Bureau of Aviation (BOA)

Aviation Development Program (ADP)

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
1.4	11/10/2022	Updated based on the new changes
1.5	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 and number of signers

Table 1. Document History

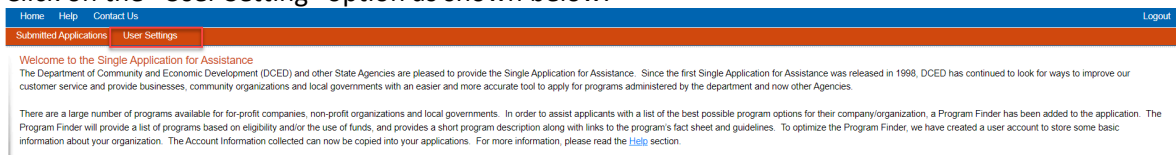# How to Apply for ADP Program

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.
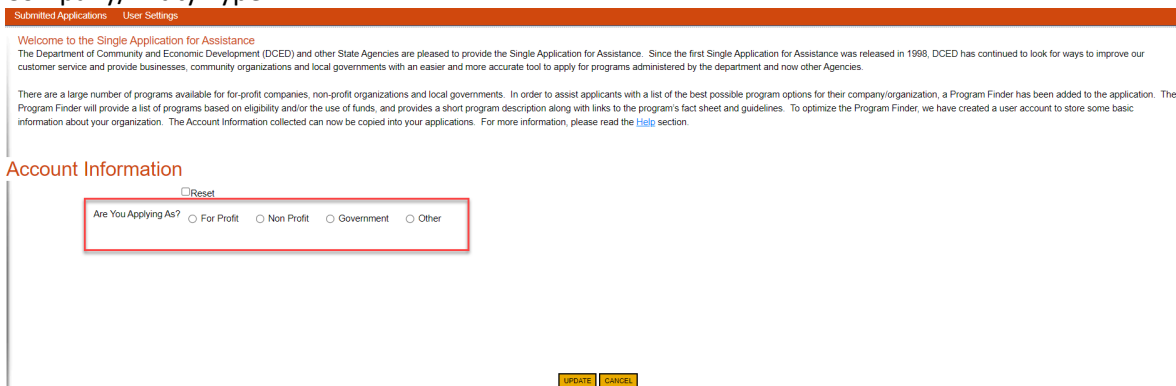   - Click on the "User Setting" option as shown below:

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

  - 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

[ADP ESAW Changes]

Do you need help selecting your program?

[No ▾]

[CREATE A NEW APPLICATION]

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

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

Web Application #: 8185716

Red Diamond (♦) = Required Field.
Blue Diamond (♦) = Conditional Required Field.

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

Program Name
ADP

Sort By
Program Name

SEARCH   PROGRAM FINDER

- Click on the Apply button next to *"Aviation Development Program (ADP)."*

Aviation Development Program (ADP)   Apply
Pennsylvania Department of Transportation

The Aviation Development Program provides Pennsylvania Aviation Restricted Account funding to eligible airport sponsors. Depending on the type of project, this program can provide 50, 75, or 90 percent of the cost of an eligible development project at an airport. This program also is available to match 50 percent of the non-federal share of a Block Grant received by an airport sponsor. To participate in this program the airport sponsor develops their twelve-year plan that is evaluated and programmed into the statewide balanced four-year plan. All public-use airports are eligible to receive this funding.

Additional Information: Program Fact Sheet, Guidelines

- 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
- ○ Government
- ◉ Sole Proprietorship
- ○ S Corporation
- ○ Partnership
- ○ Non-Profit Corporation
- ○ Limited Liability Company
- ○ 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: CEOsdfgffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffffff ◆

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.

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

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

Character Count: 0/3000 characters.

Continue

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
      - Equipment Acquisition
      - Land/Easement Acquisition
      - Planning
      - Design & Construction

   b. Complete questions 9 and 13 by downloading the file using the links, and completing and uploading the document to the system.

   Notes:

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

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.

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

General

1. Select the project type you are applying for. Based on the project, please refer to the respective tab(s) for additional documentation requirements ◆

2. Please provide the Airport Code relevant for the project ◆

3. Please provide your JACIP Data 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

4. What is your Authority Board Expiration Date? (MM/DD/YYYY)

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. 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

