Commonwealth of Pennsylvania
Redevelopment Assistance Capital Program (RACP)

APPLICATION HANDBOOK

Instructions for Completion of an Application for
A Redevelopment Assistance Capital Grant

Tom Wolf, Governor

June 2015

RACP APPLICATION HANDBOOK

Be advised that any information included in the submission of a RACP Application and any attachments to the Application may be subject to the Right-to-Know Law in Pennsylvania.

I. OVERVIEW OF RACP PROCESS

A. FUNDING AWARD ACCEPTANCE

Once the Governor has approved the successful projects, award notification letters are mailed to successful Candidates. The award letters authorize the grant recipients to begin the Application process. Grant recipients must then notify OB within 30 days of the receipt of their award letter as to whether or not they are accepting the grant award. Those that accept the award must submit a formal RACP Application for their project to OB within six (6) months of the date of the award letter.

The Applicant (prospective Grantee) and/or Sub-applicant (prospective Sub-grantee) will begin assembling the 22 Tabs of documentation required for the grant Application. OB personnel are available to assist the Applicant throughout the application process. At application submission time, the Applicant must be able to demonstrate that at least 50% of the required non-state funds necessary to complete the project are secured.

An award recipient (Candidate) that is not an eligible Grantee for a RACP award MUST obtain an eligible entity to "sponsor" their project. In these cases, the recipient entity will be the Sub-Applicant to the award and the Grantee will serve as a "pass through" entity for purposes of the RACP Grant. The Applicant will submit the application, special conditions, and reimbursements requests to OB, and also sign all documents including the Grant Agreement, while; typically, the Sub-Applicant will be the one providing such information to the Applicant. The types of entities that are eligible to be a Grantee to a RACP grant are limited statutorily. Eligible Grantees must be either:

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

  (i) 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

  (ii) 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))

B. APPLICATION SUBMISSION

The project must submit an application "packet" (described as follows) within 6 months of their award letter date. Note that even if your award will be *amending* an existing RACP Grant Agreement you need to submit a *full application* as described herein. Bring or mail your completed application packet to:

C/O RACP Application
Redevelopment Assistance Capital Program
Office of the Budget
333 Market Street, 18th Floor
Harrisburg, PA 17101-2210

Your Application submission should consist of the following:

1. One (1) hardcopy of the entire Application. This must include all items for all Tabs. Hardcopies of any addendums should also be provided. Many candidates prefer to submit their Applications in a 3-ring notebook/binder, with physical tabs separating and identifying the various Tabs of the Application. If there is a voluminous addendum, it is permissible to submit the addendum only in electronic form while making reference to the electronic version in your hardcopy.

2. Two (2) compact discs or two (2) USB flash drives, each containing an electronic Adobe PDF version of the entire Application as a single file. 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 must include all items for all required Tabs and any addendums to the Application. The PDF file of your application should be constructed as follows:

    a. Adobe Acrobat Bookmarks (an electronic table of contents) should be utilized in the PDF file of the submitted Application – "Bookmarks" should be used for each Tab of the Application and for any addendums, either after a particular Tab (in this case create a Bookmark subset [nest] to the associated Tab Bookmark), or at the end of the entire Application. Bookmark titles for Tabs should include the word "Tab", the Tab number, a period, and the title for the tab. For example, *Tab 1. Project Eligibility Requirements.*

    b. Any addendum should also have an appropriate Bookmark title that easily identifies their content.

    c. The file name of the PDF version of the Application should be constructed as follows: "RACP Application - (name of project as stated in Tab 2 or as approved by OB) – (county of project site)." An example of the preceding would be: *RACP Application - Blue Moon Business Park – Allegheny Co.*

    d. 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 resave.

C. APPLICATION REVIEW

Once the OB is in receipt of the grant application, a preliminary review is conducted and a state-hired Consultant is engaged to conduct a thorough review of the application. The state will notify the Applicant of the selected Consultant via written notification. The consultant will then contact the Applicant and/or Sub-Applicant to schedule an initial application review meeting.

After the application review meetings are concluded [typically two (2) meetings], the consultant prepares a written report for the OB that is used to prepare the Grant Agreement.

D. GRANT AGREEMENT

The commonwealth then issues a preliminary Grant Agreement between the Commonwealth of Pennsylvania and the Grantee/Applicant for the project, which is sent to the Grantee for signature (normally via email). Once it is returned to OB, it is forwarded to the appropriate agencies within the commonwealth administration for validation and execution [five (5) commonwealth signatures]. A fully executed copy of the Grant Agreement will be provided to the Grantee.

Each Grant Agreement contains a list of Special Conditions (identified as Appendix B in the Grant Agreement), which are required application components that were not available by the time the Grant Agreement was drafted. Examples of special conditions to the Grant Agreement may include: updated cash flow forecasts, copies of permits, proof of bidding, construction contracts, etc.

Once the Grant Agreement is fully executed, the recipient will have a maximum of six (6) months to meet the terms and special conditions of the Grant Agreement and begin construction of the project. All special conditions must be satisfied before any grant funds can be disbursed to the Grantee.

When construction is about to commence or has already commenced, the project is strongly encouraged to contact the OB to request a facilitation meeting with OB personnel to review the specific procedures for submitting a reimbursement request.

II. STEPS FOR COMPLETING THE RACP APPLICATION

A. APPLICATION TAB LIST

The Application should be ordered and indexed as shown on the Tab Index Page (see Section III). Standard forms are available for several Tabs to the Application and are located in the RACP Handbooks & Forms section of the RACP website at www.budget.state.pa.us. Where referenced, the Applicant should use the standard forms to document the required information.

The Applicant should address each Tab section specifically and completely. Any additional information the Applicant deems necessary and not included in a Tabbed section can be added at the end of the Application as appendices.

ALL Tab contents of the Application must be addressed. If specific information is not available for inclusion in the Application, a statement explaining 1) why it is not available, and 2) when it is expected to become available, should be provided in the Application. Likewise, if a particular Tab section is not applicable to the project, please include an appropriate statement for that Tab that includes an explanation why.

