





# MULTIMODAL TRANSPORTATION FUND

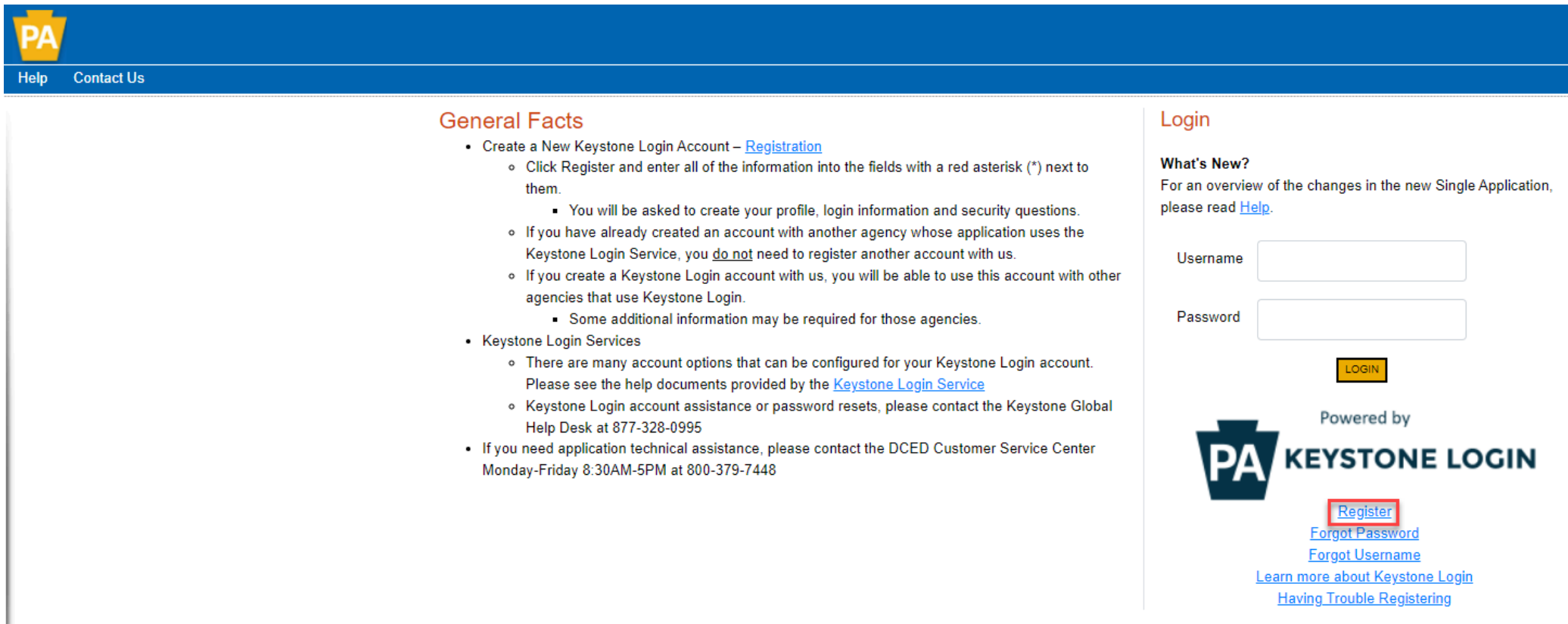
## ELECTRONIC SINGLE APPLICATION INSTRUCTION GUIDE



# HOW TO APPLY

All applications and attachments must be submitted electronically through the Electronic Single Application for Assistance using a Keystone Login ID. The electronic application form is available at: <https://grants.pa.gov/Login.aspx>.

- Applicants should use either  Google Chrome or  Microsoft Edge internet browser to complete the application.
- Users who do not have a Keystone Login ID must create an account.



The screenshot shows the Keystone Login website. At the top is a blue header with the PA logo and links for 'Help' and 'Contact Us'. The main content area is divided into two columns. The left column, titled 'General Facts', contains a bulleted list of instructions for creating and using a Keystone Login account. The right column, titled 'Login', includes a 'What's New?' section with a link to 'Help', a login form with 'Username' and 'Password' fields and a 'LOGIN' button, and a 'Register' button. Below the 'Register' button are links for 'Forgot Password', 'Forgot Username', 'Learn more about Keystone Login', and 'Having Trouble Registering'. The PA logo is also present in the bottom right corner of the page.

## General Facts

- Create a New Keystone Login Account – [Registration](#)
  - Click Register and enter all of the information into the fields with a red asterisk (\*) next to them.
    - You will be asked to create your profile, login information and security questions.
  - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
  - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
    - Some additional information may be required for those agencies.
- Keystone Login Services
  - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
  - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

## Login

### What's New?


For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password

[LOGIN](#)

Powered by

 **KEYSTONE LOGIN**

[Register](#)

[Forgot Password](#)

[Forgot Username](#)


[Learn more about Keystone Login](#)

[Having Trouble Registering](#)



# CREATE A KEYSTONE LOGIN

- Go to: <https://grants.pa.gov/Login.aspx> .
- Click Registration highlighted on the main login page.

[Help](#) [Contact Us](#)

### General Facts

- Create a New Keystone Login Account – [Registration](#)
  - Click Register and enter all of the information into the fields with a red asterisk (\*) next to them.
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### Login

**What's New?**  
For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password

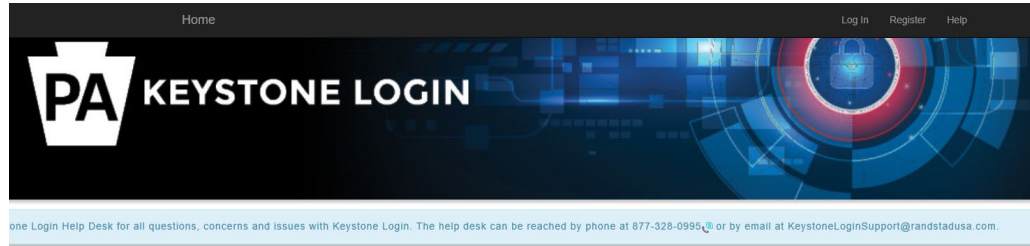
Powered by

**KEYSTONE LOGIN**

[Register](#)  
[Forgot Password](#)  
[Forgot Username](#)  
[Learn more about Keystone Login](#)  
[Having Trouble Registering](#)



# CREATE A KEYSTONE LOGIN



## Register

### Personal Information:

First Name \*

Last Name \*

Date Of Birth \*

### Contact Information:

Email

Mobile Phone Number

Keystone Login does not require an email address in order to register. However, choosing to provide an email address will allow you to reset your password and update your account more easily. If you provide an email address, the email address will be validated. An email containing a One Time Passcode will be sent to the email address provided, and you will need to use that One Time Passcode to validate the email address.

