## Checklist for 2020 Multimodal Transportation Fund Application

Download and review 2020 Multimodal Transportation Fund Program guidelines at [www.dced.pa.gov/multimodal](http://www.dced.pa.gov/multimodal) for:

- Eligible Applicants
- Eligible Costs
- Eligible Projects
- 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](http://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.