



CHECKLIST FOR 2020 MULTIMODAL TRANSPORTATION FUND APPLICATION

Download and review 2020 Multimodal Transportation Fund Program guidelines at www.dced.pa.gov/multimodal for:

- | | |
|--|--|
| <input type="checkbox"/> Eligible Applicants | <input type="checkbox"/> Eligible Costs |
| <input type="checkbox"/> Eligible Projects | <input type="checkbox"/> Contact DCED staff with questions at 717-787-6245 or ra-dcedcbf@pa.gov |

The following items **MUST** be provided to submit a Multimodal Transportation Fund application.
Incomplete applications will not be presented to the Commonwealth Financing Authority for consideration.

- COMPILE REQUIRED SUPPLEMENTAL EXHIBITS:** Details can be found on page 7 of program guidelines.
1. **Project Description:** A clear and concise description of the transportation project, including project summary, project location, need for project, economic impact, start and end dates of construction, and entity with site control.
 2. **Cost Estimate:** Thorough and detailed cost estimate prepared, signed, and dated by engineer/qualified professional within one year of application.
 3. **Matching Funds Commitment:** Funding commitment letters from all secured project funding sources accompanied by documentation showing the ability to commit such matching funds.
 4. **Color-Coded Map:** Color-coded design drawing/map detailing the location of the proposed transportation project.
 5. **Owner Consent:** Letter from the property owner giving applicant consent for project, if applicable.
 6. **Permit List:** List of all state, federal, and local planning and permit approvals required for the project.
 7. **Planning Letter:** Appropriate planning agency letter certifying project is compliant with comprehensive land use plans.
 8. **Notification Letters:** Notifications provided to county and municipal governing bodies advising them of the proposed project and application for MTF funding.
 9. **Resolution:** For public sector applicants, a resolution from governing board requesting grant, including the grant amount.
 10. **Acquisition:** For projects involving land acquisition, copy of sales agreement or easement with a recent (not older than one year old) appraisal prepared by MAI or PA State Certified Appraiser.
 11. **Cash Equivalent Appraisal:** For real estate equivalents, copy of recent (not older than one year old) appraisal prepared by MAI or PA Certified Appraiser.
- SUBMIT SINGLE APPLICATION FOR ASSISTANCE**
- Applications accepted between March 1 and July 31.
 - Accessed at www.esa.dced.state.pa.us.
 - Include applicant contact information and brief narrative answers.
 - Budget matches cost estimate and complies with program caps:
 - Contingency – 5% of construction costs
 - Engineering – 10% of grant award
 - Administrative costs – 2% of grant award.
 - Upload all required supplemental exhibits.
 - Pay \$100 application fee by credit, debit card or electronic check.
- MAIL ONE HARD COPY OF APPLICATION AND REQUIRED SUPPLEMENTAL EXHIBITS TO:**
PA Department of Community and Economic Development
Center for Business Financing – Grants Office
Multimodal Transportation Fund
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Complete applications must be submitted by July 31st at 5:00 pm.
You will be notified by telephone or e-mail if your application is missing any documentation or information.