Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP) Applicant Instructions

Open Application Window

PennDOT Bureau of Rail, Freight, Ports, & Waterways is accepting applications for **Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)**. The PICGIP program provides an economic incentive to ocean carriers to move their preordained and discretionary cargo through a Commonwealth port instead of other United States ports. The incentive, which is $25 per verified container "lift" applies to containerized cargo loaded or discharged from vessels moving through the Commonwealth's ports. The incentive is offered to eligible ocean carriers starting a new service to a Commonwealth port as well as to ocean carriers currently calling a Commonwealth port and increasing containerized cargo volumes based on benchmarks established by PennDOT. To apply for funding, applicants must have a Keystone Login account.
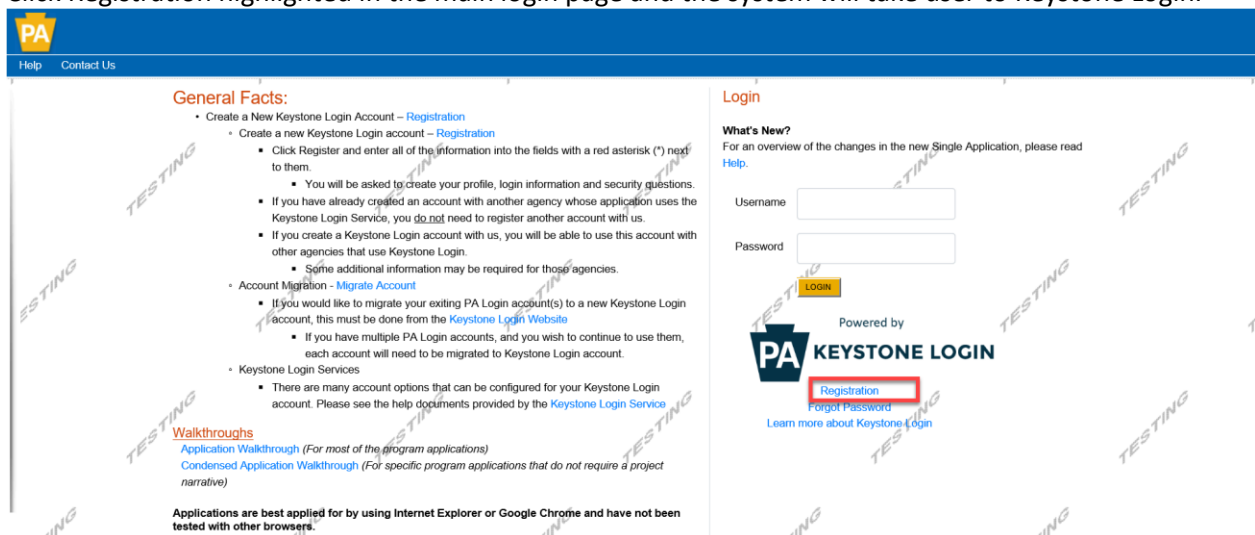
How to Apply for PICGIP Program

