

# Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

## Open Application Window

PennDOT Bureau of Aviation is accepting applications for **Aviation Real Estate Tax Reimbursement - Reimbursement Request** for public airports which are aviation-related areas between December 1, 2020 and February 1, 2021. To receive reimbursement of taxes paid, the airport owner will confirm their existing agreement with the Department and provide all necessary supporting tax documentation. Reimbursement is limited to local real estate taxes paid only on those areas of airport property that have a direct aviation-related use. To apply for funding, applicants must have a Keystone Login account.

## How to Apply for Real Estate Tax Reimbursement – Reimbursement Request

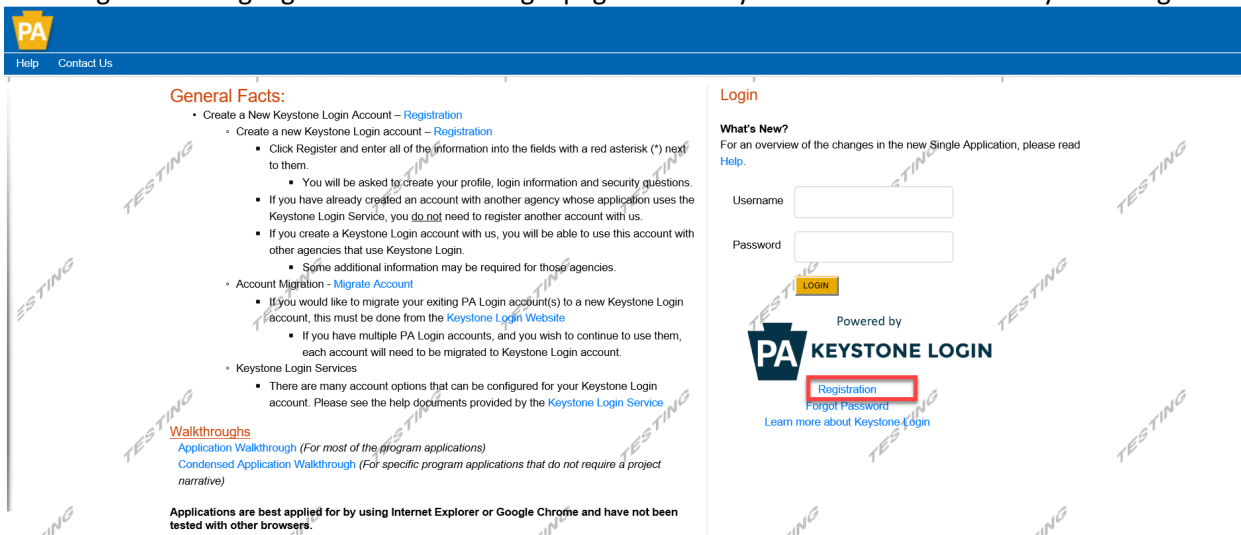
Pennsylvania's Aviation Real Estate Tax Reimbursement – Reimbursement Request requires all applications to be filed electronically using eGrants Public Portal Interface at <https://www.esa.dced.state.pa.us/login.aspx?var=5>. Applications are best applied for by using **Internet Explorer, Chrome**.

If users don't have an account to the Keystone Login, they must register and follow the steps outlined below. Applicants will not be permitted to open an application until a Keystone Login is entered.

**Note: if the applicant has an existing Keystone Login ID, please proceed to step 2.**

### Step 1. New User Registration to the Keystone Login

- Go to: <https://www.esa.dced.state.pa.us/login.aspx?var=5>
- Click Registration highlighted in the main login page and the system will take user to Keystone Login.



**PA**  
Help Contact Us

**General Facts:**

- Create a New Keystone Login Account – [Registration](#)
  - 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.
  - Account Migration – [Migrate Account](#)
    - If you would like to migrate your existing PA Login account(s) to a new Keystone Login account, this must be done from the [Keystone Login Website](#)
      - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.
  - 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](#)
- [Walkthroughs](#)
  - [Application Walkthrough](#) (For most of the program applications)
  - [Condensed Application Walkthrough](#) (For specific program applications that do not require a project narrative)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

**Login**

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

Username

Password

[LOGIN](#)


Powered by  
**PA KEYSTONE LOGIN**

[Registration](#)  
[Forgot Password](#)  
[Learn more about Keystone Login](#)

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

- Enter all the information in the fields marked in the right margin by a red asterisk and click Register. *These are required fields.* The rest of the fields are optional.

