Bureau of Aviation (BOA)

Aviation Capital Budget (ACB)

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	10/5/2022	Draft version delivered
1.1	10/17/2022	Updated based on the new changes
1.2	10/28/2022	Updated based on the new changes
1.3	11/31/2022	Updated based on the new changes
1.4	3/17/2023	Updated based on the new changes
2.0	May 2023	Updated version published
3.0	3/29/2024	Added partner portal question

Table 1. Document History

How to Apply for the ACB Program

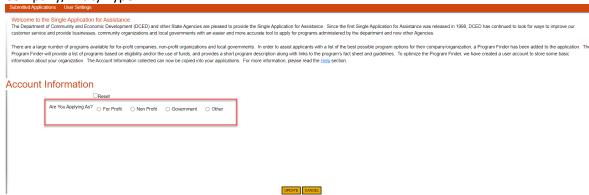Applications are best applied by using **Chrome** or **Edge.**

- Log into the eGrants Public Portal Interface at https://www.esa.dced.state.pa.us/login with the Keystone username and password.
- "User Setting" option is used to collect the user account information and information collected in the user setting can be copied into your applications. Please follow the below steps to enter user account information:
  NOTE: It is an optional step and is beneficial for users submitting applications for the same entity. Users submitting applications for multiple entities may skip this step.

  o Click on the "User Setting" option as shown below:

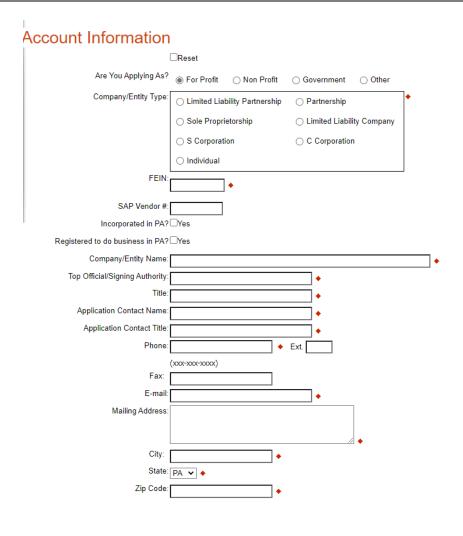 o Select an option for "Are You Applying As?" Selection will determine the choices available under Company/Entity Type.

  o Enter the Company/Entity Type, Federal Employers Identification Number (FEIN) of the company/organization (do not enter the dash) applying for the application, and other required fields. Click Update.

  Note: All fields with ✦ are required and must be completed.

Account Information

☐ Reset

Are You Applying As? ◉ For Profit ○ Non Profit ○ Government ○ Other

Company/Entity Type:
○ Limited Liability Partnership   ○ Partnership
○ Sole Proprietorship   ○ Limited Liability Company
○ S Corporation   ○ C Corporation
○ Individual

FEIN: [_____] ◆

SAP Vendor #: [_____]

Incorporated in PA? ☐ Yes

Registered to do business in PA? ☐ Yes

Company/Entity Name: [_____] ◆

Top Official/Signing Authority: [_____] ◆

Title: [_____] ◆

Application Contact Name: [_____] ◆

Application Contact Title: [_____] ◆

Phone: [_____] ◆ Ext. [_____]

(xxx-xxx-xxxx)

Fax: [_____]

E-mail: [_____] ◆

Mailing Address: [_____] ◆

City: [_____] ◆

State: [PA ▾] ◆

Zip Code: [_____] ◆

[UPDATE] [CANCEL]

- Enter the Project Name, select No in the "Do you need help selecting your program?" dropdown, and click **"CREATE A NEW APPLICATION."**

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".

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.

[EITC] [OSTC]

Project Name

[ACB]

Do you need help selecting your program?

[No ▾]

[CREATE A NEW APPLICATION]

- Enter "ACB" under the Program Name section and click "Search."

