

Green Light – Go

Pennsylvania’s Municipal Signal Partnership Grant Program

Local Grant Process Overview: November 21, 2024

Note: This document does not apply to PennDOT Element Projects.



Pennsylvania
Department of Transportation

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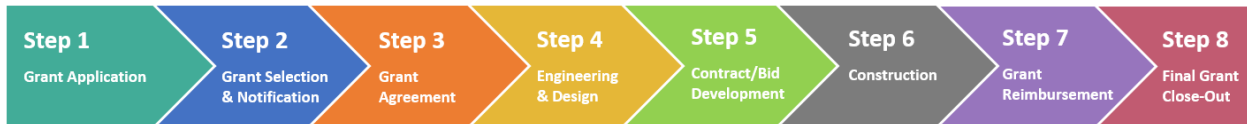
Green Light – Go Grant Program Local Grant Process Overview

Summary

Step 1 Grant Application	Step 2 Grant Selection & Notification	Step 3 Grant Agreement	Step 4 Engineering & Design	Step 5 Contract/Bid Development	Step 6 Construction	Step 7 Grant Reimbursement	Step 8 Final Grant Close-Out
<p>Develop conceptual project and solicit PennDOT input via Scoping Form.</p> <p>Prepare and submit GLG Application to PennDOT.</p> <p>Follow Program Guidelines.</p> <p>Refer to Frequently Asked Questions.</p>	<p>Grant selections are announced via press release.</p> <p>PennDOT then sends a letter to all applicants indicating the selection result, regardless of grant award or not.</p> <p>Award notification letters give info on how to accept or decline offer.</p>	<p>Electronically sign the grant agreement.</p> <p>After receiving signed agreement, PennDOT executes the agreement and notifies municipality.</p>	<p>Coordinate with District Traffic Unit to determine level of design effort needed.</p> <p>Perform or contract engineering and design, as needed.</p> <p>Follow grant agreement's consultant selection requirements, as needed.</p> <p>Ultimately, prepare and submit updated traffic signal plans and/or all relevant permits.</p> <p>District Traffic Unit needs to approve all updated traffic signal permits.</p>	<p>Identify local bidding requirements per municipal code:</p> <p>Follow municipal code requirements for advertisement of bids.</p> <p>While not required, consider using prequalified PennDOT contractors.</p> <p>Use PennDOT Bulletin 15 approved products, regardless of right-of-way ownership.</p> <p>Specify construction completion date so that the project is finished within the timeframe of the grant agreement.</p>	<p>Collect documentation of project invoices from contractor.</p> <p>Collect documentation of proof of payment to contractor.</p>	<p>Submit requests for reimbursement to PennDOT.</p> <p>Follow Reimbursement Instructions.</p> <p>Use Grantee Request for Reimbursement Form.</p> <p>Submit requests as soon as costs are incurred, no more than once per month.</p> <p>PennDOT performs final inspection of project and project records before payment of final reimbursement.</p>	<p>Final reimbursement closes-out the grant agreement.</p> <p>Maintain full and complete records for five years from final payment, following the requirements in the grant agreement.</p>

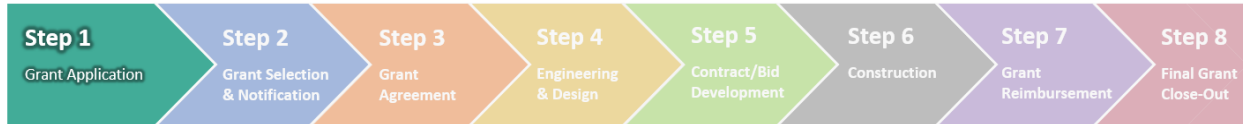
Introduction

This Local Grant Process Overview gives high-level instructions to municipalities who are applying for and/or currently participating in Green Light-Go (GLG), Pennsylvania’s Municipal Signal Partnership Grant Program. GLG is administered by the Pennsylvania Department of Transportation’s (PennDOT’s) Bureau of Maintenance and Operations (BOMO). This process overview is specific to Local Grants, as the process for PennDOT Element Projects varies. The Local Grant Process Overview defines the progressive steps and processes that a municipality will need to execute during the lifecycle of a GLG grant: from the initial grant application to the final grant close-out procedure. The eight (8) steps of the Local Grant Process are summarized below:



For more information on the program, please review the GLG portion of the Department’s Traffic Signal Portal website:

<https://docs.penndot.pa.gov/Public/Bureaus/BOO/TSPortal/FUNDGLG.html>



STEP 1: Grant Application

Grant funding through GLG may be utilized for a range of operational improvements to existing traffic control signals located in Pennsylvania. The types of eligible projects are listed in the **GLG Program Guidelines** posted on the BOMO GLG website:

https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/GLG_INFO.pdf

Prior to application submission, applicants are required to complete a project scoping form, which is an Appendix to the GLG Program Guidelines and available from the following link:

https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/GLG_Scoping_Form.pdf

The purpose of the scoping form is to ensure that the project scope is consistent with the program goals and requirements, and will allow PennDOT to assist applicants with refining the scope to ensure a successful project (e.g., equipment of compatibility, appropriateness of project for the location, etc.).

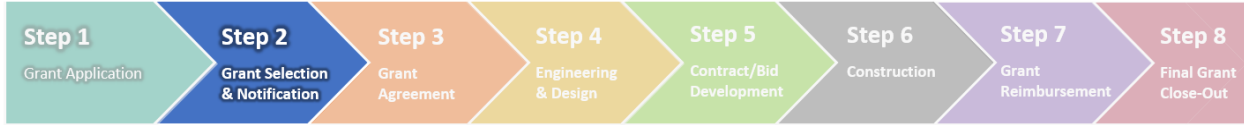
After completing the scoping process, the full application is to be submitted electronically through the Electronic Signal Application for Assistant (ESA) system. The application form should be completed following the **GLG Program Guidelines**. The electronic application form through ESA is available at:

<https://grants.pa.gov/Login.aspx>

In addition to the GLG Program Guidelines, the Department maintains the answers to a list of **Frequently Asked Questions** (FAQs), which is posted on the GLG website at:

https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/GLG_FAQ.pdf

The typical GLG grant **application timeframe is during the month of February of each year** but may vary from year to year. The exact dates in which applications will be accepted between are typically announced in the Pennsylvania Bulletin and on the Traffic Signal Portal in late summer or early Fall. Interested parties are encouraged to subscribe to the Traffic Signal Portal to receive an email notification when the application period is announced.



STEP 2: Grant Selection & Notification

The Department will review the grant applications and select the applications that will be awarded the grant(s), based on the **GLG grant selection process and criteria**, which are described in the GLG Program Guidelines, found on the GLG website:

https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/GLG_INFO.pdf

Once the Department has finalized the grant selections, the **Governor’s Office will announce the grant selections through a formal press release**. Following the press release, the Department will, via e-mail, notify each applicant who has submitted a completed application regardless of whether the application was selected or not.

The **award letter** issued to an applicant will describe specific award terms, conditions, and matching fund requirements. The letter will be sent by email through the ESA system as a Commonwealth e-Signature Request (example email shown below). The letter will contain **instructions on how to accept or decline the offer** (see Appendix I – Sample Award Letter for a sample award letter).

Fri 6/7/2020 11:44 AM
 D DOT-esignature@dced.gov
 A new signature request for your approval
 To ● Gault, Steve

Commonwealth e-signature Request	
A NEW SIGNATURE REQUEST FOR YOUR APPROVAL!	
Agency	DOT - Department of Transportation
ApplicationID	202008048146
Project Name	Borough of Avalon Traffic Signal Upgrade
Program Name	ARLE Funding Program
Grantee Approval Request	A new signature request "DOT - ESA:202008048146 Letter Approval Request" has been submitted for your review, please use the link provided. Click here to review and sign this request
First Name:	Tom
Last Name:	Lloyd
Title:	Mayor
Email:	sgault@pa.gov
Request will expire on:	10/6/2020 11:43:54 AM
<small>This is an official request from the Center of Excellence of the commonwealth e-signature portal. If you have are questioning if this email is a spam, please login directly at our portal home page. https://apps.uat.dced.pa.gov/esignature/</small>	

When opening the link in the eSignature email, the award letter will be available to download under the “Documents for Approval” section.