[Home](#)
[Log In](#)
[Register](#)
[Help](#)


**KEYSTONE LOGIN**

Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached by phone at 877-328-0995 or by email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com).

### 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 \*

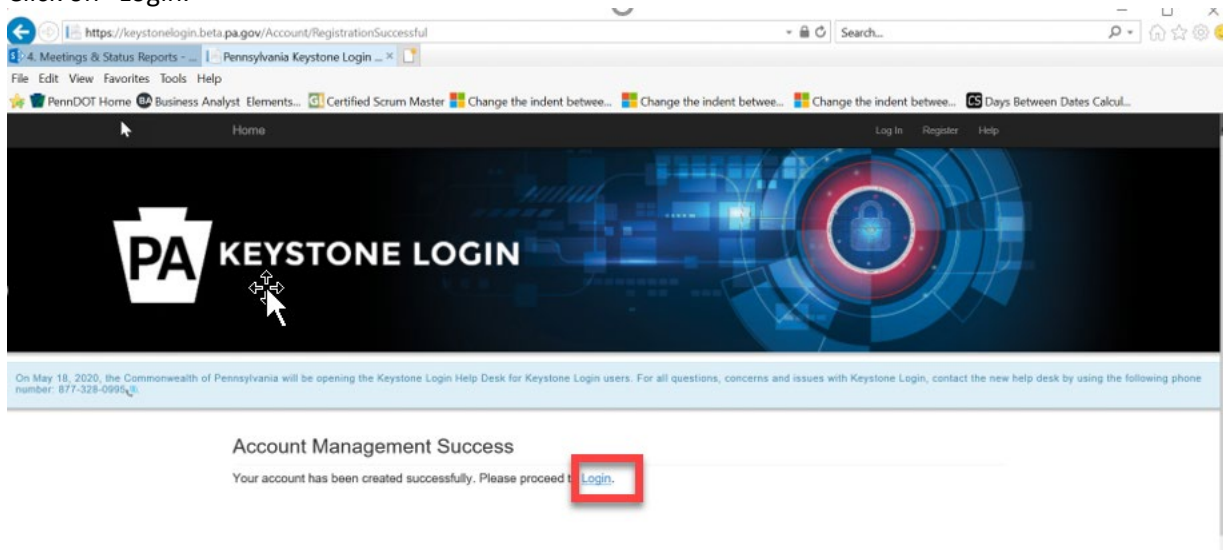
Security Answer 3 \*

**Register**

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.

- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **Date of Birth:** Enter your date of birth.

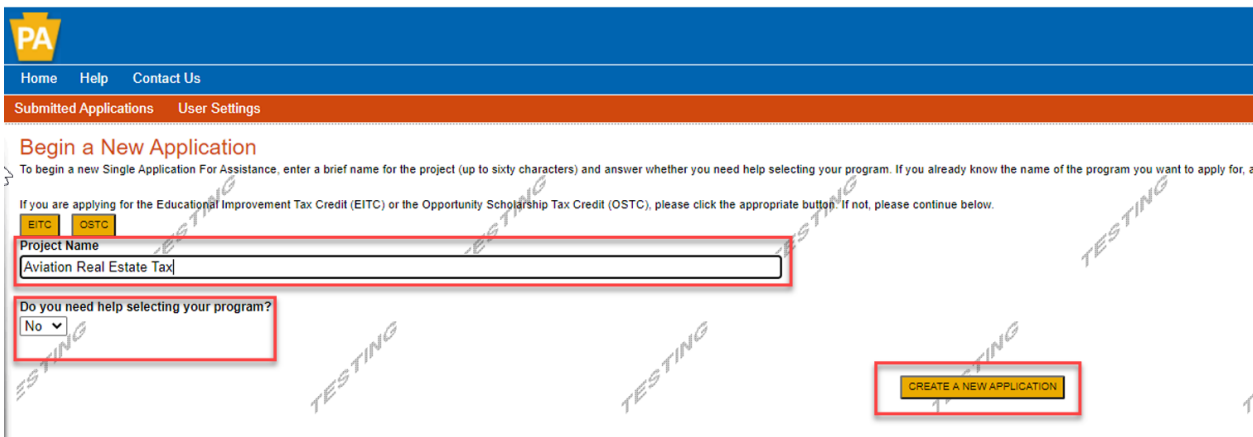
- **Email:** Enter your email address.  
**Note: user must enter a valid email address during the registration process.**
  - **Mobile Phone Number:** Enter your Mobile Phone Number. This field is optional.
  - **Username:** Create a username. The username must be between 6 and 64 characters without 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 user loses or forgets their username or password. It helps to confirm user's identity since it will be a unique question.
- The system displays the message “Your account has been created successfully. Please proceed to Login.” Click on “Login.”