Email addresses are utilized for password resets and account updates using a One Time Passcode. If no email address is listed, the only available methods for password resets are answering security questions or contacting the Keystone Login Help Desk.

Username \*

Password \*

Confirm Password \*

The username should be between 6 and 64 characters and should not contain any spaces.

The password must pass these rules:

- ☐ Must be between 12 to 128 characters in length
- ☐ Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- ☐ One uppercase letter.
- ☐ One lowercase letter.
- ☐ One numeric number.
- ☐ One non-character (such as !, #, %, ^, etc.).

Password Strength: Invalid

### Security Questions:

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

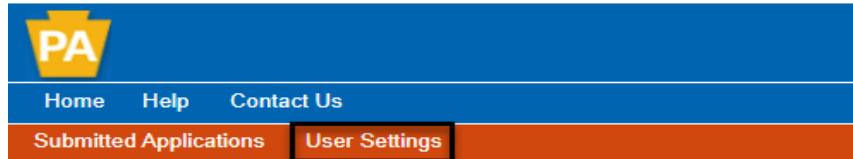
Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.

- Enter all the information in the fields marked by a red asterisk and click Register. *These are required fields.* The rest of the fields are optional.
  - **First Name:** Enter your first name.
  - **Last Name:** Enter your last name.
  - **Date of Birth:** Enter your date of birth.
  - **Email:** Enter your email address. (**Note:** user must enter a valid email address during the registration process. The field is not marked as required, but if the applicant is awarded funding, the applicant's Keystone Login must have a valid e-mail address in the user profile.)
  - **Mobile Phone Number:** Enter your Mobile Phone Number. This field is optional.
  - **Username:** Create a username. The username must be between 6 and 64 characters without any spaces.
  - **Password:** Create your password here. The password must be between 12 and 128 characters and should follow 3 out of 4 rules as listed below:
    - One uppercase letter
    - One lowercase letter
    - One numeric number
    - One non-character (such as !, #, %, ^, etc.).
  - **Confirm Password:** Re-enter your password. This field has the same restrictions as the Password field.
  - **Security Questions:** This is a security question in case the user loses or forgets their username or password. It helps to confirm the user's identity since it will be a unique question.
- Click Register. The system displays the message "Your account has been created successfully. Please proceed to Login."



# SET UP A USER PROFILE

- Navigate back to the Electronic Single Application: <https://grants.pa.gov/Login.aspx>.
- Enter the Keystone Login ID username and password, and click Login.
- Click on User Settings in the orange menu bar at the top of the home screen to set up a user profile.



Login

What's New?  
For an overview of the changes in the new Single Application, please read [Help](#).

