

Redevelopment Assistance Capital Program (RACP)

Office of the Budget (OB)

Project Management Proposal Handbook



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Grantees that have not yet submitted a formal Application & Business Plan (A&BP) should now complete a Project Management Proposal (PMP). The PMP submission would supersede the need to submit the formal A&BP.

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Definitions and Acronyms

The following definitions and acronyms will be used throughout this handbook:

ADA	Americans with Disabilities Act
Applicant	A person (Grantee/Sub-grantee) that is seeking funding for a redevelopment assistance capital project that has been listed in a capital project itemization bill.
CCB	Construction Cost Breakdown
CDBG	Community Development Block Grants
DCED	Pennsylvania Department of Community and Economic Development
DGS	Pennsylvania Department of General Services
DLI	Department of Labor & Industry
e-Application	Initial application for grant funding submitted through the electronic single application
FEMA	Federal Emergency Management Agency
FTP	File Transfer Portal
Grantee	The designated eligible entity that enters into a RACP grant agreement, which must be one of the following: <ul style="list-style-type: none"> - A redevelopment authority - An industrial development authority - A general-purpose unit of local government - A local development district that has an agreement with a general-purpose unit of local government - An industrial development agency
Itemization	A line item included in a PA Capital Budget Project Itemization Act, that authorizes a project for funding
LSA	Local Share Assessment funding under the Pennsylvania Gaming Act
OB	Office of the Budget
PHMC	Pennsylvania Historical Museum Commission
PMP	Project Management Proposal
PWA	Pennsylvania Prevailing Wage Act
RACP	Redevelopment Assistance Capital Program
RDA Forms	Forms used to identify the Sources of Funds (RDA-300), Uses of Funds (RDA-301) and provide a breakdown of Construction Cost (RDA-302) for the RACP project
Redevelopment assistance capital project	The design, acquisition, and construction of a project that meets all of the following: <ul style="list-style-type: none"> - Has a total project cost of at least \$1,000,000 - Is a project which will generate substantial increases in or maintain current levels of employment, tax revenues or other measures of economic activity - Is a project that has a regional or multijurisdictional impact, or, in the case of housing, is part of a community revitalization plan - Is eligible for tax-exempt bond funding under existing federal law and regulations - Has at least secured 50% non-state financial participation documented at the time of the Project Management Proposal
SPPA	Steel Products Procurement Act

State-Assigned Consultant	A firm employed by the Commonwealth to monitor and report on RACP construction projects
Sub-grantee	Funding Recipient/Beneficiary of the awarded funds who is not an eligible Grantee, typically owners of construction contracts, funding sources, site control, etc.
Website	For more information, please go to the RACP website (www.racp.pa.gov)

Fundamental Requirements

Identified below are the fundamental program requirements for redevelopment assistance funds that all projects must demonstrate compliance with before any grant funds can be released. **The award letter provided to each Grantee/Sub-grantee does NOT affirm eligibility nor compliance with program requirements. Instead, the award letter serves as written notification authorizing the preparation and submission to the Office of the Budget of a formal Project Management Proposal (PMP).**

- **Eligible Project Scope Development** – The proposed RACP scope submitted with this Project Management Proposal will be reviewed and possibly adjusted during the development of a grant agreement to ensure that it meets program requirements. When developing a RACP scope of work, the Grantee/Sub-grantee should consider the following:
 - Does the project have a cultural, civic, historical, regional or multi-jurisdictional impact and generate substantial increases in employment, tax revenues or other measures of economic activity?
 - Will the project components comply with the RACP requirements, including the Fundamental Requirements listed below? The Grantee/Sub-grantee will be asked to provide evidence to support program compliance.
 - Can the project costs be identifiable? This includes evidence of the project costs being incurred and paid with eligible sources of funds.
- **Eligible Grantees** – To submit the Project Management Proposal, the Sub-grantee, if applicable, must be working with an eligible Grantee. The RACP website identifies the Grantee requirements and has a listing of past Grantees. In most cases, the Sub-grantee entity is not limited to a singular Grantee option. Additional questions can be submitted to RA-OB-RACP@pa.gov. (See [Section 3](#) for additional details on Grantee eligibility.)
- **Match Requirements** – One-half (50%) of the permanent match funding must be secured at the time of the Project Management Proposal submission, which will be verified before the grant agreement is drafted. After the grant agreement has been drafted, the Grantee/Sub-grantee must document that 100% of the permanent match funding is readily available before the Office of the Budget will start the reimbursement process. Evidence of the availability of the match funding (a cash receipt) must be demonstrated. (See [Section 2](#) for additional details on match eligibility.)
- **Bidding Requirements** – The sole and exclusive bidding requirement for RACP projects is in the Capital Facilities Debt Enabling Act (Act 1 of 1999, as amended), which states, "Notwithstanding any other provision of law, the solicitation of a minimum of three written bids for all contracted construction work on redevelopment assistance capital projects shall be the sole requirement for the composition, solicitation, opening and award of bids on such projects..." Project construction costs that do NOT meet the program bidding requirements cannot be included in the RACP scope of work as a reimbursable or match cost. (See [Section 4](#) for additional details on bidding requirements.)

- **Prevailing Wage Act (PWA) Requirements** – The Department of Labor and Industry (DLI), through the Bureau of Labor Law Compliance, determines prevailing wage rates for the construction industry and enforces the rates and classifications under the heavy highway and building construction projects of \$25,000 or more when public funds are involved. The Grantee/Sub-grantee must comply with the Prevailing Wage Act. The Office of the Budget cannot grant waivers for the Prevailing Wage Act.

When demonstrating compliance with the PWA, the Grantee/Sub-grantee should obtain the following materials:

- A copy of the Pennsylvania Prevailing Wage Determination Letter issued by DLI for the specific project. Prevailing wage information and forms can be found at: [DLI website link to obtain Prevailing wage information and forms.](#)
- Construction contracts and/or specification manuals that include the requirement to abide by the PWA.
- Contractor payroll reports for all contracts, sub-contracts, third-tier sub-contracts etc. that pertain to the RACP scope of work.

Grantees that fail to abide by the PWA do so at their own risk. (See [Statement of Compliance Acknowledgment](#) for additional details on PWA compliance requirements.)

- **Steel Products Procurement Act (SPPA) Requirements** – The Capital Facilities Debt Enabling Act (Act 1 of 1999, as amended), states, "... the construction work shall be performed subject to the act of March 3, 1978 (P. L. 6, No. 3), known as the Steel Products Procurement Act." The Office of the Budget cannot grant waivers for the SPPA. All Grantees must comply with the SPPA.

When demonstrating compliance with the SPPA, the Grantee/Sub-grantee should obtain the following materials:

- For all structural steel, mill certificates must be supplied noting milled/manufactured in the United States.
- For non-structural steel, mill certificates or ST forms may be supplied.
- For materials not produced in sufficient quantities in the United States, the steel product must be identified on the DGS's approved Final List of Exempt Machinery and Equipment Steel Products.

Grantees that fail to abide by the SPPA do so at their own risk. (See [Statement of Compliance Acknowledgment](#) for additional details on Steel compliance requirements.)

- **Land and Equipment Reimbursement Limits** – The primary focus of a RACP scope of work should be on construction. A portion of the RACP funds may be allowed for reimbursement of land acquisition costs and/or equipment purchases. Generally, reimbursement of these combined acquisition and equipment costs cannot exceed 30% of the total awarded amount. For these costs to be eligible, costs must be identified in the itemization description associated with the project in the Capital Budget Itemization Act, the purchase date must occur after the Act's authorization date, and it must be incorporated into the overall RACP construction site/activity. (See [Section 2](#) for additional details on reimbursable costs.)

