



# Aviation Real Estate Tax Reimbursement – Reimbursement Request Application Instructions Guide eGrants

## Document History

The table below serves as a document history log to track the version number, date, and description of each change/revision applied to this document.

Version	Date	Version / Revision Description
1.0	10/5/2021	Final version delivered
1.1	10/31/2022	Updated based on the new changes
1.2	11/21/2022	Updated based on the new changes

Table 1. Document History

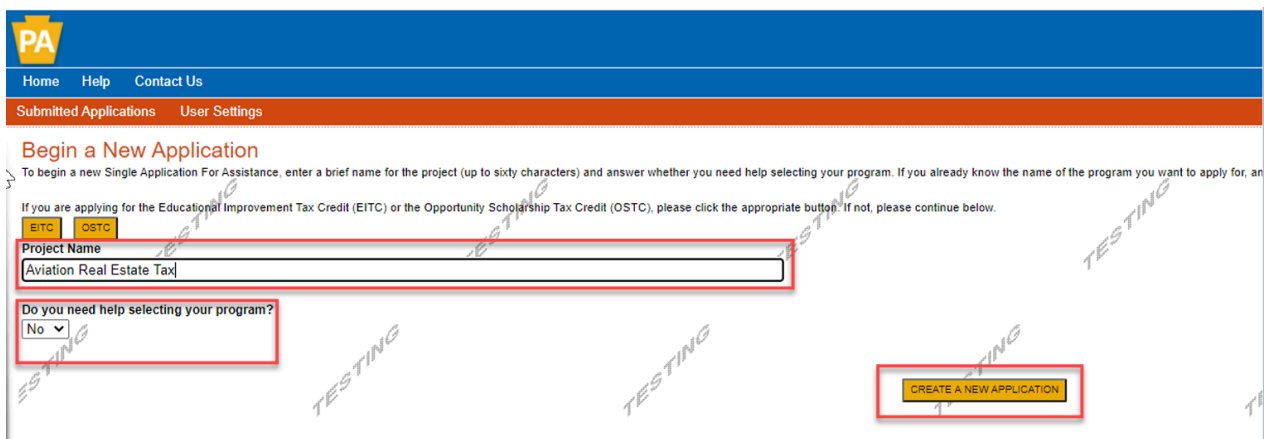
PennDOT Bureau of Aviation is accepting applications for **Aviation Real Estate Tax Reimbursement - Reimbursement Request** for public airports which are aviation-related areas. To receive reimbursement of taxes paid, the airport owner will confirm their existing agreement with the Department and provide all necessary supporting tax documentation. Reimbursement is limited to local real estate taxes paid only on those areas of airport property that have 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 the eGrants Public Portal Interface at <https://www.esa.dced.state.pa.us/login.aspx?var=5>. Applications are best applied by using **Edge and Chrome**.