B. TABS 1 THROUGH 12 (BUSINESS PLAN SUBMISSION)

Tabs 1 through 12 were previously provided with the Business Plan. Review the individual instructions for Tabs 1-12 herein to determine whether you *must* resubmit these Tabs as part of this Application. In cases where you must resubmit, update their information where necessary. **Please note that some Tabs include sub-sections (e.g. Tab 8-A) that were not part of the Business Plan submission, but are required now for the Application.**

C. TABS 13 THROUGH 22 (SPECIFIC TO APPLICATION)

Tabs 13 through 22 were not part of the Business Plan submission and must be addressed in the Application.

Reminder: OB personnel are available to assist the Applicant throughout the application process. Personnel information can be found on the Contact Us section of the RACP website.

III. RACP TAB INDEX

(Bold Tab sections denote a new Tab/sub-Tab not included in Business Plan submission.)

Tab 1 – Project Eligibility Requirements & Housing Statement

Tab 2 – Project Description

Tab 3 – Economic Impact

Tab 4 – Community Impact

Tab 5 – Strategic Clusters for Development

Tab 6 – Organizational, Management & Strategic Plan

Tab 7 – Statement of Compliance

Tab 8 – Project Schedule

Tab 8-A – Construction Schedule

Tab 8-B – Bid Documentation

Tab 8-C – Construction Related Documentation

Tab 9 – Projected Cash Flow Schedule

Tab 10 – RDA-300 Form (Sources of Funds)

Tab 10-A – Documentation of Matching Funds

Tab 10-B – Documentation of Interim/Bridge Financing

Tab 11 – RDA-301 Form (Uses of Funds) & Identification and Qualification of Project Cost Estimator

Tab 11-A – Construction Cost Breakdown

Tab 11-B – Site Control Documentation

Tab 12 – Business Plan Scoring Summary

Tab 13 – Plans & Specifications

Tab 14 – RACP Funding Accumulation Schedule

Tab 15 – Permits, Licensing, Regulatory & Legal Requirements

Tab 16 – Flood Zone Requirements

Tab 17 – Statement of Community Participation

Tab 18 – Resolution to File Application By Applicant

Tab 19 – Cooperation Agreement or Ordinance By Host Municipality or County (if applicable)

Tab 20 – Cooperation Agreement With Administrator/Sub-Applicant (if applicable)

Tab 21 – Opinion of Counsel

Tab 22 – Eminent Domain (if applicable)

TAB 1. PROJECT ELIGIBILITY REQUIREMENTS & HOUSING STATEMENT

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

Itemization Requirements:

All grants awarded through the Redevelopment Assistance Capital Program (RACP) **MUST** be for projects included in one (1) or more of the Capital Budget Project Itemization Acts passed by the General Assembly and signed into law by the Governor. Only itemizations/projects from these Acts that have remaining "Project Allocation" amounts and that have not been statutorily "sunset," as stipulated in Act 77 of 2013, are eligible. Potential projects are typically added to Capital Budget Project Itemization Bills by members of the House of Representatives, Senate and Administration.

The Applicant should use the Project Authorizations section on the RACP Web site located at www.budget.state.pa.us to 1) identify the appropriate Act(s) for which the project has been itemized and 2) verify that sufficient funding remains from said itemization. Provide the authorization information in the table below.

Item No. from Excel File	County	Municipality	Act No. & Authorization (Effective) Date*	Act Description	Act Amount	Available Amount	Requested Amount
				Totals if using multiple itemizations⇨			

*Note: No project expense paid prior to the project's itemization's Capital Budget Act's effective date is usable as a reimbursable and/or match item for the RACP project (excluding land match). Also, only itemizations with remaining, unused approved amounts that are from Capital Budget Acts are available for funding.

Project Cost/Match Requirement:

A RACP project must have a total cost of at least $1,000,000 of which at least 50% must be match (non-state) participation.

Other Ineligible Projects:

Projects that are generally funded through other state programs are not eligible for Redevelopment Assistance Capital Funds. Examples of those funding sources and projects are as follows:

Projects Funded by PENNDOT: Highways, Vehicular Bridges, Tunnels
Projects Funded by PENNVEST: Drinking Water, Wastewater, Storm Water or Waste Disposal Facilities

Exceptions to the above: "Storm water, water or sewer infrastructure, or tunnels, bridges or roads when associated with a project that is part of an economic development project are allowed. As an example, RACP funding could be utilized to prepare and install water and sewer lines within an industrial/business park development. However, costs associated with repairs or replacement of existing public or private water or sewer systems are not eligible expenditure of RACP funds.

Housing Units that do not support and generate economic activity and are not part of a community revitalization plan (both in accordance with RACP program requirements) are not fundable. Since Act 82 of 2010, a total of $50 million of special RACP housing allowance has been approved and depleted to date. If housing is involved in the project and the housing units do not support and generate economic activity and are not part of a community revitalization plan, the candidate must determine how to fund housing costs relative to the project prior to completing a Business Plan.

If a Redevelopment Assistance Capital Project does include and require improvements to housing, tunnels, bridges or roads, and/or drinking water/wastewater/storm water systems, these improvements must not be the primary focus of the project.

Projects located in a City Revitalization and Improvement Zone (CRIZ), and eligible for CRIZ benefits, are ineligible for RACP funding.

Housing Statement:

If your RACP scope includes housing, you must include a statement sheet in Tab 1 identifying such. At the top of this statement, please identify the project's name, its county, and the BP Round for which it is being submitted (e.g., BP Round 2015/1). The statement must also indicate whether your project is 1) using available "special housing allocation," or 2) requesting that your project be eligible due to it (a) supporting and generating of economic activity, (b) being part of a community revitalization plan, and (c) being in accordance with RACP program requirements. If situation 2) above, please provide detailed information to verify/explain your claims including a copy of the associated community revitalization plan.

If housing funding is requested as in 2) above, please note that the RACP project scope shall include both housing and non-housing RACP eligible components.

If your RACP scope does NOT include a housing component, submit a statement sheet with the wording "This RACP project does not contain a housing component."

TAB 2. PROJECT DESCRIPTION

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

INSTRUCTIONS FOR COMPLETION

The Applicant should provide, in as much detail as possible, a project description narrative. Please limit the project description to two (2) pages.