Pennsylvania's PICGIP Program 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
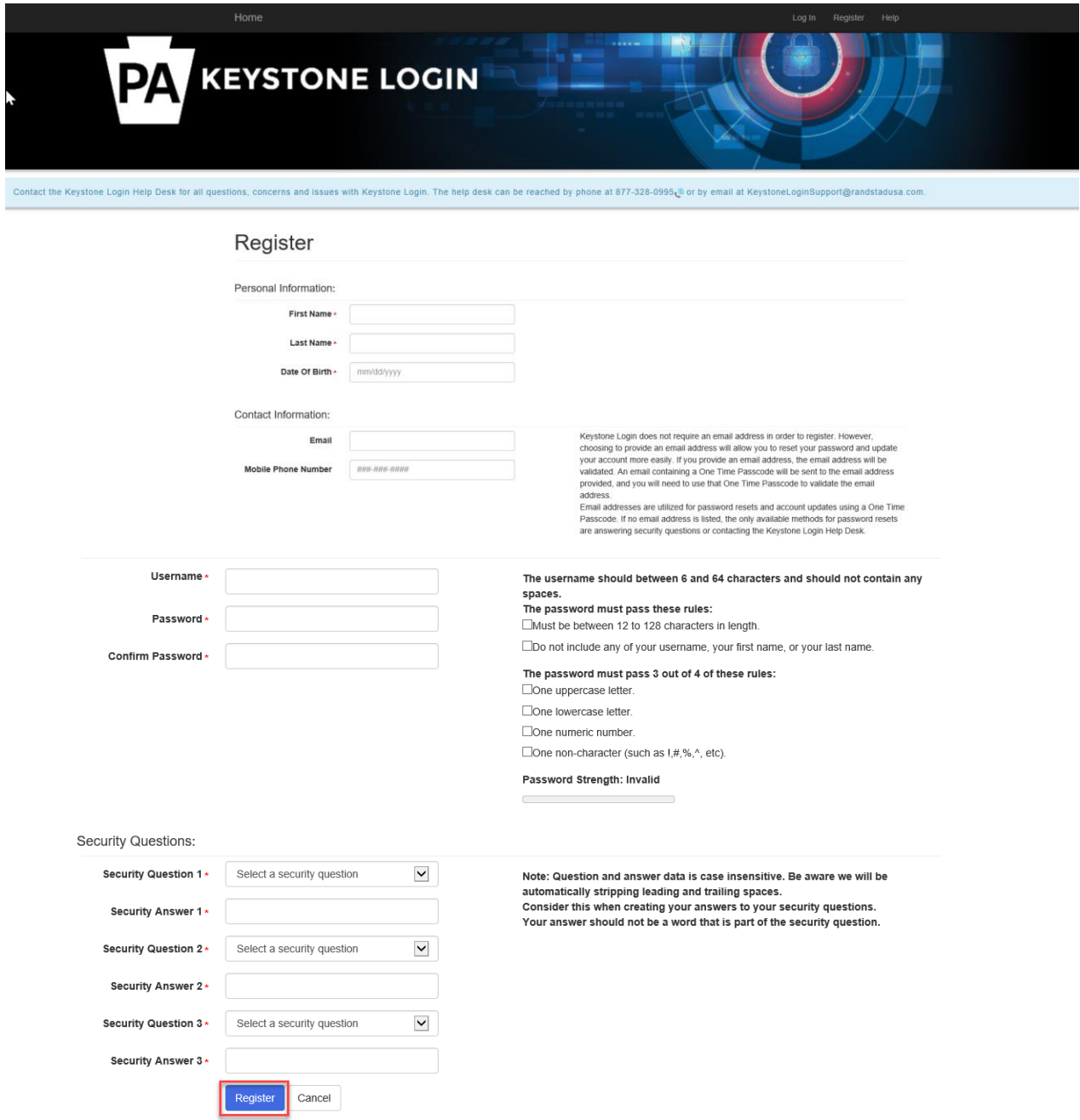
- Click Registration highlighted in the main login page and the system will take user to Keystone Login.

- 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.

- ➢ **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.

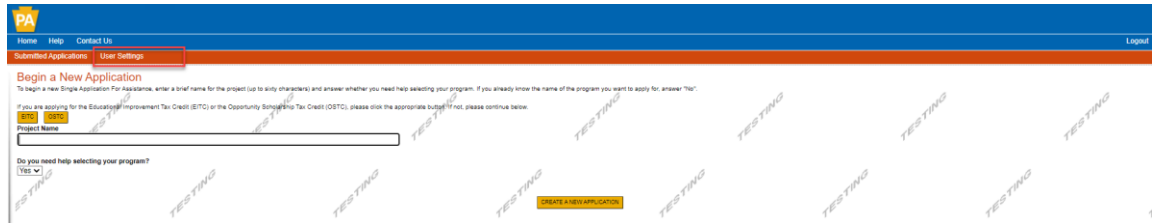➢ **Username:** Create a username. The username must be between 6 and 64 characters without any spaces.