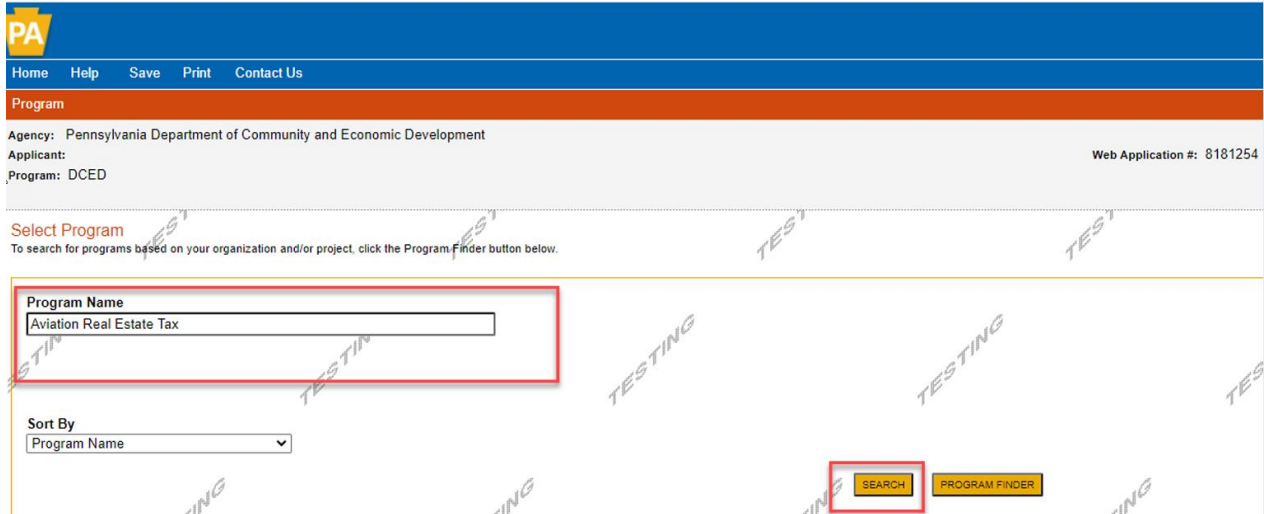
### **Log in to the Aviation Real Estate Tax Reimbursement Application Site and Complete the Application**

- Log into the eGrants Public Portal Interface at <https://www.esa.dced.state.pa.us/login.aspx?var=5> with your Keystone 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.”**



The screenshot displays the 'Begin a New Application' page in the eGrants Public Portal. At the top, there is a blue header with the PA logo and navigation links for 'Home', 'Help', and 'Contact Us'. Below this is an orange bar with 'Submitted Applications' and 'User Settings' tabs. The main content area is titled 'Begin a New Application' and contains instructions for entering project details. There are two buttons for 'EITC' and 'OSTC'. A text input field for 'Project Name' contains 'Aviation Real Estate Tax'. Below it is a dropdown menu for 'Do you need help selecting your program?' with 'No' selected. A yellow 'CREATE A NEW APPLICATION' button is located at the bottom right of the form area. The page is overlaid with a 'TESTING' watermark.

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



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

Aviation Real Estate Tax Reimbursement Program – Reimbursement Request  
 Pennsylvania Department of Transportation



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. Instructions for the program can be found here: [Reimbursement Application Instructions](#)