Username

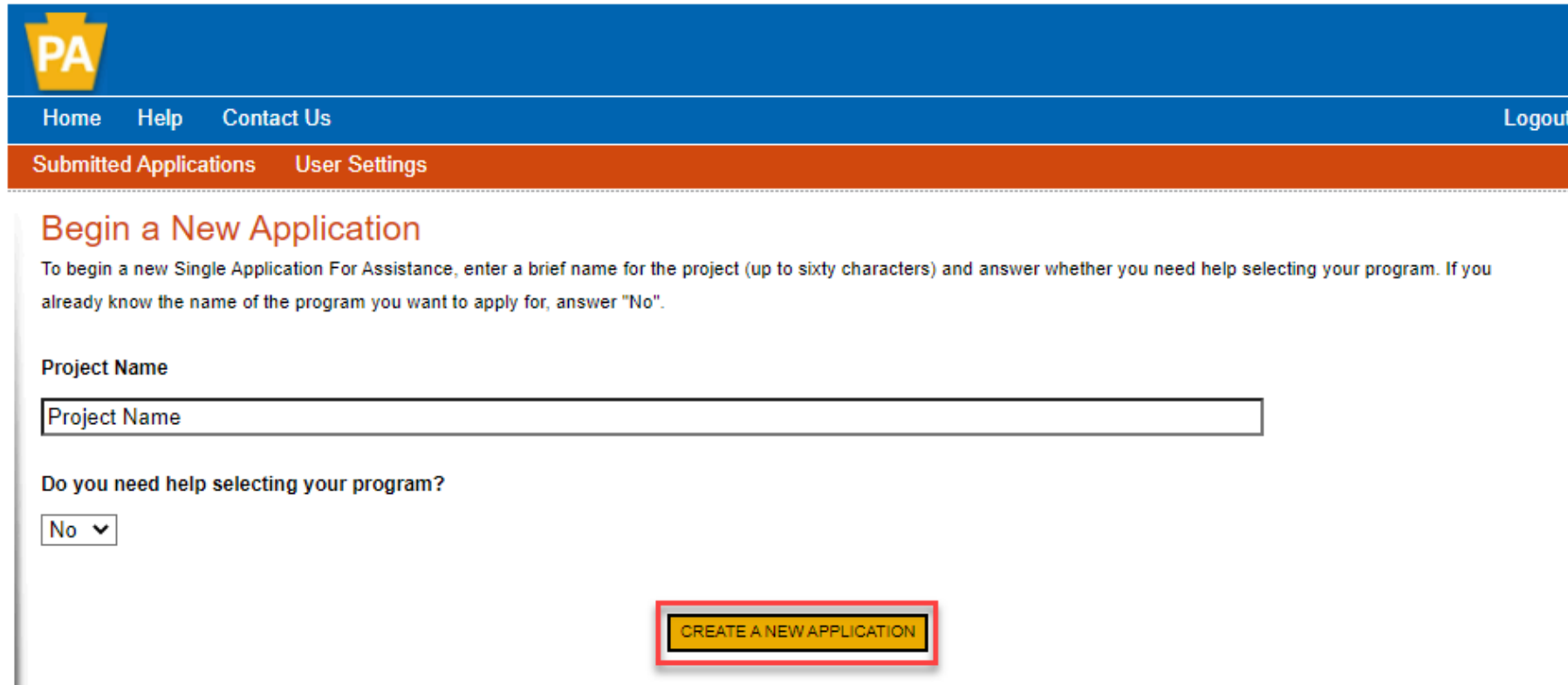
Password

- Following are guidelines for information required in the user profile. Required fields are denoted with a red diamond ♦.
- **Are You Applying As?:** *Select one option.*
- **Entity/Company Type:** *Select one option.*
- **FEIN:** *This is the organization's federal employer/tax ID number. Enter as 9 digits without dashes.*
- **SAP Vendor #:** *This is the organization's SAP Vendor number to receive payments from the Commonwealth of Pennsylvania. If you do not know the SAP Vendor number, search for the organization at [https://b2b.ies.pa.gov/apps/vendor\\_lookup/index.html](https://b2b.ies.pa.gov/apps/vendor_lookup/index.html).*
- **Entity Name:** *This should be the official legal name and match the name used for SAP Vendor Registration and used on official resolutions. Please be aware there is a difference between "Borough of Anytown" and "Anytown Borough," which could affect processing of grant applications if the project is selected for funding.*
- **Top Official/Signing Authority:** *Identify who will have authorization to sign the grant reimbursement agreement if the project is selected for funding. The Authorized Official(s) must have legal authority to contractually bind the Applicant.*



# BEGIN A NEW APPLICATION

- After logging in to ESA, on the Home screen, enter the following information in the Begin a New Application section:
  - **Project Name:** *Enter a brief project name to describe the project.*
  - **Do you need help selecting your program?:** *Choose No.*
- Click Create a New Application.



The screenshot shows the 'Begin a New Application' form in the PA ESA system. The form is titled 'Begin a New Application' in red text. Below the title, there is a paragraph of instructions: 'To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".' The form contains two main input fields: 'Project Name' and 'Do you need help selecting your program?'. The 'Project Name' field is a text input box with the placeholder text 'Project Name'. The 'Do you need help selecting your program?' field is a dropdown menu with the selected option 'No'. At the bottom of the form, there is a yellow button with the text 'CREATE A NEW APPLICATION'.

**PA**

Home Help Contact Us Logout

Submitted Applications User Settings

## Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

Project Name

Project Name

Do you need help selecting your program?

No ▾

CREATE A NEW APPLICATION



# BEGIN A NEW APPLICATION

- On the Select Program screen, type “MTF” into the Program Name box and click Search.

**NOTE:** Keywords "Multimodal Transportation," "MTF Program," "Multimodal, " OR "MTF Fund" in the Program Name field will return the PennDOT MTF program in the results.

## Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name

MTF

Sort By

Program Name ▼

SEARCH

PROGRAM FINDER




# BEGIN A NEW APPLICATION

- At the bottom of the screen in the PennDOT MTF result, click on Apply.

2 results. ([Edit Search](#))

### Search Results

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

**Multimodal Transportation Fund**  [Apply](#) **\$100.00 fee required**


**Pennsylvania Department of Community and Economic Development**

*Applications for this program will be accepted March 1 through July 31 close of business of each year.*

The Multimodal Transportation Fund provides grants to encourage economic development and ensure that a safe and reliable system of transportation is available to the residents of the commonwealth.

Eligibility: Municipalities, Councils of Governments, Businesses, Economic Development Organizations, Public Transportation Agencies, Ports-Rail/Freight

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

**Multimodal Transportation Fund (MTF) Program**  [Apply](#)

**Pennsylvania Department of Transportation**

PennDOT's Multimodal Transportation Fund was established by Act 89 in 2013. The program is intended to provide financial assistance to municipalities, councils of governments, businesses, economic development organizations, public transportation agencies, and aviation, rail freight, passenger rail and ports entities/operators for projects that improve transportation assets. Eligible projects include but are not limited to: enhancements to streetscapes, lighting, sidewalks, bicycle lanes, bus stops, and greenways; development of highways and bridges that benefit the state system and local economic development; and improvements to the state's integrated transportation corridor to support the movement of people and goods (i.e., rail freight, aviation, public transportation, and ports facilities).

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

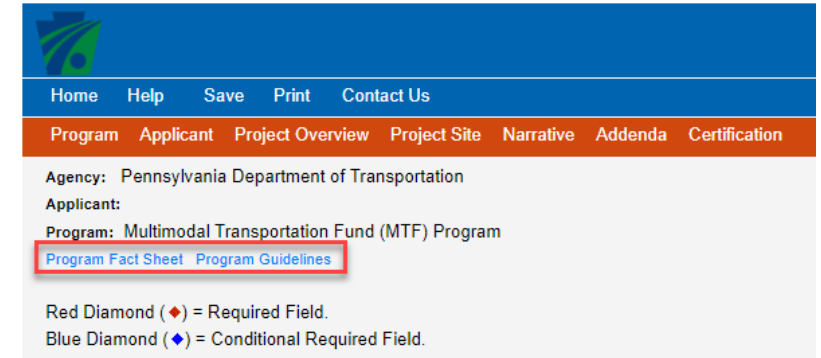




# APPLICATION RESOURCES

➤ Links to the MTF Program Guidelines and FAQs are available at the top of the application form.

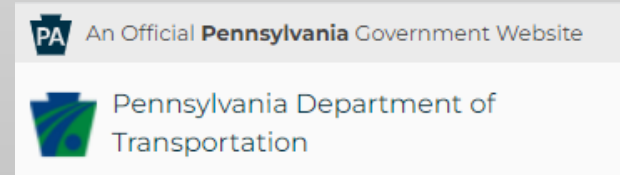
- Click on Program Fact Sheet to view Application Instructions in a new tab.
- Click on Program Guidelines to view MTF Guidelines in a new tab.



The screenshot shows the top portion of a web application form. At the top is a blue header with a logo on the left and navigation links: Home, Help, Save, Print, and Contact Us. Below this is an orange navigation bar with links: Program, Applicant, Project Overview, Project Site, Narrative, Addenda, and Certification. The main content area is white and contains the following text: Agency: Pennsylvania Department of Transportation; Applicant: (blank); Program: Multimodal Transportation Fund (MTF) Program. Below the program name are two links: Program Fact Sheet and Program Guidelines, both of which are highlighted with a red rectangular border. At the bottom of the form, there is a legend: Red Diamond (◆) = Required Field. and Blue Diamond (◆) = Conditional Required Field.

