APPLICATION AND BUSINESS PLAN PROCEDURES

Once the Governor has approved the grant funding for the projects, award notification letters are mailed to the successful Candidates to authorize the formal submission of an Application and Business Plan in order to move forward with the funding process.

Candidates that accept the award must submit a formal Application and Business Plan associated with their project to the Office of the Budget within six (6) months of the date of the award letter.

The Application and Business Plan Handbook and other necessary information/forms are available in the Handbooks & Forms section of this website.

The Applicant (prospective Grantee) and/or Sub-Applicant (prospective Sub-Grantee) will begin assembling the sections of documentation required for the formal Application and Business Plan. Office of the Budget personnel are available to assist the Applicant throughout the funding process. At Application and Business Plan 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 that is not an eligible Grantee for a RACP award MUST obtain an eligible entity to "sponsor" their project. A list of Past & Present RACP Grantees is available to help with this process. In these cases, the recipient entity will be the Sub-Applicant to the award and the Grantee (Applicant) will serve as a "pass through" entity for purposes of the RACP Grant. The Applicant will submit the Application and Business Plan, special conditions, and reimbursements requests to the Office of the Budget, and also sign all documents including the Grant Agreement, while; typically, the Sub-Applicant will be the one providing such information to the Applicant. The types of entities that are eligible to be a Grantee to a RACP grant are limited statutorily. Eligible Grantees must be either:

- A redevelopment authority.
- An industrial development authority.
- A general purpose unit of local government (county or municipality).
- A local development district that has an agreement with a general purpose unit of local government under which the unit assumes ultimate responsibility for debt incurred to obtain the non-state financial participation.
- A public authority established pursuant to the laws of this commonwealth.
- An industrial development agency:
    - 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

- 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)).

All submissions of formal Application and Business Plans MUST be performed via upload to the RACP's specified FTP site (https://copaftp.state.pa.us). A hard copy or an electronic copy on a CD or Flash Drive of the formal Application and Business Plan is no longer required.

Once a Grantee is determined for the project, the Office of the Budget will provide an email with a username and password. This login information will be used in connection with uploading the formal Application and Business Plan to the RACP FTP site and should be retained by the Grantee for their records and reference. The login credentials will only be provided to Grantees. Therefore, they maintain the responsibility for securing the username and password.

Once the Office of the Budget is in receipt of the formal Application and Business Plan, a preliminary review is conducted before a state-hired Consultant is engaged to conduct a thorough review of the Application and Business Plan submission. 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 and Business Plan review meeting.

After the Application and Business Plan review meeting are concluded, the Consultant prepares and submits a written report to the Office of the Budget that is used to prepare the Grant Agreement. Said Grant Agreement is forwarded to the Grantee for signature. Once it is returned to the Office of the Budget, the signed agreement is forwarded to five agencies within the Commonwealth for validation and execution. A fully executed copy of the Grant Agreement will be provided to the Grantee.

Each Grant Agreement contains a list of Special Conditions (Appendix B), which are required outstanding components of the Application and Business Plan that were not available at the time the Grant Agreement was drafted. Examples of Special Conditions to the Grant Agreement include, but are 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 Office of the Budget personnel to review the specific procedures for submitting a reimbursement request.

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