e-RACP APPLICATION INSTRUCTIONS
version June 16, 2020

IMPORTANT NOTES (please print the instructions for easy reference):

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

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

It is highly recommended that every prospective Candidate visit the website, at www.racp.pa.gov, to review all program guidelines, requirements, procedures, and FAQs prior to applying. Additionally, it is strongly encouraged that all prospective Candidates complete a set of budget forms (also known as RDA-300 and RDA-301 forms, along with an estimated Construction Cost Breakdown) beforehand, for the information will be needed for submittal and reference throughout the e-RACP Application. The required forms can be found on the RACP website, under the link for Handbooks & Forms.

Also, it is important for prospective Candidates to recognize that the submission of an e-RACP Application requires a fee of $500 payable at the time of submission by credit card. No e-RACP Application can be submitted without payment. At this time, checks are no longer accepted as payment.

To complete an e-RACP Application, in addition to the items above, the following information will be needed:
- Project Name – a short and specific title to the proposed RACP scope of work
- Detailed Project description of overall project and proposed RACP scope of work
- Project Cost – an estimated total cost of the proposed RACP scope of work that was prepared by a qualified professional
- Grantee information – if known; this is not required for an e-RACP Application submission
- E-mail address: Notification of awards will be distributed via e-mail. Verify that the e-mail address(es) entered are correct, current, and monitored.

GENERAL INSTRUCTIONS & LOGIN

Enter web address https://www.esa.dced.state.pa.us/login.aspx
First time users will need to complete the registration process for a Keystone Login account. Returning users will need to create a new Keystone Login account or migrate their pre-existing PA Login Account to a Keystone Login account in order to proceed with the e-RACP Application.

**VERY IMPORTANT NOTE:** The online application “times out” (i.e., automatically logs you off) if there is an undue delay in entering information. For this reason, it is strongly recommended to use the ‘Save’ function early and often, and particularly anytime there is an interruption or break from completing the application.

For program-related e-RACP Application assistance, please contact:

Holli Reidlinger  
Telephone: 717-214-5815  
E-mail: hreidlinge@pa.gov

For technical assistance involving the online e-RACP Application, please contact DCED’s Customer Service Center at:

Telephone: 800-379-7448  
Monday through Friday 8:30AM – 5:00PM EST  
E-mail: ra-dcedcs@pa.gov

**STEP 1 BEGIN A NEW APPLICATION & SELECTING THE PROGRAM**

Begin a new application by entering the **Project Name**. Important notes: when identifying the **Project Name** be specific and include a site location name or any associated entity names that will help distinguish the project. The name should not be ‘RACP’ or a generic construction project. For example, a proposed project scope for a parking garage should use a project name titled ‘23rd Street Parking Garage – City Name’.

Select NO for **Do you need help selecting your program?** Then click **Create Application**.
In the **Program Name** field enter “Redevelopment Assistance Capital Program” or “RACP,” select **Sort By** “Program Name” and click **Search**.

Click **Apply** in the top right of the Redevelopment Assistance Capital Program / RACP search results.
The tabs in the blue banner at the top of the page are available for Home (allows view of all e-RACP Applications in process under user name), Help, Save (when something is available to Save), Print (when something is available to print) and Contact Us.

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

Please be advised all fields with a red diamond (◆) are required.

At any time, progress can be saved for completion later (top blue banner). To resume the e-Application, log in, under the heading ‘Incomplete Applications’, click EDIT on the appropriate application to resume completing or click WITHDRAW to delete an application that no longer needs to be completed.

**STEP 2 PROGRAM REQUIREMENTS**

In order to submit an e-RACP Application, a fee of $500 is due at the time of submission. Payment must be paid by credit card; checks are no longer accepted. No e-RACP Application can be submitted without the successful completion of a credit card payment. Please review and acknowledge the listed Program guidelines carefully to ensure the funding application is eligible and compliant. To proceed with the submission process select ‘Yes’ from the drop-down box then click ‘continue’ to proceed.

**STEP 3 APPLICANT INFORMATION**

**PLEASE READ:** Instructions for this STEP have changed from prior funding rounds. Before completing this section of the e-RACP Application, please review the following information to ensure the appropriate entity is listed.