## PennDOT Office of Multimodal Transportation

Commonwealth Keystone Building  
400 North Street, 8<sup>th</sup> Floor  
Harrisburg, PA 17105-3151  
Telephone (717) 705-1230  
Fax (717) 787-5491  
E-mail: [RA-PDMultimodalFund@pa.gov](mailto:RA-PDMultimodalFund@pa.gov)



Visit the Multimodal Program section of the PennDOT website:

[DOT > Projects & Programs > Multimodal Program](#)



# APPLICANT INFORMATION

- If the account has a User Profile set up, click Use Account Information to populate information on this page.
- Complete the following required fields:
  - **Applicant Entity Type:** Select one option.
  - **Applicant Name:** This should be the official legal name and match the name used for SAP Vendor Registration and used on official resolutions.
  - **NAICS Code:** Enter the NAICS code if known, or choose from the options in the dropdown.
  - **FEIN:** This is the organization's federal employer/tax ID number. Enter as 9 digits without dashes.
  - **Top Official/Signing Authority:** Identify who will have authorization to sign the grant reimbursement agreement if the project is selected for funding. The Authorized Official(s) must have legal authority to contractually bind the Applicant.
  - **Title:** Enter the title of the Top Official/Signing Authority identified.
  - **SAP Vendor # (optional):** This is the organization's SAP Vendor number to receive payments from the Commonwealth of Pennsylvania.
  - **Contact Name/Title/Phone #:** Enter applicant contact information.
  - **Applicant Mailing Address:** Enter applicant mailing address.

**Applicant Information**  
To copy your Registration information into the application, click the "Use Account Information" button below.

**USE ACCOUNT INFORMATION**

Applicant Entity Type: ☐ Limited Liability Partnership ☐ Partnership  
☐ Government ☐ Non-Profit Corporation  
☐ Sole Proprietorship ☐ Limited Liability Company  
☐ S Corporation ☐ C Corporation

Applicant Name:

NAICS Code:

FEIN/SSN Number:

\*Please enter FEIN as 9 digits, no dash.

DUNS Number:

UEI Number:

Top Official/Signing Authority:

Title:

SAP Vendor #:

(xxxxxx or xxxxxx-xxx)

Contact Name:

Contact Title:

Phone:  Ext.

(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State: PA

Zip Code:



# APPLICANT INFORMATION

## ➤ Enterprise Type

- Indicate the types of enterprises that describe the applicant.

## Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ◆

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal

[Continue](#)

Click Continue to save the application and advance to the next section.



# PROJECT OVERVIEW

Red Diamond (◆) = Required Field.

Blue Diamond (◆) = Conditional Required Field.

## Project Overview

Project Name: ◆

Is this project related to another previously submitted project?

No ▼

If yes, indicate previous project name:

Have you contacted anyone at PennDOT about your project?

No ▼

If yes, indicate who:

Is your community certified through [Sustainable Pennsylvania?](#)

No ▼

If yes, what level:

☐ Bronze ☐ Silver ☐ Gold ☐ Platinum

Are you interested in applying for multiple funding sources for this project?

You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

No ▼

How many Site Locations are involved in the project?

1 ▼

[Continue](#)

## ➤ Project Overview

- **Project Name:** Auto-filled based on the information given when starting the application but can be updated on this screen.
- **Site Locations:** A minimum of one site and a maximum of six sites can be selected. If multiple site locations are involved, please select the number of sites.

Click Continue to save the application and advance to the next section.





# PROJECT SITE LOCATION

Red Diamond (◆) = Required Field.

Blue Diamond (◆) = Conditional Required Field.

## Project Site Location(s)

To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address:

City:

State:

PA

Zip Code:

County:

-- Select County -- ◆

Municipality:

-- Select Municipality -- ◆

PA House: ◆

PA Senate: ◆

Designated Areas:

☐ Act 47 Distressed Community

☐ Brownfield

☐ Enterprise Zone

☐ Greenfield

☐ Keystone Innovation Zone

☐ Keystone Opportunity Zone

☐ Prime Agricultural Area

☐ Uses PA Port

### ➤ Project Site Location(s)

- **Address:** Enter Address, City, and Zip Code of Site 1.
- **County:** Select County for the project site location from the dropdown menu.
- **Municipality:** Select the Municipality for the project site location from the dropdown menu.
- **Legislative Districts:** PA House and PA Senate will automatically populate based on the selections for County/Municipality. Applicants with projects in a municipality represented by more than one legislator will need to select the appropriate legislator(s).
- **Additional Project Sites:** Enter the above information for additional project site locations.

Click Continue to save the application and advance to the next section.

[Continue](#)



# PROJECT NARRATIVE

## ➤ Project Narrative

- **Project Summary:** Provide a narrative response (max 250 characters).
- **Location Description:** Provide a narrative response (max 250 characters).
- **Statement of the Problem:** Provide a narrative response (max 1,000 characters).
- **Proposed Solutions and Actions:** Provide a narrative response (max 1,000 characters).

Click Continue to save the application and advance to the next section.

Red Diamond (◆) = Required Field.

Blue Diamond (◆) = Conditional Required Field.

### Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Addenda section or the Program Guidelines.

#### Project Summary

Please provide a short description explaining your project and its goals. ◆

Character Count: 0/250 characters.

#### Location Description

Please provide information on the location(s) of your project. ◆

Character Count: 0/250 characters.

#### Statement of the Problem

Please describe the current issue or problem you plan to resolve with the project. ◆

Character Count: 0/1000 characters.

#### Proposed Solutions and Actions

Please describe how the project will resolve the issues and how you plan to implement the solution. ◆

Character Count: 0/1000 characters.

[Continue](#)



# ADDENDA

## ➤ Addenda

- The Addenda section includes multiple tabs:
  - Summary
  - Overview
  - Readiness
  - Cost
  - Supporters
  - Attachments
  - Terms
- Click each tab to complete the required information in Addenda.

### Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

Summary

Overview

Readiness

Cost

Supporters

Attachments

Terms



# ADDENDA: SUMMARY

Summary

Overview

Readiness

Cost

Supporters

Attachments

Terms

1. Project Cost:

2. Amount Requested:

3. Project Latitude ♦  
(e.g. 41.2033)

4. Project Longitude ♦  
(e.g. -77.1945)

5. Please provide a link to your project map.

Add URLs

URL 1

Note: Your URLs are not saved until you click on Continue, Save, Logout or another page of this application.