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

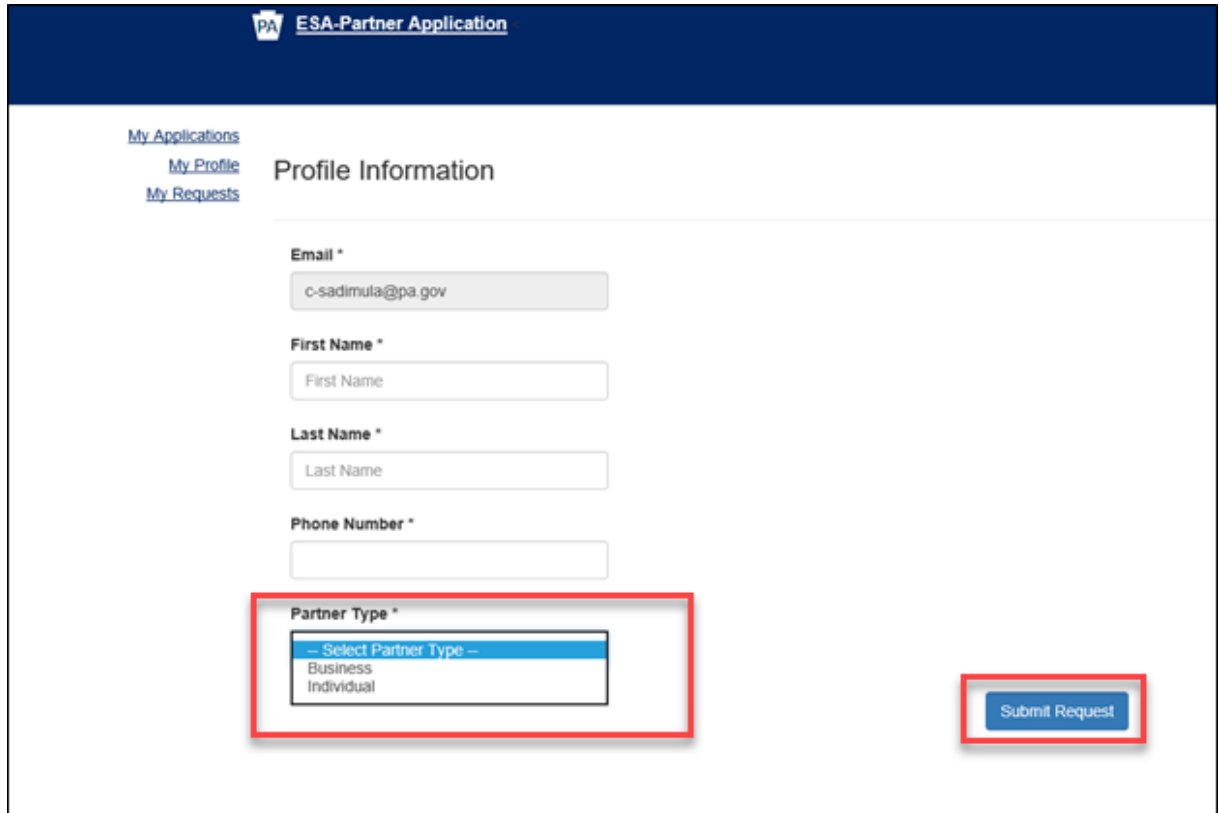
Please follow the steps below to find the grant agreement number.

1. 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 **Edge and Chrome.**

**Notes:**

- **The first-time user needs to set up their profile in the Partner Portal, please proceed to Step 2 as listed below.**
  - **If the applicant has an existing Keystone Login ID and they are NOT a first-time user of the Partner Portal, please proceed to Step 6 as listed below.**
2. After the user logs in back to the Partner Portal with the new Username and Password, the system will take the user to the page where the partner profile needs to be set up. The next section shows the required steps to create a user profile in the Partner Portal.