The Applicant Information tab should be completed by providing entity details for an eligible Applicant / Prospective Grantee, if known. This entity should have acknowledged and supported this e-RACP Application submission. Award notifications will be addressed to the entity provided under the Applicant Tab.

If an eligible Applicant / Prospective Grantee is not known at the time of the e-RACP application, this section should be completed using information from the Company Tab where the sub-applicant entity is
If awarded funding, what kind of entity is the end recipient of the RACP grant funds? Keeping that question in mind, what following category does your entity qualify?

- **Applicant / Prospective Grantee**: An entity that meets one of the following criteria. Once a grant agreement is executed, the Applicant will be referred to as the Grantee.
  - 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)).

- **Sub-Applicant / Prospective Sub-Grantee**: An entity that does NOT meet the criteria of an Applicant but is seeking RACP funding assistance. Once a grant agreement is executed, a Sub-applicant, through the cooperation of a grantee, will be referred to as the Sub-grantee.

Choose an **Applicant Entity Type** from the choices given. Selections here will alter/add/delete some of the fields below.

In the **Applicant Name** field, the legal name of the entity should be entered.

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

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

Enter the **CEO** name and **CEO Title**. This is the elected official and the person the award letter will be sent. If not an eligible Grantee, this is referring to the Applicant’s CEO and may be the Corporate Executive Officer of a Company/Entity (i.e. President, Executive Director). This person will be notified if an award is granted.

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

Enter a **Contact person’s Name, Title, Phone, Fax, E-mail**, and **Mailing Address**. This will be the Applicant’s point of contact for all award correspondence. If the **Contact Person** is the same as the **CEO** entered prior, please repeat the information providing the additional information requested.

Notification of awards will be distributed via e-mail. Verify the e-mail address entered is correct, current, and monitored.
STEP 4 COMPANY INFORMATION

If an eligible Applicant / Prospective Grantee is known, the information should have been entered in the Applicant Tab. The Company Information is for the beneficiary of the grant funds.

If an eligible Applicant / Prospective Grantee is not known or the Applicant Tab information is the only known entity at the time of submission click "COPY FROM APPLICANT" then choose an Enterprise Type at the bottom and click continue. This is necessary because these fields are required to complete the application process.

If the eligible Applicant / Prospective Grantee is the end recipient/beneficiary of the RACP funds, click
“COPY FROM APPLICANT” then choose an **Enterprise Type** at the bottom and click continue. This is necessary because these fields are required to complete the application process.

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

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

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

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

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

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

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

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

Select one or more **Enterprise Types** from the choices given that best describes the company’s organization.
STEP 5 PROJECT OVERVIEW

Confirm the **Project Name**. If selected for a grant award, this is the name that will appear on official documents (grant agreement, RDAs, project sign, etc.).

Is **this project is related to or has received an RACP grant in the past**. If YES, identify the project by name and associated grant ME number, if known.

Have you **have contacted anyone at the Office of the Budget about your project**. If YES, identify that person.
Is your community certified through Sustainable PA? Disregard this box, as it does not pertain to the RACP program.

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

Indicate how many Site Locations will be involved in the project. If property is being purchased or construction work is being done on more than one property, include those in the calculation.

STEP 6 PROJECT SITE LOCATIONS

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

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

Indicate the number of Current Employees (if none, enter zero) and the number of expected Jobs To Be Created within 1 year of project completion.
Indicate whether the project site(s) are categorized in one or more of the listed Designated Areas. More than one can be chosen.

**STEP 7 PROJECT NARRATIVE**

**Tip**—Compose project narratives offline, in another program, then copy & paste into the various narrative boxes, as this will reduce the chance of any time outs occurring if composing answers directly in the online boxes. Note that a minimum 100 characters is required for each narrative box.

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

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

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

**Project Schedule and Key Milestones and Dates.** Indicate important dates in the project schedule, such as when design of the project will start and finish, when bidding of the project will occur, when construction contracts will be executed, when permits will be obtained, when completion is anticipated and occupancy/operations will begin. It is understood that unless the project has started, these dates will be estimates and subject to change.
STEP 8 PROGRAM BUDGET

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

SPREADSHEET TAB

This spreadsheet will be used to indicate the requested grant amount and total match funding ONLY. Reference ONLY the leftmost amount column on the completed RDA 300 budget form to fill in the spreadsheet below. This column includes three amounts - Redevelopment Assistant Funds, Matching Funds and Total Funds.