- Click on the Apply button next to **"Aviation Capital Budget (ACB)."**
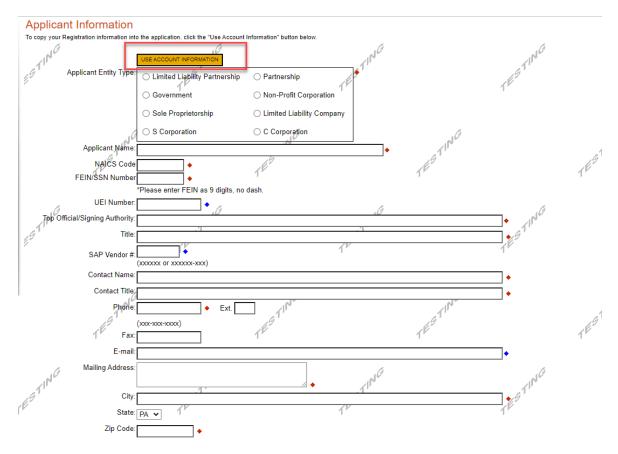

- Navigate through the ten (10) application sections using the top row of orange tabs or the **Continue** button at the bottom of each section:
  1. **Applicant:** Applicant is the entity receiving the grant funding. Click "Use Account Information" to pre-fill the fields entered in your user setting. To enter the applicant information manually, select the appropriate "Applicant Entity Type" and "NAICS code" fields, complete other required information, and click Continue.
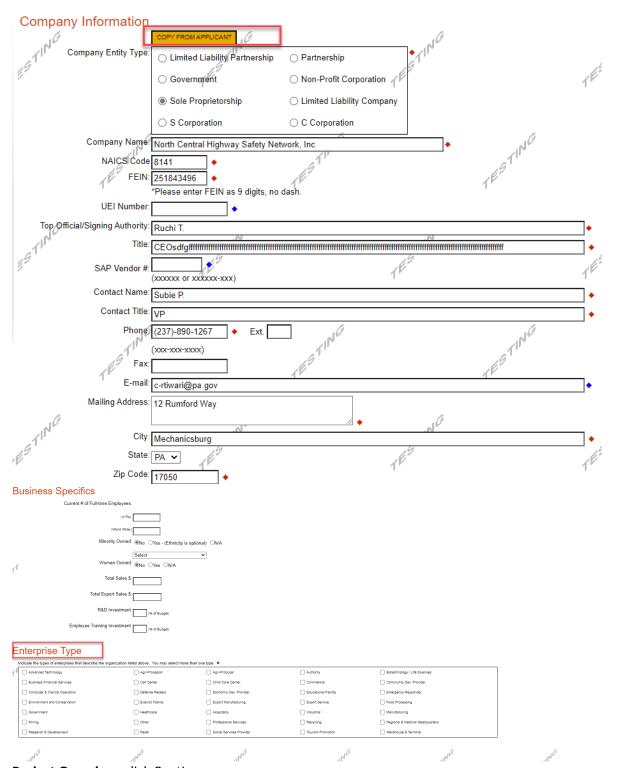   **Note:**
     - If you select "Sole Proprietorship" in the "Applicant Entity Type," enter "8141" in the "NAICS code" field.
     - All fields with ◆ are required and must be completed.
     - Enter your airport agency FEIN (9 digits, no dashes).
     - Enter your airport agency head's name for "*Top Official/Signing Authority*" and "*Title.*"
     - For "*Contact Name*" / "*Contact Title*", "*Phone*", and "*Email*": provide a primary point of contact regarding the proposal between your airport agency and the Aviation Program Office.
     - For "*Mailing Address*", "*City*", "*State*", and "*Zip*": provide the address for grant-related correspondence.
     - Enter the email address in the "E-mail" field.

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.

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: ◆

2. **Company:** The Company tab is for capturing the associated airport information. If the Airport is the Applicant, then click the "Copy from Applicant" to pre-fill the fields entered in the Applicant tab. Select all that apply for the Enterprise Type checkbox.

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: North Central Highway Safety Network, Inc

NAICS Code: 8141

FEIN: 251843496
*Please enter FEIN as 9 digits, no dash.

