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

Table of Contents

* + Section 1 – Project Eligibility, Housing Statement, & Project Description
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	+ Section 9 – Cooperation Agreement or Ordinance by Host Municipality or County
	+ Section 10 – Cooperation Agreement with Administrator/Sub-Grantee
	+ 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](https://www.pa.gov/en/agencies/budget/programs-and-services/for-people-doing-business-with-the-commonwealth/for-grantees-and-subrecipients/racp.html) 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:**

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](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-project-awards-itemizations/all%20racp%20awards.xlsx). 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](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-main/project%20authorizations-website.xlsx). The Grantee/Sub-grantee 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?

Choose an item.

If the above response is 'No', then the Grantee/Sub-grantee 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](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-main/project%20authorizations-website.xlsx). 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.

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

**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:

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**Project Description:**

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Project Name\*:

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

The Grantee/Sub-grantee 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***

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

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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.)

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

**Preparation and Attachment of RDA Forms for the proposed RACP scope of work:**

**Required Attachment –** The Grantee/Sub-grantee should prepare and attach the RDA-300 form (sources), RDA-301 form (uses), and RDA-302 (construction cost breakdown).

The RDA-300 (sources), RDA-301 (uses) and RDA-302 (construction cost breakdown) template is available on the RACP website; a direct link is provided here: [*RDA-300, RDA-301, and RDA-302 Forms*](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-main/rda%20300-301-302%20forms.xlsx)

**Construction Cost Breakdown:**

The Grantee/Sub-grantee **must** provide a detailed estimate of the proposed RACP 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:**

Please make sure the email addresses provided are typed correctly, current, and monitored regularly as this will be the primary contact method used by the Office of the Budget.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 Contact Person 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. 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.

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**Required Attachment –** The Grantee/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. Provide information about the Grantee’s, and any applicable Project Administrator's, experience in administering state and federal funds.

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Section 4 – Schedules, Bidding & Construction Related Documents

**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 table 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)** |
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**Bidding & Construction Related Documents:**

Bidding: 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 the Grantee/Sub-grantee chooses to bid at the GC 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 and the sub-contractors that are 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 the Grantee/Sub-grantee chooses not to solicit three bids for a General Contractor, then solicitation of a minimum of three bids for EACH sub-contractor covering all trades involved in the project is required. 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.

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

Choose an item.

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

Choose an item.

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.

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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:

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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 Redevelopment Assistance Capital Program funds.
* An estimate of the flow of matching sources of funds.
* 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*](https://www.pa.gov/content/dam/copapwp-pagov/en/budget/documents/programs-and-services/racp/racp-main/cash%20flow%20schedule%20w%20example.xlsx)

**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.

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

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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.

Section 6 – Site Control & Eminent Domain

**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)?

Choose an item.

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

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**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

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

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Section 7 – Environmental & Flood Zone Requirements

**Environmental & Technical Requirements:**

The Grantee/Sub-grantee 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:

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The Grantee/Sub-grantee 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)?

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**Flood Zone Requirement:**

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

Choose an item.

The Grantee/Sub-grantee will need to supply documentation to support the above response to the RACP delineated project flood zone location including 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*](http://msc.fema.gov/portal)

If the project is within a flood zone, a certificate of insurance showing flood coverage will be required throughout the RACP close-out audit and release of any RACP grant retainage.

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.

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

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**The following Sections (9-10) do NOT require immediate action but will be a requirement of the RACP grant agreement. Grantee/Sub-grantees 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 administrating 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. The Three-Party Cooperation Agreement’s purpose is again to outline the responsibilities of all parties and obligate each to comply with the terms and conditions of the RACP Grant Agreement and the Redevelopment Assistance Capital Program.