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

Do not add any other funding sources in this spreadsheet. Completed RDA forms will be required to be uploaded in the addenda section.

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**Add funding source**

<table>
<thead>
<tr>
<th>Miscellaneous - Collapse</th>
<th>Redevelopment Assistance Capital Program (RACP)</th>
<th>Total Match Private</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>self-populated</td>
<td>self-populated</td>
<td></td>
</tr>
</tbody>
</table>

**Total Project Cost**

- Remove
  - Insert RDA 300
    - Redevelopment Assistance Funds
  - Insert RDA 300
    - Matching Funds

**Total**

- self-populated
  - self-populated

**Budget Total:**

- self-populated

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**BASIS OF COST TAB**

For this tab refer to the completed RDA 301. Select from the available choices for all costs that apply to your project. For example, if land is being used then there should be an as-is certified appraisal. For construction, an engineering estimate if in design phase or bids if the start of construction is close.

Give a narrative below of each cost category in the budget. For example, if land is being used then give a description of the property being used and how the cost was determined.
STEP 9 PROGRAM ADDENDA

Section 1. Project Viability

1. Fill in your Itemization information. Click the link provided for the list of available itemizations. Identify the appropriate itemization and enter the Item Number which is found in column A of the listing, in the “Primary” box. The related information will then populate automatically. If a second itemization is necessary, enter the second Item No. in the “Alternative” box. Special note: Act 77 of 2013 imposed a 10-year sunset provision for itemizations between their enactment date and the date of the RACP grant award. If more than two itemizations are necessary to cover your request, please contact OB (Holli Reidlinger 717-214-5815 or hreidlinge@pa.gov) for further assistance.

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

3. Is your RACP total project cost at least $1,000,000? Under Act 1 or 1999, all RACP projects must have a minimum total cost of $1,000,000 to be eligible to receive funding.

4. Are you looking to apply more than 50% of the RACP funding to land acquisition costs? RACP is a construction based, reimbursement program. The primary focus of the RACP project should be construction activities. Land acquisition costs are secondary to construction costs.

5. Are at least 50% of the total project cost paid for by another non-state funding source? Under Act 1 of 1999, all RACP projects must have at least 50% of the project costs paid for by other (non-state) funding source(s).
6. **Will your project be completed by the 1st day of the submission period for this round?** Projects seeking funding should not be completed at the time of the e-RACP Application submission. “Completed” is defined as construction complete and an occupancy permit received.

7. **Is the anticipated construction start date within 1 year of the last day of the submission period for this round?** In order to avoid periods of inactivity, the project should be in a position to start construction activities within one year of the submission of this e-RACP Application.

8. **Indicate that you have reviewed the RACP Key Compliance Items and you acknowledge and agree to follow these items.** The RACP program has a list of key compliance items that all projects must adhere to. Some of the compliance requirements include, but are not limited to, competitive bidding, PA prevailing wage, US steel, payment and performance bonds and insurance. These requirements will be monitored frequently throughout construction and failure to adhere to these items may affect grant reimbursements.

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

10. **Can your project be funded through other State programs such as PENNDOT and PENNVEST (i.e., your project involves stormwater, water and sewer infrastructure, tunnels, bridges and/or roads)?**

    A. If YES, describe how the project fits the exception that these are only eligible for RACP when associated with a project that is part of an economic development project. **Projects that are generally funded through other state programs are not eligible for Redevelopment Assistance Capital Program funds.** Projects funded by PENNDOT or federal government: Highways, vehicular bridges, tunnels. Projects funded by PENNVEST: Drinking water, wastewater, stormwater and waste disposal facilities. Exception to the above; stormwater, water or sewer infrastructure or tunnels, bridges or roads when associated with a project that is part of an economic development project. As an example, RACP funding could be utilized to prepare and install water and sewer lines within an industrial/business park development. Costs associated with repairs or replacement of existing public or private water or sewer systems are not eligible expenditure of RACP funds.