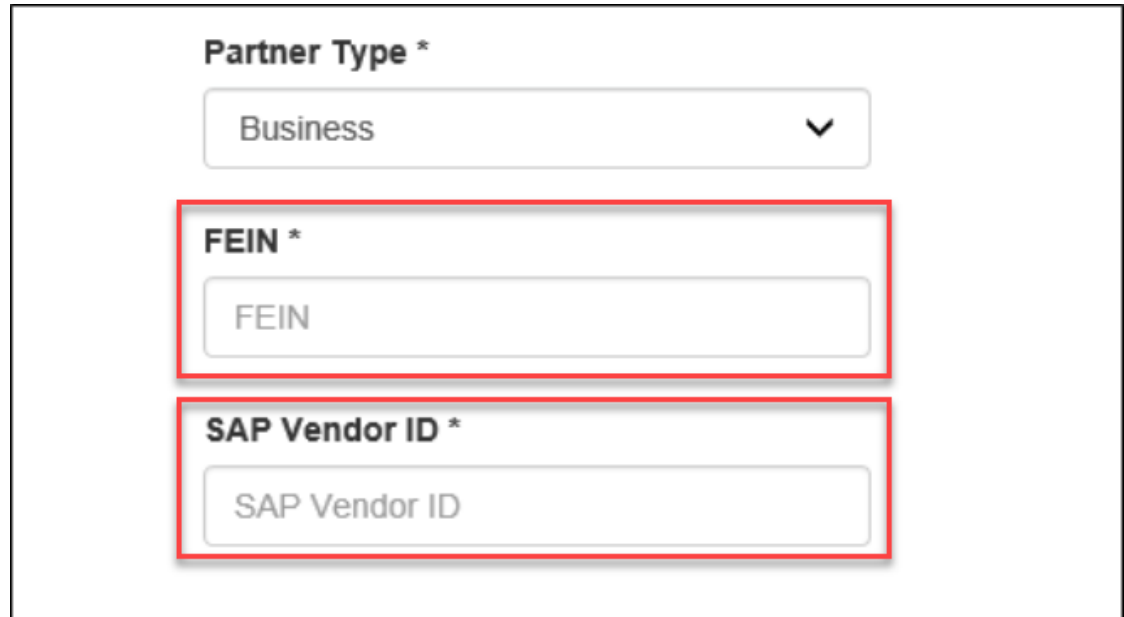
**Creating User Profile**



The screenshot shows the 'ESA-Partner Application' interface. On the left, there are navigation links: 'My Applications', 'My Profile', and 'My Requests'. The main heading is 'Profile Information'. Below this, there are several input fields: 'Email \*' (containing 'c-sadimula@pa.gov'), 'First Name \*' (containing 'First Name'), 'Last Name \*' (containing 'Last Name'), and 'Phone Number \*'. Below these is a 'Partner Type \*' dropdown menu, which is currently open and shows three options: '-- Select Partner Type --', 'Business', and 'Individual'. To the right of the dropdown menu is a blue 'Submit Request' button. Red boxes highlight the 'Partner Type' dropdown and the 'Submit Request' button.

3. Enter your First and Last Name in the field.
4. Enter the Phone Number in the field.
5. Select Partner Type from the dropdown option. Users can choose **Business** or **Individual**.
  - a. **Business Partner Type**

If the user chooses Business in the Partner Type field, they are required to enter their business's FEIN and SAP Vendor ID and click Submit Request as shown in the below screenshot.



**Partner Type \***

Business

**FEIN \***

FEIN

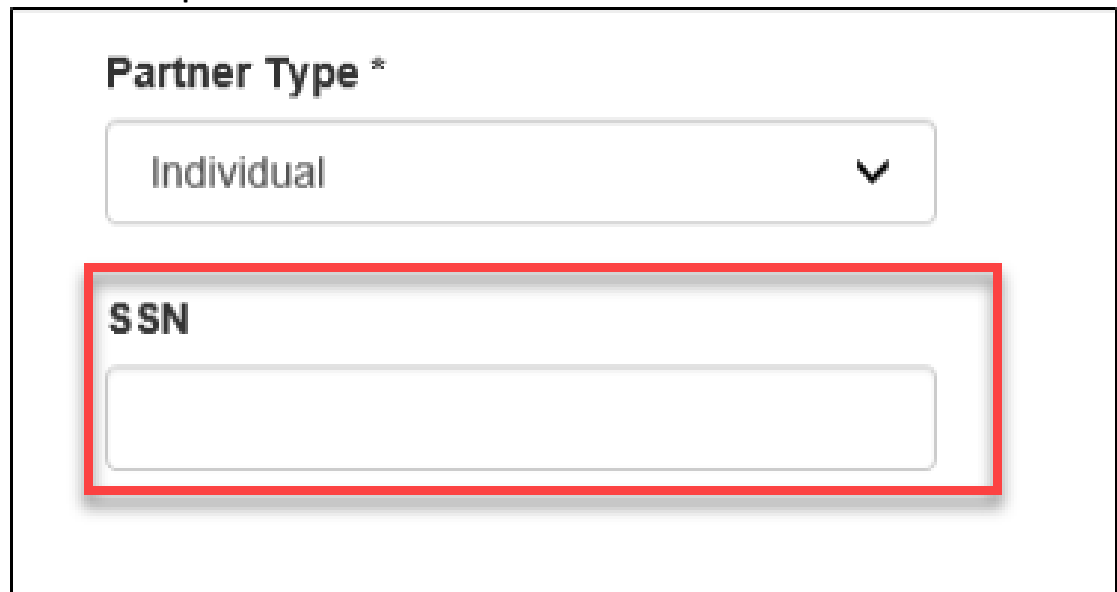
**SAP Vendor ID \***

SAP Vendor ID

**b. Individual Partner Type**

If the user chooses Individual in the Partner Type field, they may enter their Social Security Number (SSN) and click Submit Request as shown in the below screenshot.

