

e-RACP APPLICATION INSTRUCTIONS

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. Also, we highly recommend that every Prospective Candidate visit our website www.racp.pa.gov to review all our program guidelines, requirements, procedures, and FAQs prior to applying. Additionally, we strongly encourage our prospective Candidates to complete a set of budget forms (also known as RDA 300 and RDA 301 along with an estimated Construction Cost Breakdown) beforehand for the information will be needed for submittal and reference throughout this e-RACP Application. The [required forms](#) can be found on our website. Also, it is important for Candidates to recognize that the submission of an e-RACP Application requires a fee of \$500 payable to the “Commonwealth of Pennsylvania.” Details regarding where the check should be mailed are explained at the beginning of the e-RACP Application.

- 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 the 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.
- At least 50% of the project cost must be match (non-state) participation.

GENERAL INSTRUCTIONS & LOGIN

Enter web address <https://www.esa.dced.state.pa.us/login.aspx>

First time users will need to complete a simple registration process, while returning users will simply login using their previously created credentials.

The tabs in the blue banner at the top of the page are available for **Home** (allows you to see 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 you to navigate 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, you may save your progress for completion at a later time. Click **Save** at the top left the page, then click the logout button at the top right of the page. Once you are ready to resume your e-RACP Application, login and you will be given the option to begin a new application or choose from a list of incomplete applications. Click edit on the one you wish to resume completing. You may also withdraw an application that you no longer wish to complete.

VERY IMPORTANT NOTE!

The online application “times out” (i.e., automatically logs you off) if you have an undue delay in entering information. For this reason, we strongly recommend you use the **Save** function early and often, and particularly anytime you get interrupted, or intend to take a break, from completing your application.

For RACP program-related Application assistance, please contact:

e-RACP Application/Application and Business Plan Assistance

Bill Harbeson

Telephone: 717-425-7007

E-mail: wharbeson@pa.gov

If you require technical assistance involving the online e-Application, please contact DCED’s Customer Service Center.

Phone: 800-379-7448 8:30AM - 5:00PM EST Monday through Friday

Email: ra-dcedcs@pa.gov

Pennsylvania Department of Community and Economic Development
Commonwealth Keystone Building

Mail: Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

STEP 1 BEGIN A NEW APPLICATION & SELECTING THE PROGRAM

Begin a new application by entering your **Project Name** and selecting 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](#) next to Redevelopment Assistance Capital Program or RACP in the Search Results.

STEP 2 PROGRAM REQUIREMENTS

Before you can apply for Redevelopment Assistance Capital Program (RACP), you must complete the pre-application requirements section.

Within 30 days of the e-RACP Application submission, Candidates **MUST** mail a check for \$500 along with a copy of the e-Application Certification (signature page).

- Checks must be made payable to the “Commonwealth of PA”
- Please notate the Web ID# (see top right of application site) on the check or any other correspondence submitted.
- Please do NOT send one (1) check containing payment for multiple e-RACP Application submissions. In other words, one (1) check per each e-RACP Application should be submitted.
- Please mail the e-RACP Application Certification and check to the following address:
Office of the Budget
Redevelopment Assistance Capital Program 333
Market Street, 18th Floor
Harrisburg, PA 17101

If agreeable to the payment of the \$500 fee, please change the current blank field in the drop box below to “Yes,” and then click [Continue](#).

STEP 3 APPLICANT INFORMATION

Choose an **Applicant Entity Type** from the choices given. Your selections here will alter/add/delete some of the fields below. The applicant information should be the Candidate/Beneficiary of the RACP grant award. If you are completing the application on behalf of a Candidate/Beneficiary, you will be requested to provide your relationship to the project during the last step of the e-RACP Application submission process.

In the **Applicant Name** field, enter the legal name of your entity. This should be the same name that appears on any property deeds, financial documents, construction contracts and agreements associated with the project for which you are applying.