STEP 3: Grant Agreement

After accepting the award in STEP 2: Grant Selection & Notification, the **grant agreement** will be sent electronically through the ESA system as a Commonwealth Signature Request. The eSignature request will be sent to the authorized official(s) identified in the grant application.

A. Electronically Sign Grant Agreement

The authorized official will receive an email with a link to the eSignature portal to sign the document. The authorized official will use the Keystone Login to access the eSignature portal. The grant agreement will be available to download in the “Documents for Approval” section. The authorized official should review the grant agreement including all terms and conditions. After reviewing the agreement, click the “Sign” button in the eSignature portal.

The eSignature portal can also be accessed directly at <https://apps.grants.pa.gov/esignature/Account/Login>

eSignature Dashboard Hello sgault@pa.gov! Log off

Department of Transportation
ESA

Please review the following documents which have been submitted for your approval.

Request Information:

Description:	DOT - ESA:202008048146 Grantee Approval Request	Project Name:	Borough of Avalon Traffic Signal Upgrade
Program Name:	ARLE Funding Program	Status:	New
Expiration Date:	10/6/2020	This document must be signed by the expiration date indicated to be valid.	
Signatures recorded:	No signatures recorded on this request yet.		

Signer Information:

To Sign on behalf of this person, please check this box, and enter your information below:

First Name:	Tom
Last Name:	Lloyd
Title:	Mayor
Email Address:	sgault@pa.gov

Please select one of the options below and provide comments:

Comments:

Legal Disclaimer

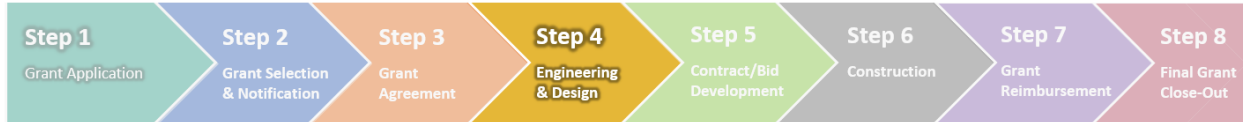
*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

B. Commonwealth Grant Execution Process

After receiving the electronically-signed agreement, the Department will execute the grant agreement. The Department may require corrections to the grant agreement during the review process and will coordinate with the grantee as needed.

Once the grant agreement execution process is complete, the municipality will receive an email notification along with an electronic copy of the fully executed agreement.

Receipt of the fully executed agreement by the grantee is considered Notice to Proceed with the project. **No reimbursable costs may be incurred prior to full execution of the grant agreement.**



STEP 4: Engineering & Design

Once the grant agreement has been signed and formally executed, the municipality can proceed into the engineering and design phase of the project, as needed, based on the scope of the project. If there is no engineering or design component needed, the municipality can proceed to STEP 5: Contract/Bid Development. Examples of work that would not require engineering include LED upgrades, uninterruptible power supply installation, and other types of equipment replacement that does not require an update to the previously-approved traffic signal permit.

If engineering is needed, the municipality can **perform or contract the engineering and design work**, as needed. Grantees must comply with conflict of interest provisions in PennDOT Publication 93, Policy and Procedures for Administration of Consultant Agreements, Section 1.5, which states: “7. A consultant that is involved with a grant application or preparing a Request for Proposal (RFP) for a particular project is not eligible for perform preliminary engineering or final design on that project.” For the purposes of GLG, preparation of technical supporting documents such as an engineering cost estimate is not considered involvement with the application and does not constitute a conflict of interest. Completing the narrative section of the grant application would be considered involvement and be a conflict of interest.