➢ **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:

   o *One uppercase letter*
   o *One lowercase letter*
   o *One numeric number*
   o *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."
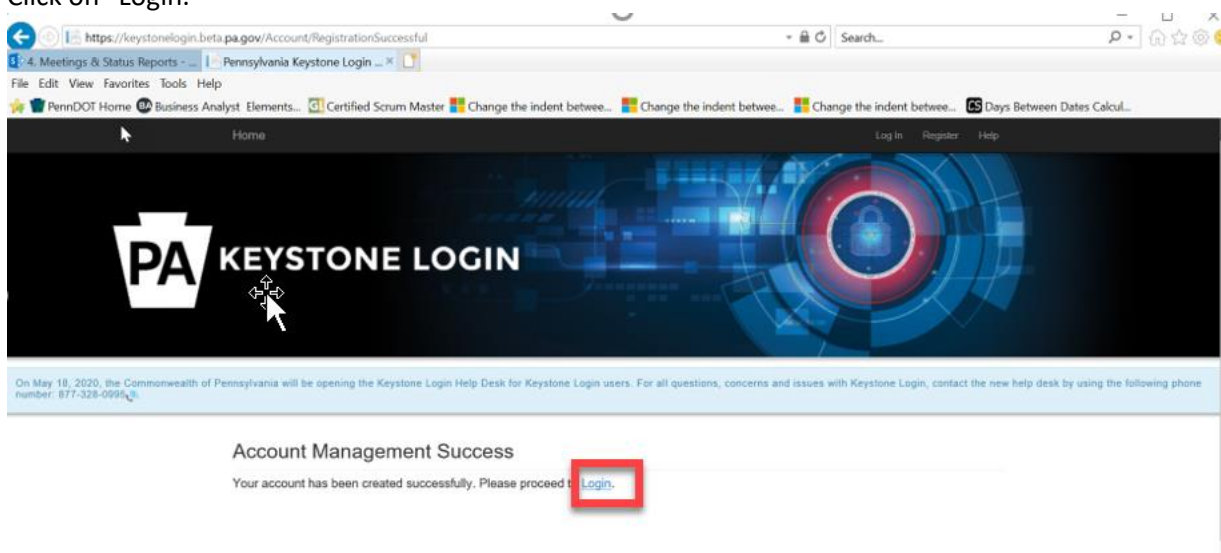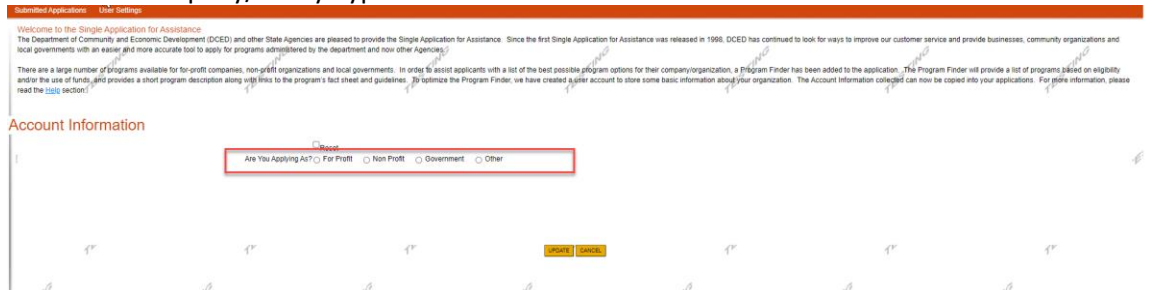