## Step 2. Log in to the Aviation Real Estate Tax Reimbursement Application Site and Complete the Application

- Once a username and password are created, log in back to the eGrants Public Portal Interface at <https://www.esa.dced.state.pa.us/login.aspx?var=5> with the new Username and Password. Enter the Project Name, select No in the “Do you need help selecting your program?” dropdown and click “CREATE A NEW APPLICATION.”

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions



**PA**

Home Help Contact Us

Submitted Applications User Settings

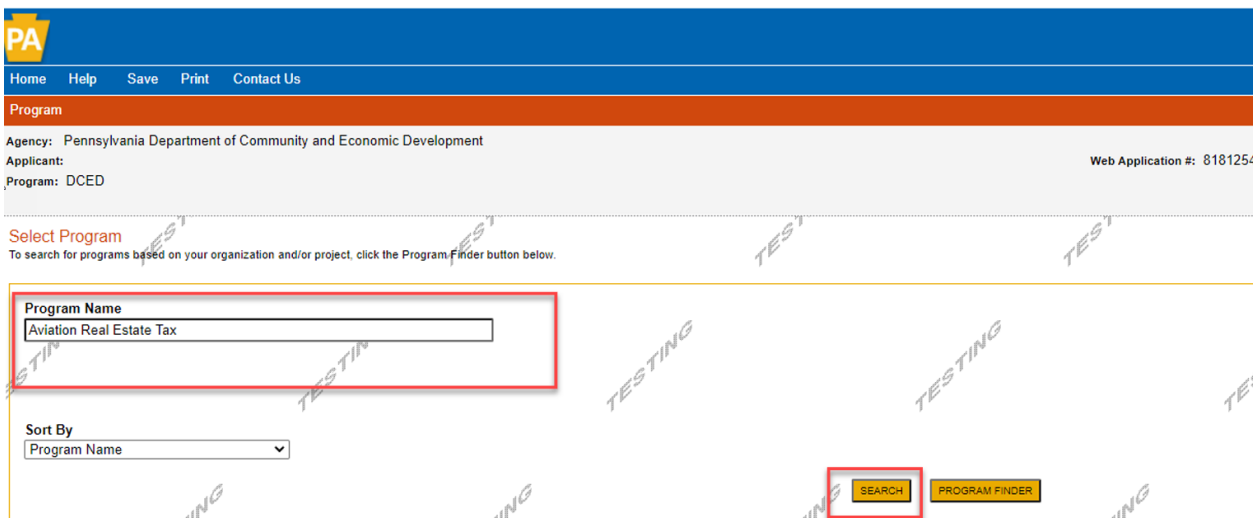
### Begin a New Application

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, and if you are applying for the Educational Improvement Tax Credit (EITC) or the Opportunity Scholarship Tax Credit (OSTC), please click the appropriate button. If not, please continue below.

**Project Name**  
Aviation Real Estate Tax

**Do you need help selecting your program?**  
No

- Enter “Aviation Real Estate Tax” under Program Name section and click “Search.”