- Year 1, 2, and 3 Local Grant projects should select engineering consultants in accordance with applicable municipal procurement laws consistent with PennDOT’s [Policies and Procedures for the Administration of the County Liquid Fuels Tax Act of 1931 and Act 44 of 2007 and the Liquid Fuels Tax Act 655 dated 1956 and as amended, Publication 9](#).
- Beginning with Year 4 Local Grant projects, the municipality must follow the consultant selection requirements identified in the project’s grant agreement, which will be one of the following:
 - [Publication 9](#) (as described above).
 - [Publication 740](#) (Local Project Delivery Manual), which requires a qualifications-based selection (i.e. cost cannot be considered during selection). One of the three procedures described in Section 3.5 of Publication 740 shall be used for selection of an engineering consultant:
 1. *Designated Municipal Engineer*. If a municipal engineer is used, the selection of the municipal engineer must have been in accordance with the procedures identified in Publication 740.
 2. *Consultant Selection Procurement*. The advertisement requirements for consultant selection will vary depending on whether or not the design cost exceeds \$150,000.
 3. *PennDOT Open-End Contract*. A municipality may utilize one of PennDOT’s Open-End Contracts that have been advertised and selected specifically to assist with local projects.
 - PennDOT Design – For these projects, PennDOT employees or consultants will complete the final design, specifications, and estimates for the project and will provide the municipality with these documents to bid and award contracts for construction.

During this step, the municipality will need to **coordinate with the appropriate PennDOT District Traffic Unit** (see Appendix III – PennDOT GLG Contacts for a list of the District GLG contacts) to determine the level of design effort needed for the project. All technical designs should follow the appropriate federal, state, and local design guidelines and requirements, as determined by the District Traffic Unit.

The actions during this step culminate in the **preparation and submission of:**

- the updated traffic signal permit plan(s),
- the TE-160 Form(s) (Application for Traffic Signal Approval),
- and all other relevant permits (Highway Occupancy Permits, environmental clearances, etc.)

The above items must be **submitted to the District Traffic Unit and/or all relevant agencies**. *(Please note that municipalities are not required to obtain PennDOT environmental clearance)*. All permits, including the traffic signal permits, should follow the appropriate agency's technical design and presentation standards.

The District Traffic Unit will then review the updated traffic signal plan(s) and permit(s) and approve the permit revision or return the submission to the municipality with comments for correction. The municipality will address any comments and resubmit to the District Traffic Unit. This process will repeat until there are no further comments from the District Traffic Unit. **The District Traffic Unit must approve the updated traffic signal permit(s) before the municipality can proceed to STEP 5: Contract/Bid Development.**



STEP 5: Contract/Bid Development

The municipality must identify **the appropriate bidding requirements per their municipal code**. The dollar amount triggers for public bids, telephonic bids, and separate bids are generally subject to an annual adjustment which is published in an annual notice in the *Pennsylvania Bulletin* by the Department of Labor and Industry. The bid thresholds can be obtained from the following link:

https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/BID_Threshold.pdf.

When telephonic bids are required, the municipal codes generally require soliciting at least three quotes. When public bidding is required with newspaper advertisement, there is not a minimum number of bidders required. Grantees are encouraged to provide bid documents directly to qualified contractors in addition to the newspaper advertising requirements. The municipal codes should be reviewed for situations where no bids are received.

If bidding is required, the municipality should prepare the Plan, Specification, and Estimate (PS&E) bid documents, as necessary.

GLG projects must follow the Pennsylvania Department of Transportation Publication 408 Specifications. It is recommended that municipalities utilize the Department resources regarding special provisions and item price histories.

The use of the Department contractor prequalification is not required; however, the municipality may consider using this approach in their bid documents. Alternative requirements, such as IMSA certification or Department certification in specific work class codes (instead of prime contractor certification), could also be considered.

Whether or not bidding is required, the municipality must follow the current statewide prevailing wage requirements and construction material procurement requirements in the development of their contracts or in the execution of their work, as defined in the GLG Terms and Conditions (excerpts shown below).

d) Steel products used in a project funded by an award issued under this chapter must comply with the Steel Products Procurement Act (73 P. S. §§ 1881—1887).