## ➤ Addenda: Summary

1. **Project Cost:** *Populated based on the information entered on the Cost tab of the Addenda.*
2. **Amount Requested:** *Populated based on the information entered on the Cost tab of the Addenda.*
3. **Project Latitude:** *Enter the latitude of the project site location. Use the format in the example.*
4. **Project Longitude:** *Enter the longitude of the project site location. Use the format in the example.*
5. **Project Map Link (optional):** *Provide a URL link to a map of the project location.*





# ADDENDA: SUMMARY


**Summary** Overview Readiness Cost Supporters Attachments Terms

6. Please provide a link to your organization website

Add URLs

URL 1

*Note: Your URLs are not saved until you click on Continue, Save, Logout or another page of this application.*

7. Primary Category 

Project Category	Description
Aviation	Project costs will be expended on improvements that are contained within the limits of an airport.
Bicycle/Pedestrian	The majority of project costs will be expended on streetscape, lighting, sidewalk enhancement / connections, pedestrian signs, off-road trails, and other bicycle and pedestrian facilities.
Highway/Bridge	The majority of project costs will be expended on improvements from curb to curb.
Passenger Rail	Project costs will be expended on capital improvements that support passenger rail.
Ports/Waterways	Project costs will be expended on capital improvements that support ports/waterways.
Public Transit	Project costs will be expended on capital improvements that support public transportation.
Rail Freight	Project costs will be expended on capital improvements that support rail freight facilities.

8. Please identify any additional categories included in the MTF project scope.

☐ Aviation

☐ Bicycle/Pedestrian

☐ Highway/Bridge

☐ Passenger Rail

☐ Ports/Waterways

☐ Public Transit

☐ Rail Freight

## ➤ Addenda: Summary

- 6. Organization Website Link (optional):** Provide a URL link to the organization's website.
- 7. Primary Category:** Review the project category descriptions, and select the appropriate option in the Primary Category dropdown.
- 8. Additional Project Categories (optional):** Select additional applicable project categories (can make multiple selections).



# ADDENDA: SUMMARY

## ➤ Addenda: Summary

9. **Authorized Official(s):** Enter the Title, Name, E-mail Address and Phone number for the organization's Authorized Official(s). The Authorized Official(s) must have legal authority to contractually bind the Applicant. Click Add to save the information entered after each entry.

Click on Overview tab to save the application and advance to the next section.

Summary

Overview

Readiness

Cost

Supporters

Attachments

Terms

### Authorized Official(s)

9. Who has authority to sign the agreement? Please provide the following contact details for each authorized official. ♦

Title ♦	Name ♦	Email ♦	Phone ♦		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Add</a>	<a href="#">Cancel</a>
No data has been entered.					



# ADDENDA: OVERVIEW

## ➤ Addenda: Overview

1. **Multimodal nature of the project(s):** *Provide a narrative response (max 750 characters).*
2. **Describe the economic conditions of the region where the project is located:** *Provide a narrative response (max 1,000 characters).*
3. **Consistency with local, regional, and statewide planning:** *Provide a narrative response (max 1,000 characters).*
4. **Benefits to safety, mobility, and transportation system integration:** *Provide a narrative response (max 1,000 characters).*
5. **Level of matching investment in the project:** *Provide a narrative response (max 500 characters). Letters of funding commitment should be uploaded to the Attachments tab of the application.*
6. **Number and quality of jobs:** *Provide a narrative response (max 500 characters).*
7. **Regional nature of the project:** *Provide a narrative response (max 1,000 characters).*
8. **Energy efficiency:** *Provide a narrative response (max 500 characters).*
9. **Operational sustainability:** *Provide a narrative response (max 250 characters).*

Click on Readiness tab to save the application and advance to the next section.



# ADDENDA: READINESS

## ➤ Addenda: Readiness

**NOTE:** Pre-Engineering, Final Design, and Inspection costs for which the sponsor wishes to be reimbursed OR which the sponsor wishes to use as local match, must meet all MTF program requirements, INCLUDING the selection of consultants for engineering, design, and inspection in accordance with PennDOT [Pub 93](#) or equivalent qualifications-based selection procedures. These costs and the selection process will be verified by the District should the project be awarded.

1. **Is the project designed?:** *Provide a narrative response (max 500 characters).*
2. **Is the project ready to go to construction?:** *Provide a narrative response (max 500 characters).*
3. **Do you have the necessary local approval?:** *Provide a narrative response (max 500 characters).*
4. **Has a consultant been selected in compliance with Pub 93 or equivalent qualifications-based selection procedures?:** *Provide a narrative response (max 250 characters).*
5. **Have monies been expended?:** *Please note that money already expended may not be eligible for reimbursement. Provide a narrative response (max 500 characters).*
6. **Has the project been advertised? Has the project been bid? Has a construction contract been awarded and/or signed?:** *Please note commencement of construction work prior to receiving PennDOT approval will result in the project being ineligible for funding consideration. Provide a narrative response (max 750 characters).*





# ADDENDA: READINESS

## ➤ Addenda: Readiness

**NOTE:** Pre-Engineering, Final Design, and Inspection costs for which the sponsor wishes to be reimbursed OR which the sponsor wishes to use as local match, must meet all MTF program requirements, INCLUDING the selection of consultants for engineering, design, and inspection in accordance with PennDOT [Pub 93](#) or equivalent qualifications-based selection procedures. These costs and the selection process will be verified by the District should the project be awarded.

7. **Will you be able to execute the grant agreement within one year of award?:** *Provide a narrative response (max 250 characters).*
8. **Will you be able to draw down the grant within three years?:** *Provide a narrative response (max 250 characters).*
9. **Technical and financial feasibility of the project:** *Provide a narrative response (max 1,000 characters).*
10. **Describe any potential impact on environmental features or public controversy on environmental grounds:** *Provide a narrative response (max 750 characters).*



# ADDENDA: READINESS

## ➤ Addenda: Readiness

**NOTE:** Pre-Engineering, Final Design, and Inspection costs for which the sponsor wishes to be reimbursed OR which the sponsor wishes to use as local match, must meet all MTF program requirements, INCLUDING the selection of consultants for engineering, design, and inspection in accordance with PennDOT [Pub 93](#) or equivalent qualifications-based selection procedures. These costs and the selection process will be verified by the District should the project be awarded.