- **Signatory Requirements of the Grant Agreement** – Once a grant agreement is drafted it will be sent to the designated Grantee for signature. Typically, if the Grantee is a local governmental entity, the authorized signatory is the chief elected official (e.g., chairman/person for county commissioners, mayor for city, council/borough president, etc.). Titles may vary when it comes to the authorities, development districts and agencies. If the designated Grantee is uncertain about who is authorized to sign on their behalf, a review of the entity's bylaws may provide further insight into this matter. Please note that both governmental and authority entities can designate a person or position to sign the grant agreement via resolution. (See [Section 3](#) for additional details on Grantee eligibility.)

Items Needed

The Project Management Proposal requires signatures from the Grantee and Sub-Grantee(s). **The proposal will not be accepted without these signatures.**

Needed items to complete the Project Management Proposal:

- Award Letter(s) – notates the project name, ME grant reference number, and funding amount
- Project Description (overall and RACP scope)
- Completed & Signed RDA-300 Sources, RDA-301 Uses and completed RDA-302 Construction Cost Breakdown ([link to available forms](#)) – the RACP amount needs to agree with the amount awarded (see Award Letter)
- Itemization associated with the project, please see the [Cumulative Award Listing](#) and the [Itemized Project Eligible Funding Listing](#) on the RACP website.
- Address of project site location(s)

Supporting Documentation

There are only 2 attachments required with the submission of the Project Management Proposal – Section 2 RDA Forms and Section 3 Organizational Chart. **Supporting documentation for all the other sections will need to be provided to the third-party state-assigned consultant during the post-award application review phase.**

Please be advised that the Office of the Budget reserves the right to request the submission of additional information and/or documentation throughout the life of the RACP project up to and including the close-out audit.

For past RACP recipients, this is a new process. The same type of documentation needs to be submitted; however, the timing of that submission has changed. Be advised that any information included in the submission of a formal Project Management Proposal, and any attachments to the formal Project Management Proposal, may be subject to Act 3 of 2008, the Right-to-Know Law, in Pennsylvania.

Cover Page & Table of Contents

The cover page should be filled out to include the following items:

- Project Name – This name should be used for all correspondence with the Office of the Budget regarding the project and/or grant and is identified on the funding award letter.
- Award Amount(s) – Grantee/Sub-grantee’s requesting to combine one or more RACP awards should include each award amount on separate lines. E.g., if the project was awarded \$500,000 from 2020 and \$750,000 from 2021, both \$500,000 and \$750,000 should be listed separately.
- County – This should be the County where the project site is located.
- Grantee – This should be the Designated eligible entity (see [Section 3](#) for additional details on eligible Grantees).
- Sub-Grantee – This should be the Funding Recipient/Beneficiary of the awarded funds.
- Date of Submission – This should be the Date of the Project Management Proposal submission.

Office of the Budget Redevelopment Assistance Capital Program (RACP)
Project Management Proposal
Project Name
Award Amount(s) \$
County
Grantee
Sub-Grantee
Date of Submission XX/XX/XXXX

Each section in the Project Management Proposal needs to be addressed completely, whether it be tables, narrative boxes, and/or a required attachment.

Electronic signatures will be **required** on the Statement of Compliance Acknowledgement and Final Checklist signature page. Signatures should be applied **after** all sections are completed, including the Final Checklist.

The only required attachments at this stage of submission are the Section 2 budget forms (RDAs) and Section 3 organization chart.

All other supporting documentation listed throughout the handbook and identified in the Final Checklist will be provided through your state-assigned consultant as part of the next steps to the RACP grant process.

Once this Project Management Proposal is completed and signed, convert and merge the proposal and all required attachments into a single PDF.

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- Statement of Compliance Acknowledgement
- Final Checklist and Signature Page

Once this Project Management Proposal Template is completed, the Grantee and Sub-Grantee must sign the Statement of Compliance Acknowledgement. In addition, the Sub-Grantee (if applicable) must sign the Final Checklist. Once signed, convert, and merge the proposal and all required attachments into a single PDF.

For detailed instructions on submitting your Project Management Proposal please reference the Project Management Proposal Handbook on the RACP website at www.racp.pa.gov under the Handbooks and Forms section.

Please be advised that the Grantee/Sub-grantee will be required to provide supporting documentation to their state-assigned consultant as part of the next steps to the RACP grant process, as detailed in the Final Checklist.

Section 1 – Project Eligibility, Housing Statement, & Project Description

Project Eligibility

The Grantee/Sub-grantee must use the itemization that is associated with the project in a Capital Budget Itemization Act. This information is shown on the [Cumulative Award Listing](#) on the RACP website.

Please advise, by selecting yes or no from the drop-down box, if the associated itemization is still applicable to your project’s scope and timing of incurred costs.

If the itemization is no longer applicable to the project’s proposed scope and timing of incurred costs, select ‘No’ from the drop-down box. Then provide the appropriate proposed itemization(s) in the boxes below.

A list of available itemizations can be found on the [Itemized Project Eligible Funding](#) listing on the RACP website.

Section 1 – Project Eligibility, Housing Statement, & Project Description

Project Eligibility:

Provide in the following table, itemization(s) associated with the grant award. To find the itemization line item number, locate your project on the cumulative awards listing which can be found here: [Cumulative Awards](#). After identifying the item number fill in the remaining information by looking up the itemization details on the itemized listing which can be found here: [Itemized Project Eligible Funding](#). Funding Recipients should ensure (1) the identified itemization(s) is still applicable to the project’s proposed RACP scope of work and (2) any paid project costs included in the proposed scope of work are after the Act’s effective date:

	Item #	County	Municipality	Act #	Act Project Description	Awarded Amount
1						
2						
3						

Is the above listed Itemization(s) still applicable to your project’s proposed scope and timing of incurred costs?

Is Itemization Still Applicable (Choose an item.)

If the above response is 'No', then the Funding Recipient must complete the below table to request a change to the originally selected itemization(s). Available itemizations can be found here: [Itemized Project Eligible Funding](#). Please be reminded that newly selected itemization(s) must have a combined remaining available act amount that meets or exceeds the funding award amount for the project. This request/change is subject to review and approval by the Office of the Budget.

	Item #	County	Municipality	Act #	Act Project Description	Act Amount	Remaining Available
1							
2							
3							

Housing Statement

If the RACP scope includes housing, a written statement is required to identify whether the project is eligible due to it (a) supporting and generating economic activity, (b) being part of a community revitalization plan, and (c) being in accordance with RACP program requirements. The Grantee/Sub-grantee must provide detailed information to verify/explain these claims including a copy of the associated community revitalization plan. This supporting documentation will be required as part of the next steps to the RACP grant process. **Please advise, by selecting yes or no from the drop-down box, if the RACP scope includes a housing component then fill in the narrative box if applicable.**

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Housing Statement:

Housing Units that do not support and/or generate economic activity and are not part of a community revitalization plan (both in accordance with RACP program requirements) are not fundable through the RACP.

If the RACP scope includes housing, a written statement will be required identifying whether the project is eligible due to it (a) supporting and generating economic activity, (b) being part of a community revitalization plan, and (c) being in accordance with RACP program requirements. The applicant must provide detailed information to verify/explain these claims including a copy of the associated community revitalization plan. This supporting documentation will be required as part of the next steps to the RACP grant process, please review checklist at the end of this document.

Does the proposed RACP scope include a housing component?

Choose an item.))

If yes, please provide a written statement below on how the proposed RACP project is eligible due to the housing criteria listed above:

Project Description

The project name should match the award letter(s). Any correspondence with the Office of the Budget (OB) or the state-assigned consultant should reference the project name. Enter the Overall Project Scope and the RACP Specific Project Scope as specific and detailed as possible. **The RACP scope will be reviewed and possibly adjusted during the development of a grant agreement to ensure that it meets program requirements.**

Project Description:

Project Name*:

* This name should be used for all correspondence with the Office of the Budget regarding the project and/or grant.