Statement of Compliance Acknowledgement

Grantees, Sub-Grantee(s) and any Co-Sub-Grantee(s) will need to acknowledge the below RACP compliance requirements as listed in the Statement of Compliance. For more details on each RACP compliance requirement, please refer to the Key Compliance Guidelines section of the [RACP website.](https://www.pa.gov/en/agencies/budget/programs-and-services/for-people-doing-business-with-the-commonwealth/for-grantees-and-subrecipients/racp.html)

In addition to acknowledging the requirements set forth in the Statement of Compliance, the Grantee/Sub-grantee is responsible to demonstrate compliance, via supporting documentation, with each compliance requirement as part of the RACP grant process.

Please review the following and sign the bottom indicating that the Grantee and, if applicable, Sub-Grantee and Co-Sub-Grantee(s) will adhere to the RACP compliance requirements.

1. Competitive Bidding Requirements: The written solicitation of a minimum of three written bids for all generally contracted construction work is required for all RACP projects.

Note: Regardless of the size or dollar amount associated with the work to be performed, there is NO threshold level under the RACP program.

The Grantee/Sub-grantee is not required to receive three bid responses; however, documentation is required to prove that at least three written bids were solicited. The Office of the Budget cannot grant waivers for bidding requirements.

1. Steel Products Procurement Act (SPPA): The Grantee/Subgrantee must comply with the SPPA. Failure to demonstrate compliance with the SPPA may risk the disbursement of some or all of the RACP grant funding. The Office of the Budget cannot grant compliance waivers for the SPPA.

A full explanation of the RACP steel requirements is available on our [RACP website](https://www.pa.gov/en/agencies/budget/programs-and-services/for-people-doing-business-with-the-commonwealth/for-grantees-and-subrecipients/racp.html) under "Handbooks and Forms."

1. Trade Practices Act: In accordance with the Trade Practices Act, the Grantee/Sub-grantee 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.
2. Public Works Contractors' Bond Law (Performance Bond & Payment Bond): Contractor(s) to whom the RACP contract is to be awarded must furnish a Payment and a Performance bond, each at 100 percent of the contract amount.
3. Pennsylvania Prevailing Wage Act (PWA): Grantees, Sub-Grantees, contractors, and subcontractors shall comply with the PWA by paying the general prevailing minimum wage rates, as determined by the Secretary of the Pennsylvania Department of Labor and Industry. Prevailing wages shall be paid for each craft or classification of all workers needed to perform work on the project.
4. Americans with Disabilities Act: The Grantee/Sub-grantee understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in the project.
5. Fidelity Bonds: The Grantee shall procure and furnish evidence to the Office of the Budget of fidelity bonds with crime and theft coverage to be maintained under the administrative title of the position in amounts and for such positions as are reasonably determined by the Office of the Budget.
6. Insurance: Worker’s Compensation Insurance - The Grantee/Sub-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/Sub-grantee shall 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 and a certification from a qualified professional.

Identify Commonwealth as Additional Insured - The Commonwealth shall be listed on the above insurance policies as an additional insured.  The Grantee/Sub-grantee shall furnish proof of insurance as required by this section to the Office of the Budget.

1. Article 8 of the RACP Grant Agreement spells out sale price restrictions for a government entity, for property owned by the government entity, that sells property that was acquired and/or improved with RACP grant funds.

*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*

Sub-Grantee

*Entity Name*

*Printed Name*

Co-Sub-Grantee (as applicable)

*Entity Name*

*Printed Name*

Final Checklist

Please review the below 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.