**PA**

Home Help Save Print Contact Us

**Program**

Agency: Pennsylvania Department of Community and Economic Development  
Applicant:  
Program: DCED

Web Application #: 8181254

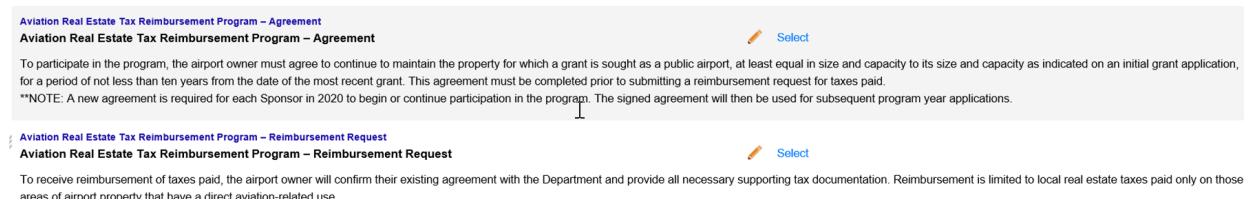
### Select Program

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

**Program Name**  
Aviation Real Estate Tax

**Sort By**  
Program Name

- Click on the Apply button next to **“Aviation Real Estate Tax Reimbursement Program – Reimbursement Request.”**



**Aviation Real Estate Tax Reimbursement Program – Agreement**  
**Aviation Real Estate Tax Reimbursement Program – Agreement**

To participate in the program, the airport owner must agree to continue to maintain the property for which a grant is sought as a public airport, at least equal in size and capacity to its size and capacity as indicated on an initial grant application, for a period of not less than ten years from the date of the most recent grant. This agreement must be completed prior to submitting a reimbursement request for taxes paid.  
\*\*NOTE: A new agreement is required for each Sponsor in 2020 to begin or continue participation in the program. The signed agreement will then be used for subsequent program year applications.

**Aviation Real Estate Tax Reimbursement Program – Reimbursement Request**  
**Aviation Real Estate Tax Reimbursement Program – Reimbursement Request**

To receive reimbursement of taxes paid, the airport owner will confirm their existing agreement with the Department and provide all necessary supporting tax documentation. Reimbursement is limited to local real estate taxes paid only on those areas of airport property that have a direct aviation-related use.

- Answer the questions as pre-application requirements section below and click Continue. Prior to the grantee submitting a reimbursement request, they need to have a separate agreement for the 10-year guarantee that the grantee and department sign separately.

Please follow the steps below to find the grant agreement number.

- Click on the link <https://apps.dced.pa.gov/esa-partner/> and log in to the portal using Keystone Login ID. Website is best applied for by using **Internet Explorer, Chrome**. If users don't have an account to the Keystone Login, they must register and follow the steps outlined on page 1 of this document. Applicants will not be permitted to log in to the portal until a Keystone Login is entered.

**Note: if the applicant has an existing Keystone Login ID, please proceed to next step as listed below.**

- Grantee clicks on the Upload Documents link as shown below.
- Select Department of Transportation (PennDOT) from Agency dropdown and ESA ID (a Single Application Id # from Aviation Tax Rebate Reimbursement – Agreement application).
- Click View and review the document under “Executed Contract” category that name ends with “LPC” in Contract Document Details section as shown below. In this example, C920001296 in the grant agreement number. The grant agreement number can also be found at top right corner of the document, field name **CONTRACT #**:

**ESA-Partner Application** Hello, c.rtwani@pa.gov! [Log off](#)

[My Applications](#) [Upload Documents](#)

[My Profile](#)

[My Requests](#)

[My Invoice/Receipts](#)

[Denied Invoice/Receipts](#)

[Upload Documents](#)

[Tracking](#)

[SSRS Reports](#)