Funding Recipients should provide, in as much detail as possible, an updated project description narrative for the overall and proposed RACP specific scope of work. **The RACP scope will be reviewed and possibly adjusted during the development of a grant agreement to ensure that it meets program requirements.**

Overall Project Scope

Proposed RACP Specific Project Scope (enter 'Same' if the RACP project scope is the Overall project.)

Please advise, by selecting yes or no from the drop-down box, if the scope has changed significantly since the e-Application.

If the Grantee/Sub-grantee is requesting to combine one or more RACP awards please fill out the table identifying the award date(s), ME #(s), project name(s), and grant award amount(s) for all awards being combined.

Has the proposed RACP scope of work significantly changed since the e-Application submission (i.e., change in location, change in construction components, reduction in scope, etc.)

Has the proposed RACP Scope Changed (Choose an item.)

The Grantee/Sub-grantee requesting to combine one or more RACP awards should complete the following table with ALL applicable award letter information: award date, ME #, project name, and the grant/award amount.

Award Date	ME #	Project Name	Grant/Award Amount

Section 2 – RDA Forms – Sources, Uses and Construction Cost Breakdown

This section is for the RACP scope work only. OB understands that other funds and expenses will be involved in most projects but for this Project Management Proposal, only use the RACP scope project funds/sources and expenses/uses.

Prepare and attach the RDA-300 form (Sources), RDA-301 form (Uses), and RDA-302 form (Construction Cost Breakdown/CCB).

An RDA-300, RDA-301, and RDA-302 template is available on the RACP website; a direct link is provided here: [RDA-300, RDA-301, and RDA-302 Forms](#)

The RDA 300, 301, and 302 will need to be updated from the e-Application submission to identify the actual grant award amount and include any other revisions to the project budget.

These forms will be updated throughout the RACP process as costs become finalized from rough estimates.

Is the RACP scope phased? If yes, follow the above steps for EACH phase. After the phased RDA's are finished, complete an extra set of RDA's for the TOTAL of all phases.

Required Attachments - Once the Excel files are complete, the Grantee/Applicant must sign the RDA-300 & -301 form. Once signed, convert and merge all files into a single PDF. The order should be as follows: RDA-300, RDA-301, RDA-302, for each phase if applicable.

RDA-300 Sources Form:

General requirements for matching funds – Non-State participation. 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 match (non-state participation) must be secured funding at the time of formal Project Management Proposal submittal with identifiable and firm commitments from all sources.
- Sources of match funds can be local, private, as-is appraised value of land or building, 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.
- If financing/loans are used as match funding they typically must consist of permanent financing (i.e., a minimum term of 10 years). This policy does not apply to bridge or interim financing used for 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 Department of Community and Economic Development (DCED) are 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 are certain gaming/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

***As identified on the Final Checklist – supporting documentation for match funding will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

RDA-301 Uses Form:

- A. Reimbursable Cost Categories – All costs below must be directly related to the RACP project. The following costs are typically eligible for reimbursement and/or can be a match 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 construction 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 as-is appraisal must be provided. RACP funds may be used to reimburse the costs for land acquisition. The appraised value may include permanent improvements exclusive to the RACP project. The appraisal should be “as-is” value.
 - Land Acquisition Costs cannot be the sole use of RACP funds. The primary focus of the RACP scope of work should be construction.
 - The allowance of RACP funds for land acquisition costs is at the discretion of the Office of the Budget. If allowed, RACP funding for acquisition costs is generally limited to no more than 30% of the total grant amount. This 30% maximum allowance includes any land acquisition and/or equipment costs (see below).
 - For land acquisition costs to be reimbursable, the purchase date must occur after the authorization date of the itemized project and have RACP scope construction activity occur on the site.
 - Equipment – if equipment is purchased for the project, documentation of the useful life must be provided.

- Equipment costs cannot be the sole use of RACP funds. The primary focus of the RACP scope of work should be construction.
 - The allowance of RACP funds for equipment costs is at the discretion of the Office of the Budget. If allowed, RACP funding for equipment costs is generally limited to no more than 30% of the total grant amount. This 30% maximum allowance includes any equipment and/or land acquisition costs (see above).
 - For equipment to be reimbursable, it must be fixed to the realty, have a substantial useful life, and be directly related to the RACP project.
- B. Non-Reimbursable Cost Categories – All costs below must be directly related to the RACP project. The following costs are eligible match costs only and not allocated for reimbursement with RACP funds. These costs must be paid from non-state matching funds, which may include federal 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.

RDA-302 Construction Cost Breakdown Form:

This Construction Cost Breakdown is for the RACP scope work only. OB understands that other construction costs may be involved in most projects but for this Project Management Proposal, only use the RACP scope construction costs.

Grantee/Sub-grantees **must** provide a detailed estimate of the proposed 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’s proposed scope of work, which will be reviewed by the Office of the Budget prior to the drafting of a grant agreement.

- 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.

Section 3 – Organizational & Management

Table of Involved Organizations/Personnel

The table needs to be completed with the best available information for all entities involved. This is a “go to” table that shows every entity and individual that is involved with the project. Please ensure all email addresses are correct and monitored, as this will be the primary contact method used by OB.

The Applicant must be an eligible GRANTEE.

Applicant/Grantee's Board President or Top Executive or Officer – will be the person the grant agreement is emailed too. **They must have the authority to sign the agreement.** They must create a Keystone Log-In account and request to be linked to the project.

See our website for a list of Past & Present Grantees. Eligible Grantees must be one of the following:

- 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)).

Applicant/Grantee's person to contact for project information (if different from above) (enter "Same" if same) – contact person for the Grantee.

Company/Sub-Grantee – is the beneficiary of the awarded funds and the entity that holds the deed(s), construction contracts, and provides the match funding for the project. If there is more than one Sub-Grantee, click ‘Add’ at the bottom of the table, and include additional Sub-Grantee’s information. If there is not a Sub-Grantee, enter ‘N/A.’

Consultant aiding with formal Project Management Proposal preparation – Did any outside agency or firm help compile this Project Management Proposal? Include the information for ‘Consultant aiding with formal Project Management Proposal preparation’. This would be a person/entity that helped with the Project Management Proposal process. If none, enter ‘N/A.’

Architect, Engineer, and Contractor – Information for the above can be entered, if known. If not known, please enter 'N/A.'

Other – This area can be utilized for any additional information that can't be included in the above blocks.

Additional – This area can be used for additional information. Example: if there are multiple prime contractors, enter their information here.

Task/Position	Organization	Contact Person & Title	Complete Mailing Address	Email Address	Phone (XXX)-XXX-XXXX
Applicant/Grantee's Board President or Top Executive or Officer					
Applicant/ Grantee's person to contact for project information (if different from above) (enter "same" if same)					
Company/Sub-grantee's Contact Person (if different from above) (enter "same" if same)					
Consultant aiding with formal Project Management Proposal preparation, if applicable (if none, enter N/A)					
Architect (if none, enter N/A)					
Engineer (if none, enter N/A)					
Contractor (if none, enter N/A)					
Other					
Additional					

Organizational Structure:

Explain the organizational structure for the entity that is the beneficiary of the RACP funds. If more than one entity is involved, please include that information as well. For instance, one entity may own the land and another entity may hold construction contracts in their name.

Required Attachment – The Grantee and any Sub-grantee will need to provide an organizational chart showing the structure of the entity and relationships with any other involved entities.

Explain the administration of the project and experience of the entities involved in administering the project. For example, will the grantee or sub-grantee administer the project or will there be a designated third-party administrator.