UEI Number:

Top Official/Signing Authority: Ruchi T.

Title: CEOsdfgffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffff

SAP Vendor #:
(xxxxxx or xxxxxx-xxx)

Contact Name: Subie P.

Contact Title: VP

Phone: (237)-890-1267   Ext.
(xxx-xxx-xxxx)

Fax:

E-mail: c-rtiwari@pa.gov

Mailing Address: 12 Rumford Way

City: Mechanicsburg

State: PA

Zip Code: 17050

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. ♦

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

Continue

3. **Project Overview:** click Continue.

4. **Project Site:** Enter Address, City, and Zip Code and select County and Municipality for the project site location. Click "Continue."
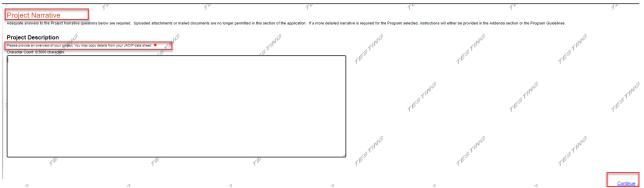   **Notes:**
   - Address, City, and Zip Code are not required fields.
   - Do not select Statewide and Countywide for the "County" and "Municipality" dropdown options respectively.

5. **Narrative:** Enter a high-level response. If additional characters are needed to meet the 100-character minimum requirement, enter spaces at the end of the text.

   Project Description: Please provide an overview of your project. You may copy details from your JACIP data sheet.

6. **Addenda:** Answer the applicable questions in the "General" tab of the multi-tab Addenda.
   a. Select the project type from the dropdown options listed below. Based on the selected project type, refer to the respective tab (click the respective tab) for additional documentation requirements.
      - Construction
      - Design & Construction
      - Equipment Acquisition
      - Land/Easement Acquisition
      - Planning
   b. Complete questions 9 and 13 by downloading the file using the link, and completing and uploading the document to the system.

Notes:
   - If the user selects "Design & Construction," the questions required for Construction and questions required for Design are required (on both tabs).
   - Enter only numbers in Question 5 (Employment Numbers).
   - All questions with ◆ are required and must be completed.

Employment Numbers

5. Please provide the number of jobs maintained and/or created by your project. ◆

	Existing Jobs Maintained	New Jobs Created
Temporary Positions	◆	◆
Permanent Positions	◆	◆

6. What is the State Fiscal Year for your request? ◆

7. What is the Federal Fiscal year for your request? ◆

8. Is local share funding available? ◆

9. Please Download, complete and upload your completed project schedule. Use the link below: ◆
Download Project Schedule.pdf

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

10. Please provide your Grant request letter with approved project costs. ◆

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

11. Does your project contain an Administrative Cost Plan? ◆

12. Please provide your Sponsor Administrative Cost Plan (administrative, legal, etc.).

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

13. Please provide your Sponsor certification for selection of consultants. ◆

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

14. Please Download, complete and upload the Worker Protection Form. Use the link below: ◆

Download Worker Protection Form.pdf

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

15. Please provide the Capital Budget Release information:

Capital Budget Act Number: ◆

Capital Budget Act Year: ◆

Capital Budget Act Page: ◆

Capital Budget Act Line: ◆

Capital Budget Act Amt : ◆

16. Please provide the Capital Budget Release information (if more than 1):

Capital Budget Act Number:

Capital Budget Act Year:

Capital Budget Act Page:

Capital Budget Act Line:

Capital Budget Act Amt :

17. Please provide the Capital Budget Release information (if more than 2):

Capital Budget Act Number:

Capital Budget Act Year:

Capital Budget Act Page:

Capital Budget Act Line:

Capital Budget Act Amt :

18. Partner Portal Access ◆
All agency personnel who will need to view the Executed Agreement or submit invoices/documents must be registered in the Partner Portal (https://apps.dced.pa.gov/esa-partner/). Please register now and list all registered personnel in the table below.

Name ◆	Email ◆		Add	Cancel
No data has been entered.				