**Note: SSN is an optional field.**



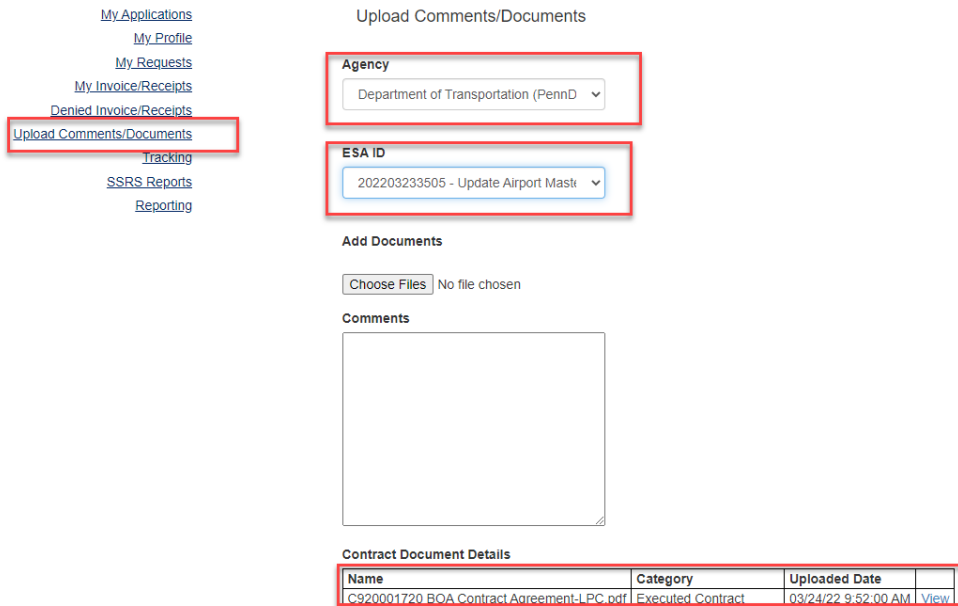
**Partner Type \***

Individual

**SSN**

6. Grantee clicks on the Upload Comments/Documents link as shown below.
7. Select Department of Transportation (PennDOT) from the Agency dropdown and ESA ID (a Single Application Id # from Aviation Tax Rebate Reimbursement – Agreement application).
8. Click View and review the document under the “Executed Contract” category that name ends with “LPC” in the Contract Document Details section as shown below. In this example, C920001296 is the

grant agreement number. The grant agreement number can also be found at the top right corner of the document, field name **CONTRACT #:**



My Applications  
My Profile  
My Requests  
My Invoice/Receipts  
Denied Invoice/Receipts  
**Upload Comments/Documents**  
Tracking  
SSRS Reports  
Reporting

Upload Comments/Documents

Agency  
Department of Transportation (PennD)

