

Automated Red Light Enforcement (ARLE) Transportation Enhancement Grants Program Reimbursement Instructions for Sponsors

December 23, 2024

Please be advised that the Pennsylvania Department of Transportation (PennDOT) has revised the grant reimbursement procedures for the Automated Red Light Enforcement (ARLE) Transportation Enhancement Grants Program (ARLE Funding Program).

Please refer to the following sections of this document based on the Agreement Number at the top of page 1 the Project Funding Agreement (the section titles below are hyperlinks and can be clicked to go to the appropriate section of this document):

- Section A – **Agreement Numbers beginning with “2018ARLE” and “2019ARLE”**
- Section B – **Agreement Numbers beginning with “C92xx” followed by an eight-digit number**
- Section C – **All Other Agreements**

A. Agreement Numbers beginning with “2018ARLE” and “2019ARLE”

This section pertains to paper project funding agreements processed through PennDOT Central Office during the 2018 and 2019 application rounds.

1. Collect Supporting Documentation

Collect the following documentation, which will be submitted with your Request for Reimbursement Form:

- Approved project invoices from consultant(s)/contractor(s)
- Proof of payment to consultant(s)/contractor(s) (e.g. cancelled check, bank statement)

Please be advised that the information from contractor invoices and proof of payment must be entered into the Request for Reimbursement Form in tabs 3-8, as applicable.

2. Complete a Request for Reimbursement Form

Fill out the [Automated Red Light Enforcement Program Request for Reimbursement Form](#). This Form should be completed in its entirety and signed an authorized sponsor representative. The Form is provided in Excel format, and must be submitted both as an Excel document and a signed PDF copy.

Please be advised that PennDOT will compare each Request for Reimbursement with the cost estimate specified in your Project Funding Agreement (Exhibit A for 2018 agreements, Exhibit B for 2019 agreements). PennDOT has the discretion to investigate should actual costs vary significantly from the cost estimate provided.

By signing the Request for Reimbursement Form, the applicant certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department per your Project Funding Agreement. By signing the Form, the sponsor also self-certifies that it has inspected the work completed for which is included in the Request for Reimbursement, and the work has been satisfactorily completed

in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

Please see Figures 1 and 2 beginning on page 8 to see an example of how each tab should be filled out.

3. Submit Request for Reimbursement

Please package the Request for Reimbursement Form and supporting documentation and submit to PennDOT. Submissions must be sent by email to ARLE@pa.gov. The submission must include the Request for Reimbursement Form in both Excel format and a signed PDF copy. In addition, copies of all invoices and proof of payment must be included in the submission.

4. Reimbursement Payments

PennDOT will make payments to you as the Sponsor through the Automated Clearing House (ACH). It is the responsibility of the Sponsor to ensure that the ACH information contained within the Commonwealth's Central Vendor Master File is complete and accurate. If you have questions about enrolling for ACH, please contact the Vendor Data Management Unit at the 877-435-7363 or at <https://pasupplierportal.state.pa.us/irj/portal/anonymous>.

5. Project Inspection

By signing the Request for Reimbursement Form, the Sponsor certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department.

By signing the Form, the Sponsor also self-certifies that it has inspected the work completed for which is included in the Request for Reimbursement, and the work has been satisfactorily completed in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

Upon final project completion and before PennDOT issues the final grant reimbursement to the Sponsor, a final inspection may be completed by PennDOT. Should any discrepancies be found between the work completed and the Request for Reimbursement Forms, PennDOT retains the authority to deny the final Request for Reimbursement and/or to require the repayment of any portion of Automated Red Light Enforcement grant funding that was previously dispersed to the Sponsor for ineligible project costs.

6. Project Records

Please maintain full and complete records of all Request for Reimbursement submissions, contractor invoices, proof of payment, and disbursement receipts for all project funds for three (3) years from the date of final payment of grant funds under the Project Funding Agreement. The account and records must comply with generally accepted accounting practices.

7. Final Invoices

As stated in Project Funding Agreement, the final invoices for payment or reimbursement must be submitted to PennDOT within three (3) months of the acceptance of the completed project. All the remaining state financial participation in the project will be forfeited if the sponsor fails to submit its final invoices within this three-month period.

B. Agreement Numbers beginning with "C92xx" followed by an eight-digit number

This section pertains to agreements issued through the eGrants system (also known as Electronic Single Application for Assistance), beginning with applications submitted in 2020.