Provide the following detailed information for the project site:

Project Name (should be a maximum of 50 characters, including spaces; do not use "The" to start the project name, or "Project" to end the project name) (it will become the official name of the project if selected for a grant award as OB does not modify project names):

Address:

Municipality (this is the lowest-level local government entity where the project is physically located):

County:

State Representative
Name
Address
District #

State Senator
Name
Address
District #

Specific Project Description:

Format: Supply two (2) separate sections of the project description; the first entitled "Overall," which will contain the overall project, and the second entitled "Proposed RACP Scope," which will be limited to the proposed RACP portion of the project. If there are different Overall and Proposed RACP scope project descriptions, start the Proposed RACP Scope section with the wording: "The proposed RACP scope will be limited to the…<<*insert appropriate information*>>…of the Overall project description. If there is no difference between the Overall and RACP Scope portions, still list both sections, supplying the following wording in the Proposed RACP scope section: "The Proposed RACP Scope is the same as the Overall project description."

TAB 3. ECONOMIC IMPACT

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

				Estimated within 1-year after project completion
A.	NEW Jobs:			
	1.	NEW permanent direct jobs from positions being created, or vacant ones being filled.		
		a.	Full-time jobs	
		b.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered a Full Time Equivalent (FTE). OB will calculate FTEs.	
	2.	NEW permanent direct jobs TRANSFERRED TO PA FROM OUT OF STATE. "NEW" for this entry's purpose only includes existing, filled positions that will be transferred into PA from out of state.		
		a.	Full-time jobs	
		b.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered an FTE. OB will calculate FTEs.	
B.	RETAINED permanent direct (non-construction) jobs. "RETAINED" for this purpose includes existing jobs, currently located elsewhere in PA or existing jobs retained at a current employment site that will be lost without the progression of this project.			
	1.	Full-time jobs		
	2.	Part-time jobs - For scoring purposes, 2.5 part-time jobs are considered an FTE. OB will calculate FTEs.		
C.	Number of permanent INDIRECT jobs created by support/supplier industries and secondary industries attracted by the project. Must supply multiplier basis used by the project.			
D.	Number of non-permanent direct (CONSTRUCTION) jobs created by the project.			
E.	Median annual wage for NEW permanent direct full-time jobs.			
F.	Provide the per capita income for the project's county per the U. S. Census Bureau at the following link: http://quickfacts.census.gov/qfd/states/42000.html			
G.	Total state tax generation (payroll, sales, corporate, etc.).		**Prior to project**	

I certify that the representations made in the above schedule and corresponding attachments and supplementary information are to the best of my knowledge complete and accurate.

Signature Title Date

TAB 4. COMMUNITY IMPACT

This Tab was required as part of the Business Plan submission. It does not have to be resubmitted with your Application. If not resubmitting with your application, enter the statement "See Business Plan Submission for this Item" for this Tab in your Application.

INSTRUCTIONS FOR COMPLETION

The Applicant should provide a narrative on the community impact of the project for all applicable areas below and supply both the source of data and any applicable supporting documentation.

A. The project will involve remediation of a currently designated blighted and/or Brownfield site, and/or reclamation of land. Projects merely situated on *formerly remediated or reclaimed sites* do not qualify for this sub-category. Provide copy of designation certificate from an applicable state or municipal agency, or other additional information and documents, to verify qualification for this sub-category.

B. The project is increasing the economic health of the county. If any of the following apply, provide narrative and designation certificate from an applicable state agency.

1. Does the county have unemployment higher than state average?
   As per the current PA Department of Labor & Industry's web site at: http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1216762&mode=2.

   In the PA Labor & Industries webpage at the above link, go to the "Labor Statistics Dashboard" section (about mid-way down the page). Click the ">" arrow until you see the tab for "County State Comparison" (this is the last tab in the series). Clicking on this tab will produce an updated webpage that shows a map of all PA counties. All counties are color-coded indicating whether each county's unemployment rate is greater, less, or the same as the PA statewide average unemployment rate.

   If the project site's county has higher unemployment than the state average, provide such information as an entry for this item, using the appropriate method, of the 2 shown below to document such. Enter "NOT APPLICABLE" for this item if it does not apply (is not true).

   Method 1. If you will be using a color printer with good color and contrast (try this method and print a hard copy to test to see):
   1. Under the "Labor Statistics Dashboard" section of the L&I website at the link provided above and in our BP Handbook and Template, click the ">" arrow until you see the "County State Comparison" tab (it's the last one available). Click this tab.
   2. Click on the county your project is located in. A new web page is loaded that highlights your county.

3. To create a PDF of this map, click on the symbol is found at the bottom of the map that looks like: .
4. A box will open that contains a "PDF" option. Click on "PDF."
5. An "Export PDF" box will open. Click on the orange "Export" button.
6. Another box will open advising your PDF has been generated. Click on the orange "Download button.
7. If using Windows Internet Explorer, a Windows Internet Explorer box opens that contains your downloads. If multiple files have been downloaded the one you want will be at the top of the list. Use the "Open" or "Save" buttons for the new PDF file to either display it or save it. You can use the down arrow to the right of the "Save" button to access other options such as "Save as."

Method 2. <u>If you cannot provide either the electronic or printed PDF in quality color, you'll have to capture 2 web pages</u>:

1. <u>Statewide</u> unemployment rate:
    a. Under the "Labor Statistics Dashboard" section, select the 1st Tab entitled "Employment." This is usually the default tab that will load when opening the page.
    b. To create a PDF of this Dashboard, click on the symbol found at the bottom of the Dashboard that looks like: .
    c. A box will open that contains a "PDF" option. Click on "PDF."
    d. An "Export PDF" box will open. Click on the orange "Export" button.
    e. Another box will open advising your PDF has been generated. Click on the orange "Download button.
    f. If using Windows Internet Explorer, a Windows Internet Explorer box opens that contains your downloads. If you had other downloads, multiple files may appear; yours will be at the top of the list. Use the "Open" or "Save" buttons for the new PDF file to either display it or save it. You can use the down arrow to the right of the "Save" button to access other options such as "Save as."