Construction: document upload questions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 (listed below) are required if the "Construction" project type is selected.

Note: All questions with ◆ are required and must be completed.

- Question 1. Please upload your engineering contract (Including sub-consultant agreements) and Employer Identification Numbers (EIN).
- Question 2. Please upload your environmental clearance.
- Question 3. Please upload your Sponsor certification of plans and specifications.
- Question 4. Please upload your Sponsor certification of construction contracts.
- Question 5. Please upload your Sponsor certification for the construction project final acceptance.
- Question 6. Please upload your contract documents for review.
- Question 7. Please upload your bid tabulations.
- Question 8. Please upload your apparent low bidder for contract information, including Federal Identification Number.
- Question 9. Please upload your Air Space Determination - Notice of proposed construction or alteration form (FAA Form 7460-1).
- Question 10. Please upload copies of your local government approvals.
- Question 11. Please upload your copies of executed project permits.
- Question 12. Please upload your independent fee estimate.
- Question 13. Please upload your Construction Safety and Phasing Plan (CSPP).

| General | Construction | Design | Equipment Acquisition | Land/Easement Acquisition | Planning |

Construction

1. Please upload your engineering contract (Including sub-consultant agreements) and Employer Identification Numbers (EIN).

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

2. Please upload your environmental clearance.

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

3. Please upload your Sponsor certification of plans and specifications.

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

4. Please upload your Sponsor certification of construction contracts.

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

5. Please upload your Sponsor certification for construction project final acceptance.

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

6. Please upload your contract documents for review.

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. Please upload your bid tabulations.

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

8. Please upload your apparent low bidder for contract information, including Federal Identification Number.

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

9. Please upload your Air Space Determination - Notice of proposed construction or alteration form (FAA Form 7460-1).

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

10. Please upload copies of your local government approvals. ◆

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

11. Please upload your copies of executed project permits. ◆

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

12. Please upload your independent fee estimate. ◆

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

13. Please upload your Construction Safety and Phasing Plan (CSPP). ◆

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

14. Please upload additional items required by your Bureau of Aviation PM.

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

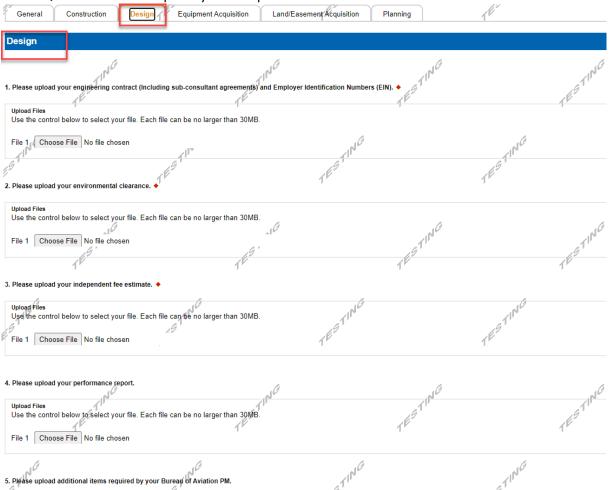**Design:** document upload questions 1, 2, and 3 (listed below) are required if the "Design & Construction" project type is selected.

Note: All questions with ◆ are required and must be completed.

- Question 1. Please upload your engineering contract (Including sub-consultant agreements) and Employer Identification Numbers (EIN).
- Question 2. Please upload your environmental clearance.
- Question 3. Please upload your independent fee estimate.

General	Construction	Design	Equipment Acquisition	Land/Easement Acquisition	Planning

Design

1. Please upload your engineering contract (Including sub-consultant agreements) and Employer Identification Numbers (EIN). ◆

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

2. Please upload your environmental clearance. ◆

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

3. Please upload your independent fee estimate. ◆

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

4. Please upload your performance report.

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

5. Please upload additional items required by your Bureau of Aviation PM.

Equipment Acquisition: document upload questions 2, 3, 4, 6, 7, and 8 (listed below) are required if the "Equipment Acquisition" project type is selected.

