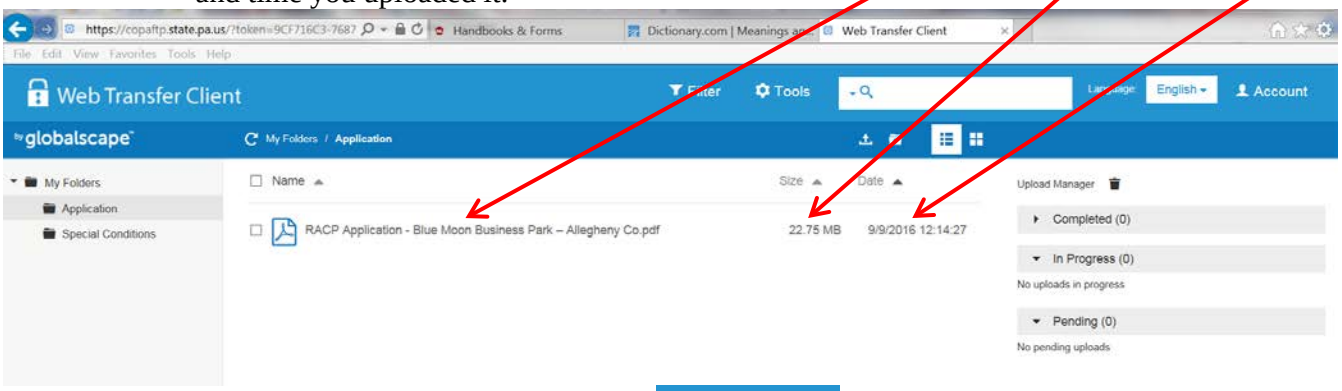


5. You have 2 choices in how to affect your upload. ***NOTE:*** Once a file is uploaded, ONLY the Office of the Budget will have the access to delete the file.
   - Open or go to your Windows Explorer (or similar) and drag the file you want to download into the "Drop items here to upload" area of the FTP screen.

     Or

   - Click on the button, this will open a new box entitled "Choose File to Upload." Browse to the file you want to upload, select it, and then click the Open button  .

Your file should now appear in the folder, showing its file name, the file size, and the date and time you uploaded it.



6. To Log out of the site: Click on the

button. Select and click "Logout" from the new box that opens to exit the site.

Accessing the RACP FTP site via software application:

The RACP FTP site can also be accessed via FileZilla, CuteFTP, WinSCP, etc. For these software applications, in addition to the assigned Username and Password, you will also need the following information:

- Host name: copaftp.state.pa.us
- Default port: 22

The RACP FTP site account will contain 2 folders (bulleted below). Your formal Application & Business Plan should be placed in the Application folder. The Special Conditions folder will be used further on in the RACP process.

- Application
- Special Conditions

Please consider using a newer version of your browser as you may experience timeout issues with older browser versions. When you upload a document, designated RACP personnel receive an email notification indicating that a document was uploaded. The email identifies the project that uploaded the file, the folder where the document was placed, and file name. Therefore, it is not necessary to send email notifications to the Office of the Budget when these documents are uploaded to the FTP site.

The project must submit/upload their formal Application & Business Plan within 6 months of their award letter date. Please be advised that even if your award will *amend* an existing RACP Grant Agreement you will still need to submit a *full formal Application & Business Plan* as described herein.

Your formal Application & Business Plan submission should consist of the following:

1. An Adobe PDF version of the entire formal Application & Business Plan, as a single file, uploaded to the designated RACP FTP site. Original source documents (for example, Microsoft Word, Excel, and/or Project files) must be converted to Adobe PDF files and made part of a single PDF file (please convert these directly to PDF documents from the software they were produced in, *as opposed to printing them out and then scanning them into PDFs*). This uploaded PDF file must include all items for all required Tabs and any addendums to the

formal Application & Business Plan. The PDF file of your application should be constructed as follows:

a. Adobe Acrobat Bookmarks (an electronic table of contents) should be utilized in the PDF file of the submitted Application – "Bookmarks" should be used for each Tab of the formal Application & Business Plan and for any addendums, either after a particular Tab (in this case create a Bookmark subset [nest] to the associated Tab Bookmark), or at the end of the entire formal Application & Business Plan. Bookmark titles for Tabs should include the word "Tab", the Tab number, a period, and the title for the tab. For example, *Tab 1. Project Eligibility Requirements*.

b. Any addendum should also have an appropriate Bookmark title that easily identifies their content.

c. The file name of the PDF version of the formal Application & Business Plan should be constructed as follows: "RACP Application & Business Plan – (Office of the Budget assigned ME #) - (name of project as stated in Tab 2 or as approved by the Office of the Budget) – (county of project site)." An example of the preceding would be: *RACP Application & Business Plan - 1450-00 - Blue Moon Business Park - Allegheny Co.*

d. If your PDF contains *any* scanned documents, when your PDF file is completed you should then perform a TEXT RECOGNITION (an Adobe Acrobat Tool) *on the entire document*, then resave.

C. APPLICATION & BUSINESS PLAN REVIEW

Once the Office of the Budget is in receipt of the formal Application & Business Plan, a preliminary review is conducted and a state-hired Consultant is engaged to conduct a thorough review of the formal Application & Business Plan. The state will notify the Applicant of the selected Consultant via written notification. The Consultant will then contact the Applicant and/or Sub-Applicant to schedule an initial application review meeting.

After the application review meetings are concluded [typically two (2) meetings], the Consultant prepares a written report for the Office of the Budget that is used to prepare the Grant Agreement.

D. GRANT AGREEMENT

The Commonwealth then issues a preliminary Grant Agreement between the Commonwealth of Pennsylvania and the Grantee/Applicant for the project, which is sent to the Grantee for signature (normally via email). The Grantee must <u>execute and return</u> the <u>entire original</u> Grant Agreement to the Office of Budget <u>within 20 business days of its issuance</u> (i.e., date of mailing or emailing by the Office of Budget). If the Grantee fails to meet this requirement, the Office of Budget may not execute the contract for the grant. If a Grant Agreement is returned to the Office of the Budget within the required time period, it is forwarded to the appropriate agencies within the Commonwealth Administration for validation and execution [five (5) Commonwealth signatures]. A fully executed copy of the Grant Agreement will be provided to the Grantee.

Each Grant Agreement contains a list of Special Conditions (identified as Appendix B in the Grant Agreement), which are required formal Application & Business Plan components that were not available by the time the Grant Agreement was drafted. Examples of Special Conditions to the Grant Agreement may include, but is not limited to: updated cash flow forecasts, copies of permits, proof of bidding, construction contracts, etc.

Once the Grant Agreement is fully executed, the recipient will have a maximum of six (6) months to meet the terms and Special Conditions of the Grant Agreement and begin construction of the project. All Special Conditions must be satisfied before any grant funds can be disbursed to the Grantee.