Step 2. Log in to the PICGIP Program Application Site and Complete the Application
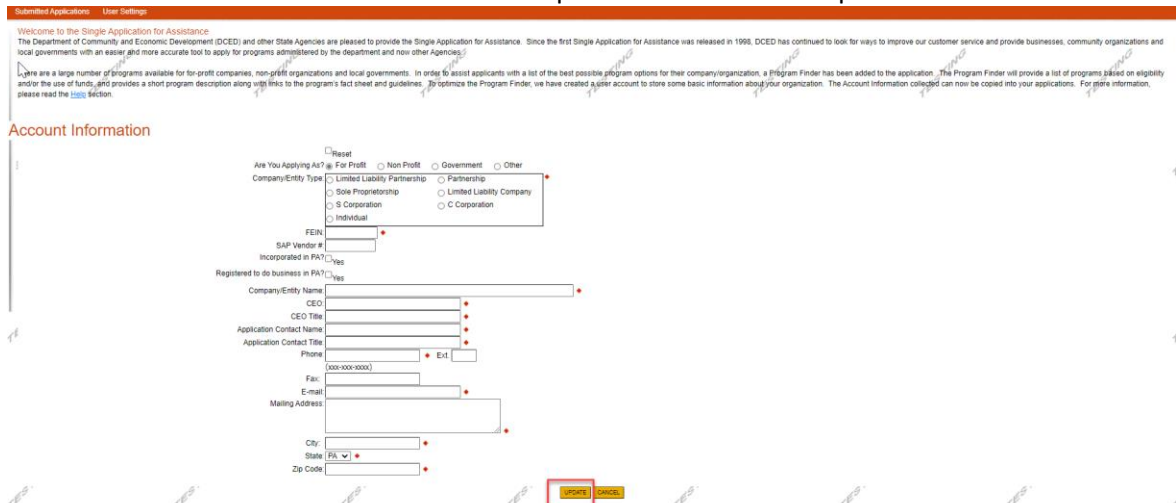
- Once a username and password are created, log back into the eGrants Public Portal Interface at https://www.esa.dced.state.pa.us/login.aspx?var=5 with the new Username and Password.
- "User Setting" option is used to collect the user account information and information collected in the user setting can be copied into your applications. Please follow the below steps to enter user account information:
   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.
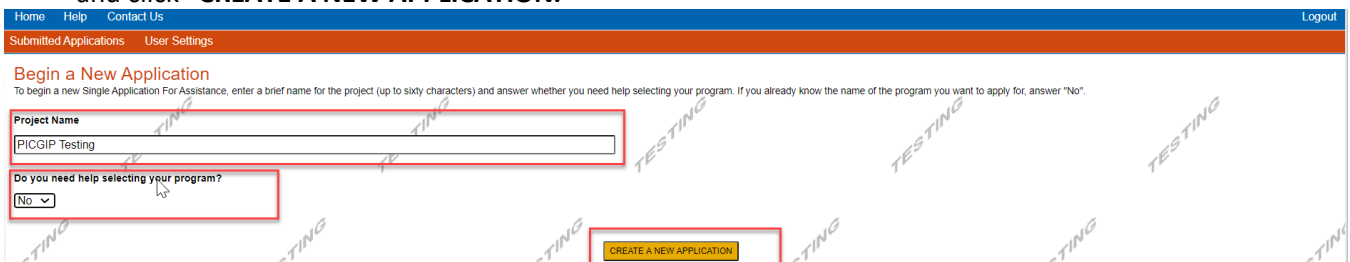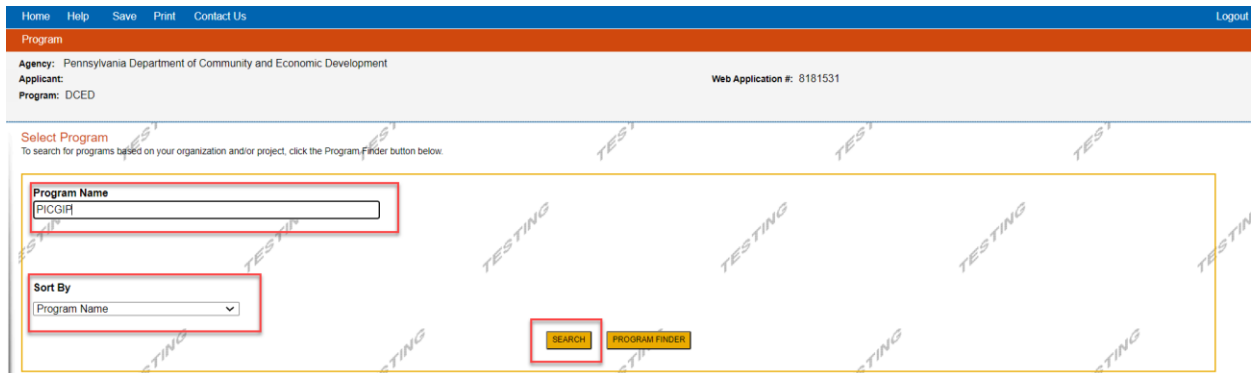