1. Collect Supporting Documentation

Collect the following documentation, which will be submitted with your Request for Reimbursement Form:

- Approved project invoices from consultant(s)/contractor(s)
- Proof of payment to consultant(s)/contractor(s) (e.g. cancelled check, bank statement)

2. Submit Invoices

Login to the [ESA Partner Portal](#) using your Keystone Login. If you have not already established Partner Portal access for the application, please follow the instructions for [Partner Portal Registration](#).

After logging in, click on “My Invoices/Receipts.” Then click on “Details” in the row of the table next to the grant for which you want to request reimbursement. A new window will pop-up to enter the reimbursement information. If the pop-up window does not appear, check to see if your browser blocked the pop-up window. It is recommended you always allow pop-ups from the ESA website.

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	Details
PennDOT	ARLE Funding Program	Borough of Avalon	Borough of Avalon Traffic Signal Upgrade	C920001249	202008048146	08/10/2020	Details

In the popup window, click “+ Add New” for each contractor/consultant/vendor invoice.

On the Receipt Details tab:

- Enter the starting and ending dates for when the work (service) was performed.
 - Note, for the first receipt submitted for a particular vendor, the start date should be when the sponsor’s contract with the vendor was approved, such as a notice to proceed date.
 - The start date cannot be prior to the effective date of the grant/reimbursement agreement.
 - For subsequent invoices from the same vendor, the start date should be after the end date from the previous invoice.

- The end date will generally be the invoice date, or another date indicated on the vendor’s invoice.
- Enter the bank partner information for ACH deposit. Click the button next to the bank partner field to open a pop-up window with all the accounts which have been set up in the Commonwealth vendor portal. After determining which bank account to use, click cancel to close the pop up window and enter the 3-4 digit code from the “Bank Partner Cd” column in the Receipt Detail screen. For example, many are in the system as “BN01” for the municipal general fund. Do not choose the Liquid Fuels bank account, as that is only to be used for the annual liquid fuels appropriation. If you use Liquid Fuels for matching funds, the grant reimbursement should go into your General Fund first, and then can be moved as need after you receive the grant reimbursement.

Vendor #: _____

Name: _____ TOWNSHIP

Address: _____

County: Montgomery

Comment: _____

Bank Partner : *
bn01

 View Bank Partner

Bank Partner Cd	Routing Nbr	Acct Nbr	Country
BN01	_____	*****	US
OF	_____	*****	US
MSP	_____	*****	US

Cancel

- Indicate whether this is a final receipt, “Yes” or “No.”

Selected Receipt : Adding New Selected Receipt Status : Approved By :

Created By : sgault@pa.gov

Service Start Date : * 01/01/2023 Service End Date : * 06/30/2024 Bank Partner : * BN01

Receipt Type

Is this the final receipt ? : * No

- Click the “Save” button at the top of the tab. This will add the “Claimed Amount,” “Attachment(s),” “Comment(s),” and “Certification(s)” sections to the screen.
- Click the “Edit” button to continue entering information.
- Enter the information from the vendor’s invoice under “Claimed Amount(s)” and “Vendor Details:” by clicking “+Add.”
 - The vendor name should be the contractor/consultant/vendor who performed the services for the sponsor (such as the contractor).
 - The vendor invoice number and invoice date should match what is printed on the invoice.
 - The receipt amount is the amount of the invoice which is an eligible project charge. If there are other amounts on the invoice which are not related to the project, they should not be included. Do not deduct any portion of the invoice which is matching funds.

- The check # and check amount should match the cancelled check. The check amount may be greater than the receipt amount if the invoice includes non-project services and charges.
- Click the “Save” button to save the information.
- Note, you can edit information already entered by clicking the pencil icon.
- Please only enter one Claimed Amount per receipt. This allows PennDOT to review and process each invoice/receipt independently and will allow us to approve some invoices even if others require more information.