When construction is about to commence or has already commenced, the project is strongly encouraged to contact the Office of the Budget to request a facilitation meeting with one of our staff members to review the specific procedures for submitting a reimbursement request.

II. STEPS FOR COMPLETING THE RACP APPLICATION & BUSINESS PLAN

A. APPLICATION & BUSINESS PLAN TAB LIST

The formal Application & Business Plan should be ordered and indexed as shown on the Tab Index Page (see Section III). Standard forms are available for several Tab sections to the formal Application & Business Plan and are located in the RACP Handbooks & Forms section of the RACP website at www.racp.pa.gov. Where referenced, the Applicant should use the standard forms to document the required information.

The Applicant should address each Tab section specifically and completely. Any additional information the Applicant deems necessary and not included in a Tabbed section can be added at the end of the formal Application & Business Plan as appendices.

ALL Tab contents of the formal Application & Business Plan must be addressed. If specific information is not available for inclusion in the formal Application & Business Plan, a statement explaining 1) why it is not available, and 2) when it is expected to become available, should be provided in the formal Application & Business Plan. Likewise, if a particular Tab section is not applicable to the project, please include an appropriate statement for that Tab that includes an explanation why.

Reminder: Office of the Budget personnel are available to assist the Applicant throughout the formal Application & Business Plan process. Personnel information can be found on the Contact Us section of the RACP website.

III. RACP TAB INDEX

Tab 1 – Project Eligibility Requirements & Housing Statement

Tab 2 – Project Description

Tab 3 – Economic Impact

Tab 4 – Community Impact

Tab 5 – Strategic Clusters for Development

Tab 6 – Organizational, Management & Strategic Plan

Tab 7 – Statement of Compliance

Tab 8 – Project Schedule

- Tab 8-A – Construction Schedule
- Tab 8-B – Bid Documentation
- Tab 8-C – Construction Related Documentation

Tab 9 – Projected Cash Flow Schedule

Tab 10 – RDA-300 Form (Sources of Funds)

- Tab 10-A – Documentation of Matching Funds
- Tab 10-B – Documentation of Interim/Bridge Financing

Tab 11 – RDA-301 Form (Uses of Funds) & Identification and Qualification of Project Cost Estimator

- Tab 11-A – Construction Cost Breakdown
- Tab 11-B – Site Control Documentation

Tab 12 – Intentionally Left Blank

Tab 13 – Plans & Specifications

Tab 14 – RACP Funding Accumulation Schedule

Tab 15 – Permits, Licensing, Regulatory & Legal Requirements

Tab 16 – Flood Zone Requirements

Tab 17 – Statement of Community Participation

Tab 18 – Resolution to File Application By Applicant

Tab 19 – Cooperation Agreement or Ordinance By Host Municipality or County (if applicable)

Tab 20 – Cooperation Agreement With Administrator/Sub-Applicant (if applicable)

Tab 21 – Opinion of Counsel

Tab 22 – Eminent Domain (if applicable)

TAB 1. PROJECT ELIGIBILITY REQUIREMENTS & HOUSING STATEMENT

Itemization Requirements:

All grants awarded through the Redevelopment Assistance Capital Program (RACP) **MUST** be for projects included in one (1) or more of the Capital Budget Project Itemization Acts passed by the General Assembly and signed into law by the Governor. Only itemizations/projects from these Acts that have remaining "Project Allocation" amounts and that have not been statutorily "sunset," as stipulated in Act 77 of 2013, are eligible. Potential projects are typically added to Capital Budget Project Itemization Bills by members of the House of Representatives, Senate and Administration.

The Applicant should use the Project Authorizations section on the RACP Website located at www.racp.pa.gov to 1) identify the appropriate Act(s) for which the project has been itemized and 2) verify that sufficient funding remains from said itemization. Provide the authorization information in the table below.

Item No. from Excel File	County	Municipality	Act No. & Authorization (Effective) Date*	Act Description	Act Amount	Available Amount	Requested Amount
				Totals if using multiple itemizations⇨			

*Note: No project expense paid prior to the project's itemization's Capital Budget Act's effective date is usable as a reimbursable and/or match item for the RACP project (excluding land match). Also, only itemizations with remaining, unused approved amounts that are from Capital Budget Acts are available for funding.

Project Cost/Match Requirement:

A RACP project must have a total cost of at least $1,000,000 of which at least 50% must be match (non-state) participation.

Other Ineligible Projects:

Projects that are generally funded through other state programs are not eligible for Redevelopment Assistance Capital Funds. Examples of those funding sources and projects are as follows:

Projects Funded by PENNDOT: Highways, Vehicular Bridges, Tunnels
Projects Funded by PENNVEST: Drinking Water, Wastewater, Storm Water or Waste Disposal Facilities

Exceptions to the above: "Storm water, water or sewer infrastructure, or tunnels, bridges or roads when associated with a project that is part of an economic development project" are allowed. As an example, RACP funding could be utilized to prepare and install water and sewer lines within an industrial/business park development. However, costs associated with repairs or replacement of existing public or private water or sewer systems are not eligible expenditure of RACP funds.

Housing Units that do not support and generate economic activity and are not part of a community revitalization plan (both in accordance with RACP program requirements) are not fundable. Since Act 82 of 2010, a total of $50 million of special RACP housing allowance has been approved and depleted to date. If housing is involved in the project and the housing units do not support and generate economic activity and are not part of a community revitalization plan, the Candidate must determine how to fund housing costs relative to the project prior to completing an Application & Business Plan.

If a Redevelopment Assistance Capital Project does include and require improvements to housing, tunnels, bridges or roads, and/or drinking water/wastewater/storm water systems, these improvements must not be the primary focus of the project.

Projects located in a City Revitalization and Improvement Zone (CRIZ), and eligible for CRIZ benefits, are ineligible for RACP funding.

Housing Statement:

If your RACP scope includes housing, you must include a statement sheet in Tab 1 identifying such. At the top of this statement, please identify the project's name, its county, and the BP Round for which it is being submitted (e.g., BP Round 2016/1). The statement must also indicate whether your project is 1) using available "special housing allocation," or 2) requesting that your project be eligible due to it (a) supporting and generating of economic activity, (b) being part of a community revitalization plan, and (c) being in accordance with RACP program requirements. If situation 2) above, please provide detailed information to verify/explain your claims including a copy of the associated community revitalization plan.

If housing funding is requested as in 2) above, please note that the RACP project scope shall include both housing and non-housing RACP eligible components.

If your RACP scope does NOT include a housing component, submit a statement sheet with the wording "This RACP project does not contain a housing component."