2. The project's <u>County's</u> unemployment rate:
    a. Under the "Labor Statistics Dashboard" section, select the 4th Tab entitled "County Rate Map."
    b. Click on the county your project is located in. A new web page is loaded that highlights your county.
    c. To create a PDF of this map, click on the symbol is found at the bottom of the map that looks like: .
    d. A box will open that contains a "PDF" option. Click on "PDF."
    e. An "Export PDF" box will open. Click on the orange "Export" button.
    f. Another box will open advising your PDF has been generated. Click on the orange "Download button.
    g. If using Windows Internet Explorer, a Windows Internet Explorer box opens that contains your downloads. If you had other downloads, multiple files may appear; yours will be at the top of the list. Use the "Open" or "Save" buttons for the new PDF file to either display it or save it. You can use the down arrow to the right of the "Save" button to access other options such as "Save as."

In this Method 2, make sure the statewide average and the county rate map are using the same month. Also, if using Method 2, be sure to provide both PDFs of the statewide average unemployment rate, and the unemployment rate for the county of your project (in both your electronic and printed versions of your Business Plan).

Include any appropriate PDF file(s) for this section with both the electronic and paper versions of your Business Plan. Enter "NOT APPLICABLE" for this item if it does not apply (is not true).

2. Does the county have a declining population?
   As per the current U. S. Census Bureau web site at: http://quickfacts.census.gov/qfd/states/42000.html. Select the correct county from the "pull-down box" near the top of the web page, then click the associated "Go" box. For determining this item we use the "Population, percent change" line item of this web page (at the time of writing this it was the 3rd line under the "People Quick Facts" (or 1st) section of this web page. This provides the latest period population change. If this shows a declining population for the county for this period, provide such information as an entry for this item, and print and/or take a "Print Screen" of this web page and submit it as verification for this item. Enter "NOT APPLICABLE" for this item if it does not apply (is not true).

3. Is the county below the state per capita income?
   This item is also determined from the U.S. Census Bureau web page provided in the comment immediately above. It is found on the line entitled "Per capita money income in past 12 months…" If this shows the per capita income is less for the county than for the state as a whole, provide such information as an entry for this item, and print and/or take a "Print Screen" of this web page and submit it as verification for this item. Enter "NOT APPLICABLE" for this item if it does not apply (is not true).

4. Is the project located in a KOZ, KOEZ, KIZ, KSDZ, EZ or KOIZ-designated area? **If yes**, provide narrative and include the address of such property and a copy of the appropriate document from the applicable state agency.

C. The project is increasing the quality of life. If any of the following apply, provide descriptive narrative and address each item individually that applies.
   1. It is creating or improving Civic, Cultural or Recreation Facilities?
   2. Is it improving Commercial/Retail/Mixed-use Buildings in a downtown or core area?
   3. Does it address immediate/urgent issues to improve the quality of life?
   4. Does it address issues that could have a negative impact on the quality of life?

D. The project has a regional impact. If any of the following apply provide narrative along with documentation and records of such.
   1. Is it consistent with an existing revitalization plan? To qualify for this sub-section, the candidate must supply a copy of the referenced revitalization plan, highlighting therein where it's consistent with the project. Additionally, the candidate must provide a narrative stating how their project is consistent with the referenced revitalization plan and reference the exact sections of the plan where the candidate believes this is to be the case. If these requirements are not followed, the BP will not qualify for this sub-section.

2. Is it a joint effort involving multiple municipalities?
3. Is the public actively involved in the development of the project?
4. Does it promote tourism?

TAB 5. STRATEGIC CLUSTERS FOR DEVELOPMENT

This Tab was required as part of the Business Plan submission. It does not have to be resubmitted with your Application. If not resubmitting with your application, enter the statement "See Business Plan Submission for this Item" for this Tab in your Application.

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DISCUSSION AND INSTRUCTIONS FOR COMPLETION

As has already been established in the Business Plan Handbook, given the current economic conditions throughout Pennsylvania, it is the policy of the Administration to focus on those projects which can clearly demonstrate the capacity to generate substantial increases in employment, tax revenues and other measures of economic activity.

The Governor's plan is to pursue a jobs-focused approach that targets key growth sectors.

Strong, competitive industry clusters in Pennsylvania include:

A. Biotechnology/Pharmaceutical/Life Sciences
B. High Tech & Advanced Manufacturing and Materials
C. Energy Extraction & Mining
D. Business & Financial Services
E. Healthcare/Medical Research and/or Educational
F. Agriculture

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.

Candidates should provide a narrative if the project is among any of the strategic clusters listed above. It is imperative that the Candidate's narrative justifying its determination for inclusion be as thorough and complete as possible. The Candidate is permitted to include whatever supporting documentation is necessary to support its justification. The project must be *part of* the strategic cluster itself, not just merely support the cluster.

TAB 6. ORGANIZATIONAL, MANAGEMENT & STRATEGIC PLAN

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

INSTRUCTIONS FOR COMPLETION

KEY PERSONS: The individuals responsible to accomplish the activities should be identified.

TABLE OF INVOLVED ORGANIZATIONS

Task/Position	Organization	Contact Person	Address, Phone & E-mail
GRANTEE	_____	_____	_____
SUB-APPLICANT	_____	_____	_____
ARCHITECT	_____	_____	_____
ENGINEER	_____	_____	_____
CONTRACTOR	_____	_____	_____
OTHER	_____	_____	_____

Include an explanation of the function of key entities and staff as listed above in the below narrative.

NARRATIVE:

Provide a narrative explaining the organizational structure and the plan to execute the project. Include at a minimum the following:

A. PROJECT INFORMATION

1. **Tax Status & Organizational Structure.** Explain the organization, including its tax status and organizational structure. This should include an organizational chart showing the relationship/ owners of related organizations involved in the project, for example if one entity will own the land and another entity will hold the construction contracts in their name this relationship/ owners should be shown/explained on the organizational chart.

2. **Financial & Operating Status.** Discuss current financial and operating status. Discuss the trend in financial and operating status over the last three years. Explain how the project will affect current operations and finances. Documentation supporting this financial discussion should be provided. This supporting documentation should include, at a minimum, the most current three years audited financial statements of the entity funding/obtaining the funding for the project. If a new entity was recently formed for this specific project please also provide the

preceding supporting financial documentation for the parent company involved, if needed, to supply a minimum of three years worth of financial documentation.