**11. Does the project require environmental clearance?:** *Select Yes or No from the dropdown.*

**11a. (If yes to 11) Has the environmental clearance been obtained?:** *Question 11a becomes required if the answer to Question 11 is yes. Select Yes or No from the dropdown.*

**11b. (If yes to 11a) By whom – FHWA, USACOE, PennDOT?:** *Question 11b becomes required when an answer to question 11a is yes. Provide response in the text box.*

**11c. (If no to 11a) Will it be required to complete the PennDOT MTF process?:** *Question 11c becomes required when an answer to question 11a is no. Select Yes or No from the dropdown.*

**12. Right-of-Way:** *Describe any needed or acquired temporary or permanent property rights. Provide a narrative response (max 1,000 characters).*

**13. PennDOT Involvement:** *Has PennDOT been made award of the proposed project? Have meetings been held with PennDOT? If so, with whom and when? Provide a narrative response (max 250 characters).*

**14. Does the proposed project affect a state asset owned/operated by the department?** *Select Yes or No from the dropdown.*

Click on Cost tab to save the application and advance to the next section.



# ADDENDA: COST

## ➤ Addenda: Cost

**NOTE:** Costs incurred for pre-construction activities must meet all MTF requirements to be eligible for reimbursement or to be used as local match, including selection of consultants for engineering, design, and inspection in accordance with Pub 93 or equivalent qualifications-based selection procedures.

1. **Current Project Status:** *Select an option from the dropdown menu.*

1. Current Project Status ▾

Finalized plan seeking funding  
Ready to begin pre-construction work  
Some pre-construction work begun  
Final planning, design finished, and waiting on municipal or local approval  
All pre-construction activities completed and approved, need funds only for construction



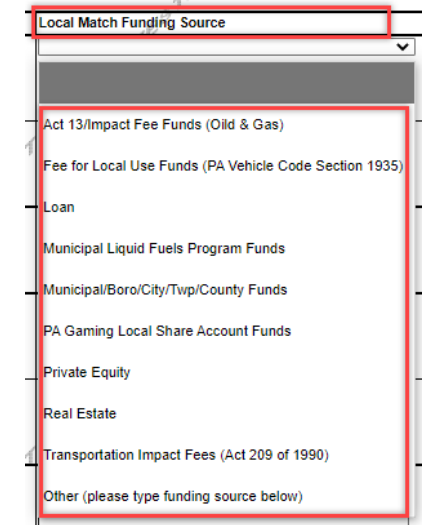
# ADDENDA: COST

## ➤ Addenda: Cost

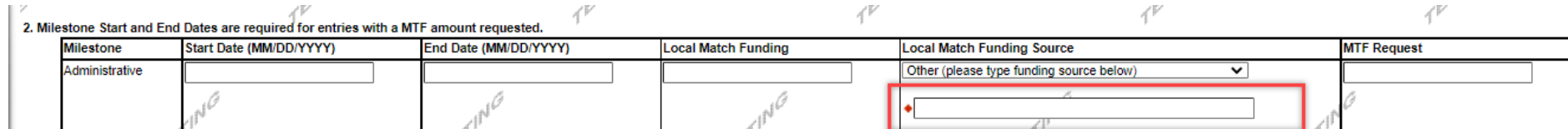
**NOTE:** Costs incurred for pre-construction activities must meet all MTF requirements to be eligible for reimbursement or to be used as local match, including selection of consultants for engineering, design, and inspection in accordance with Pub 93 or equivalent qualifications-based selection procedures.

### 2. Milestones, Match Funding, and MTF Request Amounts: *Complete the cost table.*

- A value/amount needs to be entered for all Local Match Funding and MTF Request fields to submit the application. Please enter 0 if you are not requesting MTF funding or if you are not proposing local match for a milestone category. Values entered should be numbers only (i.e., do not add commas or dollar signs).
- The Start and End dates will only be required for that milestone if either the local match or MTF request amounts are greater than 0.
- Local Match Funding Source dropdown field becomes required when an amount is entered in the Local Match Funding text field.
  - Select a Local Match Funding Source from the options in the dropdown as shown to the right.
- If Other is selected in Local Match Funding Source, enter the information in the text box as shown below.



A screenshot of a dropdown menu titled "Local Match Funding Source". The menu is open, showing a list of options: "Act 13/Impact Fee Funds (Oil & Gas)", "Fee for Local Use Funds (PA Vehicle Code Section 1935)", "Loan", "Municipal Liquid Fuels Program Funds", "Municipal/Boro/City/Twp/County Funds", "PA Gaming Local Share Account Funds", "Private Equity", "Real Estate", "Transportation Impact Fees (Act 209 of 1990)", and "Other (please type funding source below)". The "Other" option is highlighted with a red box.



A screenshot of a table form for "2. Milestone Start and End Dates are required for entries with a MTF amount requested." The table has six columns: "Milestone", "Start Date (MM/DD/YYYY)", "End Date (MM/DD/YYYY)", "Local Match Funding", "Local Match Funding Source", and "MTF Request". The first row is for "Administrative" milestones. The "Local Match Funding" and "Local Match Funding Source" fields are highlighted with red boxes. The "Local Match Funding Source" dropdown is set to "Other (please type funding source below)".

Milestone	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Local Match Funding	Local Match Funding Source	MTF Request
Administrative				Other (please type funding source below)	



# ADDENDA: COST

## ➤ Addenda: Cost

**NOTE:** Costs incurred for pre-construction activities must meet all MTF requirements to be eligible for reimbursement or to be used as local match, including selection of consultants for engineering, design, and inspection in accordance with Pub 93 or equivalent qualifications-based selection procedures.

### 2. Milestones, Match Funding, and MTF Request Amounts:

*Complete the cost table.*

- The percentage of Local Match Funding should be at least 30 % of the MTF Request.
- Applicants will not be able to submit the application if the total MTF request amount exceeds \$3 million.
- The system will display warning messages as shown for the following scenarios:
  - Contingency percent exceeds 5% of the grant request.
  - Administrative percent exceeds 2% of the grant request.
  - Engineering percent exceeds 10% of the grant request (Pre. Engineering + Final Design + Inspection)/Total Req.

