

# 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 <u>Automated Red Light Enforcement Program Request for Reimbursement Form</u>. 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 <a href="mailto:ARLE@pa.gov">ARLE@pa.gov</a>. 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 <a href="https://pasupplierportal.state.pa.us/irj/portal/anonymous">https://pasupplierportal.state.pa.us/irj/portal/anonymous</a>.

#### 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)

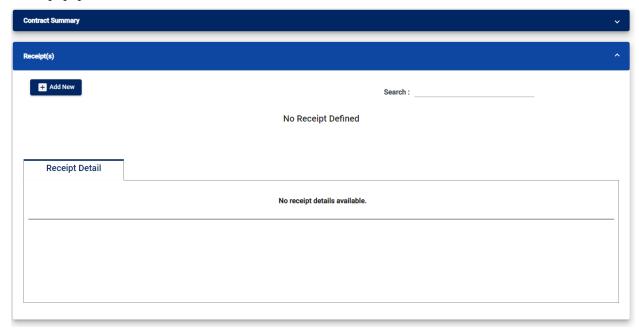
#### 2. Submit Invoices

Login to the <u>ESA Partner Portal</u> using your Keystone Login. If you have not already established Partner Portal access for the application, please follow the instructions for <u>Partner Portal Registration</u>.

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.



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.
  - o The start date cannot be prior to the effective date of the grant/reimbursement agreement.
  - o For subsequent invoices from the same vendor, the start date should be after the end date from the previous invoice.

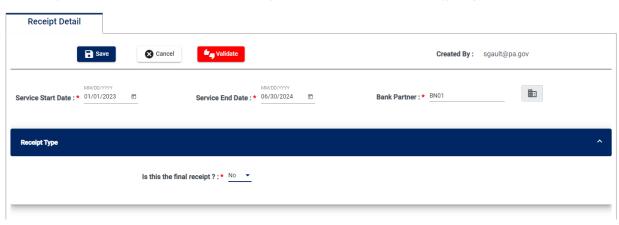
Approved By:

- 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.



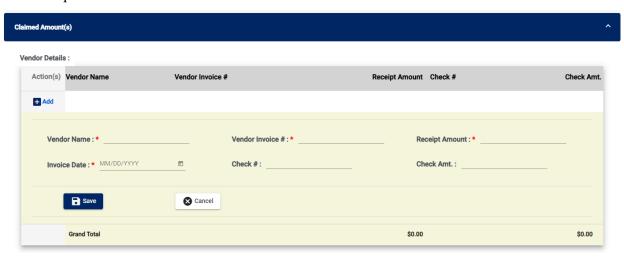
Indicate whether this is a final receipt, "Yes" or "No."

Selected Receipt: Adding New Selected Receipt Status:



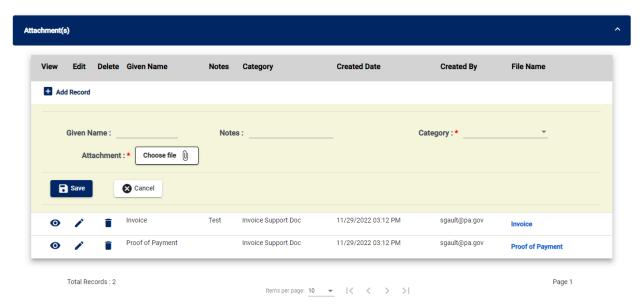
- Click the "Save" button at the top of the tab. This will add the "Claimed Amount," "Attachment(s)," "Comment(s)," and "Certification(s)" sections to the screen.
- Click the "Edit" button to continue entering information.
- Enter the information from the vendor's invoice under "Claimed Amount(s)" and "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).
  - o 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.
- O Click the "Save" button to save the information.
- O 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.