The **NAICS Code** box will **automatically** populate once you make a selection 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 Applicant's CEO and may be the Corporate Executive Officer of a Company/Entity (i.e. President, Executive Director).

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 **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.

STEP 4 PROJECT OVERVIEW

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

Indicate whether **this project is related to or has received an RACP grant in the past**. If yes, you will identify the project by name and associated grant ME number, if known.

Indicate whether **you have contacted anyone at the Office of the Budget about your project**. If yes, you will need to identify that person.

Indicate if **your community is certified through Sustainable PA**. This item does not pertain to the RACP program so you may disregard this box.

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 your project. If you are purchasing properties or doing construction work on more than one property, include those in your calculation.

STEP 5 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, PA Senate** and **US House** 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 after project completion.

Of the number of jobs that are expected to be **Created**, indicate how many of those are above

the salary that is shown to the right of **Jobs that Pay**. This salary is based on project site location and cannot be altered.

Of the current number of employees, also referred to as **Retained** jobs, again indicate how many are above the salary that is shown.

Indicate whether the project site(s) are categorized in one or more of the listed **Designated Areas**. More than one can be chosen.

STEP 6 PROJECT NARRATIVE

Tip – You may want to compose your narratives offline, in another program, say Microsoft Word, then copy & paste into the various narrative boxes, as this will reduce the chance of any time out occurring if composing your 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 you start and complete your project? 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. You should reference your 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 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. We understand that unless the project has started, these dates will be estimates and subject to change.

STEP 7 PROGRAM BUDGET

This section will require the use/reference of your completed RDA budget forms and will be used to indicate the requested RACP grant amount and total match funding. If you have NOT completed these forms at this time, it is suggested that you **Save** your online application process, Logout, and then return when they have been completed. There are two required tabs to 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. You will need to reference ONLY the leftmost Amount column on your completed RDA 300 budget form to fill in the spreadsheet below. This column includes only three amounts - Redevelopment Assistant Funds, Matching Funds and Total Funds.

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

Do not add any other funding sources in this spreadsheet. You will be required to upload your completed RDA forms in the addenda section.

Add funding source	Redevelopment Assistance Capital Program (RACP)	Total Match Private	Total
Miscellaneous - Collapse	self-populated	self-populated	
Total Project Cost Remove	Insert RDA 300 Redevelopment Assistance Funds	Insert RDA 300 Matching Funds	self-populated
Total	self-populated	self-populated	
		Budget Total:	self-populated

BASIS OF COST TAB

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

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

STEP 8 PROGRAM ADDENDA

Section 1. Project Viability

1. **Fill in your main itemization information.** Click the link for the list of itemizations and fill in the information accordingly in the 1st itemization box. If you have a second itemization, fill in the 2nd itemization box accordingly. Special note: Act 41/2008's itemizations Sunset (i.e., become null & void) on 7/4/18. If you're using an Act 41/2008

itemization to support your project we suggest you also provide a 2nd alternate itemization, if available. If an award to your project is made after 7/4/18, you will need an alternative itemization to realize your award.

- A. **Item No.** is Column B on the itemization spreadsheet.
 - B. **Indicate Act No. & Authorization (Effective) Year.** This information is located in Column E on the itemization spreadsheet; i.e. Act 2008-041 the **Year** is 2008 and the **Act Number** is 041.
 - C. **Act Description** is Column H of the itemization spreadsheet. The entire description **MUST** be copied word for word.
 - D. **Act Amount** is Column I on the itemization spreadsheet. The formatting of this field is \$500,000.00 and if you do not fill it out in this format it will give you an error.
 - E. **Available Amount** is Column O. The formatting of this field is \$500,000.00 and if you do not fill it out in this format it will give you an error.
2. **Financial Necessity.** What were the factors that the Candidate relied on to arrive at the requested amount? Explain why you are requesting a RACP grant and what factors you used to come up with the amount of the grant you are requesting.
 3. **Is your RACP total project cost at least \$1,000,000?** Under Act 1 of 1999, all RACP projects must have a minimum total cost of \$1,000,000 to be eligible to receive funding.
 4. **Is at least 50% of the RACP total project costs paid for by another non-state funding source?** Under Act 1 of 1999, all RACP projects must have at least 50% of their project costs paid for by another non-state source of funding.
 5. **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 this e-RACP Application submission. Completed is defined as construction complete and an occupancy permit received.
 6. **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.
 7. **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.