3. **Project Administration.** Explain the administration of the project. Provide information about the Applicant's and the Project Administrator's experience in administering state and federal funds.

4. **Financial Necessity.** Provide a statement as to the financial necessity for the project to receive the RACP grant. Include in the statement the amount of RACP grant sought by the project.

B. STRATEGIC PLAN

1. **Business Strategy/Plan.** Discuss the business strategy/plan:
   a. The product or service to be provided
   b. Target market, growth of that market, and the market's need for the product or service
   c. Any regional and statewide competition
   d. Marketing strategy
   e. The prospect of industry/business synergy
   f. The prospect of adding value to other products made/grown in the area, region, or state
   g. The reasoning for selection of the proposed site
   h. The project's anticipated amounts and sources of revenue. Explain any assumptions.

2. **Financial information.** Include the source of funding the candidate anticipates using to pay for the project.
   a. Any internal funding should include, at a minimum, copies of 3 years worth of audited financial statements.
   b. All other funding sources should be described including the term of grants/financing and payback measures/conditions.
   c. State if the grant/financing source(s) are already in place or the date the funding source(s) will be finalized/executed.
   d. These funding source(s) should agree to your source of funds listed on RDA 300 included in Tab 10.

3. **Plan for continuing operation of the project.** This plan should include a financial analysis showing the long-term business plan/sustainability of the project. Include any ancillary considerations for project viability such as utility needs, adequate parking, roadways, etc.

TAB 7. STATEMENT OF COMPLIANCE

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

******Tab 7 is a critical section of the RACP process – please review it thoroughly******

INSTRUCTIONS FOR COMPLETION

LIST OF COMPLIANCE REQUIREMENTS - The Candidate should provide a signed list of compliance requirements on letterhead **with a reference to the project name and its county**.

A sample letter/template for a Statement of Compliance Letter is provided on page 15 of the Business Plan (BP) Template on RACP's web site.

The Statement of Compliance Letter should be addressed as follows:

Mr. Steven Heuer, Director
Bureau of Revenue, Cash Flow & Debt
Office of the Budget
333 Market Street, 18th Floor
Harrisburg, PA 17101-2210

The list of compliance requirements should include, but not be limited to, the following:

1. ***Competitive Bidding Requirements***
2. ***Steel Products Procurement Act***
3. ***Trade Practices Act***
4. ***Public Works Contractors' Bond Law (Performance Bond & Payment Bond)***
5. ***Pennsylvania Prevailing Wage Act – See Note***
6. ***Americans with Disabilities Act***
7. ***Fidelity Bonds***
8. ***Insurance:***
    a. ***Worker's Compensation Insurance***
    b. ***Comprehensive General Liability and Property Damage Insurance***
    c. ***Flood Insurance (if applicable)***
9. ***Article 8***

Note: Davis-Bacon Federal Wage Act. *The Davis-Bacon Wage Act is not required by the Grant Agreement. If the Federal Government does not require the Davis-Bacon for the funds being used in the construction of the project, then the Pennsylvania's Prevailing Wage Act will be required even if Federal Funds are a source.*

****GRANT APPLICANT AND ANY APPLICABLE PROJECT ADMINISTRATOR SHALL SIGN THE AFOREMENTIONED LIST OF COMPLIANCE REQUIREMENTS INDICATING

THAT THEY ARE AWARE OF THESE REQUIREMENTS AND WILL ENSURE THAT ALL COMPONENTS OF THE PROJECT WILL BE IN COMPLIANCE. THE SIGNED ACKNOWLEDGEMENT SHALL ALSO INDICATE THAT THE GRANT APPLICANT UNDERSTANDS THAT FAILURE TO COMPLY WITH NECESSARY REQUIRMENTS MAY AFFECT GRANT REIMBURSEMENTS.

General

Your Project and/or Construction Manager, and/or Architect should be made fully aware of these RACP requirements. OB recommends including this information in your bid packages, and should be made an addendum to any and all construction contracts, plans and specifications related to the RACP project.

Competitive Bidding Requirements

The solicitation of a minimum of three written bids for all generally contracted construction work is required for all RACP projects. You are not required to receive three bid responses however; you should provide documentation to prove that at least three bids were solicited. The Office of the Budget cannot grant waivers for bidding requirements.

Steel Products Procurement Act

All Applicants must comply with the Steel Procurement Act. If an Applicant fails to abide by the Pennsylvania Steel Procurement Act, it runs the risk of losing all or part of its grant. The Office of the Budget cannot grant waivers for the Pennsylvania Steel Procurement Act unless the terms of the law change.

Trade Practices Act

In accordance with the Trade Practices Act, the Applicant cannot and shall not use or permit to be used in the work any aluminum or steel products made in Argentina, Brazil, South Korea or Spain.

Public Works Contractors' Bond Law

The contractor to whom the contract is to be awarded must furnish a Payment and a Performance bond, each at 100 percent of the contract amount.

Pennsylvania Prevailing Wage Act

The Applicant, its Sub-applicants, contractors and subcontractors shall comply with the Act by paying the general prevailing minimum wage rates, as determined by the Secretary of Labor and Industry. Such wages shall be paid for each craft or classification of all workmen needed to perform work on the project.

Americans with Disabilities Act

The Applicant understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in the project.

Fidelity Bonds

The Applicant 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.

Insurance
The Applicant and/or Sub-applicant must list the commonwealth as additionally insured on their general liability and property insurance policy.

Article 8 (Restrictions on Governmental Entities Selling RACP Projects of Grant Agreement)
Article 8 of the RACP Grant Agreement spells out sale price restrictions for a government entity that sells property that was acquired and/or improved with RACP grant funds.

*****For additional details on these items, please refer to the Key Compliance Guidelines section on the RACP website.**

TAB 8. PROJECT SCHEDULE

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

INSTRUCTIONS FOR COMPLETION

Complete the information requested below and submit an **updated project schedule**.