11. **Please indicate the status of Site Control (for example, leasing arrangements, sales agreements, recorded deeds, etc.).** Site control can be demonstrated in diverse ways. RACP requires site control for all property involved in the project. Leases must meet the minimum 20-year period requirement. Ownership must be verified by a deed in the legal name of the entity involved in the RACP project.

12. **Is the project located in one of the designated areas?** K0Z, K0EZ, KIZ, KSDZ, EZ, KOIZ.

13. **Is the project a redevelopment of Blight/Brownfield/Reclamation?**

14. **Indicate below whether the project is comprised of any of these Strategic Clusters.** Check either Yes or No for each cluster listed. 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.

    A. Biotech/Pharmaceutical/Life Science
    B. High Tech & Advanced Manufacturing Materials
    C. Energy Extraction & Mining
    D. Business & Financial Services
15. **Does your project involve any housing construction?** If NO, type N/A. If YES, elaborate below.
   Outside of the special allocation housing funding, housing projects are only eligible if the project supports and generates economic activity and are part of a community revitalization plan. As no special housing funding is currently available, provide a statement how the housing project 1) supports and generates economic activity and 2) what community revitalization plan it is part of.

**Section 2. Source and Uses of Funds (RDA Forms)**

16. **Download and complete RDA forms & Construction Cost Breakdown Document.** If RDA forms are not already saved on the computer, click the link to download the forms. Once downloaded, save and complete. Once completed, click Browse and locate the saved forms and click open.

   To confirm the attachment uploaded, click **SAVE** at the top left of the page and the uploaded file should show above the Choose File box / browse box.

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

**Section 3. Involved Organizations**

18. **Candidate’s Board President or Top Executive or Officer.** Use information included in the Company Tab of this e-RACP Application. Verify all information.

19. **Candidate’s person to contact for project information.** If the same as above, copy and paste, if different fill in the appropriate information.

20. **Grantee’s Chief Elected Official or Officer.** Use information included in the Applicant Tab of this e-RACP Application. (This is whom the RACP letter will be directed). If a Prospective Grantee is not known at this time, simply state “To Be Determined”. Refer back to pages 4-5 for eligibility.

21. **Grantee’s Contact Person.** If the same as above copy and paste, if different fill in the appropriate information. If a Grantee is not known at this time, simply state “To Be Determined”.

22. **Please list the amount of any prior RACP grants.** If none, enter $0.00.

23. **Please identify any prior RACP grants awarded to the entity applying for the grant and/or any related of the entity.** Provide the RACP Grant ME Number (300-XXXX), name of the project, award amount, and the recipient for each prior grant. If the past recipient is not the current Candidate, provide the connection to the current Candidate. If no prior grant, enter N/A.

24. **Other Commonwealth Assistance**
   
   **A.** Have you or a related company received an economic benefit in the form of a grant, loan or tax credit from a Commonwealth program within the last 2 years for this project? If so, please provide details.
   
   **B.** Do you or a related company currently have an application for economic benefits in the form of a grant, loan or tax credit pending with a Commonwealth program for this project? If so, please provide details.
STEP 10 APPLICATION CERTIFICATION

It is recommended to review the e-RACP Application in its entirety prior to submission. After the e-RACP Application is submitted, information will not be able to be edited. Once all information has been verified, click ‘continue’ to proceed to the ‘Application Certification’ screen.

Click ‘Checkout’ to be taken to a secured, third party, payment site to enter credit card information. The e-RACP Application cannot be submitted without payment. Verify all information prior to clicking “Pay with your Credit Card.”
After payment is made, continue to the Application Certification page to finish the submission process.

After reading and acknowledging by checking the Electronic Signature Agreement, indicate from the fields available the relationship to the project.

Type the name of the person that completed the e-RACP application.

Check the Electronic Attachment Agreement. Click Submit Application.

An Application Certification will be received upon submission; please, print the signature page and the entire application for your files. We suggest print as a PDF and keep it electronically. Please separately record your Authorization Code and Transaction ID for future reference, because they are not included in the ‘Print Signature Page.’

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