**Agency**  
Department of Transportation (PennDOT)

**ESA ID**  
202011061427 - Test

**Add Documents**

**Comments**

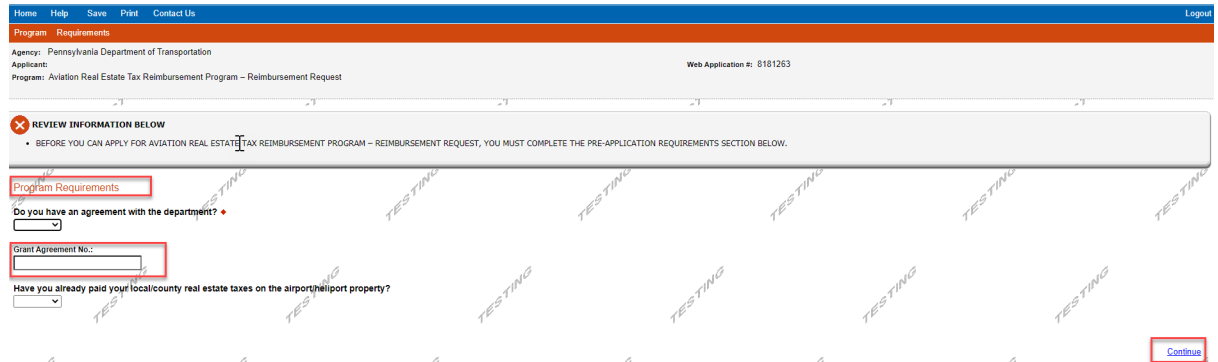
**Contract Document Details**

Name	Category	Uploaded Date	
C920001296-LPC.pdf	Executed Contract	11/06/20 7:56:00 AM	<a href="#">View</a>
C920001296.pdf	eSignature Contract	11/06/20 6:55:00 AM	<a href="#">View</a>

Enter the agreement number in the “Grant Agreement No.” field as shown below.

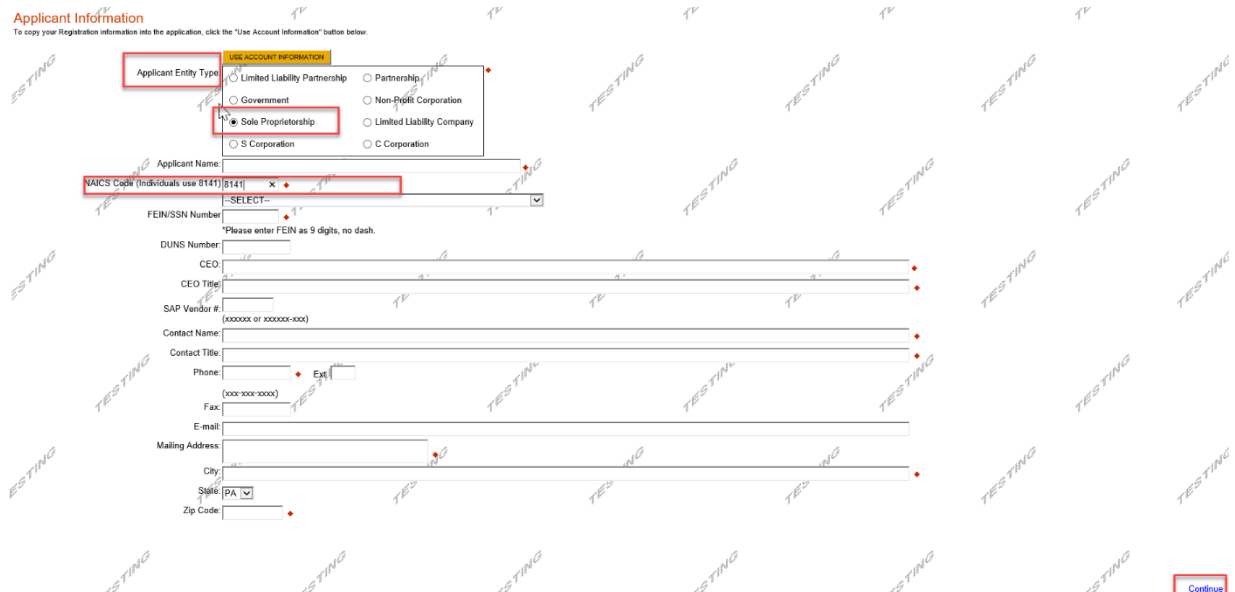
**Note:** once the agreement is approved, please use the agreement to apply for each subsequent reimbursement applications.