12. 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

13. 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
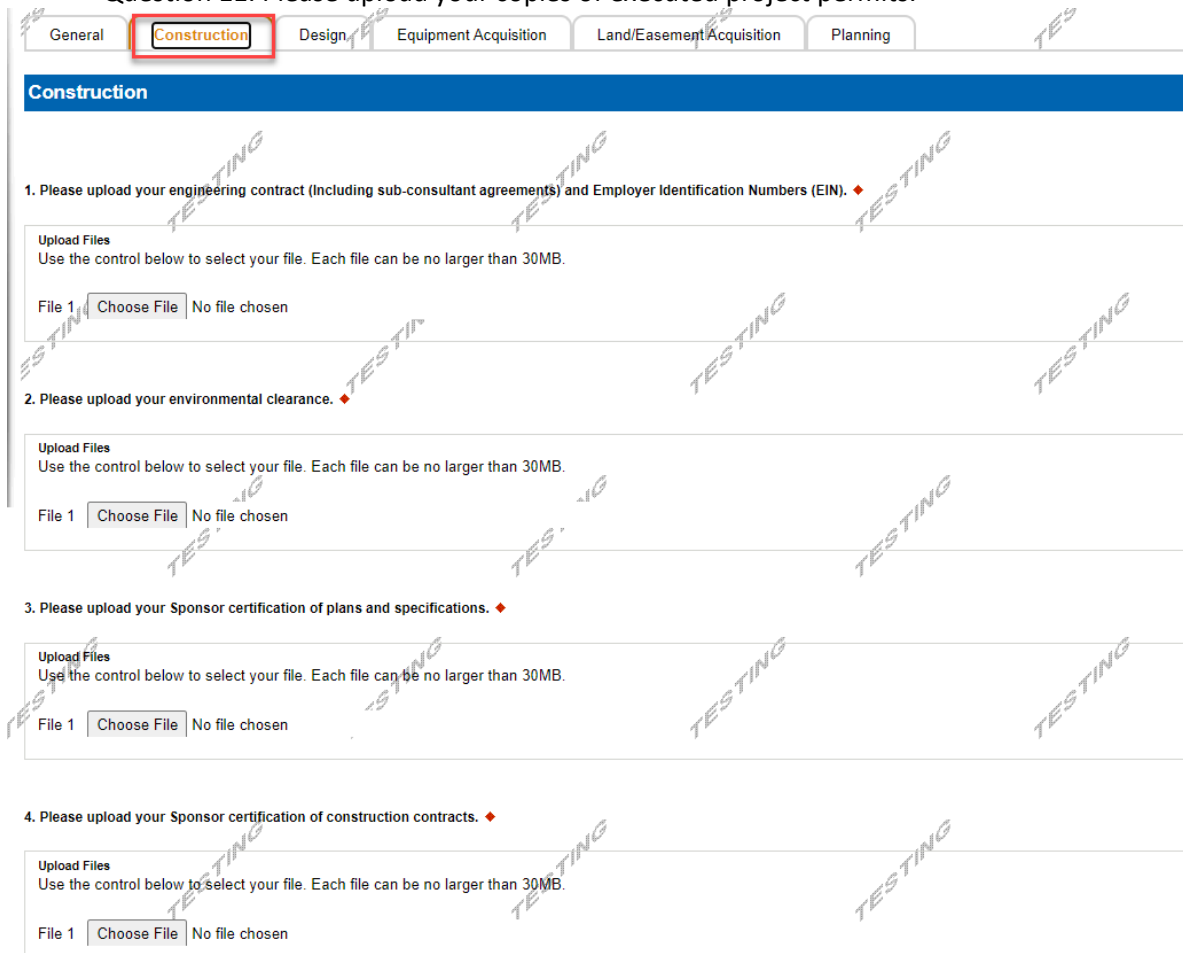
Does your project contain an Administrative Cost Plan? ◆

14. 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, 6, 7, 8, 9, 10 (if the project contains local government approvals), and 11 (if the project contains executed project permits) 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 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.

| 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

Does your project contain any local government approvals? ◆

[dropdown]

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

Does your project contain any executed project permits? ◆

[dropdown]

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.

Design: document upload questions 1 and 2 (listed below) are required if the "Design" 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.

Equipment Acquisition: document upload questions 2, 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 7. Please upload your bid tabulations.
- Question 8. Please upload your apparent low bidder for contract information including Federal Identification Number.

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

Equipment Acquisition

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 (memo of record). ◆

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 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 equipment 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 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