o Enter Company/Entity Type, Federal Employers Identification Number (FEIN) of the company/organization (do not enter the dash) applying for the application, and other required field. Click Update.
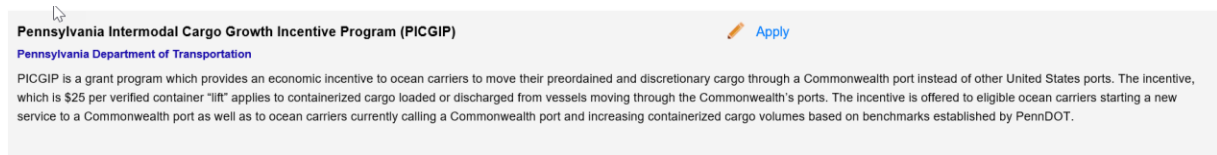   **Note:** All fields with a red diamond are required and must be completed.

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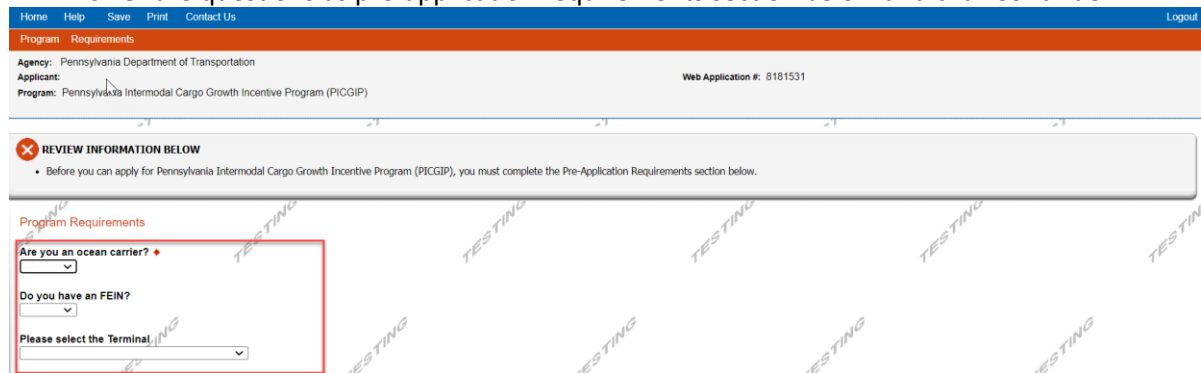

• Enter "PICGIP" under Program Name section and click "Search."

- Click on the Apply button next to *"PICGIP Program."*

- Answer the questions as pre-application requirements section below and click Continue.

- Navigate through the six (6) application sections using the top row of orange tabs or **Continue** button at the bottom of each section:

  1. **Applicant:** click "Use Account Information" to pre-fill 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:
     I.   If you select "Sole Proprietorship" in the "Applicant Entity Type," enter "8141" in "NAICS code" field.
     II. All fields with a red diamond are required and must be completed.
     III. Select "Other" for Enterprise Type checkbox.

2. **Project Site:** Address, City, State, Zip Code, County, Municipality, PA House, and PA Senate fields will be auto populated based on the terminal location selected in the pre-application section. Click Continue.

3. **Narrative:** click Continue.

4. **Budget:** this is auto calculated based on what applicant enters in the addenda section.
   Note: Import/Export information provided in Addenda tab auto-corrects the budget total in the budget tab [i.e., Budget Total will be (Total container lifts) * 25]. Please bypass the tab to go to the addenda.