TAB 2. PROJECT DESCRIPTION

INSTRUCTIONS FOR COMPLETION

The Applicant should provide, in as much detail as possible, a project description narrative. Please limit the project description to two (2) pages.

Provide the following detailed information for the project site:

Project Name (should be a maximum of 50 characters, including spaces; do not use "The" to start the project name, or "Project" to end the project name) (it will become the official name of the project if selected for a grant award as the Office of the Budget does not modify project names):

Address:

Municipality (this is the lowest-level local government entity where the project is physically located):

County:

State Representative
- Name
- Address
- District #

State Senator
- Name
- Address
- District #

Specific Project Description:

Format: Supply two (2) separate sections of the project description; the first entitled "Overall," which will contain the overall project, and the second entitled "Proposed RACP Scope," which will be limited to the proposed RACP portion of the project. If there are different Overall and Proposed RACP scope project descriptions, start the Proposed RACP Scope section with the wording: "The proposed RACP scope will be limited to the…<<*insert appropriate information*>>…of the Overall project description. If there is no difference between the Overall and RACP Scope portions, still list both sections, supplying the following wording in the Proposed RACP scope section: "The Proposed RACP Scope is the same as the Overall project description."

TAB 3. ECONOMIC IMPACT

				Estimated within 1-year after project completion
A.	NEW Jobs:			
	1.	NEW permanent direct jobs from positions being created, or vacant ones being filled.		
		a.	Full-time jobs	
		b.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered a Full Time Equivalent (FTE). The Office of the Budget will calculate FTEs.	
	2.	NEW permanent direct jobs TRANSFERRED TO PA FROM OUT OF STATE. "NEW" for this entry's purpose only includes existing, filled positions that will be transferred into PA from out of state.		
		a.	Full-time jobs	
		b.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered an FTE. The Office of the Budget will calculate FTEs.	
B.	RETAINED permanent direct (non-construction) jobs. "RETAINED" for this purpose includes existing jobs, currently located elsewhere in PA or existing jobs retained at a current employment site that will be lost without the progression of this project.			
	1.	Full-time jobs		
	2.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered an FTE. The Office of the Budget will calculate FTEs.		
C.	Number of permanent INDIRECT jobs created by support/supplier industries and secondary industries attracted by the project. Must supply multiplier basis used by the project.			
D.	Number of non-permanent direct (CONSTRUCTION) jobs created by the project.			
E.	Median annual wage for NEW permanent direct full-time jobs.			
F.	Provide the per capita income for the project's county per the U. S. Census Bureau website.			
G.	Total state tax generation (payroll, sales, corporate, etc.).		**Prior to project**	

I certify that the representations made in the above schedule and corresponding attachments and supplementary information are to the best of my knowledge complete and accurate.

Signature Title Date

TAB 4. COMMUNITY IMPACT

INSTRUCTIONS FOR COMPLETION

The Applicant should provide a narrative on the community impact of the project for all applicable areas below and supply both the source of data and any applicable supporting documentation.

A. The project will involve remediation of a currently designated blighted and/or Brownfield site, and/or reclamation of land. Projects merely situated on *formerly remediated or reclaimed sites* do not qualify for this sub-category. Provide copy of designation certificate from an applicable state or municipal agency, or other additional information and documents, to verify qualification for this sub-category.

B. The project is increasing the economic health of the county. If any of the following apply, provide narrative and designation certificate from an applicable state agency.

1. Does the county have unemployment higher than state average?

As per the current PA Department of Labor & Industry's website. Start at their page for Labor Market Information System. On the pages left-hand margin find the grouping for Data Trends. Move your cursor over the listing under the Data Trends group entitled Employment and Wage Data. A fly out list appears. Move your cursor over the item entitled Labor Force Data. Another fly out appears. Click on the item entitled Labor Force Employment and Unemployment (LAUS).

Several data items are available on this web page. The Labor Force Table and the Labor Force Area Distribution Table are the items you will be using. Make sure these 2 tables are expanded. If they are not, click on the plus sign "+" to the far right of the table's heading (if they're already expanded a minus sign "-" will show immediately to the left of the table's heading).

The Labor Force Table shows the most current unemployment rate for the overall state. Click on the "Export" icon/link within this table. A box will open containing options, with one of the options being "PDF." Click on "PDF," and a PDF document of this table will be produced.

Next you need a document of the "Labor Force Area Distribution Table." This shows the unemployment rates of individual counties in PA. You do not have to have your county showing in this table as the PDF creation shows all PA counties. Click on the "Export" icon/link within this table. A box will open containing options, with one of the options being "PDF." Click on "PDF," and a PDF document of this table will be produced. Highlight the county of your project within this PDF file.

If you're claiming your project's county has higher unemployment than the overall state you must include the PDF files that you created above in this section in your formal

Application & Business Plan. Enter "NOT APPLICABLE" for this item if it does not apply (i.e., the county DOES NOT have unemployment higher than state average).

2. Does the county have a declining population?
   As per the current U. S. Census Bureau website.

   In the "Enter state, county, city, town, or zip code" box start typing "Pennsylvania." Once you start typing in the spelling of "Pennsylvania," a list of matching keystroke items appears in a new box immediately below this section – select "Pennsylvania." Again in the "Enter state, county, city, town, or zip code" box start typing the county name. Next, click on the pull down icon for the box containing "ALL TOPICS." Select "Population." For determining this item we use the "Population, percent change - April 1, 2010 (estimates base) to July 1, 2015, (V2015)." This provides the latest year over the last actual federal census population change (2010). If this item shows a declining population for the county for this period, the project qualifies for this section. Either print, print as an Adobe PDF, take a "Print Screen" and/or use the Microsoft "Snipping Tool" to capture an image of this information and submit it with your formal Application & Business Plan for this section. Enter "NOT APPLICABLE" for this item if it does not apply (i.e., the county DOES NOT have a declining population). If you have Adobe Acrobat, you should be able to create a PDF by "printing" the page to an Adobe PDF. If you have an Acrobat conversion icon on your browser, clicking on it will create a PDF of the current web page.

   Is the county below the state per capita income?
   This item is also determined from the U.S. Census Bureau web page provided in the section immediately above it. If you do not have the web page open that you used for item 2 above, use the instructions for item 2 to navigate to Pennsylvania and your county's data. Next, click on the pull down icon for the box containing "ALL TOPICS." Select "Income and Poverty." The line used for these purposes is entitled, "Per capita income in past 12 months…" If this shows the county's per capita income is less than the overall state's, your project qualifies for this sub-section. Either print, print as an Adobe PDF, take a "Print Screen" and/or use the Microsoft "Snipping Tool" to capture an image of this information and submit it with your formal Application & Business Plan for this section. Enter "NOT APPLICABLE" for this item if it does not apply (i.e., the county DOES NOT have a declining population). If you have Adobe Acrobat, you should be able to create a PDF by "printing" the page to an Adobe PDF. If you have an Acrobat conversion icon on your browser, clicking on it will create a PDF of the current web page.