Note: All questions with ◆ are required and must be completed.

- Question 2. Please upload your Environmental clearance (memo of record).
- Question 3. Please upload your Sponsor certification of specifications.
- Question 4. Please upload your Sponsor certification of equipment contracts.
- Question 6. Please upload your contract documents for review.
- Question 7. Please upload your bid tabulations.
- Question 8. Please upload your apparent low bidder for contract information including Federal Identification Number.

5. Please upload your Sponsor certification for equipment acceptance.

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

6. Please upload your contract documents for review. ◆

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. Please upload your bid tabulations. ◆

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

8. Please upload your apparent low bidder for contract information including Federal Identification Number. ◆

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

9. Please upload your co-op equipment agreements (Co-Stars, Sourcewell, etc.).

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

10. Please upload additional items required by your Bureau of Aviation PM.

Land/Easement Acquisition: document upload questions 1, 2, 3, 4, 6, 7, and 8 (listed below) are required if the "Land/Easement Acquisition" project type is selected.

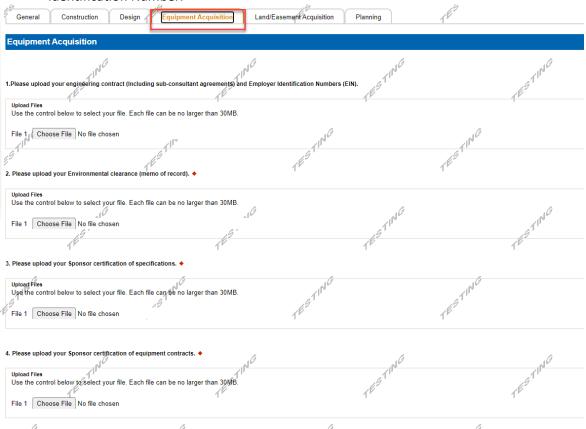**Note:** All questions with ◆ are required and must be completed.

- Question 1. Please upload your engineering contract (Including sub-consultant agreements) and Employer Identification Numbers (EIN).
- Question 2. Please upload your environmental clearance.
- Question 3. Please upload your environmental due diligence audit.
- Question 4. Please upload your Sponsor certification for Real property acquisition.
- Question 6. Please upload your appraisal and review appraisal.
- Question 7. Please upload your agreement of sale and/or settlement sheet.
- Question 8. Please upload your recorded deed.

6. Please upload your appraisal and review appraisal. ◆

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. Please upload your agreement of sale and/or settlement sheet. ◆

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

8. Please upload your recorded deed. ◆

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

9. Please upload additional items required by your Bureau of Aviation PM.

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

Planning: document upload questions 1, 2, and 3 (listed below) are required if the "Planning" project type is selected.

Note: All questions with ◆ are required and must be completed.

- Question 1. Please upload your engineering contract (Including sub-consultant agreements) and Employer Identification Numbers (EIN).
- Question 2. Please upload your memo of record.
- Question 3. Please upload your independent fee estimate.

7. **Project Information:** Follow the below steps to enter the fund share and activity(s) amount.
   o Click the "Edit" option to enter the fund share(s) in the "Fund Share" tab.
   Note: the "Fund Share" tab gives the State and Local shares distribution for the requested grant amount.

   o After entering the fund share, click "Save."

   o Click the "Edit" option to enter the amount(s) in the "Activity(s)" tab. After entering the amount(s), click "Save."

Notes:
- Enter the amount for at least one activity in the "Activity" tab.
- Enter at least one fund share in the "Fund Share" tab.
- Total share in the "Fund Share" tab should be 100%.

8. **Signing Authority:** Select the number of required signers for the agreement and enter the authorized official user(s) information. Click Continue.

9. **Certification:** Click the Electronic Signature Agreement checkbox and select the applicable options. Click the Notice checkbox and then 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.

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.

SUBMIT APPLICATION

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 #: 202209274072

I have certified that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 202209274072 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 and application submission process should be directed to RA-PDBOAEGRANTS@pa.gov.