Activity	Date (MM/DD/YYYY)
Design Phase Start	_____
Design Phase Complete	_____
Bid Date	_____
Bid Opening	_____
Obtain All Permits	_____
Award Contracts	_____

Start Construction (Each Phase or Component e.g. Remediation, Demo, Site work, Building Construction)

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

Complete Construction (Each Phase or Component e.g. Remediation, Demo, Site work, Building Construction)

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

TAB 8-A. CONSTRUCTION SCHEDULE

INSTRUCTIONS FOR COMPLETION

The Applicant should include a detailed construction schedule for the project. The construction schedule should list all pertinent activities and dates in which construction activities and milestones are to occur. Preliminary schedule/estimates are acceptable for the initial application.

TAB 8-B. BID DOCUMENTATION

INSTRUCTIONS FOR COMPLETION

Please submit proof of bid compliance, including the solicitation of a minimum of three written bids for all contracted construction work on the RACP project (i.e. proof of public advertisement, request for proposals (RFPs), bid proposals received, etc.). Should the bid tabulation(s) associated with the RACP project exceed the construction cost estimate, documentation should be provided to support that either costs have been reduced or that additional funds have been raised to support the project.

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 chose 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 that is included in the RACP project scope. 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: Applicants and/or Sub-Applicants are not required to competitively bid out change orders as long as 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.

TAB 8-C. CONSTRUCTION RELATED DOCUMENTATION

Please submit a physical or an electronic copy of all fully executed construction related contracts and addendums specific to your project. It is appropriate to include a note in your hard-copy application that electronic versions of the documents are included. Contract documents should also include any and all executed Payment Bonds, Performance Bonds, Insurance certificates etc.

TAB 9. PROJECTED CASH FLOW SCHEDULE

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

INSTRUCTIONS FOR COMPLETION

THE APPLICANT'S PROJECTED CASH FLOW SCHEDULE

1. **Projected Cash Flow Schedule.** The Applicant should develop a Projected Cash Flow Schedule (Sources & Uses of Funds) for the project. The schedule should show all sources and uses of funds and should be based on the following:

    a. An estimate of expenditures with respect to time
    b. An estimate of sources with respect to time
    c. An estimate of the flow of **reimbursements** from Redevelopment Assistance
    d. An estimate of the flow of matching sources of funds

2. **Bridge Financing/Interim Financing.** The Applicant may need to obtain bridge/interim financing during the construction of the project. This financing should be sufficient to cover any shortfalls in funding during the execution of the project. The Projected Cash Flow Schedule should reflect the need for any bridge/interim financing. The Applicant should discuss the source and status of proposed bridge financing. Note, RACP is a reimbursement program and obtaining sufficient bridge/interim funding is the responsibility of the project. The receipt of reimbursed funds can be an **extremely** lengthy process. The Applicant should plan accordingly when securing bridge/interim financing.

3. **Secured & Unsecured Funding.** The Applicant should show the percentages of secured and unsecured funding. The Applicant should account for the unsecured funding and determine if bridge/interim financing is needed to cover funds that are being secured over a period of time (such as donations). Funding is determined to be secured if the funds are formally committed for use on the project. For example, a bank commitment letter would be deemed as secured funding.

4. **Long-term Funding**. The Capital Facilities Debt Enabling Act requires that RACP projects be funded from proceeds of Commonwealth of Pennsylvania General Obligation (GO) bonds. GO bonds issued to finance the RACP grant program have a publicized maturity term of 20 years. Consequently, when the RACP grantee uses loans as match funding, they must have a maturity cycle that demonstrates the long-term viability of the project. Past experiences have shown that RACP projects that use loans as match funds are in a better position to withstand economic downturns when those loans are in the form of a long-term financing instrument. Note long-term sources of funding by the project are preferable.

5. **Cash Flow Template.** A Cash Flow Schedule Template & Example is available at the RACP website.

TAB 10. RDA-300 FORM (SOURCES OF FUNDS)

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

INSTRUCTIONS FOR COMPLETION

The form must be signed by an authorized official from within the Grantee's organization. Please refer to Section D of the document found on the RACP website for Grantee eligibility requirements.

An Excel version of the RDA-300 Form is available at the RACP website. The RDA-300 Form is the 1st worksheet (Tab) of the Excel file.

If both of the following conditions apply, two separate RDA 300 forms will need to be submitted, one which provides only the RACP project funding sources and one which provides the overall project funding sources. Appropriately identify each of the RDA 300 forms in the blank line under the "SOURCES OF FUNDS," as either "Overall" or "RACP Portion of Overall."

- There is a differentiation between the RACP project and the overall project as provided in Tab 2. Project Description

  and
- Job numbers were provided for the overall project scope in Tab 3. Economic Impact.

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 non-state participation must be secured funding at the time of application.
- Sources of matching funds must be documented at the time of application with identifiable and firm commitments from all sources.
- Sources of match funds can be local, private, land or building appraised value, 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.
- Funds from other state sources, including legislative sources **may not** be used as match.

Additional information:

- If financing/loans are used in match funding they typically must consist of permanent financing (i.e., a minimum term of 20 years). This policy does not apply to bridge or interim financing used in 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 DCED is 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 is certain gambling/casino source funds. As of July 1, 2011, the use of the Gaming Local Share Assessment (LSA) can be used as matching funds for RACP in the following counties:

- Allegheny
- Carbon
- Lackawanna
- Monroe
- Northampton
- Pike
- Washington
- Wayne

TAB 10-A. DOCUMENTATION OF MATCHING FUNDS

INSTRUCTIONS FOR COMPLETION

Please include all documentation of funds listed on the RDA-300.

Some examples of documentation for permanent match funds are:

- Executed loan docs, grant agreements, commitment letters
- Current certified appraisal of the "as is" value of the building/property
- Pledge Lists/Letters

The following must be provided when internal funds are being used in the project:

- A signed and dated resolution from the entity stating the amount of current on-hand funds that will be set-aside and the name of the institution and account number of where the funds are located.
- A copy of the most recent account statement showing where the funds are being held
- Copies of the entity's latest 3 years of audited financial statements. If these were provided as part of the project's Business Plan submission, please indicate such, and there will be no need to re-submit unless more current information has become available.