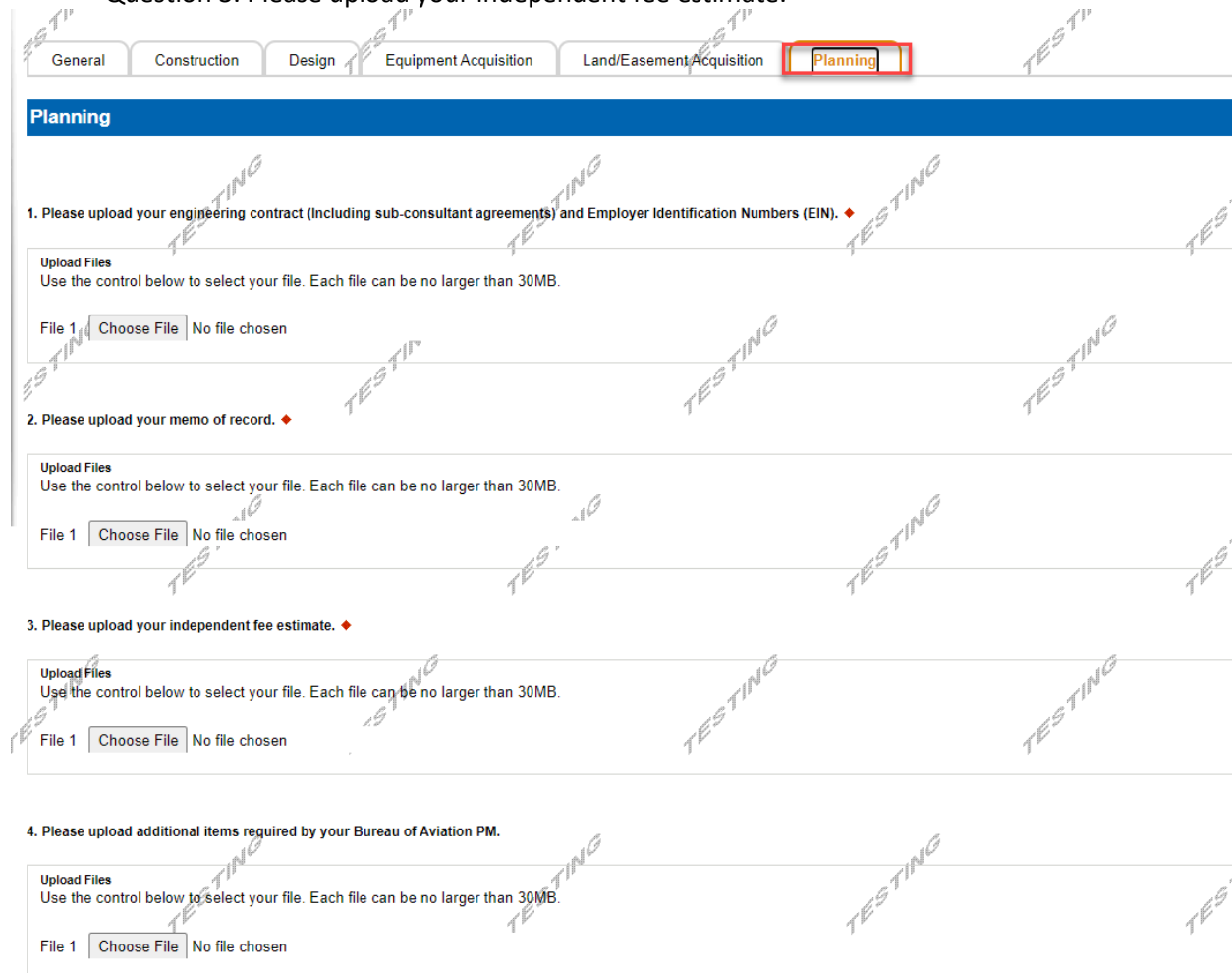**10. Please upload additional items required by your Bureau of Aviation PM.**

Land/Easement Acquisition: document upload questions 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 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.

5. Please upload your independent fee estimate (informal).

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 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.

- Click the "Edit" option to enter the fund share(s) in the "Fund Share" tab.
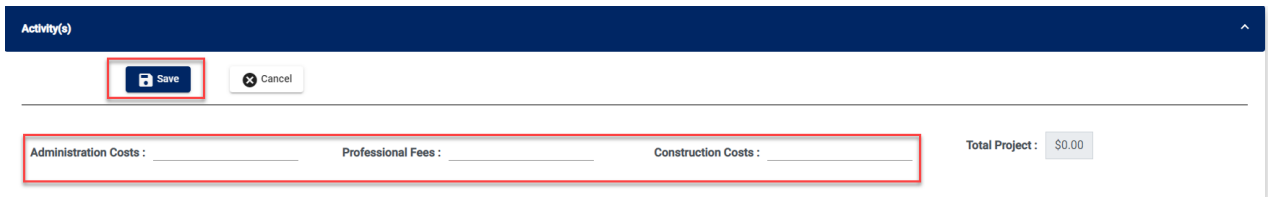
Note: the "Fund Share" tab gives the State and local shares distribution for the requested grant amount.

Fund Share (%)	
✏ Edit	
State Share : _____	Local Share : _____

Activity(s)	
✏ Edit	
Administration Costs :	Professional Fees :	Construction Costs :	Total Project : $0.00

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

	Editing - Fund Share	X
Fund Share (%)		
💾 Save ⊗ Cancel		
State Share : _____	Local Share : _____	

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

Activity(s)	
💾 Save ⊗ Cancel	
Administration Costs : _____	Professional Fees : _____	Construction Costs : _____	Total Project : $0.00

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.

Signing Authority

Please click 'Add' to save details. Additional names may be added as needed.
How many individuals are required to sign the contract? ◆
[▼]

Signing Authority ◆

Title ◆	First Name ◆	Last Name ◆	Email ◆		
				Add	Cancel
No data has been entered.					

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

Questions: All questions regarding the program and application submission process should be directed to RA-PDBOAEGRANTS@pa.gov.