Projects funded by awards under this chapter are subject to prevailing wage requirements as required under the Pennsylvania Prevailing Wage Act (43 P. S. §§ 165.1—165.17).

Furthermore, the municipality must also use the Department Bulletin 15 (Publication 35 Qualified Products List for Construction) approved products, regardless of right-of-way ownership.

Any contracts must also **specify the construction completion date**, to ensure that the project is completed within the timeframe defined in the grant agreement.

Finally, if the grant agreement or project scope needs to be amended for any reason, the municipality should contact their local District Traffic Unit.



STEP 6: Construction

In accordance with the GLG Terms and Conditions, the following construction records should be retained throughout the construction period:

- Monthly status updates
- Vendor and/or contractor invoices
- Proof of payment to vendor or contractor
- Applicable purchase orders
- Plans
- Inspection Reports
- Final inspection report showing acceptance for the project
- Records of disposition or correction of unsatisfactory work

Furthermore, the **Department has the right to perform inspections** during the construction phase (see excerpt below from the GLG Terms and Conditions).

Inspection.

(a) The Department or an agency of the Commonwealth, or both, or a person designated or authorized by the Department has the absolute right to inspect the project sites, proposed project sites, records and construction materials regarding a project funded by an award issued under this chapter.

(b) An inspection ordered by the Department or conducted under this chapter may include the following:

- (1) The reproduction and examination of records.
- (2) The taking of samples applicable to evaluation or project quality control.
- (3) The assessment of any factor relevant to the project, application or contract terms related to the award process.

(c) An award recipient's denial of access to records, failure to produce records or obstruction of an inspection may result in the withdrawal of the award and disqualification from future consideration for awards issued under this chapter.



STEP 7: Grant Reimbursement

GLG is a reimbursement-based program. The municipality will therefore be required to pay for costs (or pay vendor/contractors) directly and then submit request(s) for reimbursement to the Department, in accordance with the grant agreement.

Requests for reimbursement can be **submitted as soon as costs are incurred**, including during STEP 4: Engineering & Design, STEP 5: Contract/Bid Development, and STEP 6: Construction. Requests for reimbursement should be submitted **no more than once per month**.

Following the completion of the project construction, the municipality will submit their final request for reimbursement (explicitly noting on the GLG Reimbursement Request Form that it is their final request). The District Traffic Unit will then coordinate with the municipality to arrange a **final inspection of the project**. After the final inspection is complete and the project has been fully approved by the Department, the final reimbursement will then be paid to the municipality.

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.

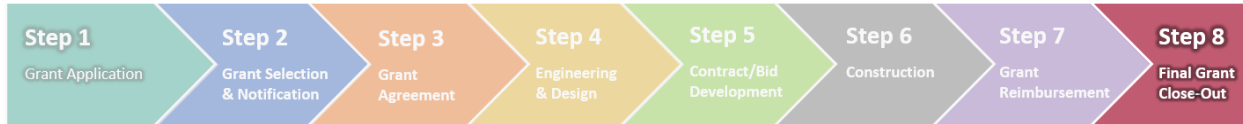
The municipality should **follow the GLG Reimbursement Instructions** to submit reimbursement requests using the GLG Reimbursement Request Form, which are both posted on the GLG website:

GLG Reimbursement Instructions:

<https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/GLG%20Grant%20Reimbursement%20Instructions.pdf>

GLG Reimbursement Request Form:

https://docs.penndot.pa.gov/Public/Bureaus/BOO/GLG/GLG%20Reimbursement%20Request%20Form_Locked.xlsx



STEP 8: Final Grant Close-Out

The Department’s payment of the final reimbursement to the municipality formally closes-out the grant agreement unless other close-out requirements are defined in the grant agreement.

The municipality must **maintain full and complete project records for five (5) years** after the final reimbursement payment, according to the GLG Terms and Conditions.

Appendix I – Sample Award Letter

[Letterhead]

[Date]

[Applicant Representative Name]
[Municipal Applicant Name]
[Address Line 1]
[Address Line 2]

Dear Grantee:

On behalf of the Pennsylvania Department of Transportation, I am pleased to inform you that your application for Pennsylvania's [Year] Green Light-Go Program was approved. [Project Name] will be awarded [\$0,000].