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions



- Navigate through the seven (7) application sections using the top row of orange tabs or **Continue** button at the bottom of each section:

1. **Applicant:** select “Sole Proprietorship” in the Applicant Entity Type, enter “8141” in NAICS code field, complete other required information, and click Continue.



2. **Company:**
  - If Company or Corporation has a different address than the Airport address, please fill out this section as shown below. **Note:** Select “Sole Proprietorship” in the Applicant Entity Type, enter “8141” in NAICS code field, choose others in Enterprise Type, and complete other required information, and click Continue.
  - If Company or Corporation has the same address as the Airport address, click on the “Copy from Applicant” option as shown below. Click Continue.

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

Program Requirements Applicant Company Project Overview Project Site Narrative Addenda Certification

Agency: Pennsylvania Department of Transportation  
Applicant: Web Application #: 8181475  
Company:  
Program: Aviation Real Estate Tax Reimbursement Program – Reimbursement Request

### Company Information

**Company Entity Type:** COPY FROM APPLICANT  
☐ Limited Liability Partnership ☐ Partnership  
☐ Government ☐ Non-Profit Corporation  
☒ Sole Proprietorship ☐ Limited Liability Company  
☐ S Corporation ☐ C Corporation

**Company Name:** \_\_\_\_\_

**NAICS Code (Individuals use 8141)** 8141 -SELECT-

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

**DUNS Number:** \_\_\_\_\_

**CEO:** \_\_\_\_\_

**CEO Title:** \_\_\_\_\_

**SAP Vendor#:** \_\_\_\_\_  
(xxxxxx or xxxxxxx-xxx)

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_  
(xxx-xxx-xxxx)

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** PA

**Zip Code:** \_\_\_\_\_

### Business Specifics

**Current # of Full-time Employees:**  
 (In PA) 0  
 (World Wide) 0

**Minority Owned:** ☒ No ☐ Yes - (Ethnicity is optional) ☐ N/A  
Select

**Woman Owned:** ☒ No ☐ Yes ☐ N/A

**Total Sales \$:** 0

**Total Export Sales \$:** 0

**R&D Investment:** 0 (% of Budget)

**Employee Training Investment:** 0 (% of Budget)

### 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"/> Cell Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operations	<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"/> Event/Expo 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 checked="" 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

**3. Project Overview:** select the number of site locations involved in the project as shown below.

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

Home Help Save Print Contact Us Logout

Program Requirements Application Project Overview Project Site Narrative Addenda Certification

Agency: Pennsylvania Department of Transportation  
Applicant: United States Steel Corporation  
Program: Aviation Real Estate Tax Reimbursement Program – Reimbursement Request  
Web Application #: 8181285

**Project Overview**

Project Name:

Is this project related to another previously submitted project?  
☐ No ☐ Yes

If yes, indicate previous project name:

Have you contacted anyone at PennDOT about your project?  
☐ No ☐ Yes

If yes, indicate who:

Is your community certified through Sustainable Pennsylvania?  
☐ No ☐ Yes

If yes, what level:  
☐ Bronze ☐ Silver ☐ Gold ☐ Platinum

Are you interested in applying for multiple funding sources for this project?  
☐ No ☐ Yes

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.

How many Site Locations are involved in the project?

4. **Project Site:** enter Address, City, and Zip Code and select County and Municipality for each site location selected in Project Overview tab. Click Continue.

**Note: Address, City, and Zip Code are not required fields.**

**Project Site Location(s)**

Site 1

Address:

City:

State: PA

Zip Code:

County:

Municipality:

PA House:

PA Senate:

Designated Areas:

☐ Act 47 Distressed Community  
☐ Enterprise Zone  
☐ Keystone Innovation Zone  
☐ Prime Agricultural Area