3. Is the project located in a KOZ, KOEZ, KIZ, KSDZ, EZ or KOIZ-designated area? **If yes**, provide narrative and include the address of such property and a copy of the appropriate document from the applicable state agency.

C. The project is increasing the quality of life. If any of the following apply, provide descriptive narrative and address each item individually that applies.
   1. It is creating or improving Civic, Cultural or Recreation Facilities?
   2. Is it improving Commercial/Retail/Mixed-use Buildings in a downtown or core area?
   3. Does it address immediate/urgent issues to improve the quality of life?
   4. Does it address issues that could have a negative impact on the quality of life?

D. The project has a regional impact. If <u>any</u> of the following apply, provide narrative along with documentation and records of such.
    1. Is it consistent with an existing revitalization plan? To qualify for this sub-section, the Candidate must supply a copy of the referenced revitalization plan, highlighting therein where it's consistent with the project. Additionally, the Candidate must provide a narrative stating how their project is consistent with the referenced revitalization plan and reference the exact sections of the plan where the Candidate believes this is to be the case. If these requirements are not followed, the project will not qualify for this sub-section.
    2. Is it a joint effort involving multiple municipalities?
    3. Is the public actively involved in the development of the project?
    4. Does it promote tourism?

TAB 5. STRATEGIC CLUSTERS FOR DEVELOPMENT

DISCUSSION AND INSTRUCTIONS FOR COMPLETION

Given the current economic conditions throughout Pennsylvania, it is the policy of the Administration to focus on those projects which can clearly demonstrate the capacity to generate substantial increases in employment, tax revenues and other measures of economic activity.

The Governor's plan is to pursue a jobs-focused approach that targets key growth sectors.

Strong, competitive industry clusters in Pennsylvania include:

A. Biotechnology/Pharmaceutical/Life Sciences
B. High Tech & Advanced Manufacturing and Materials
C. Energy Extraction & Mining
D. Business & Financial Services
E. Healthcare/Medical Research and/or Educational
F. Agriculture

These targeted industry sectors were selected for the job creation potential and their ability to capitalize on innovation.

These industries have established roots in the Commonwealth and are industries which, for relatively modest public investments, promise substantial economic returns.

Candidates should provide a narrative if the project is among any of the strategic clusters listed above. It is imperative that the Candidate's narrative justifying its determination for inclusion be as thorough and complete as possible. The Candidate is permitted to include whatever supporting documentation is necessary to support its justification. The project must be *part of* the strategic cluster itself, not just merely support the cluster.

TAB 6. ORGANIZATIONAL, MANAGEMENT & STRATEGIC PLAN

TABLE OF INVOLVED ORGANIZATIONS/PERSONNEL

Note: Please make sure email addresses are provided & correct as this will be the primary contact method used by the Office of Budget

Task/Position	**Organization**	**Contact Person, Title**	**Complete Address**	**Email & Phone**
Candidate (normally the beneficiary of the grant)				
Candidate's Board President or Top Executive or Officer (this is to whom RACP decision letter will be directed)				
Candidate's person to contact for project information (if different from above) (enter "Same," if same)				
Grantee (if known):				
Grantee's Chief Elected Official or Officer				
Grantee's Contact Person (if different from above) (enter "Same," if same)				
Consultant aiding with formal Application & Business Plan preparation				
Architect				
Engineer				
Contractor				
Other				

Include an explanation of the function of key entities and staff as listed in TABLE OF INVOLVED ORGANIZATIONS/PERSONNEL in the following narrative.

NARRATIVE:

Provide a narrative explaining the organizational structure and the plan to execute the project. Include at a minimum the following:

A. PROJECT INFORMATION

1. **Tax Status & Organizational Structure.** Explain the organization, including its tax status and organizational structure. This should include an organizational chart showing the relationship/ owners of related organizations involved in the project. For example, if one entity will own the land and another entity will hold the construction contracts in their name, this relationship/ owners should be shown/explained on the organizational chart.

2. **Financial & Operating Status.** Discuss current financial and operating status. Discuss the trend in financial and operating status over the last three years. Explain how the project will affect current operations and finances. Documentation supporting this financial discussion should be provided. This supporting documentation should include, at a minimum, the most current three years audited financial statements of the entity funding/obtaining the funding for the project. If a new entity was recently formed for this specific project, please also provide the preceding supporting financial documentation for the parent company involved, if needed, to supply a minimum of three years worth of financial documentation.

3. **Project Administration.** Explain the administration of the project. Provide information about the Applicant's and the Project Administrator's experience in administering state and federal funds.

4. **RACP Funding Necessity.** Provide a narrative that demonstrates the necessity for the project to receive RACP funding. Please include in the discussions the amount of RACP funding being requested according to the following guiding characterizations:
   a. Has the Candidate explored alternative funding to the RACP request? If so, please detail any efforts made to secure funding from other sources.
   b. Are there any unusual project expenses or site impositions (Superfunds, etc.) that necessitate the requested RACP funding?
   c. What were the factors that the Candidate relied on to arrive at the requested amount?
   d. What changes would the Candidate make to the project if the requested RACP funding was not received or simply reduced (for instance, would the Candidate reduce its proposed building construction from 100,000 square feet to 75,000 square feet)?
   e. What, if any, would the financial ramifications be to the Candidate's business-without the RACP funding?

B. STRATEGIC PLAN

1. **Business Strategy/Plan.** Discuss the business strategy/plan:
   a. The product or service to be provided.
   b. Target market, growth of that market, and the market's need for the product or service.
   c. Any regional and statewide competition.
   d. Marketing strategy.

e. The prospect of industry/business synergy.
f. The prospect of adding value to other products made/grown in the area, region, or state.
g. The reasoning for selection of the proposed site.
h. The project's anticipated amounts and sources of revenue. Explain any assumptions.

2. **Financial information.** Include the source of funding the Candidate anticipates using to pay for the project.
   a. Any internal funding should include, at a minimum, copies of 3 years worth of audited financial statements.
   b. All other funding sources should be described including the term of grants/financing and payback measures/conditions.
   c. State if the grant/financing source(s) are already in place or the date the funding source(s) will be finalized/executed.
   d. These funding source(s) should agree to your source of funds listed on RDA 300 included in Tab 10.

3. **Plan for continuing operation of the project.** This plan should include a financial analysis showing the long-term business plan/sustainability of the project. Include any ancillary considerations for project viability such as utility needs, adequate parking, roadways, etc.

