



## CHECKLIST FOR MULTIMODAL TRANSPORTATION FUND APPLICATION

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

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| <input type="checkbox"/> Eligible Applicants<br><input type="checkbox"/> Eligible Projects | <input type="checkbox"/> Eligible Costs<br><input type="checkbox"/> Contact DCED staff with questions at 717-787-6245 or <a href="mailto:ra-dcedcbf@pa.gov">ra-dcedcbf@pa.gov</a> |
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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 for the total match amount from all secured project funding sources and documentation showing the ability to commit such matching funds.
  - ☐ 4. **Color-Coded Map:** Color-coded design drawing/map detailing the location and scope 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. **Resolution:** For public sector applicants, a resolution from governing board requesting grant, including the grant amount.
  - ☐ 9. **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.
  - ☐ 10. **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 [dced.pa.gov/singleapp](http://dced.pa.gov/singleapp).
  - ☐ Include brief narrative answers and applicant contact information for project specific questions.
  - ☐ 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.

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