

Green Light-Go (GLG) Program Reimbursement Instructions for Grantees

December 23, 2024

Please be advised that the Pennsylvania Department of Transportation (PennDOT) has revised the grant reimbursement procedures for the Green Light-Go (GLG) Program.

These instructions pertain to agreements issued through the eGrants system (also known as Electronic Single Application for Assistance), beginning with agreements executed in 2021. For eGrants, the Grant Agreement number begins with “C92.” For other types of agreements prior to 2021, please contact us for instructions at GLG@pa.gov.

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 and Proof of Payment

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](#).

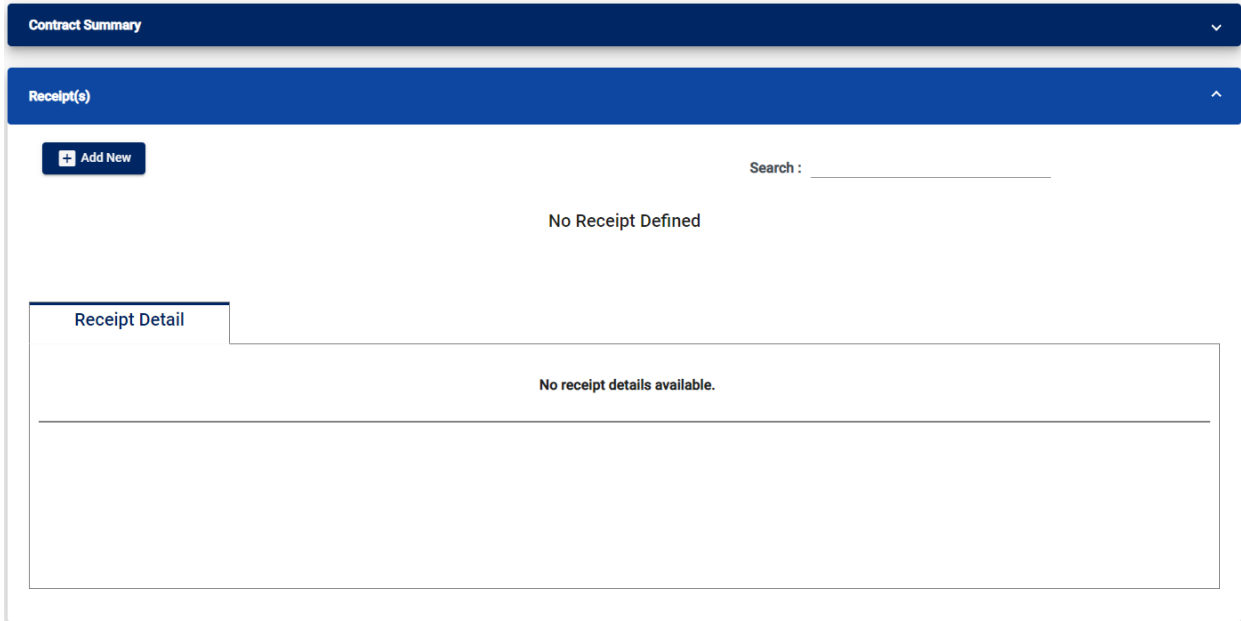
After logging in, click on “My Invoices/Receipts.” Then click on “Details” in the row of the table next to the grant for which you want to request reimbursement. A new window will pop-up to enter the reimbursement information. If the pop-up window does not appear, check to see if your browser blocked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

[My Applications](#)
[My Profile](#)
[My Requests](#)
[My Invoice/Receipts](#)
[Denied Invoice/Receipts](#)
[Upload Comments/Documents](#)
[Tracking](#)
[SSRS Reports](#)
[Reporting](#)

Invoice Applications

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
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 except for project costs being considered entirely as matching funds.
 - 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 as that billing period.
- 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.