TAB 10-B. DOCUMENTATION OF INTERIM/ BRIDGE FINANCING

INSTRUCTIONS FOR SUBMISSION

The Applicant shall include documentation indicating that the necessary interim/bridge financing has been secured or documents attesting that the process has been initiated. Such documentation may include commitment letters, executed loans or lines of credit etc.

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 award, up to the point of the receipt of the reimbursement. 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 Applicant. The receipt of reimbursed funds can be an **extremely** lengthy process. The Applicant should plan accordingly when securing interim/bridge financing.

TAB 11. RDA-301 FORM (USES OF FUNDS), & IDENTIFICATION AND QUALIFICATION OF PROJECT COST ESTIMATOR

This Tab was required as part of the Business Plan submission.
Please also submit with your Application, updating where necessary.

INSTRUCTIONS FOR COMPLETION

An Excel version of the RDA-301 Form is available at the RACP website. The RDA-301 Form is the 2nd worksheet (Tab) of the Excel file.

If both of the following conditions apply, two separate RDA 301 forms will need to be submitted, one which provides only the RACP project use of funds and one which provides the overall project use of funds. Appropriately identify each of the RDA 301 forms in the blank line under the "USES OF FUNDS," as either "Overall" or "RACP Portion of Overall."

- There is a differentiation between the RACP project and the overall project as provided in Tab 2. Project Description

  and
- Job numbers were provided for the overall project scope in Tab 3. Economic Impact.

The following costs are typically eligible for reimbursement and/or can be matching cost 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 appraisal must be provided. Redevelopment Assistance Capital Program funds may be used to reimburse the costs for the land acquisition. The appraised value may include permanent improvements exclusive of the RACP project. The appraisal should be "as is" value.
- Other - other costs that can be reimbursed with RACP funds can include work related to the abatement of hazardous materials, acquisition costs.

The following costs are eligible match costs only and not allocated for reimbursement with Redevelopment Assistance Capital Program 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.

Identify the Preparer of the Project's Cost Estimate and provide their Qualification. Act 77 of 2013 amended the Capital Facilities Debt Act (Act 1 of 1999) to require that a Business Plan submitter identify who produced the cost estimates for its project. It further requires that such project cost estimate must be prepared by a qualified professional. **You must provide a statement sheet after your RDA-301 Form(s) under this Tab identifying who prepared the project's cost estimate, and give their title or professional qualification**. At the top of this statement, please identify the project's name, its county, and the BP Round for which it is being submitted (e.g., BP Round 2015/1).

TAB 11-A. CONSTRUCTION COST BREAKDOWN

INSTRUCTIONS FOR COMPLETION

The Applicant should provide a detailed estimate of 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 and quick review of the Application.

- List all major phases, components, and contracts in the project. Provide costs for each.
  - 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.

An Excel version of a Construction Cost Breakdown is available at the RACP website. They are the 3rd thru 7th worksheets (Tabs) of the Excel file. This is not required to be used. A Construction Cost Breakdown supplied by an architect, engineer, contractor, or other can be submitted.

TAB 11-B. SITE CONTROL DOCUMENTATION

INSTRUCTIONS FOR COMPLETION

The Applicant shall indicate the status of site control for the project and provide documentation to verify site control. If the Applicant is seeking to receive reimbursement for land acquisition or to utilize land value as matching funds, a current, certified, as-is appraisal is required to be submitted as part of this Application.

Documentation to demonstrate site control may require:

- Copy of title or deed for the property
- Long term lease for a minimum of 20 years or option to assume purchase agreement
- Settlement sheet for the property (only applicable if seeking reimbursement for land acquisition)

TAB 12. BUSINESS PLAN SCORING SUMMARY

This Tab was required as part of the Business Plan submission. It does not have to be resubmitted with your Application. If not resubmitting with your application, enter the statement "See Business Plan Submission for this Item" for this Tab in your Application.

INSTRUCTIONS FOR COMPLETION

Complete the Excel version of this form located on the RACP website, and then print for use in hard-copy of Business Plan submission. Also convert the Excel version to a PDF for inclusion in the electronic PDF version of your Business Plan. The completed electronic Excel version of this form must also be submitted on the compact discs or flash drives containing other Business Plan electronic documents.

VERY IMPORTANT! Do NOT copy & paste the RACP provided TAB 12 Excel sheet into some new creation of your own. The Tab 12 Excel file as downloaded from the RACP website must be completed, saved, and submitted to OB. Substitutes or modified copies are not acceptable.

TAB 13. PLANS & SPECIFICATIONS

INSTRUCTIONS FOR SUBMISSION

- The Applicant should ensure that a signed and sealed set of the Plans & Specifications of the RACP project is available for review by the commonwealth. You are not required to submit a physical copy of the full plans and specifications at the time of application. The state assigned consultant will review the signed and sealed Plans & Specifications on site at the time of the application review. To eliminate the handling and storage of large size plans, half-scale (8-1/2" x 11") copies or electronic format versions are preferred by the state assigned consultant. If you are submitting with your application, you may submit them only in *electronic form* while making reference to the electronic version in your hardcopy. Note that the Office of the Budget retains the right to have them supplied directly at their discretion.

Status - The status of Plans & Specifications should be stated in the Application. If the Plans & Specifications are not started or not complete, provide a schedule for completion.

Compliance with Grant Agreement - Please note a copy of the Grant Compliance Requirements (Tab 7) should be included in your Plans & Specifications. In addition, Plans & Specifications should include an Architectural certification in accordance with Americans with Disabilities Act (ADA) compliance requirements.

Plans & Specifications requirements per the above should be kept on site or sent directly to the state assigned consultant. If requested, plans will be sent under separate cover to the Office of the Budget.

TAB 14. RACP FUNDING ACCUMULATION SCHEDULE

INSTRUCTIONS FOR SUBMISSION

The Applicant shall submit a formal letter if requesting a shorter funding accumulation schedule with an attached schedule detailing each month's drawdown.