TAB 7. STATEMENT OF COMPLIANCE

******Tab 7 is a critical section of the RACP process – please review it thoroughly******

INSTRUCTIONS FOR COMPLETION

LIST OF COMPLIANCE REQUIREMENTS - The Candidate should provide a signed list of compliance requirements on letterhead **with a reference to the project name and its county**.

A sample letter/template for a Statement of Compliance Letter can be downloaded on our website (www.racp.pa.gov) under "Handbooks and Forms.

The Statement of Compliance Letter should be addressed as follows:

Mr. Steven Heuer, Director
Bureau of Revenue, Cash Flow & Debt
Office of the Budget
333 Market Street, 18th Floor
Harrisburg, PA 17101-2210

The list of compliance requirements should include, but not be limited to, the following:

1. ***Competitive Bidding Requirements***
2. ***Steel Products Procurement Act***
3. ***Trade Practices Act***
4. ***Public Works Contractors' Bond Law (Performance Bond & Payment Bond)***
5. ***Pennsylvania Prevailing Wage Act – See Note***
6. ***Americans with Disabilities Act***
7. ***Fidelity Bonds***
8. ***Insurance:***
    a. ***Worker's Compensation Insurance***
    b. ***Comprehensive General Liability and Property Damage Insurance***
    c. ***Flood Insurance (if applicable)***
9. ***Article 8***

Note: Davis-Bacon Federal Wage Act. *The Davis-Bacon Wage Act is not required by the Grant Agreement. If the Federal Government does not require the payment of Davis-Bacon wages for the funds being used in the construction of the project, then the Pennsylvania's Prevailing Wage Act will be required even if Federal Funds are a source.*

****GRANT APPLICANT AND ANY APPLICABLE PROJECT ADMINISTRATOR SHALL SIGN THE AFOREMENTIONED LIST OF COMPLIANCE REQUIREMENTS INDICATING THAT THEY ARE AWARE OF THESE REQUIREMENTS AND WILL ENSURE THAT ALL COMPONENTS OF THE PROJECT WILL BE IN COMPLIANCE. THE SIGNED

ACKNOWLEDGEMENT SHALL ALSO INDICATE THAT THE GRANT APPLICANT UNDERSTANDS THAT FAILURE TO COMPLY WITH NECESSARY REQUIRMENTS MAY AFFECT GRANT REIMBURSEMENTS.

General

Your Project and/or Construction Manager, and/or Architect should be made fully aware of these RACP requirements. The Office of the Budget recommends including this information in your bid packages, and should be made an addendum to any and all construction contracts, plans and specifications related to the RACP project.

Competitive Bidding Requirements

The solicitation of a minimum of three written bids for all generally contracted construction work is required for all RACP projects. You are not required to receive three bid responses however; you should provide documentation to prove that at least three bids were solicited. The Office of the Budget cannot grant waivers for bidding requirements.

Steel Products Procurement Act

All Applicants must comply with the Steel Products Procurement Act. If an Applicant fails to abide by the Pennsylvania Steel Products Procurement Act, it runs the risk of losing all or part of its grant. The Office of the Budget cannot grant waivers for the Pennsylvania Steel Products Procurement Act unless the terms of the law change.

Trade Practices Act

In accordance with the Trade Practices Act, the Applicant cannot and shall not use or permit to be used in the work any aluminum or steel products made in Argentina, Brazil, South Korea or Spain.

Public Works Contractors' Bond Law

The contractor to whom the contract is to be awarded must furnish a Payment and a Performance bond, each at 100 percent of the contract amount.

Pennsylvania Prevailing Wage Act

The Applicant, its Sub-Applicants, contractors and subcontractors shall comply with the Act by paying the general prevailing minimum wage rates, as determined by the Secretary of Labor and Industry. Such wages shall be paid for each craft or classification of all workmen needed to perform work on the project.

Americans with Disabilities Act

The Applicant understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in the project.

Fidelity Bonds

The Applicant shall procure and furnish evidence to the Office of the Budget of fidelity bonds with coverage to be maintained under the administrative title of the position in amounts and for such positions as are reasonably determined by the Office of the Budget.

Insurance

The Applicant and/or Sub-Applicant must list the Commonwealth as additionally insured on their general liability and property insurance policy.

Article 8 (Restrictions on Governmental Entities Selling RACP Projects of Grant Agreement)
Article 8 of the RACP Grant Agreement spells out sale price restrictions for a government entity that sells property that was acquired and/or improved with RACP grant funds.

*****For additional details on these items, please refer to the Key Compliance Guidelines section on the RACP website.**

TAB 8. PROJECT SCHEDULE

INSTRUCTIONS FOR COMPLETION

Complete the information requested below and submit an **updated project schedule**.

Activity	**Date** (MM/DD/YYYY)
Design Phase Start	_____
Design Phase Complete	_____
Bid Date	_____
Bid Opening	_____
Obtain All Permits	_____
Award Contracts	_____

Start Construction (Each Phase or Component e.g. Remediation, Demo, Site work, Building Construction)

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Complete Construction (Each Phase or Component e.g. Remediation, Demo, Site work, Building Construction)

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

TAB 8-A. CONSTRUCTION SCHEDULE

INSTRUCTIONS FOR COMPLETION

The Applicant should include a detailed construction schedule for the project. The construction schedule should list all pertinent activities and dates in which construction activities and milestones are to occur. Preliminary schedule/estimates are acceptable for the initial formal Application & Business Plan.

TAB 8-B. BID DOCUMENTATION

INSTRUCTIONS FOR COMPLETION

Please submit proof of bid compliance, including the solicitation of a minimum of three written bids for all contracted construction work on the RACP project (i.e. proof of public advertisement, request for proposals (RFPs), bid proposals received, etc.). Should the bid tabulation(s) associated with the RACP project exceed the construction cost estimate, documentation should be provided to support that either costs have been reduced or that additional funds have been raised to support the project.

RACP projects are not subject to separation of trades. You are REQUIRED to solicit a minimum of three (3) bids for "all generally contracted work" being performed within the RACP defined scope of work. You are not required to receive three (3) bid responses. However, you should provide documentation to prove that at least three bids were solicited by providing copies of the solicitation letters (preferably on letterhead of the bidding entity) used in the bidding process. You are not required to select the lowest bidder, but if you do not, you will have to provide a brief written justification for your selection. Note: there is NO threshold level under the RACP program regardless of the size or dollar amount associated with the work to be performed. You need to show that you solicited a minimum of three (3) bids for any contract to be eligible for RACP.