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Organizational Structure:

Explain the organizational structure for the entity that is the beneficiary of the RACP funds. Also explain the relationship/ownership of any additional involved entities, for instance, one entity may own the land and another entity may hold the construction contracts in their name.

Required Attachment – The funding recipient will need to provide an organizational chart showing the structure of the entity and relationships with any other involved entities.

Explain the administration of the project. Provide information about the Grantee's, and any applicable Project Administrator's, experience in administering state and federal funds.

Section 4 – Schedules, Bidding, & Construction Related Documents

Project Schedule

This section is an estimate and will be updated/revised frequently as the project proceeds. Complete the information requested with the best available information using the format provided (MM/DD/YYYY).

Construction Schedule:

This schedule details each aspect of the construction components. This item is typically supplied by the project manager or construction manager.

Enter the date that each phase/component (remediation, demo, site work, building construction) is expected to begin and when each phase/component is expected to be completed. Enter each phase/component on a separate line.

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Project Schedule:

Dates contained in the below table may be projections/estimates. Throughout the RACP grant process, updated and/or revised dates will be requested for the project schedule. Complete the information requested below with the best available information at the current time. Please use the format provided (MM/DD/YYYY).

Phase or Component	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Design Phase		
Bid Solicitation		
Bid Opening		
Obtain All Permits		
Award Contracts		

Construction Schedule:

Enter the date that each construction phase or component (remediation, demo, site work, building construction) begins and is expected to be completed. Enter each construction phase/component on a separate line.

Phase or Component	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)

Bidding and Construction Related Documents:

The sole and exclusive bidding requirement for RACP projects is in the Capital Facilities Debt Enabling Act (Act 1 of 1999, as amended), which states, "Notwithstanding any other provision of law, the solicitation of a minimum of three written bids for all contracted construction work on redevelopment assistance capital projects shall be the sole requirement for the composition, solicitation, opening, and award of bids on such projects. Notwithstanding the foregoing, the construction work shall be performed subject to the act of March 3, 1978 (P. L. 6, No. 3), known as the Steel Products Procurement Act." This means that all prime contractors, general contractors, and subcontractors must be bid. Please note that solicitation is meant to indicate the act of actively asking, seeking, or pursuing firms to complete construction-related services based on the RACP-defined project scope. The law mandates that three written solicitations must be pursued; therefore, phone solicitations will not meet RACP bid requirements. Please be advised that self-bidding election must be approved by our legal department prior to bidding the RACP-delineated project scope. Please be advised that the bidding requirements would be satisfied if the RACP-defined project is publicly bid. The bidding format is at the discretion of the project representatives and subject to local requirements on trades composition.

Competitive bidding for all construction work can be done at the General Contractor/Construction Manager Level (at the top) or at the Sub-Contractor Level (at the sub level).

- a. General Contractor/Construction Manager (GC/CM) Level – If you choose to bid at the GC/CM level, please note that the bid solicitation 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/CM and the sub-contractors that is included in the RACP project scope. Bidding at the GC/CM level will require submission of bidding and construction related documents at the GC/CM 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/Construction Manager, 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/CM is NOT an eligible cost for reimbursement OR match purposes (see below for additional information on self-performed work). 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.

As stated above, if the General Contractor/Construction Manager was selected without competitive bidding, any self-performed work by that GC/CM would therefore not meet RACP bidding requirements and not be eligible for reimbursement OR match purposes. For any self-performed work to be deemed eligible the self-bidding election by the GC/CM must be reviewed and approved by the OB legal department **prior to its occurrence** in any phase of the construction work within the RACP-defined project scope. For better assistance the following detailed information should be made available, which includes, but is not necessarily limited to:

- the exact method the bid solicitation will be conducted;
- who will be in charge of the bidding process;
- who will solicit the contractors;

- who will receive the proposals;
- what method will the proposals be submitted;
- who will open the proposals;
- who will be present at the opening of the proposals;
- who will conduct any negotiations (i.e., value engineering) prior to contract award; and
- who will determine who the contract is awarded to, etc.

Please note that the above requested information will need to be reviewed by the OB legal department. The review process could take several weeks before a decision is rendered. If a project pursues and/or completes any self-bidding process prior to the review and approval of OB legal, the project does so at its own risk. Contracts that have been deemed to be non-bid complaint are not eligible for reimbursements, nor match.

Change Orders are not required to be competitively bid out if 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 originally bid RACP scope of work, the grantee/sub-grantee will be required to competitively bid out the new scope of work in order to be considered RACP eligible. Whenever in doubt, please contact OB to inquire whether additional bidding is required.

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

Please advise, by selecting yes or no from the drop-down box, whether the bid solicitation has already occurred.

Have the minimum 3 written solicitations for the proposed RACP scope of work already occurred?

Has bid solicitation occurred (Choose an item.)

Please advise, by selecting General Contractor/Construction Manager, Sub-Contractor, or To Be Determined from the drop-down box, which level the bid solicitations has/will be made.

At which level has or will the minimum 3 written solicitations be made?

What level will bids be solicited (Choose an item.)

In the narrative box, describe, in general, the bidding process the project utilized or intends to utilize for the proposed RACP project, e.g., solicitation by public advertisement (newspaper), solicitation through individual written invites, computer generated solicitations.

Describe, in general, the bidding process the project utilized or intends to utilize for the proposed RACP project, e.g. solicitation by public advertisement (newspaper), solicitation through individual written invites, or computer generated solicitations.

Construction related documentation required for RACP compliance includes executed Construction Contracts, Payment Bonds, Performance Bonds, Insurance Certificates, and any other documentation that would be directly related to construction activities in the proposed RACP scope. The documentation source will vary depending on the project set-up involving grantee, subgrantee, bidding at the CM/GC level or at the sub-contract level, RFP process, Design-Build process, etc.

- **Plans & Specifications:**
The state-assigned consultant must have access to a set of signed, sealed plans and specs.
- **Permits, Licensing, Regulatory, & Legal Requirements:**
Every project has permits, licensing, regulatory, and legal requirements that is unique to its specifications. Please work with the architect and engineer on determining the list of needed items for the RACP project.
- **Construction Related Documents:**
Every project is unique, and these documents will be contingent on the project and the RACP scope. At a minimum, OB and the state-assigned consultant will need copies of executed Construction Contracts, Payment Bonds, Performance Bonds, Insurance Certificates, and any other documentation that would be directly related to construction activities in the RACP scope. The state-assigned consultant will provide more details for the project during the meeting.
- **Contract Documentation:**
Explain the contracting and bonding process in the narrative box. Keep it simple and direct. At a minimum, describe which entities hold the contracts, what contractors the contracts are with, what kind of bonds are in place, and the dollar value of the bonds. The RACP project must be bonded for 100% of the construction work.
- **Construction Contracts:**
This acknowledgement box reiterates the point that OB and the state-assigned consultant will need copies of all construction contracts.
- **Payment & Performance Bond Documentation:**
This section is for the project to acknowledge Performance and Payment Bonds are a RACP requirement and state law. OB cannot waive this requirement.

A performance bond must be obtained at 100% of the contract amount, conditioned upon the faithful performance of the contract in accordance with the plans, specifications, and conditions of the contract. Such bond shall be solely for the protection of the contracting body which awarded said contract.

A payment bond must be obtained at 100% of the contract amount. Such bond shall be solely for the protection of claimants supplying labor or materials to the Grantee, its contractor, or to any of its subcontractors, in the prosecution of the work provided for in such contract and shall be conditioned for the prompt payment of all such material furnished or labor supplied or performed in the prosecution of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is used at the site.