ESA ID  
202203233505 - Update Airport Mast

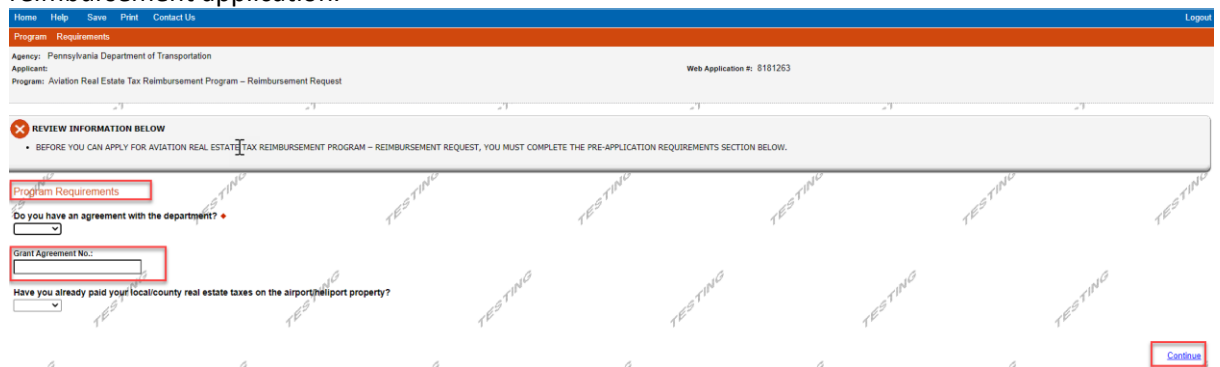
Add Documents  
Choose Files No file chosen

Comments

Contract Document Details			
Name	Category	Uploaded Date	
C920001720 BOA Contract Agreement-L PC.pdf	Executed Contract	03/24/22 9:52:00 AM	View

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 application.



Home Help Save Print Contact Us Logout

Program Requirements

Agency: Pennsylvania Department of Transportation  
Applicant:   
Program: Aviation Real Estate Tax Reimbursement Program – Reimbursement Request Web Application #: 8181263

**REVIEW INFORMATION BELOW**  
• BEFORE YOU CAN APPLY FOR AVIATION REAL ESTATE TAX REIMBURSEMENT PROGRAM – REIMBURSEMENT REQUEST, YOU MUST COMPLETE THE PRE-APPLICATION REQUIREMENTS SECTION BELOW.

Program Requirements

Do you have an agreement with the department?   
 Yes  No

Grant Agreement No.:

Have you already paid your local/county real estate taxes on the airport/airport property?   
 Yes  No

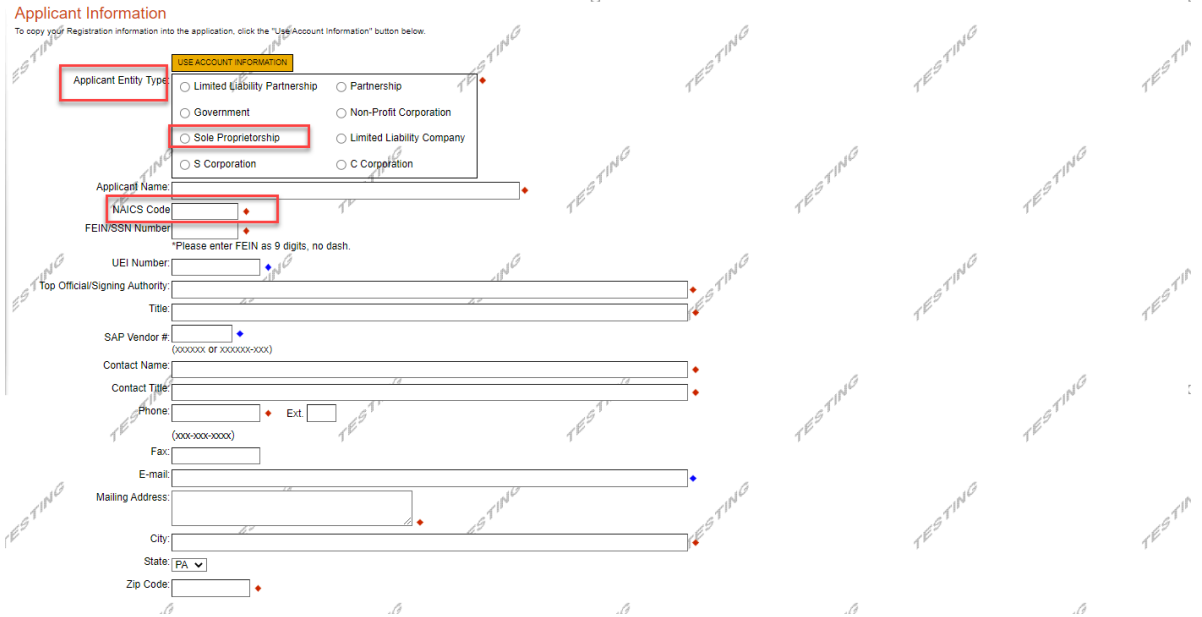
[Continue](#)