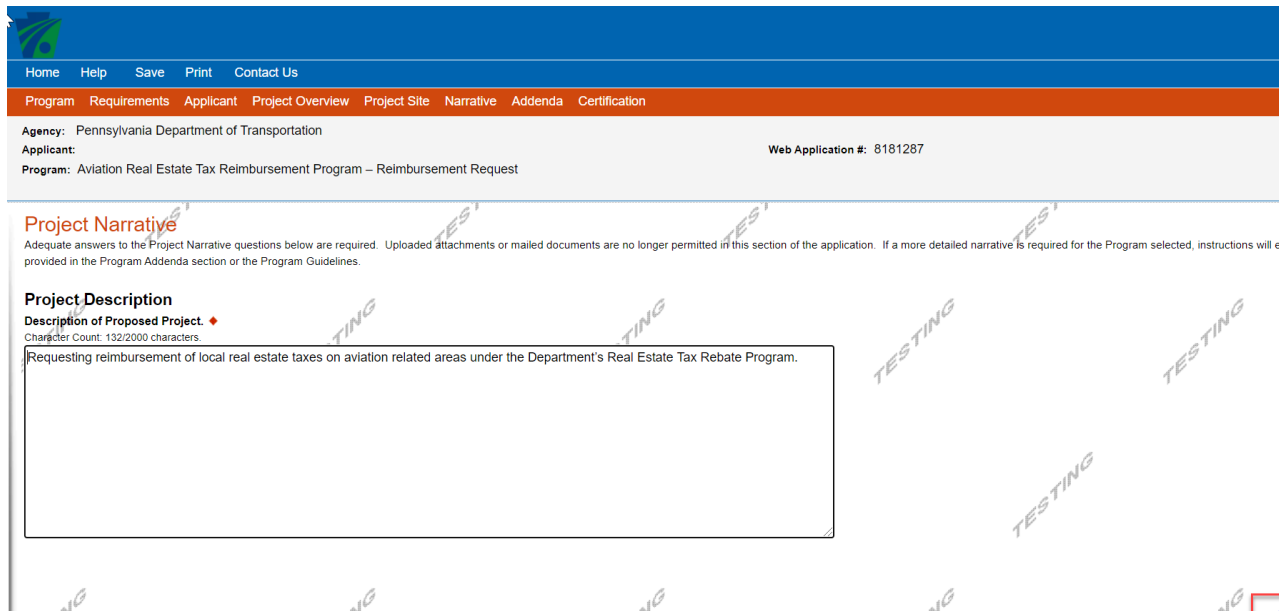
☐ Brownfield  
☐ Greenfield  
☐ Keystone Opportunity Zone  
☐ Uses PA Port

[Continue](#)

5. **Narrative:** click Continue.



## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions



The screenshot shows the eGrants application interface. At the top, there is a navigation bar with links: Home, Help, Save, Print, Contact Us. Below this is a secondary navigation bar with links: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Addenda, Certification. The main content area displays the following information:

- Agency: Pennsylvania Department of Transportation
- Applicant: [Redacted]
- Program: Aviation Real Estate Tax Reimbursement Program – Reimbursement Request
- Web Application #: 8181287

The **Project Narrative** section is highlighted. It contains the following text:

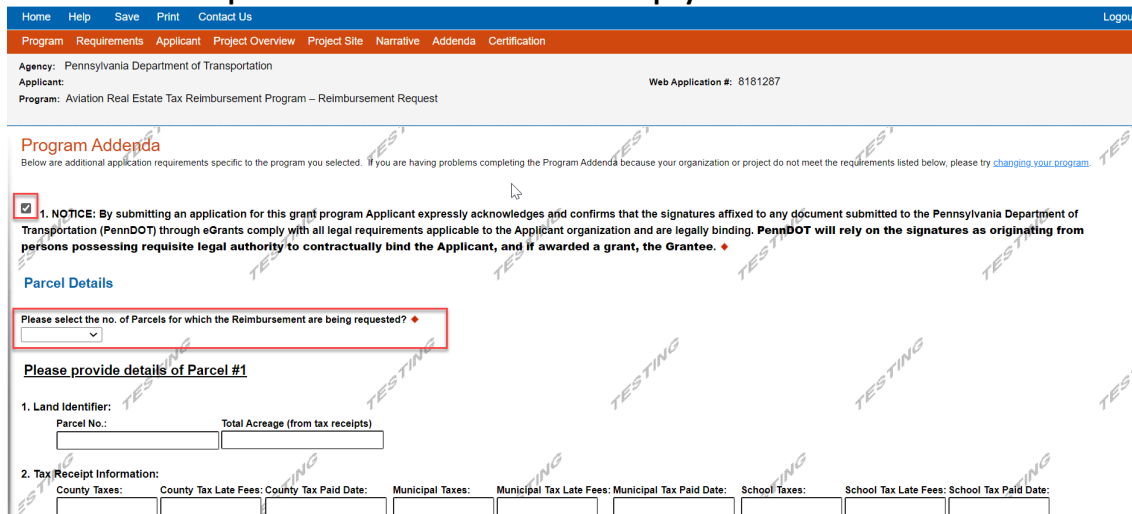
**Project Narrative**  
Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will be provided in the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