- **Insurance:**

There are several types of insurances required for a RACP project. The Grantee/Applicant, Sub-Grantee/Sub-Applicant/Beneficiary, and the contractor(s) must supply proof of the required insurance and identify the Commonwealth as an additional insured.

- **Worker's Compensation Insurance** – The Grantee shall provide Worker's Compensation Insurance where required and shall accept full responsibility for the payment of premiums for Worker's Compensation Insurance and Social Security, as well as income tax withholding and any other taxes or payroll deductions required by law for its employees who are performing services related to the project.
- **General Liability & Property Damage Insurance** – The Grantee will provide and maintain comprehensive general liability and property damage insurance in the minimum amount of \$250,000.00 per person for injury and death in a single occurrence; \$1,000,000.00 per occurrence for injury or death of more than one (1) person in a single occurrence; and \$500,000.00 for a single occurrence of property damage, and which shall be endorsed to protect the commonwealth.
- **Flood Insurance** – If the project is wholly or partially within a floodplain, proof of sufficient flood insurance coverage must be provided. In any case, a project is required to provide a copy of a floodplain map of the project area, with the project site being delineated thereon.

In the narrative box, based on the project's set-up, explain the anticipated/completed bonding and contracting process.

Construction Related Documents: Construction contract documentation required for RACP compliance includes executed Construction Contracts, Payment Bonds, Performance Bonds, Insurance Certificates, and any other documentation that would be directly related to construction activities in the proposed RACP scope. The documentation source will vary depending on the project set-up involving grantee, subgrantee, bidding at the CM/GC level or at the sub-contract level, RFP process, Design-Build process, etc.

Based on the project's set-up, explain the anticipated/completed bonding and contracting process:

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Section 5 – Cash Flow and Interim Financing

Cash Flow Schedule:

The Grantee/Sub-grantee should develop a Projected Cash Flow Schedule that mirrors the project's Sources & Uses of Funds in the RDA forms. The schedule should show all sources and uses of funds, including bridge/interim financing, and should be based on the following:

- An estimate of expenditures with respect to time;
- An estimate of sources with respect to time;
- An estimate of the flow of reimbursements from RACP funds;
- An estimate of the flow of matching sources of funds; and
- An estimate of the flow of bridge/interim financing.

A cash flow template is available on the RACP website; a direct link is provided here: [Cash Flow Schedule Template & Example](#)

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Interim Financing:

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, prior to the receipt of the funding disbursements. 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 Grantee/Sub-grantee. The disbursement of funds, after grant requirements are demonstrated, can be a lengthy process. The Grantee/Sub-grantee should plan accordingly when securing interim/bridge financing.

In the narrative box, describe, in general, the type and amount of interim financing to be secured for the project, e.g., bank financing, internal cash, etc.

<p>Interim Financing:</p> <p>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, prior to the receipt of the funding disbursements.</p> <p>Describe, in general, the type and amount of interim financing to be secured for the project, <u>e.g.</u> bank financing, internal cash, etc.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Section 6 – Site Control & Eminent Domain

Project Site Address(s)

The Grantee/Sub-grantee should provide the physical address, municipality, county, senate district, and house district for the RACP project site(s) in the table provided.

Please advise, by selecting yes or no from the drop-down box, if the physical site(s) of the RACP project is the same as identified in the e-Application. If the site location(s) is the same as identified in the e-Application, select ‘Yes’ from the drop-down box. If the project site address has changed select ‘No’ from the drop-down box and describe in the narrative box, why the site(s) have changed.

Project Site Address(es):

Locality	Physical Address	Municipality	County	Senate District #	House District #
Site 1					
Site 2					
Site 3					

Is the above listed site location(s) the same as the proposed site location(s) provided during the initial RACP funding request (e-RACP Application)?

Is Site Address the same as e-APP Choose an item. ⌵

If the above response is 'No', then the Funding Recipient must provide a detailed explanation for the change in project location. Please note that the Office of the Budget may request additional documentation in order to complete its review of any changes to the project's originally proposed site location.

Site Control Documentation:

The Grantee/Sub-grantee will need to supply documentation to support site control. This may include:

- Copy of the recorded title or deed, if property owned. Please note that the property owner's name listed on the deed must match their current legally registered name
- Long-term lease for a minimum of 20 years or option to assume purchase agreement (if property is leased)
- Settlement sheet for the property
- Site Plan
- Eminent Domain Proceedings
 - Resolution by Planning Commission and transcript
 - Evidence of Public Hearing and transcript

- Redevelopment Area Plan and Proposal with local resolution of approval
- Certification of Compliance along with copy of adopting resolution
- Declaration of Taking and/or Writ of Possession for condemnation proceedings

In the narrative box, describe, in general, the method(s) used to secure site control for the project.

Site Control Documentation:

Funding Recipients will need to supply documentation to support site control. This may include:

- Copy of the recorded title or deed, if property owned. Please note that the property owner’s name listed on the deed must match their current legally registered name.
- Long-term lease for a minimum of 20 years or option to assume purchase agreement (if property is leased)
- Settlement sheet for the property
- Site Plan
- Eminent Domain Proceedings
 - Resolution by Planning Commission and transcript
 - Evidence of Public Hearing and transcript
 - Redevelopment Area Plan and Proposal with local resolution of approval
 - Certification of Compliance along with copy of adopting resolution
 - Declaration of Taking and/or Writ of Possession for condemnation proceedings

Describe, in general, the method(s) used to secure site control for the project.

***As identified on the Final Checklist - supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Section 7 – Environmental & Flood Zone Requirements

Environmental Requirements

All RACP projects are unique and will require certain environmental requirements. The Grantee/Sub-grantee will need to supply documentation supporting compliance with Environmental & Technical Studies such as, but not limited to, EPA Environmental Notifications; Environmental Assessment Report-Phase I; Erosion and Sedimentation Control Plan; Hazardous Materials Survey (asbestos, lead based paint, PCP, etc.); Underground Storage Tank System Closure Report Form; Certification of Air Quality; and Geotechnical Study.

In the narrative box, please list any and all environmental & technical studies that are required for the project. If no environmental or technical studies are required, please type 'N/A' and explain why.

Environmental & Technical Requirements:

Funding Recipients must supply documentation to support compliance with local and state permitting requirements that are applicable to the project. This includes, but is not limited to, Environmental & Technical Studies such as EPA Environmental Notifications; Environmental Assessment Report-Phase I; Erosion and Sedimentation Control Plan; Hazardous Materials Survey (asbestos, lead based paint, PCP...); Underground Storage Tank System Closure Report Form; Certification of Air Quality and Geotechnical Study.

Please list any Environmental & Technical Studies that have been deemed necessary for the project:

Historical:

Consultation with the Pennsylvania Historical Museum Commission (PHMC)'s State Historic Preservation Office (PA SHPO) for RACP projects is necessary if the project has not yet commenced and the project involves an identified historic property and/or ground disturbance within a high archaeological probability area. The Grantee/Sub-grantee should use Pennsylvania's Historic and Archaeological Resource Exchange (PA-SHARE) to determine if the proposed project includes 1) an identified above-ground historic property and/or 2) ground disturbance within a high archaeological probability. If the proposed overall project does, then the PA SHPO should be consulted. Tutorials on how to consult and submit using PA-SHARE and answers to common questions about PA-SHARE may be found at <https://www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx>. If after reviewing this information, you have additional questions concerning PA-SHARE, please contact the PA-SHARE help desk at pashare@pa.gov.

In the narrative box, describe if the project includes any Historic Preservation requirements, as listed above. If the project does associate with one or more of the above criteria, what, if any, actions have already been taken to consult with the PHMC.

Funding Recipients should use Pennsylvania’s Historic and Archaeological Resource Exchange (PA-SHARE) to determine if their proposed project includes 1) an identified above-ground historic property and/or 2) ground disturbance within a high archaeological probability. If applicable, the PA State Historic Preservation Office (SHPO) should be consulted.

