REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP)

Version 12/24/13

Legislative process

Project line item (itemization) in Capital Project Itemization Bill by State Legislature, designating type and locale of project and its funding level → Capital Project Itemization Bill enacted

NOTE: Only non-sunset itemizations/projects from Capital Budget Acts with remaining, unused amounts are available for funding.

Business Plan process

OB educational seminar → OB schedules a submission period for a semi-annual funding round. → Candidate verifies its project's eligibility, reviews all RACP requirements, and determines that a suitable itemization (site and project type) exists that includes the necessary available funds. → Candidate submits a Business Plan (RACP grant request) to OB by the published deadline. → OB reviews & scores the Business Plan. Based on its objective scoring, it is forwarded to the RACP Selection Committee. → RACP Selection Committee reviews and recommends projects for awards, subject to final approval of Governor (approval cannot be made prior to a 30-day public comment period). → Final results are posted to RACP's web site and disposition letters are sent to all projects.

Application process

Within 30 days of the receipt of an award letter, the awardee must notify the Office of Budget if they accept the award. → Prepare application materials → Application submission to State (within 6 months from award letter date) → STATE REVIEWS → Application Review with State Consultant & Candidate / Grantee → STATE REVIEWS → Preliminary Grant Agreement (GA) released to Grantee → STATE PROCESSING → Final Execution of Grant Agreement → Submission of Special Condition materials & first payment request (if applicable) to State

Preliminary Grant Agreement (GA) released to Grantee → Commencement of Construction Monitoring process (periodic project status meetings: site visits, review of special conditions and Grant compliance items) → Submission of Special Condition materials & first payment request (if applicable) to State

Reimbursement process

"Facilitation meeting," at the request of the project, to review the reimbursement (payment) process → Satisfaction of Special Conditions via approval letter from State → Commonwealth makes payment

"Facilitation meeting," at the request of the project, to review the reimbursement (payment) process → 1st payment request submitted → STATE REVIEWS → Commonwealth makes payment

Submit subsequent payment request(s) → Final disbursement less retainage → Final audit → Release of retainage to Grantee

KEY

- State
- Candidate / Grantee
- State & Candidate /Grantee
- State Consultant