Totals	\$1,550.00	\$4,850,000.00
Total Amount	\$4,851,550.00	Total MTF Request amount cannot be more than 3 Millions
Percent of Local Match Funds		0.03% The percent of Local Match Funding should be at least 30 % of the MTF Request
Contingency percent cannot exceed 5% of the grant request		20.62% Contingency percent cannot exceed 5% of the grant request
Administrative percent cannot exceed 2% of the grant request		3.09% Administrative percent cannot exceed 2% of the grant request
Engineering percent cannot exceed 10% of the grant request (Pre. Engineering + Final Design + Inspection)/Total Req		14.43% Engineering percent cannot exceed 10% of the grant request (Pre. Engineering + Final Design + Inspection)/Total Req



# ADDENDA: COST

## ➤ Addenda: Cost

3. **Additional Funding:** *Identify the amount of funding from other sources not included in the MTF request or local match funding entered in the cost table.*
4. **Have you applied for other funding sources/grants for this project?:** *Select Yes or No from the dropdown.*
  - 4a. **(If yes to 4) What is the total amount you have applied for?:** *Question 4a becomes required if the answer to Question 4 is yes. Enter the amount in the text box.*
  - 4b. **(If yes to 4) Have you applied for the DCED CFA MTF program?:** *Question 4b becomes required if the answer to Question 4 is yes. Select Yes or No from the dropdown.*
  - 4c. **(If yes to 4b) What is the amount of DCED CFA MTF funds you have applied for?:** *Question 4c becomes required if the answer to Question 4b is yes. Enter the amount in the text box.*
5. **Have you been awarded other funding sources/grants for this project?:** *Select Yes or No from the dropdown.*
  - 5a. **(If yes to 5) What is the total amount you have been awarded?:** *Question 5a becomes required if the answer to Question 5 is yes. Enter the amount in the text box.*
  - 5b. **(If yes to 5) Have you been awarded DCED CFA MTF program funds?** *Question 5b becomes required if the answer to Question 5 is yes. Select Yes or No from the dropdown.*
  - 5c. **(If yes to 5b) What is the amount of DCED CFA MTF funds you have been awarded?** *Question 5c becomes required if the answer to Question 5b is yes. Enter the amount in the text box.*

Click on Supporters tab to save the application and advance to the next section.





# ADDENDA: SUPPORTERS

## ➤ Addenda: Supporters

1. **Upload the letters of project support (optional):** Click on Choose File to browse your files and upload support letters as attachments, one file at a time.

### Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

Summary	Overview	Readiness	Cost	<b>Supporters</b>	Attachments	Terms
---------	----------	-----------	------	-------------------	-------------	-------

#### 1. Upload the letters of project support

**Upload Files**  
Use the control below to select your file. Each file can be no larger than 30MB

File 1  No file chosen

Click on Attachments tab to save the application and advance to the next section.



# ADDENDA: ATTACHMENTS

## ➤ Addenda: Attachments

### \*\*\* PLEASE NOTE \*\*\*

All supplemental information outlined in Appendix I of the MTF guidelines must be attached electronically to this application. If you do not submit required documentation or submit inadequate / incomplete documentation, your application will be deemed ADMINISTRATIVELY INCOMPLETE and disqualified from consideration. If Exhibit 8 (Sales Agreement / Appraisal) and / or Exhibit 10 (Car loading information) are not applicable to your project, please indicate this in your submission in the Exhibit Comments section.

- **Exhibit 1** – Project Cost Estimate
- **Exhibit 2** – Funding Commitment Letters
- **Exhibit 3** – Color-coded Map
- **Exhibit 4** - Audited Financial Statements
- **Exhibit 5** - Grant Request Amount
- **Exhibit 6** – List of Permits
- **Exhibit 7** – Planning Consistency Letters
- **Exhibit 8** – Sales Agreement/Appraisal (if applicable)
- **Exhibit 9** – Project Notifications
- **Exhibit 10** – Carloading Information (if applicable, download and complete the worksheet, and upload it to the application)
- **Worker Protection Form** – download and complete the form, and upload it to the application

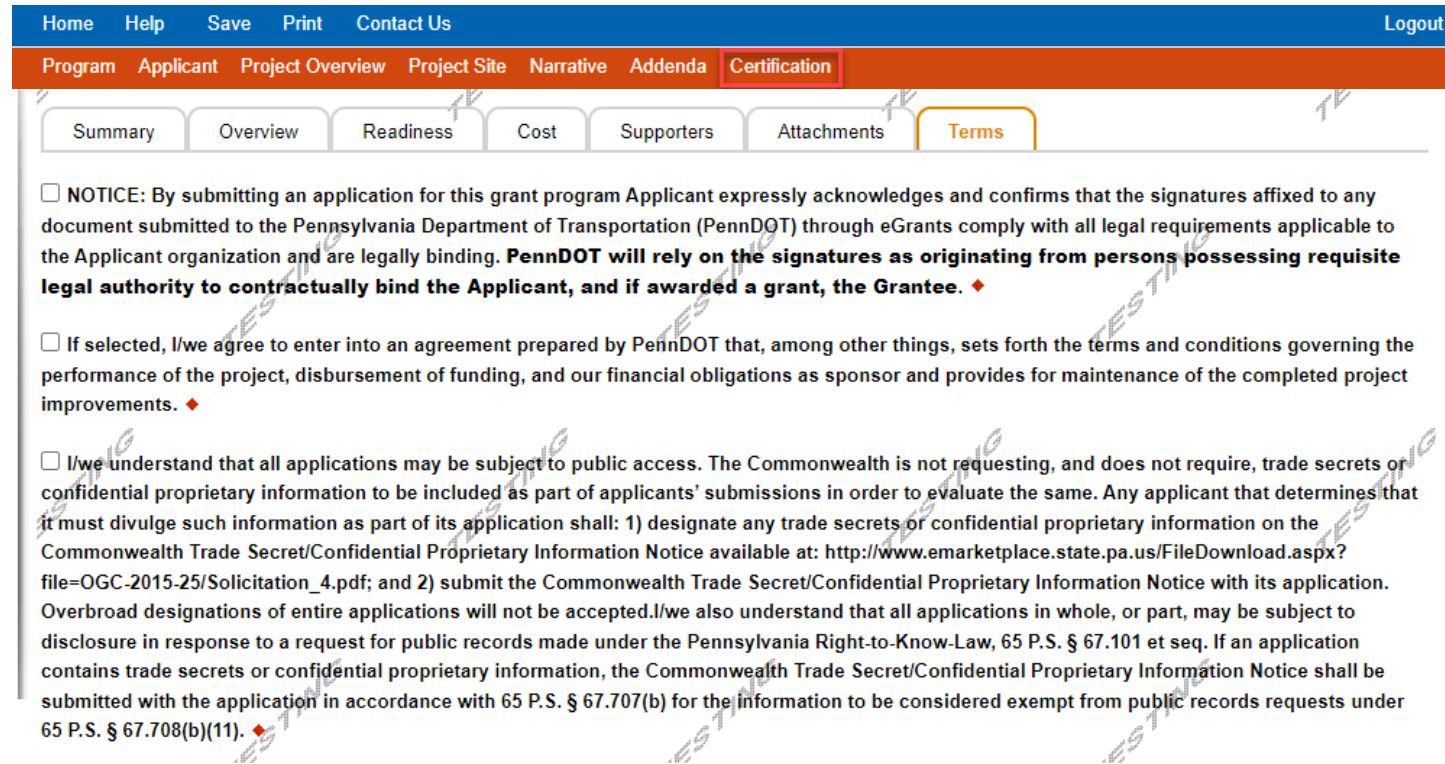
Click on Terms tab to save the application and advance to the next section.