Bank Partner : *

bn01

View Bank Partner

Vendor #:	
Name:	TOWNSHIP
Address:	
County:	Montgomery
Comment:	

Bank Partner Cd	Routing Nbr	Acct Nbr	Country
BN01		*****	US
GF		*****	US
MSP		*****	US

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

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

Receipt Detail

Created By : sgault@pa.gov

Service Start Date : * MM/DD/YYYY 01/01/2023
 Service End Date : * MM/DD/YYYY 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 Grantee (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)

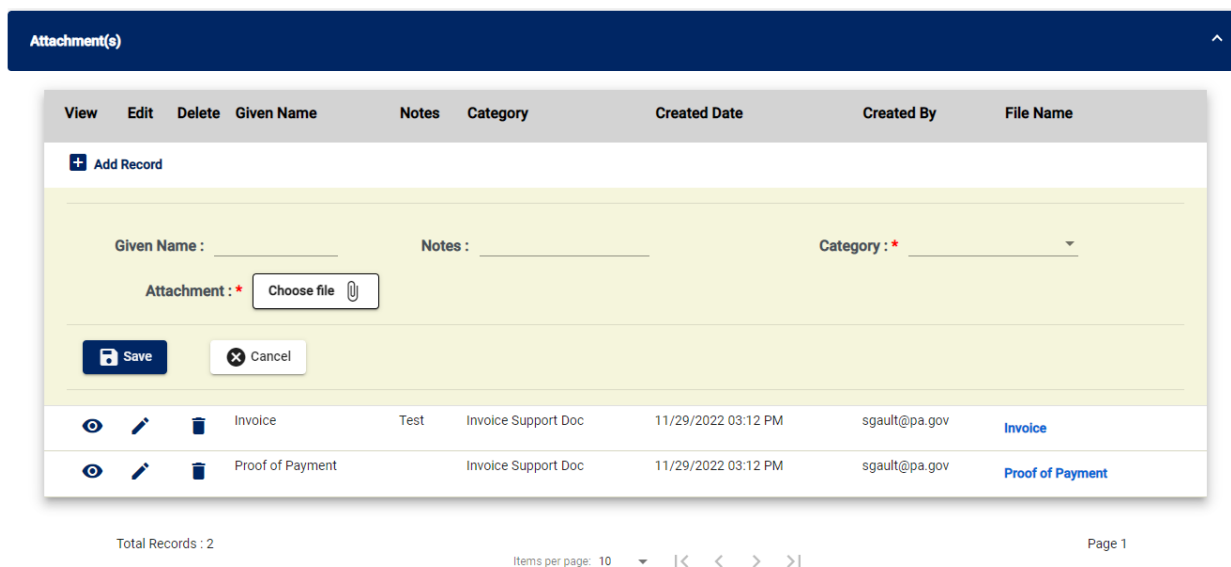
Vendor Details :

Action(s)	Vendor Name	Vendor Invoice #	Receipt Amount	Check #	Check Amt.
+ Add	Vendor Name : *	Vendor Invoice # : *	Receipt Amount : *		
	Invoice Date : * MM/DD/YYYY	Check # :	Check Amt. :		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
Grand Total			\$0.00	\$0.00	

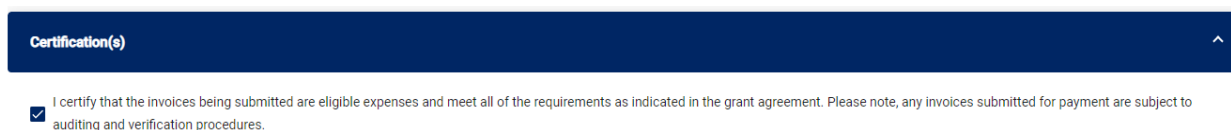
- Click the blue “Attachment(s)” banner to open the attachments section.

- Click “+ Add” 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.



- 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/receipt**, 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

By electronically submitting, the Grantee 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. A signature on this form isn't required since the certification was done in the eGrants system in the previous step.

3. Complete a Request for Reimbursement Form

Fill out the [Green Light-Go 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. The Excel form should be completed in its entirety by entering information from the contractor invoices and proof of payment in tabs 3-9, as applicable. Please reference your grant agreement to complete Tab 1 of the Excel form.

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 1-3 beginning on page 8 to see an example of how each tab should be filled out.