|  |  |  |
| --- | --- | --- |
| **Section - Description** | **Yes** | **N/A** |
| **Section 1 – Project Eligibility, Housing Statement, Project Description** |
| Complete Section 1. |[ ]   |
| Housing Requirements – If applicable, supporting documentation to be provided. |[ ] [ ]
| **Section 2 – RDA Forms – Sources, Uses, and Construction cost breakdown** |
| 50% of the project cost must be Match Non-State Funding Participation. |[ ]   |
| 50% of the Non-State Funding Participation must be secured prior to grant drafting. |[ ]   |
| Other State Funds are not eligible as match. |[ ]   |
| Evidence of Permanent Match Funding – Supporting documentation to be provided. |[ ]   |
| **Required Attachment** - Completed RDA-300, RDA-301, and RDA-302 forms. |[ ]   |
| **Section 3 – Organizational & Management** |
| Complete Section 3. |[ ]   |
| Organizational Structure – Supporting documentation to be provided. |[ ]   |
| **Required Attachment** – Organizational Chart. |[ ]   |
| **Section 4 – Schedules, Bidding and Construction Related Documents** |
| Complete Section 4. |[ ]   |
| Updated Construction Schedule – Supporting documentation to be provided. |[ ]   |
| Plans and Specifications – Supporting documentation to be provided. |[ ]   |
| Bidding – Supporting documentation to be provided. |[ ]   |
| Permits, Licensing, Regulatory, and Legal Requirements – Supporting documentation to be provided. |[ ]   |
| Construction Contracts – Supporting documentation to be provided. |[ ]   |
| Payment and Performance Bonds – Supporting documentation to be provided for 100% of contract amount. |[ ]   |
| Insurance – Supporting documentation to be provided for Worker’s Compensation, General Liability/Property Damage, with the Commonwealth listed as an additional insured. |[ ]   |

Final Checklist (continued)

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| --- | --- | --- |
| **Section – Description (continued)** | **Yes** | **N/A** |
| **Section 5 – Cash Flow and Interim Financing** |
| Complete Section 5. |[ ]   |
| Bridge/Interim Financing – Supporting documentation to be provided to show bridge/interim financing during construction of the project, to cover any shortfalls during the execution of the project, cash flow should reflect this need, RACP is a reimbursement program.  |[ ]   |
| Cash Flow Statement – Supporting documentation to be provided. |[ ]   |
| **Section 6 – Site Control & Eminent Domain** |
| Complete Section 6. |[ ]   |
| Site Control – Supporting documentation to be provided (deed or lease). |[ ]   |
| Eminent Domain – Supporting documentation to be provided, if applicable. |[ ] [ ]
| **Section 7 – Environmental & Flood Zone** |
| Complete Section 7. |[ ]   |
| Environmental and Technical Study – Supporting documentation to be provided, if applicable. |[ ] [ ]
| Historical – Supporting documentation to be provided. |[ ] [ ]
| Flood Zone – Supporting documentation to be provided, insurance required if in flood zone. |[ ] [ ]
| **Section 8 – Opinion of Counsel** |
| Complete Section 8. |[ ]   |
| Opinion of Counsel – To be provided from the Grantee’s legal counsel prior to grant drafting. |[ ]   |
| **Section 9 – Ordinance or Cooperation Agreement with Host Municipality** |
| Ordinance or Cooperation Agreement – To be provided if Grantee does not have taxing authority. |[ ] [ ]
| **Section 10 – Cooperation Agreement with Administrator/Sub-Applicant** |
| Cooperation Agreement - To be provided if there is an Administrator and/or Sub-Grantee. |[ ] [ ]
| **Statement of Compliance Acknowledgment** |
| **Signed** - Statement of Compliance Acknowledgement. |[ ]   |

|  |  |
| --- | --- |
| **Attachments Required with Submission** | **Attached** |
| Section 2 RDA Forms |[ ]
| Section 3 Organizational Chart |[ ]

Please provide any additional pertinent information in the box below:

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By signing below, the Sub-Grantee (or Grantee if the project does not include a Sub-Grantee) acknowledges that all project representatives have read the requirements listed above, which are detailed in the Project Management Proposal Handbook and throughout the [RACP website](https://www.pa.gov/en/agencies/budget/programs-and-services/for-people-doing-business-with-the-commonwealth/for-grantees-and-subrecipients/racp.html) and **agree to supply supporting documentation throughout the RACP grant process.**