- 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
  - o Select "Invoice Support Doc" as the category.
  - o The "Notes" box is optional
  - o 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)

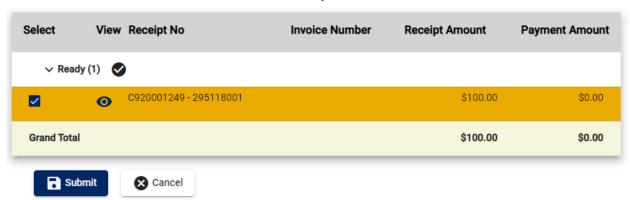
Note: At least one document must be uploaded in order for the system to allow submission of each receipt.



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



- 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.



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 <u>Automated Red Light Enforcement Program Request for Reimbursement Form</u>. 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.

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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

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 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 <u>ARLE Program Guidelines</u> on the <u>Traffic Signal Portal</u>).

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

ARLE Reimbursement Form: Tab 1	Form revised 3/30/20						
Automated Red L Grantee Requ Pennsylv		•		Location Code Payment Reques Date Final Request for		78HWYSFTY #01 3/30/2020 No	
Section 1: Project Information					·		
Please refer to your Grant Agreement to		on.					
1a. Grantee Name	Township ABC 123456		1g. Project Name		Signal Improvement Project 2020ARLE000		
1b. Grantee SAP Vendor # 1c. County	Dauphin		1h. Grant Agreement # 1i. Grant Amount \$		\$ 100,000.00		
1d. PennDOT District	District 8		1j. Grantee Mailing		123 ABC St		
1e. Grant Agreement Execution Date	3/30/2020		Address (REQUIRED)		Harrisburg, PA, 21271		
1f. Grant Agreement Expiration Date	3/30/2023						
Section 2: Previous Reimburse	ements						
Please complete tabs 2 and/or 10 (as ap							
		Total			nDOT Share	Grantee Local Share	
Previous Costs Approved for Reimbur		\$	-	\$		\$ -	
Previous Costs Paid Directly by PennDOT (Tab 10)		\$	-	<b>3</b>	-		
Section 3: Request for Reimbu	rsement						
Please complete tabs 3-9 (as applicable	e), which will auto-fill	the remaining table	s in this section	. If you do	not have any costs	s for a certain tab,	
you may leave the tab blank.							
Costs Submitted for Reimbursement	(Per Tabs 3-8)	Cos					
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		\$		_	nDOT Share	Grantee Local Share	_
Total Amount of Funds Expended		\$	65,000.00	\$	65,000.00	\$ -	_
Section 4: Project Financial Sta	atus						
		Total	Cost	Pen	nDOT Share	Grantee Local Share	
Project Costs to Date (including curre	ent request):	\$	65,000.00	\$	65,000.00	\$ -	
Grant Agreement Cost Share: Please input the percentage of PennDO	T's cost share per y	our executed Grant					<del></del>
Agreement (Exhibit A). The local s	share is automatica	lly calculated.			Actual Cost Sha	re to date:	
PennDOT Share 100.00%				100.00%			
Grantee Local Share		0.00%			0.00%		
Remaining Grant Amount to Complet	ie	\$	35,000.00				For PennDOT Use Only
DV GIGNING DEL GW THE CE							
BY SIGNING BELOW, THE GRANTEE CERTIFIES THE FOLLOWING:  *All invoices included in this request have been paid and proof of payment is enclosed.							BOMO Approval
*All costs included in this request naw  *All costs included in this request are ac	or or payment is end	iuseu.				Funds Commitment #	
*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 wo							
							Amount to be Paid
							Final Invoice YES NO
			-				THIGH HOUSE I LO 140

#### 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**

Request for Reimbursement

Payment Request # #01 Payment Request Date 3/30/2020

Pennsylvania Department of Transportation

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**

**Grantee Name:** 

	<u>PAYEE</u>	<b>INVOICE #</b>	<b>INVOICE DATE</b>	<b>INVOICE AMOUNT</b>	CHECK #	CHECK DATE	CHEC	CK AMOUNT
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