Bidding is acceptable at either the general contractor level (described in option a. below) or at the sub-contractor level (described in option b. below):

a. **General Contractor (GC) Level -** If you chose to bid at the GC level, please note that the bid should encompass the entire RACP scope of work to be performed including all associated construction work. The dollar amount bid on the project must include 100% of the work to be performed by the GC and the sub-contractors that is included in the RACP project scope. Bidding at the GC level will require submission of bidding and construction related documents at the GC level only (see Sub-Contractor level below for a distinction).

b. **Sub-Contractor Level -** If you choose not to solicit three bids for a General Contractor, then you are required to solicit a minimum of three bids for EACH Sub-Contractor covering all trades involved in the project. Note that any self-performed work by a non-bid GC is NOT an eligible cost for reimbursement OR match purposes. Bidding at the Sub-Contractor level will require submission of bidding and construction related documents at the sub level…meaning proof of bidding, construction contracts, payment and performance bonds, insurance etc. will need to be provided for **every sub-contractor** in the RACP scope.

Professional Services: Professional services associated with the project are not required to be bid as these associated costs are only eligible as match.

Change Orders: Applicants and/or Sub-Applicants are not required to competitively bid out change orders as long as the work was within the RACP scope of the original bid and is less than 20% of the total contract. If a change order is for work beyond the RACP scope of work originally bid, the Grantee will be required to competitively bid out the new scope of work in order to be considered RACP eligible.

TAB 8-C. CONSTRUCTION RELATED DOCUMENTATION

Please submit all fully executed construction related contracts and addendums specific to your project. Contract documents should also include any and all executed Payment Bonds, Performance Bonds, Insurance certificates etc. Please follow the instructions developed in Section IB to submit the required documentation to the Office of the Budget.

TAB 9. PROJECTED CASH FLOW SCHEDULE

INSTRUCTIONS FOR COMPLETION

THE APPLICANT'S PROJECTED CASH FLOW SCHEDULE

1. **Projected Cash Flow Schedule.** The Applicant should develop a Projected Cash Flow Schedule (Sources & Uses of Funds) for the project. The schedule should show all sources and uses of funds and should be based on the following:

    a. An estimate of expenditures with respect to time
    b. An estimate of sources with respect to time
    c. An estimate of the flow of **reimbursements** from Redevelopment Assistance
    d. An estimate of the flow of matching sources of funds

2. **Bridge Financing/Interim Financing.** The Applicant may need to obtain bridge/interim financing during the construction of the project. This financing should be sufficient to cover any shortfalls in funding during the execution of the project. The Projected Cash Flow Schedule should reflect the need for any bridge/interim financing. The Applicant should discuss the source and status of proposed bridge financing. Note, RACP is a reimbursement program and obtaining sufficient bridge/interim funding is the responsibility of the project. The receipt of reimbursed funds can be an **extremely** lengthy process. The Applicant should plan accordingly when securing bridge/interim financing.

3. **Secured & Unsecured Funding.** The Applicant should show the percentages of secured and unsecured funding. The Applicant should account for the unsecured funding and determine if bridge/interim financing is needed to cover funds that are being secured over a period of time (such as donations). Funding is determined to be secured if the funds are formally committed for use on the project. For example, a bank commitment letter would be deemed as secured funding.

4. **Long-term Funding**. The Capital Facilities Debt Enabling Act requires that RACP projects be funded from proceeds of Commonwealth of Pennsylvania General Obligation (GO) bonds. GO bonds issued to finance the RACP grant program have a publicized maturity term of 20 years. Consequently, when the RACP Grantee uses loans as match funding, they must have a maturity cycle that demonstrates the long-term viability of the project. Past experiences have shown that RACP projects that use loans as match funds are in a better position to withstand economic downturns when those loans are in the form of a long-term financing instrument. Note long-term sources of funding by the project are preferable.

5. **Cash Flow Template.** A Cash Flow Schedule Template & Example is available at the RACP website.

TAB 10. RDA-300 FORM (SOURCES OF FUNDS)

INSTRUCTIONS FOR COMPLETION

The form must be signed by an authorized official from within the Grantee's organization. Please refer to the RACP website Grantee eligibility requirements.

An Excel version of the RDA-300 Form is available at the RACP website. The RDA-300 Form is the 1st worksheet (Tab) of the Excel file.

If both of the following conditions apply, two separate RDA 300 forms will need to be submitted, one which provides only the RACP project funding sources and one which provides the overall project funding sources. Appropriately identify each of the RDA 300 forms in the blank line under the "SOURCES OF FUNDS," as either "Overall" or "RACP Portion of Overall."

- There is a differentiation between the RACP project and the overall project as provided in Tab 2. Project Description

  and
- Job numbers were provided for the overall project scope in Tab 3. Economic Impact.

A RACP project must have matching funds that comply with the following:

- At least 50% of the project cost must be match (non-state) participation.
- At least 50% of the non-state participation must be secured funding at the time of application.
- Sources of matching funds must be documented at the time of application with identifiable and firm commitments from all sources.
- Sources of match funds can be local, private, land or building appraised value, and/or federal funds.
- The only non-cash, non-state match permitted are land or fixed assets, which have a substantial useful life and are directly related to the project.
- Funds from other state sources, including legislative sources **may not** be used as match.

Additional information:

- If financing/loans are used in match funding they typically must consist of permanent financing (i.e., a minimum term of 20 years). This policy does not apply to bridge or interim financing used in the project.
- Funds (grants and/or loans) from other state sources, including legislative sources, may not be used as match. However, care must be taken not to mistake certain non-state funds as state funds just because they are distributed through a state agency. The disqualifying part is if the source of the funds is from the state. Some non-state (usually federal) funds are passed through a state agency. This pass-through does not make them ineligible to be used as MATCH in a RACP project. For example, Community Development Block Grants (CDBGs) administered by the DCED is a federal source pass-thru so it is acceptable for use in a RACP project.

An exception to the prohibition of other state funds being used as match in a RACP project is certain gambling/casino source funds. As of July 1, 2011 (except as noted below), the use of the Gaming Local Share Assessment (LSA) can be used as matching funds for RACP in the following counties:

- Allegheny
- Carbon
- Dauphin (effective October 26, 2017)
- Lackawanna
- Luzerne (effective October 26, 2017)
- Monroe
- Northampton
- Pike
- Washington
- Wayne

TAB 10-A. DOCUMENTATION OF MATCHING FUNDS

INSTRUCTIONS FOR COMPLETION

Please include all documentation of funds listed on the RDA-300.

Some examples of documentation for permanent match funds are:

- Executed loan docs, grant agreements, commitment letters
- Current certified appraisal of the "as is" value of the building/property
- Pledge Lists/Letters

The following must be provided when internal funds are being used in the project:

- A signed and dated resolution from the entity stating the amount of current on-hand funds that will be set-aside and the name of the institution and account number of where the funds are located.
- A copy of the most recent account statement showing where the funds are being held
- Copies of the entity's latest 3 years of audited financial statements.

TAB 10-B. DOCUMENTATION OF INTERIM/ BRIDGE FINANCING

INSTRUCTIONS FOR SUBMISSION

The Applicant shall include documentation indicating that the necessary interim/bridge financing has been secured or documents attesting that the process has been initiated. Such documentation may include commitment letters, executed loans or lines of credit etc.