Additional Guidance for Step 3

- Proof of Payment:** Where possible, *please pay consultant and contractor invoices individually* and do not pay multiple, unrelated invoices under one check. Doing so makes verification of payment difficult and will delay the review of your Request for Reimbursement. If you do pay several consultant/contractor invoices together, please submit an Accounts Payable report to clearly delineate the invoice numbers and amounts included with the payment. In addition, please specify the respective invoice in the check memo line.
- Cost Share by Expense Category:** The Department does not require actual costs to match the cost share breakdown that was submitted with the grant application and as shown in the Reimbursement Agreement. For example, preliminary engineering costs may exceed the grant application estimate and construction costs may end up being less or more than the grant application estimate. *The Department will reimburse costs as they are submitted by the grantee based on the overall percentage cost split identified in Exhibit A of the Grant Reimbursement Agreement (typically 80% PennDOT, 20% local match). PennDOT's costs are capped at the grant award amount; All costs above that amount are the responsibility of the grantee.*
- Expense Category Descriptions:** Generally, Green Light-Go project costs are categorized in three primary categories. Do not split invoices across multiple categories in the Excel file; Enter the entire invoice amount in the category that is most applicable.
 - Preliminary Engineering: Design consultant invoices for preliminary design/engineering.

- Final Design: Design consultant invoices for preparation of construction plans and detailed specifications for construction work.
- Construction: Contractor invoices for construction/installation.

The additional categories provided may be used, if applicable to the project:

- Utilities: Utility relocation, replacement, make ready work, etc.
 - Right-of-Way: Right-of-Way acquisition only.
 - Miscellaneous Services: Newspaper advertisement of bids, etc.
 - In-Kind Labor: Grantee In-Kind Labor for the project. The hourly equivalent pay for labor should be adjusted by the fringe percentage. The hourly equivalent for grantee-owned equipment should be supported by documentation of how the rate was established (e.g. dividing the estimated service life of the equipment from total purchase and operations cost of the equipment, or an industry-norm hourly rate).
- **Cost Estimate:** Please be advised that PennDOT will compare each Request for Reimbursement with the cost estimate specified in your Grant/Reimbursement Agreement (Exhibit A). PennDOT has the discretion to investigate should actual costs vary significantly from the cost estimate provided.

4. Submit Request for Reimbursement Form

Please submit the completed Request for Reimbursement Form in Excel format via e-mail to GLG@pa.gov. PennDOT will use this form to track the project costs and match to the invoices submitted for reimbursement through eGrants. This form will also help you manage the project costs, including required matching funds.

5. 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>.

6. Project Inspection

By electronically submitting, the Grantee certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department.

By electronically submitting, the Grantee 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 Grantee, 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 Green-Light Go grant funding that was previously dispersed to the Grantee for ineligible project costs.

7. 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 five (5) years from the date of final payment of grant funds under the Grant/Reimbursement Agreement. The account and records must comply with generally accepted accounting practices.

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

GLG Reimbursement Form: Tab 1

Green Light-Go Grant Program
Grantee Request for Reimbursement Form
 Pennsylvania Department of Transportation

Location Code	78HWYSFTY
Payment Request #	#01
Date	3/1/2018
Final Request for Reimbursement?	No

Section 1: Project Information

1a. Grantee Name	Township ABC	1f. Project Name	Signal Improvement Project ABC
1b. Grantee SAP Vendor #	123456	1g. Grant Agreement #	2016GLG000
1c. County	Dauphin	1h. Grant Amount \$	\$ 100,000.00
1d. PennDOT District	District 8		
1e. Grant Agreement Expiration Date	11/1/2018		

Section 2: Request for Reimbursement Amount

Step 1: Please input the percentage of PennDOT's cost share and the percentage of your local cost share per your executed grant agreement (Exhibit A).
 Step 2: Please complete tabs 2-8, which will autofill the remaining tables in Section 2.

2a. Cost Share

PennDOT Share	80.00%
Grantee Local Share	20.00%

Costs Submitted for Reimbursement (Per Tabs 3-9)

	Costs			
Preliminary Engineering	\$	343.00		
Final Design Cost	\$	-		
Utilities Cost	\$	-		
Right-of-Way Costs	\$	-		
Construction Cost	\$	10,000.00		
Miscellaneous Services	\$	-		
Total Amount of Funds Expended	\$	10,343.00	\$	8,274.40
			\$	2,068.60

Section 3: Previous Costs Submitted for Reimbursement

Section 3 autofills from Tabs 2-8.