Funding Accumulation Schedule – The Executed Grant Agreement will include an *Approved RACP Funding Accumulation Schedule* for the Project in its Appendix C. TAB 14 is your request for your proposed schedule. This schedule will show the amounts of RACP funds that will be accumulated for the Grantee on a monthly basis. Commonwealth reimbursements will be limited by the amount of funds accumulated for the project at the time the reimbursement request is reviewed. The funding accumulation schedule determines the maximum reimbursement amount a project is eligible for at the various scheduled months. Keep in mind even though the funding accumulation schedule may show a project is eligible for draw downs, the project has to be in compliance with all RACP terms, conditions and requirements and have submitted eligible expenses (including constructions costs), which are approved by OB, before a payment can be made.

Determining the number of months in the accumulation schedule – The length (number of months) of your funding schedule is determined based on the duration of the construction period of your project. The funding schedule will start the 1st month following the full execution of the grant agreement. It is possible for the funding schedule to be less than the construction schedule if construction is set to start before the full execution of the grant. For example, A 20 month construction period could lead to a drawdown of 18 months if the start of such construction is reasonably estimated to start two (2) months prior to the full execution of the grant agreement.

The following notes apply to the schedule:

- The approved Funding Accumulation Schedule for a project shows the RACP amounts that will be accumulated for the project during the months indicated on the schedule. Generally, total funding will be accumulated in equal installments over a 36-month period unless the Secretary of the Budget authorizes a requested shorter period.

- The use of a Funding Accumulation Schedule may contribute to the Applicant's need to obtain interim or bridge financing to fund the project. Commonwealth reimbursements will be limited by the amount of funds accumulated for the project at the time the Payment Request is reviewed. Please note that RACP is a reimbursement program and obtaining sufficient interim/bridge funding is the responsibility of the Applicant. The receipt of reimbursed funds can be an **extremely** lengthy process. The Applicant should plan accordingly when securing interim/bridge financing.

- The approved funding accumulation does not show a monthly reimbursement that the Grantee will automatically receive for the project. The schedule shows the funds that are available for the project in any month during the approved accumulation period.

Excel and Word versions of these templates are available at the RACP Handbooks & Forms section of the RACP website.

TAB 15. PERMITS, LICENSING, REGULATORY, & LEGAL REQUIREMENTS

INSTRUCTIONS FOR SUBMISSION

The Applicant should provide a list of requirements with completed and schedule dates for satisfaction of those requirements.

Examples of permits, agreements, reports, etc. include, but are not limited to:

GENERAL

- Local Building Permits (Building, Plumbing, Electrical)
- Demolition Permit
- Certification of Air Quality
- Zoning Hearing Board
- Erosion and Sedimentation Control Plan
- Occupancy Permits
- Utilities (Water, Sewer, Gas, Electric, Storm Water)

HISTORICAL

- Review of project by the PA Historical and Museum Commission, Bureau for Historic Preservation, please use the link below for more information on project reviews.

http://www.portal.state.pa.us/portal/server.pt/community/project_review_under_section_106_and_pa_history_code/3787

ENVIRONMENTAL

- EPA Notification(s)
- Phase 1 Environmental Assessment Report
- Asbestos Abatement
- Lead Paint Abatement
- Underground Tank Removal
- Other Waste or Hazardous Materials Removal
- Geotechnical Study

TAB 16. FLOOD ZONE REQUIREMENTS

INSTRUCTIONS FOR SUBMISSION

The Applicant should provide an executed Flood Plan Certification, which indicates that areas of the site within the 100 years flood plain are adequately covered via proper flood insurance during the life of the RACP delineated project. If the project site is not located within the 100 years flood plain, the Applicant should indicate such in the Application.

Documentation to support flood zone requirements include:

- Floodplain map showing whether project site is in, or is not in, a flood zone (see FEMA website below)
- If in a flood zone, a certificate of insurance showing flood coverage

Floodplain maps can be found on the FEMA website, http://msc.fema.gov/.

TAB 17. STATEMENT ON COMMUNITY PARTICIPATION

INSTRUCTIONS FOR SUBMISSION

The Applicant should provide evidence that residents have been advised of the project, its effects on the community and given the opportunity to comment (e.g., meeting notices, meeting minutes, news articles)

TAB 18. RESOLUTION TO FILE APPLICATION BY APPLICANT

INSTRUCTIONS FOR SUBMISSION

Provide an enacted resolution by the Applicant authorizing the filing of the RACP application. This resolution enacted by the Applicants board should contain at a minimum the RACP grant amount along with a brief project description.

TAB 19. COOPERATION AGREEMENT OR ORDINANCE BY HOST MUNICIPALITY OR COUNTY

INSTRUCTIONS FOR SUBMISSION

If the Applicant (prospective Grantee) is not the host municipality or county or does not have a standing exemption granted by the Office of the Budget, an executed Cooperation Agreement or ordinance from said host will need to be provided. 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 reimbursements that may later be determined to have been ineligible.

TAB 20. COOPERATION AGREEMENT WITH ADMINISTRATOR/SUB-APPLICANT

INSTRUCTIONS FOR SUBMISSION

If the Applicant is not administering the project and an administrator/Sub-Applicant has been designated, provide an executed Cooperation Agreement between the Applicant and the administrating agency that clearly outlines the responsibilities of each organization and obligates each to comply with RACP terms and conditions of the grant agreement.

If there is a significant third-party to the project (e.g., incurring project expenses, owning project property, providing project funds) an executed Third-Party Cooperation Agreement between the Applicant, Sub-Applicant and Third-Party should be provided. This Third-Party Cooperation Agreement's purpose is again to outline the responsibilities of all parties and obligate each to comply with RACP terms and conditions of the grant agreement.

TAB 21. OPINION OF COUNSEL

INSTRUCTIONS FOR SUBMISSION

The Applicant's solicitor must submit, on his/her letterhead, a verification of pending litigation and an opinion stating that the Applicant can legally contract with the Commonwealth for financial assistance and has met all state/federal requirements.

TAB 22. EMINENT DOMAIN

INSTRUCTIONS FOR SUBMISSION

Applicants whose projects involve using the power of eminent domain are required to submit the following information:

- Resolution by Planning Commission and transcript
- Evidence of Public Hearing and transcript
- Redevelopment Area Plan and Proposal with local resolutions of approval
- Certification of Compliance along with copy of adopting resolution
- Declaration of Taking and/or Writ of Possession for condemnation proceedings, if applicable.