Interim/bridge financing is primarily short-term financing that is required to bridge the payment of project costs that are to be reimbursed by the RACP Grant award, up to the point of the receipt of the reimbursement. It may also be necessary for unsecured funding where financing is needed to cover funds that are being secured over a period of time (such as donations).

Please note that RACP is a reimbursement program and obtaining sufficient interim/bridge funding is the responsibility of the Applicant. The receipt of reimbursed funds can be an **extremely** lengthy process. The Applicant should plan accordingly when securing interim/bridge financing.

TAB 11. RDA-301 FORM (USES OF FUNDS), & IDENTIFICATION AND QUALIFICATION OF PROJECT COST ESTIMATOR

INSTRUCTIONS FOR COMPLETION

An Excel version of the RDA-301 Form is available at the RACP website. The RDA-301 Form is the 2nd worksheet (Tab) of the Excel file.

If both of the following conditions apply, two separate RDA 301 forms will need to be submitted, one which provides only the RACP project use of funds and one which provides the overall project use of funds. Appropriately identify each of the RDA 301 forms in the blank line under the "USES OF FUNDS," as either "Overall" or "RACP Portion of Overall."

- There is a differentiation between the RACP project and the overall project as provided in Tab 2. Project Description

  and
- Job numbers were provided for the overall project scope in Tab 3. Economic Impact.

The following costs are typically eligible for reimbursement and/or can be matching cost for RACP funds.

- Construction - the primary use and intent of RACP funds should be the reimbursement of construction costs.
- Interest during construction - interest costs paid as a result of the use of interim or bridge financing for the project during the actual construction activities (starting with clearing and grubbing, mobilization, etc.) can be reimbursed from RACP funds.
- Permits - costs for acquiring permits needed for construction of the project can be reimbursed from RACP funds.
- Land - if land is purchased for the project, a certified appraisal must be provided. Redevelopment Assistance Capital Program funds may be used to reimburse the costs for the land acquisition. The appraised value may include permanent improvements exclusive of the RACP project. The appraisal should be "as is" value.
- Other - other costs that can be reimbursed with RACP funds can include work related to the abatement of hazardous materials (must be meet bid compliance), acquisition costs.

The following costs are eligible match costs only and not allocated for reimbursement with Redevelopment Assistance Capital Program funds.

- Future physical maintenance & operation - a portion of any funds reserved for future physical maintenance and operation of facilities may be included as a part of the 50% match (non-state) participation, provided such funds do not exceed 15% of the total project cost. These reserved funds must have legally binding documentation explaining the intent, design, and operation of the dedicated fund. Salaries cannot be paid from reserve funds.
- Administrative costs - any fees for the administration of the project, whether by the Applicant's staff or by contract.

- Legal fees - any fees for the services of lawyers or solicitors.
- Financing/Accounting costs - any fees for financing and accounting services.
- Architectural/Engineering fees - any fees for application preparation, project administration, or other professional services incurred for the planning, design, and construction of the project.

Identify the Preparer of the Project's Cost Estimate and provide their Qualification. Act 77 of 2013 amended the Capital Facilities Debt Act (Act 1 of 1999) to require that an applicant identify the "qualified professional" who produced the cost estimates for the project. **You must provide a statement along with your RDA-301 Form(s) under this Tab identifying who prepared the project's cost estimate, and give their title or professional qualification**. Please identify the project's name, its county, and the Funding Round for which it is being submitted (e.g., Funding Round 2016).

TAB 11-A. CONSTRUCTION COST BREAKDOWN

INSTRUCTIONS FOR COMPLETION

The Applicant should provide a detailed estimate of construction costs. Broad categories should be broken down into phases, components, and contracts whenever possible. Adequate cost detail contributes to a clear understanding of the project and quick review of the formal Application & Business Plan.

- List all major phases, components, and contracts in the project. Provide costs for each.
    - List all phases.
    - List all components for each phase.
    - List all contracts expected for each phase or component.
- Provide Total Construction Costs for each Phase.
- Provide Total Construction Costs for each Component.
- Provide Construction Costs for each Contract.
- Provide Total Construction Cost for the Project.

An Excel version of a Construction Cost Breakdown is available at the RACP website. They are the 3rd thru 11th worksheets (Tabs) of the Excel file. This is not required to be used. A Construction Cost Breakdown supplied by an architect, engineer, contractor, or other can be submitted. Note that the 4th worksheet (Tab 4) is a Multiple Phase Combined Construction Cost Breakdown.

TAB 11-B. SITE CONTROL DOCUMENTATION

INSTRUCTIONS FOR COMPLETION

The Applicant shall indicate the status of site control for the project and provide documentation to verify site control. If the Applicant is seeking to receive reimbursement for land acquisition or to utilize land value as matching funds, a current, certified, as-is appraisal is required to be submitted as part of this formal Application & Business Plan.

Documentation to demonstrate site control may require:

- Copy of title or deed for the property
- Long term lease for a minimum of 20 years or option to assume purchase agreement
- Settlement sheet for the property (only applicable if seeking reimbursement for land acquisition)

TAB 12. BUSINESS PLAN SCORING SUMMARY

THIS TAB IS LEFT BLANK INTENTIONALLY.

TAB 13. PLANS & SPECIFICATIONS

INSTRUCTIONS FOR SUBMISSION

- The Applicant should ensure that a signed and sealed set of the Plans & Specifications of the RACP project is available for review by the Commonwealth. You are not required to submit a physical copy of the full plans and specifications at the time of formal Application & Business Plan. The state assigned Consultant will review the signed and sealed Plans & Specifications on site at the time of the application and Business Plan review. To eliminate the handling and storage of large size plans, half-scale (8-1/2" x 11") copies or electronic format versions are preferred by the state assigned Consultant. Note that the Office of the Budget retains the right to have them supplied directly at its discretion.

Status - The status of Plans & Specifications should be stated in the formal Application & Business Plan. If the Plans & Specifications are not started or not complete, provide a schedule for completion.

Compliance with Grant Agreement - Please note a copy of the Grant Compliance Requirements (Tab 7) should be included in your Plans & Specifications. In addition, Plans & Specifications should include an Architectural certification in accordance with Americans with Disabilities Act (ADA) compliance requirements.

Plans & Specifications requirements per the above should be kept on site or sent directly to the state assigned Consultant. If requested, plans will be sent under separate cover to the Office of the Budget.

TAB 14. RACP FUNDING ACCUMULATION SCHEDULE

INSTRUCTIONS FOR SUBMISSION

The Applicant shall submit a formal letter if requesting a shorter funding accumulation schedule with an attached schedule detailing each month's drawdown.