Describe, in general, if the project includes any Historic Preservation requirements, as listed above. If the project is associated with one or more of the above criteria, what, if any, actions have already been taken to consult with the Pennsylvania Historical Museum Commission (PHMC)?

Flood Zone

Is the RACP delineated project located in the 100-year flood plain? **Select the appropriate answer in the drop-down box.** The Grantee/Sub-grantee will need to show proof (either way) by providing a floodplain map (see FEMA website below) and a certification (executed letter) from a qualified professional, such as the project architect or engineer.

[Floodplain maps can be found on the FEMA website](#)

If the project is in the 100-year flood plain, a certificate of insurance showing flood coverage will be in force during the life of the RACP delineated project will be required.

Flood Zone Requirement:

Is the RACP delineated project located in a 100-year flood plain?

Is project in Flood Zone (Choose an item.)

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

Section 8 – Opinion of Counsel

The Grantee’s solicitor must submit an Opinion of Counsel on their official letterhead, which contains 1) a verification of the Grantee’s pending or threatened litigation, 2) an opinion stating that the Grantee can legally contract with the Commonwealth for financial assistance, and 3) that the Grantee has met all state/federal requirements.

Please be advised that the Opinion of Counsel submission is to relate strictly to the proposed RACP project that is administered by the Office of the Budget only. This Opinion is not to be for any funding program other than RACP.

Regarding a grantee’s pending or threatened litigation: The grantee’s solicitor should provide a brief explanation of any pending or threatened litigation against the grantee themselves and the impact if any, the pending or threatened litigation will have on the completion of the RACP project.

Regarding whether the grantee has met all state/federal requirements: The grantee’s solicitor should indicate whether they have any knowledge or awareness during their contact with the grantee, which would lead them to have an opinion that the grantee is/is not complying with state and federal requirements. If they have no knowledge or awareness of non-compliance, they should state such (i.e., to my knowledge and awareness, the grantee is complying with state and federal requirements). Likewise, if they have knowledge or awareness that some state or federal requirement is not being met, they should also indicate this.

Please note that OB does not expect the grantee’s solicitor to know every single aspect of the grantee’s organization, as this is not possible. Again, we are strictly looking for their opinion based on their knowledge/awareness/contact with the grantee.

In the narrative box, describe, in general, any known pending or threatened litigation for the Grantee that could affect the entity from legally contracting with the Commonwealth.

Describe, in general, any known pending or threatened litigation for the Grantee that could affect the entity from legally contracting with the Commonwealth.

***As identified on the Final Checklist – supporting documentation will need to be provided through your state-assigned consultant as part of the next steps to the RACP grant process.**

The following Sections (9-10) do NOT require immediate action but will be a requirement of the RACP grant agreement. The Grantee/Sub-grantee should begin reviewing these agreements with the applicable parties.

Section 9 – Cooperation Agreement or Ordinance by Host Municipality or County

An executed Cooperation Agreement or ordinance from the host municipality or county will need to be provided if the Grantee does not have taxing authority.

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 payments that may later be determined to have been ineligible.

Section 10 – Cooperation Agreement with Administrator/Sub-Grantee

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

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 Grantee, Sub-Grantee and third-party should be provided. This Three-Party Cooperation Agreement's purpose is to outline the responsibilities of all parties and obligate each to comply with the terms and conditions of the RACP Grant Agreement and RACP.

Statement of Compliance Acknowledgement

This section **requires signatures from the Grantee and Sub-Grantee(s) after** all other sections are completed, including the following Final Checklist. Please read each sub-heading carefully and understand that these items are a requirement of the RACP program. There are NO workarounds or exceptions to these requirements.

Once all other sections of this Project Management Proposal are completed, fill in the Entity Name and Printed Name of the signatory for the Grantee and Sub-Grantee(s) and sign the Statement of Compliance Acknowledgement and the Final Checklist signature page. **If signed prior to completing the other sections, any signatures will be automatically removed in order to complete/make further edits to the document.** The Project Management Proposal cannot be submitted without these signatures.

It is suggested that a copy of these requirements be given to the Project, Construction Manager, and/or Architect so that they are fully aware of the RACP requirements related to each. This document should be included in the bid packages and should be made an addendum to all construction contracts, plans, and specifications related to the RACP project.

Compliance with all RACP requirements, including the key items in these guidelines will be monitored frequently throughout the construction phase of your project and will be reviewed once more during the legislatively mandated close-out audit.

COMPETITIVE BIDDING REQUIREMENTS

The sole and exclusive bidding requirement for RACP projects is in the Capital Facilities Debt Enabling Act (Act 67 of 2004), which states "Notwithstanding any other provision of law, the solicitation of a minimum of three written bids for all contracted construction work on redevelopment assistance capital projects shall be the sole requirement for the composition, solicitation, opening, and award of bids on such projects." Unless the terms of the law change, the Office of the Budget cannot grant waivers for bidding requirements to Grantees.

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 choose 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. 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: Grantees and/or Sub-Grantees are not required to competitively bid out change orders if 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.

PENNSYLVANIA STEEL PRODUCTS PROCUREMENT ACT

OB cannot grant waivers to the Pennsylvania Steel Products Procurement Act (SPPA) unless the terms of the law change. All RACP Grantees must comply with the SPPA. If a Grantee/RACP project fails to abide by the SPPA, it does so at its own risk.

[A full explanation on the RACP steel requirements is available as a PDF download.](#)

Up to 2011, OB only accepted the ST-4 Form (justification for the use of foreign steel) that the Department of General Services (DGS) had exclusively devised to address exceptions linked to the requirements of the SPPA, when it was necessary. Since 2011, OB has approved the acceptability of two more DGS ST Forms (ST-2, ST-3) with some caveats, providing that the forms are properly filled out. The ST-1 Form will not be accepted by OB. It is not necessary for the ST-2, ST-3, and ST-4 Forms to be notarized.

Effective January 1, 2013, OB began utilizing the DGS Exempt Machinery and Equipment Steel Products listings ([2023](#), [2022](#), [2021](#)) as part of our steel policy. DGS published a Statement of Policy-Steel Products Procurement in the Pennsylvania Bulletin Volume 43, Number 6 dated February 9, 2013, (See PA Bulletin #43, pages 85-86) that discussed the exemption of certain steel products, based on their analysis of ST-4 forms submitted that list products not produced domestically in sufficient quantity. DGS publishes an updated "Exemption List" annually.

Please be aware that ST forms are acceptable only in cases where **non-structural steel** needs to be addressed. The DGS ST forms do not replace the steel certification forms associated with structural steel. OB will continue to require the submission of steel mill certifications to demonstrate compliance with the steel requirements for structural steel.

The PDF copies of the three acceptable ST Forms for RACP listed below can be obtained from the RACP website:

- [ST-2 Steel Origin Certification: Non-Identifiable, Non-Structural Steel](#)
- [ST-3 75% U.S. Manufacture Certification](#)
- [ST-4 Not Domestically Manufactured: Prime Contractor](#) (only to be used when requesting items to be exempted that are not found on the current year's List of Exempt Machinery and Equipment Steel Products)

It is suggested that the certifications be collected at the time any steel for the project is purchased and delivered to ease the collection process.

Be advised that OB DOES NOT need to approve the ST forms prior to the start of the construction period. The ST forms need to be submitted to demonstrate that compliance, when and where necessary, has been met.

We shall deem as ineligible all contracts that are unable to demonstrate compliance via the submission of steel certifications for Structural Steel and for Non-Structural Steel the submission of steel certifications and/or ST forms and/or DGS Exempt Machinery and Equipment Steel Products List. Therefore, the value of construction contracts associated with non-compliant steel will be removed (both materials and labor costs) from the scope of the project, which may in turn affect the project's ability to leverage their full grant amount (project may not receive its full grant).