Program Budget
Please see the Help section for details on how to complete the Program Budget.

| Spreadsheet | Basis of Cost |

- **Add Funding Source:** This button is used only to add Matching funds
- **The Carrier Limit is two hundred-fifty thousand dollars ($250,000) or 25% of the available funds per SFY, unless PennDOT approves a greater amount.**
- **The calculation provided is only an estimate. PennDOT will determine the amount of the grant based on data evaluation.**

Budget Spreadsheet ◆
The first column indicates the amount of funding you are requesting from PennDOT. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Total
Add funding source		
Time Period - Collapse	$0.00	
January-June Remove	$0.00	$0.00
July-December Remove	$0.00	$0.00
Total	$0.00	
	Budget Total:	$0.00

Continue

Program Requirements Applicant Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Transportation
Applicant: Ruchi T
Program: Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)

Web Application #: 8181522

Program Budget
Please see the Help section for details on how to complete the Program Budget.

| Spreadsheet | Basis of Cost |

- **Add Funding Source:** This button is used only to add Matching funds

Budget Spreadsheet ◆
The first column indicates the amount of funding you are requesting from PennDOT. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Total
Add funding source		
Time Period - Collapse	$175,000.00	
January-June Remove	$100,000.00	$100,000.00
July-December Remove	$75,000.00	$75,000.00
Total	$175,000.00	
	Budget Total:	$175,000.00

Click Continue.

Program Requirements Applicant Project Site Narrative Budget Addenda Certification

Agency: Pennsylvania Department of Transportation
Applicant:
Program: Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)

Web Application #: 8181531

Program Budget
Please see the Help section for details on how to complete the Program Budget.

| Spreadsheet | Basis of Cost |

Basis of Cost ◆
Provide the basis for calculating the costs that are identified in the Project Budget.

- ☐ Appraisals
- ☐ Bids/Quotations
- ☑ Budget Justification
- ☐ Contractor Estimates
- ☐ Engineer Estimates
- ☐ Sales Agreements

Budget Narrative ◆
The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
Character Count: 100

Amount will be calculated based on a rate of $25 per container after the baseline has been achieved.

Continue

5. **Addenda:** click the Notice checkbox and answer the required questions in Program Addenda.

Enter Year, Actual imports, and Actual exports for the recent periods in Organization Information section. Total container lifts will be auto calculated as (Actual Imports + Actual Exports).

Note:

1. **Only whole numbers are allowed for the actual imports & actual exports fields.**
2. **Please include the actual numbers for both filled and empty containers, for imports and exports.**

Click Continue.

6. **Certification:** Click in the Electronic Signature Agreement checkbox and select **"I am an authorized representative of the company, organization or local government"** option. Type the name, click in the Electronic Attachment Agreement checkbox, and click "Submit Application."
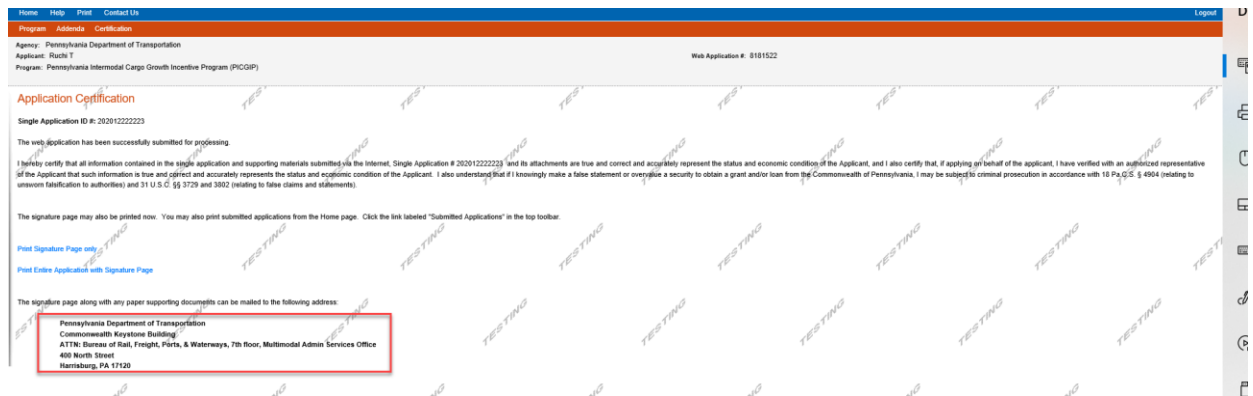
Note: After application submission, the system generates a Single Application Id # and a Web Application Id # as shown in the below screen shot. Please keep the web application Id # for future reference. The certification page includes a mailing address in the event paper copies/documents, wet signature, etc. are needed for any reason.