Funding Accumulation Schedule – The Executed Grant Agreement will include an *Approved RACP Funding Accumulation Schedule* for the Project in its Appendix C. TAB 14 is your request for your proposed schedule. This schedule will show the amounts of RACP funds that will be accumulated for the Grantee on a monthly basis. Commonwealth reimbursements will be limited by the amount of funds accumulated for the project at the time the reimbursement request is reviewed. The funding accumulation schedule determines the maximum reimbursement amount a project is eligible for at the various scheduled months. Keep in mind even though the funding accumulation schedule may show a project is eligible for draw downs, the project has to be in compliance with all RACP terms, conditions and requirements and have submitted eligible expenses (including constructions costs), which are approved by the Office of the Budget, before a payment can be made.

Determining the number of months in the accumulation schedule – The length (number of months) of your funding schedule is determined based on the duration of the construction period of your project. The funding schedule will start the 1st month following the full execution of the Grant Agreement. It is possible for the funding schedule to be less than the construction schedule if construction is set to start before the full execution of the Grant Agreement. For example, A 20 month construction period could lead to a drawdown of 18 months if the start of such construction is reasonably estimated to start two (2) months prior to the full execution of the Grant Agreement.

The following notes apply to the schedule:

- The approved Funding Accumulation Schedule for a project shows the RACP amounts that will be accumulated for the project during the months indicated on the schedule. Generally, total funding will be accumulated in equal installments over a 36-month period unless the Secretary of the Budget authorizes a requested shorter period.

- The use of a Funding Accumulation Schedule may contribute to the Applicant's need to obtain interim or bridge financing to fund the project. Commonwealth reimbursements will be limited by the amount of funds accumulated for the project at the time the Payment Request is reviewed. Please note that RACP is a reimbursement program and obtaining sufficient interim/bridge funding is the responsibility of the Applicant. The receipt of reimbursed funds can be an **extremely** lengthy process. The Applicant should plan accordingly when securing interim/bridge financing.

- The approved funding accumulation does not show a monthly reimbursement that the Grantee will automatically receive for the project. The schedule shows the funds that are available for the project in any month during the approved accumulation period.

Excel and Word versions of these templates are available at the RACP Handbooks & Forms section of the RACP website.

TAB 15. PERMITS, LICENSING, REGULATORY, & LEGAL REQUIREMENTS

INSTRUCTIONS FOR SUBMISSION

The Applicant should provide a list of requirements with completed and schedule dates for satisfaction of those requirements.

Examples of permits, agreements, reports, etc. include, but are not limited to:

GENERAL

- Local Building Permits (Building, Plumbing, Electrical)
- Demolition Permit
- Certification of Air Quality
- Zoning Hearing Board
- Erosion and Sedimentation Control Plan
- Occupancy Permits
- Utilities (Water, Sewer, Gas, Electric, Storm Water)

HISTORICAL

- State Historic Preservation Office - The form is available as a downloadable PDF file to offer a convenient way to fill out and print the document. The completed document must be signed and mailed in with the required supplemental materials to the SHPO at the address provided on the form. The SHPO will respond with comments on the potential of the project to affect significant cultural resources.

ENVIRONMENTAL

- EPA Notification(s)
- Phase 1 Environmental Assessment Report
- Asbestos Abatement
- Lead Paint Abatement
- Underground Tank Removal
- Other Waste or Hazardous Materials Removal
- Geotechnical Study

TAB 16. FLOOD ZONE REQUIREMENTS

INSTRUCTIONS FOR SUBMISSION

The Applicant should provide an executed Flood Plan Certification, which indicates that areas of the site within the 100 years flood plain are adequately covered via proper flood insurance during the life of the RACP delineated project. If the project site is not located within the 100 years flood plain, the Applicant should indicate such in the formal Application & Business Plan.

Documentation to support flood zone requirements include:

- Floodplain map showing whether project site is in, or is not in, a flood zone (see FEMA website below)
- If in a flood zone, a certificate of insurance showing flood coverage will be in force during the life of the RACP delineated project

Floodplain maps can be found on the FEMA website.

TAB 17. STATEMENT ON COMMUNITY PARTICIPATION

INSTRUCTIONS FOR SUBMISSION

The Applicant should provide evidence that residents have been advised of the project, its effects on the community and given the opportunity to comment (e.g., meeting notices, meeting minutes, news articles)

TAB 18. RESOLUTION TO FILE APPLICATION BY APPLICANT

INSTRUCTIONS FOR SUBMISSION

Provide an enacted resolution by the Applicant authorizing the filing of the RACP formal Application & Business Plan. This resolution enacted by the Applicant's board should contain at a minimum the RACP grant amount along with a brief project description.

TAB 19. COOPERATION AGREEMENT OR ORDINANCE BY HOST MUNICIPALITY OR COUNTY

INSTRUCTIONS FOR SUBMISSION

If the Applicant (prospective Grantee) is not the host municipality or county or does not have a standing exemption granted by the Office of the Budget, an executed Cooperation Agreement or ordinance from said host will need to be provided. This Cooperation Agreement or ordinance, at a minimum, should authorize the project and obligate the host municipality or county to reimburse the Commonwealth for any reimbursements that may later be determined to have been ineligible.

TAB 20. COOPERATION AGREEMENT WITH ADMINISTRATOR/SUB-APPLICANT

INSTRUCTIONS FOR SUBMISSION

If the Applicant is not administering the project and an administrator/Sub-Applicant has been designated, provide an executed Cooperation Agreement between the Applicant and the administrating agency/Sub-Applicant that clearly outlines the responsibilities of each organization and obligates each to comply with RACP terms and conditions of the Grant Agreement.

If there is a significant third-party to the project (e.g., incurring project expenses, owning project property, providing project funds), an executed Three-Party Cooperation Agreement between the Applicant, Sub-Applicant and Third-Party should be provided. This Three-Party Cooperation Agreement's purpose is again to outline the responsibilities of all parties and obligate each to comply with RACP terms and conditions of the Grant Agreement.

TAB 21. OPINION OF COUNSEL

INSTRUCTIONS FOR SUBMISSION

The Applicant's solicitor must submit, on his/her letterhead, a verification of pending or threatened litigation and an opinion stating that the Applicant can legally contract with the Commonwealth for financial assistance and has met all state/federal requirements.

TAB 22. EMINENT DOMAIN

INSTRUCTIONS FOR SUBMISSION

Applicants whose projects involve using the power of eminent domain are required to submit the following information:

- Resolution by Planning Commission and transcript
- Evidence of Public Hearing and transcript
- Redevelopment Area Plan and Proposal with local resolutions of approval
- Certification of Compliance along with copy of adopting resolution
- Declaration of Taking and/or Writ of Possession for condemnation proceedings, if applicable.