GRANT AGREEMENT

Prior to beginning work on the project, the Grant Agreement must be electronically signed by the appropriate municipal official(s) and the agreement signed by commonwealth officials. To begin the signature process, please review the detailed instructions on the Traffic Signal Portal: (<https://www.penndot.pa.gov/signals>).

- **Accept Grant Offer:** The first time you enter the eSignature portal, this Award Letter is listed in the Documents for Approval section. Click "Sign" to accept the grant offer.
- **Sign Green Light-Go Grant/Reimbursement Agreement:** After accepting the award, PennDOT will prepare the Grant/Reimbursement Agreement. The Authorized Official(s) you identified in the grant application will receive a Commonwealth e-Signature request via email. When an Authorized Official logs into the eSignature portal, the Grant/Reimbursement Agreement will appear as "ContractDocument.pdf" in the Documents for Approval section. Click "Sign" to electronically sign the agreement.
- **Commonwealth Approval:** After the Grantee's Authorized Official signs the agreement, the agreement is routed for Commonwealth signatures, which typically takes 45-60 days.

TERMS AND CONDITIONS

Your application has been approved as a Local Grant ([Project Type]) project, which has the following requirements:

- **Project Commencement:** The Project may not begin until the Grantee receives a fully executed Grant Agreement. Any costs incurred prior to the date of full execution will not be eligible for reimbursement.
- **Project Completion:** To ensure all grant reimbursements are processed prior to grant funds lapsing on June 30, [year], the Grant Agreement contains the following deadlines:

- **Completion of Construction:** May 15, [year]
- **Submission of Final Invoice to PennDOT:** May 31, [year]
- **Expiration Date:** June 30, [year]
- **Locally Administered:** The Project must be locally managed by the Grantee and it is their responsibility to administer all aspects of project completion.
- **Preliminary Engineering/Final Design:** [Terms specific to the grant type]
- **Reimbursement:** Green Light-Go is a reimbursement grant program. Instructions for submitting Requests for Reimbursement are available on the Green Light-Go Portal (<https://www.penndot.pa.gov/signals>).

A fully executed copy of the agreement with signatures of all necessary Commonwealth officials will be your authorization to begin work. We are looking forward to seeing your project implemented so that safety and/or mobility benefits may be seen.

Thank you for your interest in the Green Light-Go Funding program. Should you have any questions, please contact [Name], TSMO Arterials and Planning Section, at [000-000-000] or via e-mail at [email address].

Sincerely,

[Name], Chief
Highway Safety and Traffic Operations Division

Application: GLG-[Year]-[00000]-[0000]
Project ID: [Year]-[00000]-[00]

Appendix II – Sample Acceptance Letter

Letterhead

Date

[Name]
Chief, TSMO Arterials and Planning Section
Bureau of Maintenance and Operations, Transportation Operations Division
Pennsylvania Department of Transportation
400 North Street
Harrisburg, PA 17120-0064

Re: [Project Title]
Funding Commitment Letter

Dear [Name],

On behalf of the [Applicant], I am submitting this letter as demonstration of [Applicant]’s commitment to provide match funding for [Project Title]. We are requesting [\$0,000] in Green Light – Go Program funding, and have a secured match in the amount of [\$0,000].

[Short paragraph with the project description and project cost].

At this time, [Applicant] has programmed a total of [\$0,000] in [Funding Source 1] and [Funding Source 2] (*if applicable*) for the project. These matching funds are [100%] secured and committed to the project [if not secured, discuss when/how the funds will be committed]. This represents a match of [00%], and the funding will be applied towards [discuss what project elements will be paid for with matching funds].