- Navigate through the eight (8) application sections using the top row of orange tabs or the **Continue** button at the bottom of each section:

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

**Notes:**

1. **Applicant information should specify the airport name/address.**
2. **Enter the contact email address in the “E-mail” field.**



**2. Company:**

- If the company name/address is different from the airport, please fill out this section as shown below.

**Note:**

1. Select “Sole Proprietorship” in the Applicant Entity Type, enter “8141” in the NAICS code field, choose others in Enterprise Type, complete other required information, and click Continue.
2. If the company name/address is different from the airport, to ensure your subsequent requests for reimbursement process properly, please update the details on the Commonwealth vendor system (also known as SAP Vendor account) to reflect both company and airport information. If you need to change a payment address or create a new payment address, information and forms to complete the change can be found at: <https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>. Discrepancies between your tax documents, reimbursement request, and/or vendor account details will result in delays and possible denial of your reimbursement.

- If the company name/address are same as the airport, click on the “Copy from Applicant” option as shown below. Click Continue.

## Aviation Real Estate Tax Reimbursement – Reimbursement Request Instructions

### Company Information

COPY FROM APPLICANT

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

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

NAICS Code: \_\_\_\_\_

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

UEI Number: \_\_\_\_\_

Top Official/Signing Authority: \_\_\_\_\_

Title: \_\_\_\_\_

SAP Vendor #: \_\_\_\_\_  
(xxxxxxxx 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) \_\_\_\_\_

(World Wide) \_\_\_\_\_

Minority Owned:  No  Yes - (Ethnicity is optional)  N/A

Select ▼

Woman Owned:  No  Yes  N/A

Total Sales \$: \_\_\_\_\_

Total Export Sales \$: \_\_\_\_\_

R&D Investment: \_\_\_\_\_ (% of Budget)

Employee Training Investment: \_\_\_\_\_ (% 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"/> Air Processor	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Circuit Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Energy Facility	<input type="checkbox"/> Export/Manufacturing	<input type="checkbox"/> Food Processing
<input type="checkbox"/> Equipment	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Information Services	<input type="checkbox"/> Insurance	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Retail/Wholesale	<input type="checkbox"/> Wholesale & Retailer
	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Trucking	

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



**Project Overview**

Project Name:

Is this project related to another previously submitted project?

If yes, indicate previous project name:

Have you contacted anyone at PennDOT about your project?

If yes, indicate who:

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

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.

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 the 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:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> Uses PA Port

5. **Narrative:** click Continue.

**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 Description**

Description of Proposed Project:

Character Count: 132/2000 characters

6. **Addenda:**

- Download, complete, and upload the worker protection form.



**8. Certification:** Click the Electronic Signature Agreement checkbox and select the applicable option. Click the Notice checkbox and then click “Submit Application.”

**Application Certification**

All of the (grayed) 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 text box, 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.

Type Name Here:

**Electronic Attachment Agreement:**  
 **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.

You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

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

**Application Certification**

**Single Application ID #: 202210314199**

I have certified that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 202210314199 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certified 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).

**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.

You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

[Print Signature Page only](#)  
[Print Entire Application with Signature Page](#)

The signature page or full application may also be printed/saved from the links above. You may also print/save previously submitted applications from the Home page. Click the link labeled “Submitted Applications” in the top toolbar.

## **Questions**

All questions regarding the program should be directed to:

**Justin Palmer** - PennDOT  
(717) 705-1237 | [jupalmer@pa.gov](mailto:jupalmer@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)