	Total Project Costs	PennDOT Share	3b. Grantee Local Share
Preliminary Engineering	\$ 20.00	\$ 16.00	\$ 4.00
Final Design Cost	\$ 30.00	\$ 24.00	\$ 6.00
Utilities Cost	\$ 60.00	\$ 48.00	\$ 12.00
Right-of-Way Costs	\$ 50.00	\$ 40.00	\$ 10.00
Construction Cost	\$ -	\$ -	\$ -
Miscellaneous Services	\$ 40.00	\$ 32.00	\$ 8.00
Expenditures in Prior Requests for Reimbursement	\$ 200.00	\$ 160.00	\$ 40.00

Remaining Grant Amount to Complete **\$ 91,565.60**

BY SIGNING BELOW, THE GRANTEE CERTIFES 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

1. Reimbursement Request	2. Construction Costs	3. Preliminary Eng. Costs	4. Final Design Costs	5. Miscellaneous Services	6. ROW Costs	7. Utility Costs	8. In-Kind Labor	Pick List
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Figure 2. GLG Request for Reimbursement Tab 2 Examples

GLG Reimbursement Form: Tab 2

Green Light-Go Grant Program
Grantee Request Project Reimbursement Tracking
 Pennsylvania Department of Transportation

Grantee Name:	Township ABC
Project Name:	Signal Improvement Project ABC
Project Name:	GLG-2017-0000-0000

RFR #	Reimbursement Amount		Local Match		RFR	Total Project
	(PennDOT Paid)	PennDOT %	Local Match	Local %	Project Cost	Cost to Date
1	\$ 4,000.00	80.00%	\$ 1,000.00	20.00%	\$ 5,000.00	\$ 5,000.00
2					\$ -	\$ 5,000.00
3					\$ -	\$ 5,000.00
4					\$ -	\$ 5,000.00
5					\$ -	\$ 5,000.00
6					\$ -	\$ 5,000.00
7					\$ -	\$ 5,000.00
8					\$ -	\$ 5,000.00
9					\$ -	\$ 5,000.00
10					\$ -	\$ 5,000.00
11					\$ -	\$ 5,000.00
12					\$ -	\$ 5,000.00
13					\$ -	\$ 5,000.00
14					\$ -	\$ 5,000.00
15					\$ -	\$ 5,000.00
16					\$ -	\$ 5,000.00
17					\$ -	\$ 5,000.00
18					\$ -	\$ 5,000.00
19					\$ -	\$ 5,000.00
20					\$ -	\$ 5,000.00
Total	\$ 4,000.00	80.00%	\$ 1,000.00	20.00%	\$ 5,000.00	

1. Reimbursement Request	2. Previous Reimbursements	3. Construction Costs	4. Pre
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Figure 3. GLG Request for Reimbursement Form – Tabs 3-8 Example

GLG Reimbursement Form: Tab 2

Green Light-Go Grant Program
Grantee Request for Reimbursement Form
 Pennsylvania Department of Transportation

Request for Reimbursement
 Payment Request # #03
 Payment Request Date 3/1/2018

Grantee Name: Township ABC
Project Name: Signal Improvement Project ABC

Section 4: 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	111222	1/1/2018	\$ 1,500.00	123546	1/15/2018	\$ 1,500.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Expenditures to Date per Last Request for Reimbursement **\$ 5,000.00** *Input the "Total Expenditure" amount here from your most recent request for reimbursement*
 Expenditures for this Request for Reimbursement **\$ 1,500.00**
Total Expenditures **\$ 6,500.00**

- 1. Reimbursement Request
- 2. Construction Costs**
- 3. Preliminary Eng. Costs
- 4. Final Design Costs
- 5. Miscellaneous Services
- 6. ROW Costs
- 7. Utility Costs
- 8. In-Kind Labor
- Pick List