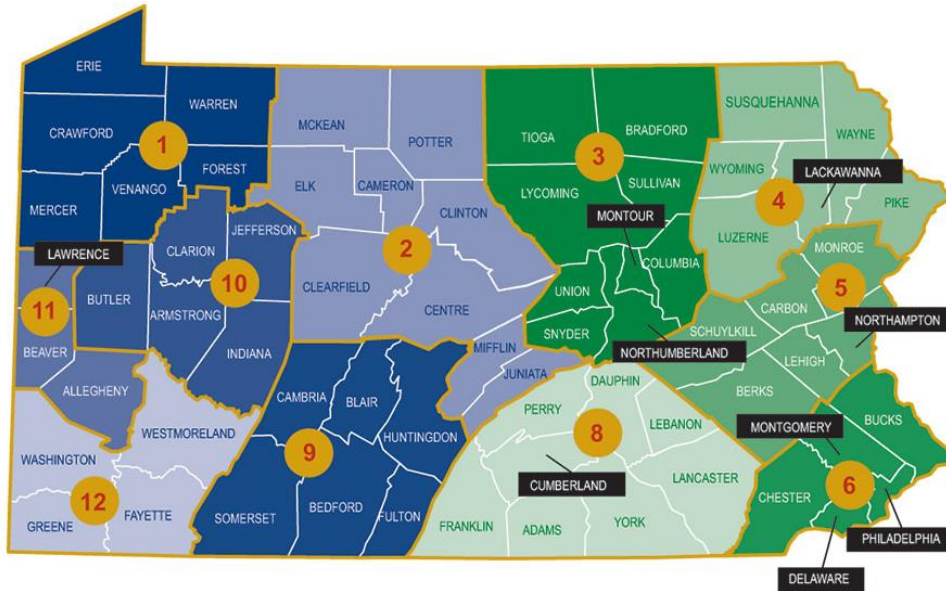
Please accept the enclosed [type] of documents as proof that the [\$0,000] in match funding is secured and committed for the project at this time. In addition, please accept this letter as demonstration of [Applicant]’s commitment to the project and providing the matching funds as outlined above.

If you have any questions regarding [Applicant]’s funding commitment in the amount of [\$0,000], I welcome you or your staff to contact me directly to discuss the project and funding sources.

Sincerely,

[Name]

Appendix III – PennDOT GLG Contacts



<p><u>Bureau of Maintenance and Operations</u> General information on Green Light-Go Program Resource account: GLG@pa.gov Geoffrey Boblick (717) 775-8919 Mallory Taramelli-Dickinson (717) 772-4451 Steve Gault (717) 787-6988 Mike Centi (717) 787-5313</p>		
<p><u>District 1</u> Edward Orzechowski (814) 678-7179 eorzechowsk@pa.gov</p>	<p><u>District 6</u> Kevin Lewis (Traffic Signal Section Manager) (610) 205-6689 kevlewis@pa.gov</p>	<p><u>District 8</u> Cory Poff (717) 772-5104 cpoff@pa.gov</p>
<p><u>District 2</u> Jonathan Tate (814) 765-0501 jtate@pa.gov</p>	<p>Margo Wolfgang (Traffic Signals Supervisor – Chester and Delaware Counties) (610) 205-6843 mawolfgang@pa.gov</p>	<p><u>District 9</u> Kevin Snyder (814) 696-7248 KEVISNYDER@pa.gov</p>
<p><u>District 3</u> Joseph Lyons (570) 368-4250 joselyons@pa.gov</p>	<p>Michael Smith (Traffic Signal Supervisor – Montgomery County) (610) 205-6575 mijmsmit@pa.gov</p>	<p><u>District 10</u> Daniel Tyger (724) 357-3063 dtyger@pa.gov</p>
<p><u>District 4</u> Thomas Pichiarella (570) 963-3187 tpichiarel@pa.gov</p>	<p>Patrick McCourt (Traffic Signals Supervisor – Bucks County and Philadelphia) (610) 205-6562 pmccourt@pa.gov</p>	<p><u>District 11</u> Mark Pemu (412) 429-4969 mpemu@pa.gov</p>
<p><u>District 5</u> Chris Surovy (610) 871-4478 CSUROVY@pa.gov</p>		<p><u>District 12</u> Emily Zarichnak (724) 415-1045 emzarichna@pa.gov</p>