Step 3. Application Submission
All applications must be submitted electronically via the eGrants Public Portal Interface.

Questions

All questions regarding the program should be directed to:

Denise Soisson - PennDOT
(717) 787-1223 | dsoisson@pa.gov

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

RA-PDMMDOTGRANTREQUS@pa.gov

For documents requiring grantee signature such as grant agreement etc., a PDF version of the document will be sent to the signee(s)' email address. The signee will be notified via e-mail (mentioned during the application submission process) when the document is ready for grantee's signature. Signee can either click on the link provided in the email or access the e-Signature portal https://apps.dced.pa.gov/esignature/Account/Login to review and complete the request.

When the Program User sends an eSignature request, the signee or reviewer will receive the email in the following format.

A new signature request for your approval

DOT-esignature@dced.gov
To Tiwari, Ruchi

Commonwealth e-signature Request

A NEW SIGNATURE REQUEST FOR YOUR APPROVAL!

Agency	DOT - Department of Transportation
ApplicationID	202012222223
Project Name	PICGIP BA Testing
Program Name	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)
Grantee Approval Request	A new signature request "DOT - ESA:202012222223 Grantee Approval Request" has been submitted for your review, please use the link provided. Click here to review and sign this request
First Name:	Ruchi
Last Name:	Tiwari
Title:	Ms
Email:	c-rtiwari@pa.gov
Request will expire on:	1/22/2021 2:32:46 PM

This is an official request from the Center of Excellence of the commonwealth e-signature portal. If you have are questioning if this email is a spam, please login directly at our portal home page. https://apps.uat.dced.pa.gov/esignature/

Click on the link received in the email and logs into the eSignature module using Keystone login details. 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 eSignature 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.

Once user signed in to the eSignature module, the system will display the screen to sign the new request as below.

Grantee can also sign in to the eSignature module using link
https://apps.dced.pa.gov/esignature/Account/Login. The system will display the eSignature request under "New Requests" tab in the eSignature Dashboard as shown below. The Grantee clicks "New Requests" to review the request.

Program area can request the required document(s) from Grantee. In this example, two documents, Certification and Driver License, are setup under mandatory signee grid.

If Grantee does not upload the requested document, the eSignature module will display the error message *"You must choose a file."* "Comments" field will be optional if Grantee chooses "Sign" option in the eSignature request.

If Grantee chooses "Sign with Comments" option in the eSignature request, they will be required to enter a comment.

After uploading the required documents, Grantee checks the Legal Disclaimer checkbox and clicks "Sign" or "Sign with Comments." The system will display the confirmation screen as shown below.

If Grantees clicks "Deny," the system will display the confirmation screen. In this scenario, Program area makes the necessary changes to letter or contract agreement and send it back to Grantee for eSignature.

◻ Legal Disclaimer

* Your electronic signature confirms you are an official authorized to sign this agreement and contractually bind the Grantee. You are acting in compliance with applicable law and the organizational and governance documents of the Grantee and your signature confirms that you have the requisite authority to contractually bind the Grantee. You understand that PennDOT will rely on this representation and confirmation in its subsequent review and execution of this agreement.

* Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities.)

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eSignature   DashBoard   Hello c-rtiwari@pa.govl   Log off

New Requests

| New Requests | Pending Requests | Completed Requests | Cancelled Requests | Expired Requests |

You have no **"New"** requests at this time that are associated with your email address **"c-rtiwari@pa.gov"**.

The Department of Community and Economic Development (DCED) is updating its systems to use the new Commonwealth Keystone Login. Please note, effective December 19, 2019, all users that access this system must use the Commonwealth Keystone Login to create new user accounts or merge existing PAlogin/Logon.net accounts. We apologize for any inconvenience this may cause.

Server - 08