Aviation Real Estate Tax Reimbursement - Agreement
Applicant Instructions

Open Application Window

PennDOT Bureau of Aviation is accepting applications for **Aviation Real Estate Tax Reimbursement - Agreement** for public airports which are aviation-related areas. To participate in the program, the airport owner must agree to continue to maintain the property for which a grant is sought as a public airport, at least equal in size and capacity to its size and capacity as indicated on an initial grant application, for a period of not less than ten years from the date of the most recent grant. This agreement must be completed **prior** to submitting a reimbursement request for taxes paid. To apply for funding, applicants must have a Keystone Login account.

How to Apply for Real Estate Tax Reimbursement – Agreement Grant Funding

Pennsylvania’s Aviation Real Estate Tax Reimbursement 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](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](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:
   - One uppercase letter
   - One lowercase letter
   - One numeric number
   - 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.”

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**Step 2. Log in to the Aviation Real Estate Tax Reimbursement Application Site and Complete the Application**

- Once a username and password are created, log in back to the eGrants Public Portal Interface at [https://www.esa.dced.state.pa.us/login.aspx?var=5](https://www.esa.dced.state.pa.us/login.aspx?var=5) with the new Username and Password. Enter the Project Name, select No in the “Do you need help selecting your program?” dropdown and click “CREATE A NEW APPLICATION.”
• Enter “Aviation Real Estate Tax” under Program Name section and click “Search.”

• Click on the Apply button next to “Aviation Real Estate Tax Reimbursement Program – Agreement.”

• Answer the questions and click the checkbox as pre-application requirements section below and click Continue.
Navigate through the four (5) application sections using the top row of orange tabs or **Continue** button at the bottom of each section:

1. **Applicant:** select “Sole Proprietorship” in the Applicant Entity Type, enter “8141” in NAICS code field, complete other required information, and click Continue.
   
   **Note:** Applicant information should specify the airport name/address.

2. **Company:**
   - If the company name/address are different than the airport, please fill out this section as shown below.
   
   **Notes:**
   - Select “Sole Proprietorship” in the Applicant Entity Type, enter “8141” in NAICS code field, choose others in Enterprise Type, complete other required information, and click Continue.
2. If the company name/address are different than the airport, to ensure your subsequent requests for reimbursement process properly, please update the details on the Commonwealth vendor system (also known as SAP Vendor account) to reflect both company and airport information. If you need to change a payment address or create a new payment address, information and forms to complete the change can be found at: https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx. Discrepancies between your tax documents, reimbursement request, and/or vendor account details will result in delays and possible denial of your reimbursement.

- If the company name/address are same as the airport, click on the “Copy from Applicant” option as shown below. Click Continue.
3. **Project Site**: enter Address, City, and Zip Code and select County and Municipality. Click Continue.

   **Note**: Address, City, and Zip Code are not required fields.

4. **Narrative**: click Continue.
5. **Certification:** Click in the Electronic Signature Agreement and Electronic Attachment Agreement checkboxes, type the name, 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.
Application Certification

Single Application ID #: 202011051421

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application ID #: 202011051421 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if acting on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if knowingly make a false statement or over-value a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. §§ 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3730 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page
Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Transportation
Commonwealth Keystone Building
ATTN: Bureau of Aviation, 11th Floor, Multimodal Admin Services Office
400 North Street
Harrisburg, PA 17120
Step 3. Application Submission
All applications must be submitted electronically via the eGrants Public Portal Interface by December 31, 2021 by 11:55 PM.

Questions
All questions regarding the program should be directed to:

Justin Palmer - PennDOT
(717) 705-1237 | jupalmer@pa.gov

Tony McCloskey - PennDOT
(717) 705-1200 | amccloskey@pa.gov

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

Lindsay Ritter – PennDOT
717-710-2721 lindriter@pa.gov

Heather Graham – PennDOT
(717) 705-1191 | HEGRAHAM@pa.gov