- 8. 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.
- 9. 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 your 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.
- 10. 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.
- 11. Is the project located in one of the designated areas?** KOZ, KOEZ, KIZ, KSDZ, EZ, KOIZ.
- 12. Is the project a redevelopment of Blight/Brownfield/Reclamation?**
- 13. Indicate 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
 - E. Healthcare/Medical Research and/or Education
 - F. Agriculture

14. **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 they support and generate economic activity and are part of a community revitalization plan. As no special housing funding is currently available, you should provide a statement how your 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)

15. **Download and complete RDA forms & Construction Cost Breakdown Document.** If you do not already have your RDA forms saved on your computer, you will need to click the link to download the forms. Once downloaded, save in an easy to locate spot and fill them out. Once completed, click the Browse button and locate your saved forms and click open.

To confirm your attachment is uploaded, click SAVE at the top left of the page and the uploaded file should show above the browse box and you can click to view the attachment.

16. **Qualified Professional (Estimator).** Under Act 77 of 2013, it is required that a Candidate 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

17. **Candidate's Board President or Top Executive or Officer.** (If a Grantee is not known, this is to whom the RACP letter will be directed). The Candidate is normally the beneficiary of the RACP grant funds and may or may not be an eligible Grantee. Please note that if the Candidate is not an eligible Grantee (see #19 below for eligibility requirements), a Grantee will be required if the project is awarded a grant.
18. **Candidate's person to contact for project information.** If the same as above, copy and paste, if different fill in the appropriate information.
19. **Grantee's Chief Elected Official or Officer.** (This is to whom the RACP letter will be directed). If a Grantee is not known at this time, or if **you are unsure you are an eligible grantee** simply state "To Be Determined." Grantees for Redevelopment Assistance Capital Program funding must be one (1) of the following:
1. General purpose units of local government: cities, boroughs, townships, and counties. (Municipalities designated as in a flood plain must be in compliance with Act 166 of 1978, the Flood Plain Management Act, as a condition of financial assistance).
 2. Any public authority.

3. Local development districts that have an agreement with a general-purpose unit of local government under which the unit assumes ultimate responsibility for debt incurred to obtain the 50% non-State participation.
 4. An industrial development agency that has been certified as an industrial development agency by the Pennsylvania Industrial Development Authority Board 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.
20. **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".
21. **Please list the amount of any prior RACP grants (if none, enter \$0.00).**
22. **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 NONE).
23. **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 9 APPLICATION CERTIFICATION

It is recommended you review the e-RACP Application in whole, once all required information has been provided (be sure you save your application prior to starting this review). Once the e-RACP Application is submitted, you will not be able to edit any information.

Check the Electronic Signature Agreement.

Indicate from the fields available your relationship to the project.

Type your name.

Check the Electronic Attachment Agreement.

Click Submit Application.

You will receive an Application Certification; please, print the signature page and the entire application for your files.

Within 30 days of the e-RACP Application submission, Candidates MUST mail a check for \$500 along with a copy of the e-Application Certification (signature page).

- Checks must be made payable to the “Commonwealth of PA”
- Please notate the Web ID# (see top right of application site) on the check or any other correspondence submitted. Please do NOT send one (1) check containing payment for multiple e-RACP Application submissions. In other words, one (1) check per each e-RACP Application should be submitted.
- Please mail the e-RACP Application Certification and check to the following address:
Office of the Budget
Redevelopment Assistance Capital Program
333 Market Street, 18th Floor
Harrisburg, PA 17101