# ADDENDA: TERMS

## ➤ Addenda: Terms

- Review the terms, and click the checkboxes to acknowledge each term.



The screenshot displays the eGrants application interface. At the top, a blue navigation bar contains links for Home, Help, Save, Print, Contact Us, and Logout. Below this, an orange breadcrumb trail shows the path: Program > Applicant > Project Overview > Project Site > Narrative > Addenda > Certification. Under the 'Certification' tab, a row of sub-tabs includes Summary, Overview, Readiness, Cost, Supporters, Attachments, and Terms (which is currently selected). The main content area lists three terms, each preceded by an unchecked checkbox:

- ☐ **NOTICE:** By submitting an application for this grant program Applicant expressly acknowledges and confirms that the signatures affixed to any document submitted to the Pennsylvania Department of Transportation (PennDOT) through eGrants comply with all legal requirements applicable to the Applicant organization and are legally binding. **PennDOT will rely on the signatures as originating from persons possessing requisite legal authority to contractually bind the Applicant, and if awarded a grant, the Grantee.** ♦
- ☐ If selected, I/we agree to enter into an agreement prepared by PennDOT that, among other things, sets forth the terms and conditions governing the performance of the project, disbursement of funding, and our financial obligations as sponsor and provides for maintenance of the completed project improvements. ♦
- ☐ I/we understand that all applications may be subject to public access. The Commonwealth is not requesting, and does not require, trade secrets or confidential proprietary information to be included as part of applicants' submissions in order to evaluate the same. Any applicant that determines that it must divulge such information as part of its application shall: 1) designate any trade secrets or confidential proprietary information on the Commonwealth Trade Secret/Confidential Proprietary Information Notice available at: [http://www.emarketplace.state.pa.us/FileDownload.aspx?file=OGC-2015-25/Solicitation\\_4.pdf](http://www.emarketplace.state.pa.us/FileDownload.aspx?file=OGC-2015-25/Solicitation_4.pdf); and 2) submit the Commonwealth Trade Secret/Confidential Proprietary Information Notice with its application. Overbroad designations of entire applications will not be accepted. I/we also understand that all applications in whole, or part, may be subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101 et seq. If an application contains trade secrets or confidential proprietary information, the Commonwealth Trade Secret/Confidential Proprietary Information Notice shall be submitted with the application in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt from public records requests under 65 P.S. § 67.708(b)(11). ♦

Click on Certification to save the application and advance to the next section.



# CERTIFICATION

## ➤ Application Certification

- If the applicant did not complete required fields, the certification page will display the incomplete sections.
- Click on each section title to return to the section and complete the required fields.

### Application Certification

The following sections are incomplete.

- All required fields marked with a red diamond (◆) must be completed before you are able to submit this application.
- All conditional fields marked with a blue diamond (◆) may be required to be completed before you are able to submit this application.

#### Applicant

- Contact Email is Required
- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Top Official/Signing Authority is required.
- Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Enterprise Type is required.
- Applicant Information has not saved correctly



# CERTIFICATION

## ➤ Application Certification

- Each section will display a list of items to review and complete.

### REVIEW INFORMATION BELOW

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Top Official/Signing Authority is required.
- Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, please use "-" instead of spaces. Must include area code xxx-xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Enterprise Type is required.
- Applicant Information has not saved correctly

### Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.



# CERTIFICATION

## ➤ Application Certification

- Once all required fields are complete, electronically sign the application and submit.

**NOTE:** The individual signing the application must have authority to sign on behalf of the Applicant in accordance with all legal requirements applicable to the Applicant's Organization. The signature is legally binding. PennDOT will rely on the signature as originating from the person possessing legal authority to submit the application on behalf of the Applicant.

- You must select the checkbox at the bottom relating to Electronic Attachment Agreement.
- For the MTF program, no paper documents are required.
- Click Submit Application, and the system will generate a confirmation page with a Single Application ID # and a Web Application ID # for the applicant's reference.

### Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. After submitting, you will no longer be able to make changes.

#### Electronic Signature Agreement:

☐ By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

- ☐ I am the applicant
- ☐ I am an authorized representative of the company, organization or local government.
- ☐ I am a "Certified" Partner representative.

Type Name Here:

#### Electronic Attachment Agreement:

☐ Along with the web application, if you have been requested or need to send any documentation to PennDOT please print and send a copy of your E-Signature and mail it to PennDOT along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION





# QUESTIONS?

**Please direct MTF program questions to:**

**PennDOT Office of Multimodal Transportation**

Commonwealth Keystone Building

400 North Street, 8<sup>th</sup> Floor

Harrisburg, PA 17105-3151

Telephone: 717.705.1230

Fax: 717.787.5491

E-mail: [RA-PDMultimodalFund@pa.gov](mailto:RA-PDMultimodalFund@pa.gov)

**For Keystone Login questions:**

**Keystone Global Help Desk:** 877.328.0995

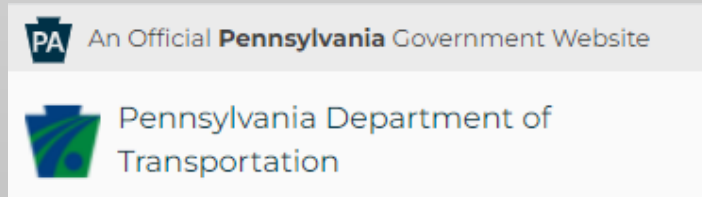
**For Electronic Single Application questions:**

**eGrants Customer Service:**

Telephone: 833.448.0647 (M-F 8:00AM-6PM)

E-mail: [egrantshelp@pa.gov](mailto:egrantshelp@pa.gov)

**For more PennDOT MTF information and resources:**



Visit the Multimodal Program section of the PennDOT website:

[DOT > Projects & Programs > Multimodal Program](#)