Recycled products, melted from previously used steel, are acceptable, providing that adequate documentation from the supplier has been furnished. The supplier shall certify that the recycled steel product was produced in the USA.

TRADE PRACTICES ACT

In accordance with the Trade Practices Act of July 23, 1968, P.L. 686 (71 P.S. § 773.101 et seq.), the Grantee cannot and shall not use or permit to be used in the work any aluminum or steel products made in a foreign country which is listed below as a foreign country which discriminates against aluminum or steel products manufactured in Pennsylvania. The countries of Argentina, Brazil, South Korea, and Spain have been found to discriminate against certain products manufactured in Pennsylvania. Therefore, the purchase or use of those countries' products, as listed below, is not permitted:

- Argentina: carbon steel wire rod and cold-rolled carbon steel sheet.
- Brazil: welded carbon steel pipes and tubes; carbon steel wire rod; tool steel; certain stainless steel products, including hot-rolled stainless steel bar; stainless steel wire rod and cold-formed stainless steel bar; pre-stressed concrete steel wire strand; hot-rolled carbon steel plate in coil; hot-rolled carbon steel sheet; and cold-rolled carbon steel sheet.
- South Korea: welded carbon steel pipes and tubes; hot-rolled carbon steel plate; hot-rolled carbon steel sheet; and galvanized steel sheet.
- Spain: certain stainless steel products, including stainless steel wire rod, hot-rolled stainless steel bars; and cold-formed stainless steel bars; pre-stressed concrete steel wire strand; and certain steel products, including hot-rolled steel plate, cold-rolled carbon steel plate, carbon steel structural shapes; galvanized carbon steel sheet, hot-rolled carbon steel bars, and cold- formed carbon steel bars.

Penalties for violation of the above paragraphs may be found in the Trade Practices Act, which penalties include becoming ineligible for public works contracts for a period of three years.

This provision in no way relieves the Grantee of responsibility to comply with those provisions which prohibit the use of foreign-made steel and cast-iron products.

PUBLIC WORKS CONTRACTORS' BOND LAW (PAYMENT & PERFORMANCE BONDS)

The requirement for 100% payment and performance (P&P) bonds is a state law; the Office of the Budget cannot waive this requirement.

A performance bond must be obtained at 100% of the contract amount, conditioned upon the faithful performance of the contract in accordance with the plans, specifications, and conditions of the contract. Such bond shall be solely for the protection of the contracting body which awarded said contract.

A payment bond must be obtained at 100% of the contract amount. Such bond shall be solely for the protection of claimants supplying labor or materials to the Grantee, its contractor, or to any of its subcontractors, in the prosecution of the work provided for in such contract and shall be conditioned for the prompt payment of all such material furnished or labor supplied or performed in the prosecution of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is used at the site.

PA PREVAILING WAGE ACT (PWA)

The Office of the Budget cannot grant waivers for the PA Prevailing Wage Act. All Grantees must comply with the act. Grantees that fail to abide by the Prevailing Wage Act do so at their own risk. Please do not assume that PA Prevailing Wage is always consistent with your local union wages.

All projects should apply for a wage determination letter prior to the start of construction by registering the project with the PA Department of Labor and Industry to obtain the prevailing wage rates relevant to your project. This determination sheet will provide the necessary trade classifications for the project, along with their corresponding hourly wage and hourly fringe rates that are required for the certified payrolls required as part of RACP. The wage determination should be obtained within 120 days of the award of construction contracts. If necessary, the Department of Labor and Industry can issue determinations letters after construction has begun.

The prevailing wage information and forms can be found on the [DLI website](#).

AMERICANS WITH DISABILITIES ACT (ADA)

Typically, your architect should provide a letter stating the plans and specs are following ADA regulations. Additionally, the Grantee agrees to comply with the General Prohibitions Against Discrimination, 28 C.F.R. § 35.130, and all other regulations promulgated under Title II of The Americans with Disabilities Act

which are applicable to all benefits, services, programs, and activities provided by the commonwealth through contracts.

FIDELITY BONDS

The Grantee shall procure and furnish evidence to OB 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 OB. Fidelity Bonding is also commonly known as "Employee Dishonesty Insurance." The minimum level of coverage should equal the average monthly RACP reimbursement amount based on the total grant amount.

INSURANCE REQUIREMENTS

- **Worker's Compensation Insurance** – The Grantee shall provide Worker's Compensation Insurance where required and shall accept full responsibility for the payment of premiums for Worker's Compensation Insurance and Social Security, as well as income tax withholding and any other taxes or payroll deductions required by law for its employees who are performing services related to the project.
- **General Liability & Property Damage Insurance** – The Grantee will provide and maintain comprehensive general liability and property damage insurance in the minimum amount of \$250,000.00 per person for injury and death in a single occurrence; \$1,000,000.00 per occurrence for injury or death of more than one (1) person in a single occurrence; and \$500,000.00 for a single occurrence of property damage, and which shall be endorsed to protect the commonwealth.
- **Flood Insurance** – If the project is wholly or partially within a floodplain, proof of sufficient flood insurance coverage must be provided. In any case, a project is required to provide a copy of a floodplain map of the project area, with the project site being delineated thereon.

Identify the Commonwealth as Additional Insured: The Commonwealth shall be listed on the above insurance policies as an additional insured. Upon request, the Grantee shall furnish proof of insurance as required by this section to OB.

RESTRICTIONS ON GOVERNMENTAL ENTITIES SELLING RACP PROJECTS

Article 8 of the RACP Grant Agreement spells out sale price restrictions for a governmental entity that sells property that was acquired and/or improved with RACP funds. The restrictions are required to ensure that the Grantees CANNOT sell the property for a net gain or even recoup the value of the grant in the sale price. [A PDF download is available that contains more information on Article 8.](#)

By signing below, I hereby acknowledge that I am aware of the RACP Compliance Requirements and will ensure that all components of the project will be in compliance. I also acknowledge that I am aware that failure to comply with the necessary requirements may affect grant reimbursements.

Grantee

*Entity Name
Printed Name*

X

Grantee

Sub-Grantee

*Entity Name
Printed Name*

X

Sub-Grantee

Co-Sub-Grantee (as applicable)

*Entity Name
Printed Name*

X

Co-Sub-Grantee (as applicable)

Final Checklist and Signature Page

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

Review the Attachments required with the submission – RDAs and Organization Chart. The Project Management Proposal will not be accepted without these attachments.

In the narrative box, provide any additional information that is pertinent to the Project Management Proposal.

After all other sections are completed, the Sub-grantee can sign the Final Checklist. If the project does not include a Sub-grantee, then the Grantee would sign the Final Checklist.