^
Claimed Amount(s)

Vendor Details :

Action(s)	Vendor Name	Vendor Invoice #	Receipt Amount	Check #	Check Amt.
+ Add					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Vendor Name : * _____</p> <p>Invoice Date : * MM/DD/YYYY 📅</p> </div> <div style="width: 30%;"> <p>Vendor Invoice # : * _____</p> <p>Check # : _____</p> </div> <div style="width: 30%;"> <p>Receipt Amount : * _____</p> <p>Check Amt : _____</p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> Save Cancel </div>					
Grand Total			\$0.00		\$0.00

- Click the blue “Attachment(s)” banner to open the attachments section.
- Click “+ Add Record” for each document to be attached.
 - Enter a description of what is being attached in the “Given name” box. Please use the following for the Given Name:
 - [Vendor Name] Invoice # [XX]
 - [Vendor Name] Invoice # [XX] Proof of Payment
 - Select “Invoice Support Doc” as the category.
 - The “Notes” box is optional
 - Click “Choose File” to select the file from your computer
- Upload a copy of the vendor’s invoice and also upload proof of payment (these can be in separate attachments or combined into one attachment)

Note: At least one document must be uploaded in order for the system to allow submission of each receipt.

Attachment(s) ^

View	Edit	Delete	Given Name	Notes	Category	Created Date	Created By	File Name
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>+ Add Record</p> <p>Given Name : _____</p> <p>Attachment : * Choose file </p> </div> <div style="width: 30%;"> <p>Notes : _____</p> </div> <div style="width: 30%;"> <p>Category : * _____</p> </div> </div> <div style="margin-top: 10px;"> Save Cancel </div>								
			Invoice	Test	Invoice Support Doc	11/29/2022 03:12 PM	sgault@pa.gov	Invoice
			Proof of Payment		Invoice Support Doc	11/29/2022 03:12 PM	sgault@pa.gov	Proof of Payment

Total Records : 2 Items per page: 10 Page 1

- Click the blue “Certification(s)” banner to open the certification section.
- Click the checkbox next to the certification statement

Certification(s) ^

I certify that the invoices being submitted are eligible expenses and meet all of the requirements as indicated in the grant agreement. Please note, any invoices submitted for payment are subject to auditing and verification procedures.

- Scroll back to the top and click the “Save” button. If everything validates correctly, the receipt listing at the top will include this invoice under “Ready” instead of “Incomplete.”
- If there are additional invoices, click “Add New” under the Receipts banner to enter more following the same process.
- After all invoices have been entered and saved, **click on the checkbox in the “Select” column next to each invoice**, and then click “Submit.” Only the ones with checkmarks will be submitted.

Select	View	Receipt No	Invoice Number	Receipt Amount	Payment Amount
v Ready (1) <input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>		C920001249 - 295118001		\$100.00	\$0.00
Grand Total				\$100.00	\$0.00

Submit
Cancel

By electronically submitting, the Sponsor certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department per your Project Funding Agreement. By submitting, the Sponsor also self-certifies that it has inspected the work completed for which is included in the invoices/receipts, and the work has been satisfactorily completed in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

3. Complete a Request for Reimbursement Form

Fill out the [Automated Red Light Enforcement Program Request for Reimbursement Form](#). This Form should be completed in its entirety. The Form is provided in Excel format, and must be submitted as an Excel document. A signature on this form isn't required since the certification was done in the eGrants system in the previous step.

Please be advised that PennDOT will compare each Request for Reimbursement with the cost estimate specified in your grant application. PennDOT has the discretion to investigate should actual costs vary significantly from the cost estimate provided.

Please see Figures 1 and 2 beginning on page 8 to see an example of how each tab should be filled out.

4. Reimbursement Payments

PennDOT will make payments to you as the Sponsor through the Automated Clearing House (ACH). It is the responsibility of the Sponsor to ensure that the ACH information contained within the Commonwealth's Central Vendor Master File is complete and accurate. If you have questions about enrolling for ACH, please contact the Vendor Data Management Unit at the 877-435-7363 or at <https://pasupplierportal.state.pa.us/irj/portal/anonymous>.

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By electronically submitting, the Sponsor also self-certifies that it has inspected the work completed for which is included in the Request for Reimbursement, and the work has been satisfactorily completed in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

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6. Project Records

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7. Final Invoices

As stated in Project Funding Agreement, the final invoices for payment or reimbursement must be submitted to PennDOT within six (6) months of completion of physical work on the project. All the remaining state financial participation in the project will be forfeited if the sponsor fails to submit its final invoices within this six-month period.

C. All Other Agreements

ARLE projects with agreement numbers in other formats not covered by Sections A or B in this document should be processed through the appropriate PennDOT District Office (see district contact information in the [ARLE Program Guidelines](#) on the [Traffic Signal Portal](#)).