**Project Description**  
Description of Proposed Project. ♦  
Character Count: 132/2000 characters.

Requesting reimbursement of local real estate taxes on aviation related areas under the Department's Real Estate Tax Rebate Program.

6. **Addenda:** click the checkbox and select the number of parcels for which the reimbursement is being requested. Enter the required information and upload a copy of tax form and tax payment verification for each parcel.

**Note: if user selects more than one parcel, they will need to enter the multiple parcel information and upload the related tax form and tax payment verification documents.**



The screenshot shows the eGrants application interface. At the top, there is a navigation bar with links: Home, Help, Save, Print, Contact Us. Below this is a secondary navigation bar with links: Program, Requirements, Applicant, Project Overview, Project Site, Narrative, Addenda, Certification. The main content area displays the following information:

- Agency: Pennsylvania Department of Transportation
- Applicant: [Redacted]
- Program: Aviation Real Estate Tax Reimbursement Program – Reimbursement Request
- Web Application #: 8181287

The **Program Addenda** section is highlighted. It contains the following text:

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

☒ 1. **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.** ♦

**Parcel Details**

Please select the no. of Parcels for which the Reimbursement are being requested? ♦

**Please provide details of Parcel #1**

1. Land Identifier:

Parcel No.:	Total Acreage (from tax receipts)

2. Tax Receipt Information:

County Taxes:	County Tax Late Fees:	County Tax Paid Date:	Municipal Taxes:	Municipal Tax Late Fees:	Municipal Tax Paid Date:	School Taxes:	School Tax Late Fees:	School Tax Paid Date:

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

A. Total Taxes Paid (per tax receipts) 0.00 B. Total Late Fees 0.00 C. Total Eligible Taxes Paid 0.00

### 3. Assessments from Tax Receipts:

Land Assessment:	Improvement Assessment:
------------------	-------------------------

Total Assessment:  
0.00

### 4. Document Uploads:

A. Please upload a copy of the tax form:

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

File 1 Choose File No file chosen

B. Please upload tax payment verification:

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

File 1 Choose File No file chosen

## 7. Certification: Click in the Electronic Signature Agreement and Electronic Attachment Agreement checkboxes, type the name, and click "Submit Application."

### 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

**Note: After application submission, the system generates a Single Application Id # and a Web Application Id # as shown in the below screen shot. Please keep the web application Id # for future reference.**

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

### Application Certification

**Single Application ID #:** 202011051421

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 202011051421 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).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

**Pennsylvania Department of Transportation  
Commonwealth Keystone Building  
ATTN: Bureau of Aviation, 7th floor, Multimodal Admin Services Office  
400 North Street  
Harrisburg, PA 17120**

**Step 3. Application Submission**

All applications must be submitted electronically via the eGrants Public Portal Interface by February 1, 2021 by 11:55 PM.

**Questions**

All questions regarding the program should be directed to:

**John Melville** - PennDOT

(717) 705-1239 | [JMELVILLE@pa.gov](mailto:JMELVILLE@pa.gov)

**Tony McCloskey** - PennDOT

(717) 705-1200 | [amccloskey@pa.gov](mailto:amccloskey@pa.gov)

All questions regarding the application submission process should be directed to:

**Heather Graham** – PennDOT

(717) 705-1191 | [HEGRAHAM@pa.gov](mailto:HEGRAHAM@pa.gov)

**Marcia Scott-Williams** - PennDOT

(717) 705-1205 | [mscottwill@pa.gov](mailto:mscottwill@pa.gov)