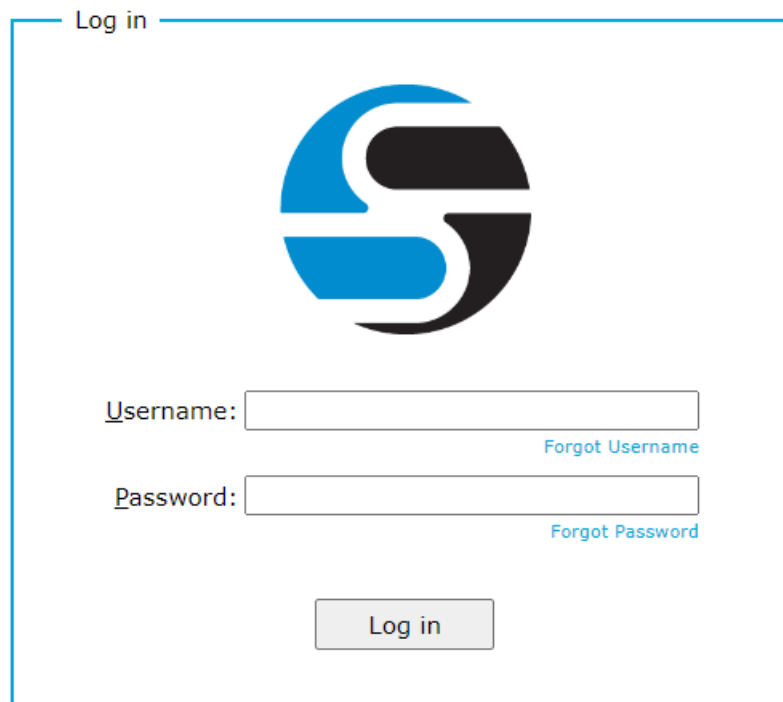
Submission of Project Management Proposal

Once all the sections are complete and signatures have been applied, convert the Word template into a PDF and combine it with the required attachments to make a single PDF for submission.


All submissions of a formal Project Management Proposal must be done via upload to RACP's specified FTP site. Hard copies of the formal Project Management Proposal and electronic copies *on a CD or Flash Drive* are no longer required. Grantees associated with these projects will be emailed a unique Username and Password to access this FTP site. 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/Web/Account/Login.htm> . The webpage will prompt the user for a Username and Password. This is NOT your Keystone Log In information. This is project specific.
2. In accessing the main web page of the FTP site you should see the page below:



Log in

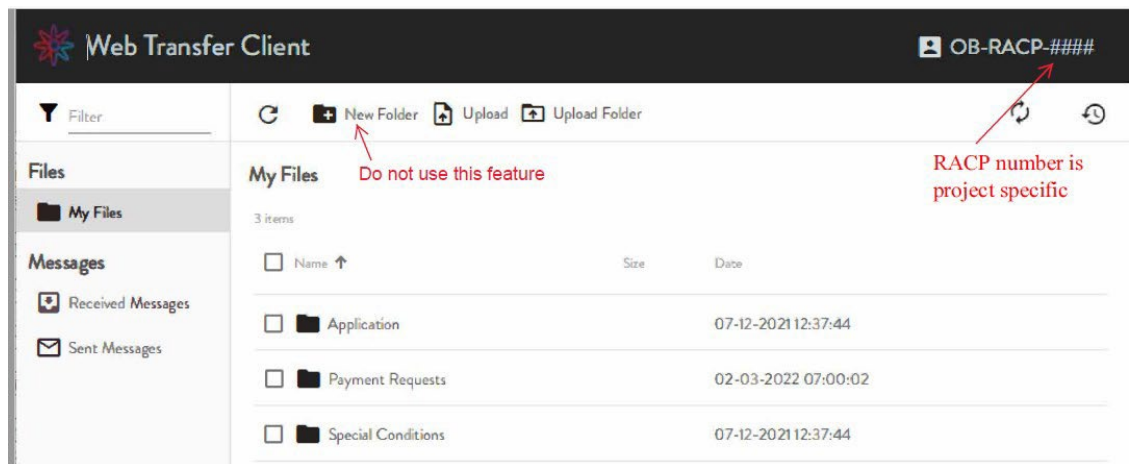


Username: [Forgot Username](#)

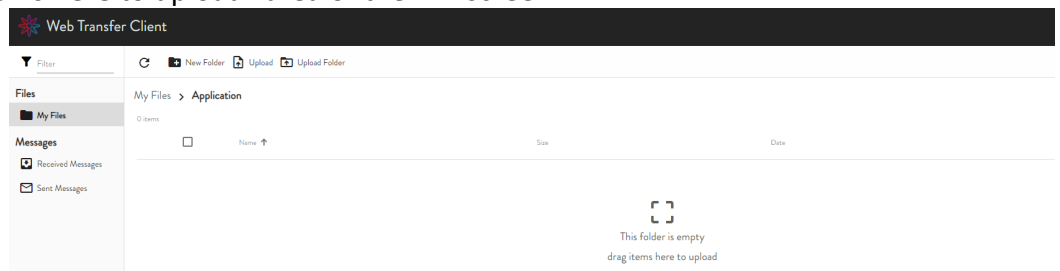
Password: [Forgot Password](#)

Enter the unique Username and Password provided to you from the Office of the 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.



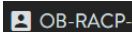
3. After entering your Username & Password you will see the screen below. Click the word “Application” of the Application folder. Do not use the check-box found to the left of the folders.



4. You have 2 choices in how to complete 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  Upload 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.
5. 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: <https://copaftp.state.pa.us>
- Default port: 22

The RACP FTP site account will contain at least 3 folders (bulleted below). Your formal Project Management Proposal should be placed in the Application folder. The Payment Requests and Special Conditions folders will be used further on in the RACP process.

- Application
- Special Conditions
- Payment Request

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.

The Grantee must submit/upload their formal Project Management Proposal 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 Project Management Proposal* as described herein.

Your Project Management Proposal submission should consist of the following:

1. An Adobe PDF version of the entire formal Project Management Proposal, 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 Sections and any attachments to the formal Project Management Proposal. The PDF file of your proposal should be constructed as follows:
 - a. Adobe Acrobat Bookmarks (an electronic table of contents) should be utilized in the PDF file of the submitted Proposal – “Bookmarks” should be used for each Section of the formal Project Management Proposal and for any addendums, either after a particular Section (in this case create a Bookmark subset to the associated Section Bookmark), or at the end of the entire formal Project Management Proposal. Bookmark titles for Sections should include the word “Section”, the Section number, a period, and the title for the section. For example, *Section 1. Project Eligibility Requirements*. **If you are converting the Project Management Proposal Template via MS Word Software, bookmarks should automatically populate for each section.
 - b. The file name of the PDF version of the formal Project Management Proposal should be constructed as follows: “PMP”. Short file names are best for uploading through the FTP Site.
 - c. 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 re-save and verify the bookmarks remain intact.
 - d. If problems are encountered while uploading, please send a screen shot of the error to RA-OB-RACP@pa.gov.

More than one funding award for the same project:

In some instances, a project may receive RACP funding awards over multiple rounds. The Grantee/Sub-grantee that want to combine awards to use in the same project should submit a COMBINED Project Management Proposal. Until a COMBINED Project Management Proposal is submitted, the Office of the Budget recognizes these awards as separate for tracking, transparency, and Right-to-Know Request purposes.

When uploading a COMBINED Project Management Proposal, please use the folder and FTP information

for any of the awards.

Next Steps

After the submission of the Project Management Proposal, OB will review the proposal and then engage a state-assigned consultant based on the dates for bidding and awarding construction contracts.

The state-assigned consultant will conduct a thorough review of the Project Management Proposal and will contact the grantee and sub-grantee to schedule an initial review meeting to go over the RACP process, the Project Management Proposal, project scope (RACP & Overall) and **will collect additional documentation** that was not required with the submission in addition to any updated information/documentation. Please ensure the documents are ready for submission during this meeting.

The consultant will then prepare a written report for OB. This Project Management Proposal review report will be used by OB to prepare the Grant Agreement. Please note grant disbursements cannot be released until the following items are completed:

- Executed Grant Agreement
- Approval of Special Conditions (located in Appendix B to the grant agreement)
- Evidence of compliance with program requirements and grant conditions
- Payment Request submitted requesting grant funds

Please note that during the Project Management Proposal review meeting with the state-assigned consultant, **documents will need to be provided**. These are noted throughout the Project Management Proposal sections.

In the meantime, if you have any questions, please submit them to RA-OB-RACP@pa.gov.