Figure 1. ARLE Request for Reimbursement Form – Tab 1 Example

ARLE Reimbursement Form: Tab 1 Form revised 3/30/20

Automated Red Light Enforcement Grant Program
Grantee Request for Reimbursement Form
 Pennsylvania Department of Transportation

Location Code	78HWYSFTY
Payment Request #	#01
Date	3/30/2020
Final Request for Reimbursement?	No

Section 1: Project Information
 Please refer to your Grant Agreement to complete this section.

1a. Grantee Name	Township ABC	1g. Project Name	Signal Improvement Project
1b. Grantee SAP Vendor #	123456	1h. Grant Agreement #	2020ARLE000
1c. County	Dauphin	1i. Grant Amount \$	\$ 100,000.00
1d. PennDOT District	District 8	1j. Grantee Mailing Address (REQUIRED)	123 ABC St Harrisburg, PA, 21271
1e. Grant Agreement Execution Date	3/30/2020		
1f. Grant Agreement Expiration Date	3/30/2023		

Section 2: Previous Reimbursements
 Please complete tabs 2 and/or 10 (as applicable), which will auto-fill the information in this section.

	Total Cost	PennDOT Share	Grantee Local Share
Previous Costs Approved for Reimbursement (Tab 2)	\$ -	\$ -	\$ -
Previous Costs Paid Directly by PennDOT (Tab 10)	\$ -	\$ -	\$ -

Section 3: Request for Reimbursement
 Please complete tabs 3-9 (as applicable), which will auto-fill the remaining tables in this section. If you do not have any costs for a certain tab, you may leave the tab blank.

Costs Submitted for Reimbursement (Per Tabs 3-8)

	Costs	PennDOT Share	Grantee Local Share
Preliminary Engineering	\$ 5,000.00		
Final Design	\$ 10,000.00		
Utilities	\$ 12,000.00		
Right-of-Way	\$ 10,000.00		
Construction	\$ 20,000.00		
Miscellaneous Services	\$ 8,000.00		
In-Kind Labor	\$ -		
Total Amount of Funds Expended	\$ 65,000.00	\$ 65,000.00	\$ -

Section 4: Project Financial Status

	Total Cost	PennDOT Share	Grantee Local Share
Project Costs to Date (including current request):	\$ 65,000.00	\$ 65,000.00	\$ -

Grant Agreement Cost Share:
 Please input the percentage of PennDOT's cost share per your executed Grant Agreement (Exhibit A). The local share is automatically calculated.

	PennDOT Share	Actual Cost Share to date:
PennDOT Share	100.00%	100.00%
Grantee Local Share	0.00%	0.00%

Remaining Grant Amount to Complete \$ 35,000.00

BY SIGNING BELOW, THE GRANTEE CERTIFIES THE FOLLOWING:
 *All invoices included in this request have been paid and proof of payment is enclosed.
 *All costs included in this request are accurate
 *All costs included in this request are only for work performed on the project that is defined in the Grant Agreement and is within the approved scope of work.

Signature of Authorized Grantee Representative	Date	Type Name of Authorized Grantee Representative
--	------	--

For PennDOT Use Only	
BOMO Approval	
Funds Commitment #	
Amount to be Paid	
Final Invoice	YES NO

Figure 2. ARLE Request for Reimbursement Form – Tabs 3-8 Example

ARLE Reimbursement Form: Tab 3

**Automated Red Light Enforcement Grant Program
Grantee Request for Reimbursement Form**

Pennsylvania Department of Transportation

Request for Reimbursement

Payment Request #

#01

Payment Request Date

3/30/2020

Grantee Name: Township ABC

Project Name: Signal Improvement Project

Summary of Contractor Invoices and Proof of Payment

Please enter each individual invoice (for construction) included in this request for reimbursement and the check/payment information. Please be advised that you must submit proof of payment.

CONSTRUCTION COSTS

	<u>PAYEE</u>	<u>INVOICE #</u>	<u>INVOICE DATE</u>	<u>INVOICE AMOUNT</u>	<u>CHECK #</u>	<u>CHECK DATE</u>	<u>CHECK AMOUNT</u>
1	Contractor Name ABC	12345	3/1/2020	\$ 20,000.00	54321	3/15/2020	\$ 20,000.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Expenditures for this Request for Reimbursement

\$ 20,000.00