

DATE: May 20, 2013

SUBJECT: 2012 Automated Red Light Enforcement (ARLE) Funding Program

TO: District Executives

FROM: Charles C. Goodhart, Director
Bureau of Maintenance and Operations
Stephen J. Grimme /s/ for Charles C. Goodhart

This Strike-off Letter (SOL) will replace SOL#470-11-10 issued on September 29, 2011 concerning PennDOT's ARLE Funding Program. The program is resource increasing.

Planning and Programming

- The program is 100% state funded (Appropriation 244) utilizing a separate restricted motor license account. Only approved ARLE Funding Program Projects should be contained within Appropriation 244.
- For expenditure tracking purposes, Districts must create separate MPMS numbers for each project. As projects are completed, the encumbrance should be modified to equal the actual project cost. Excess funds will be returned to the Program. These projects should be closed through SAP (WBS element) in the same manner as any other 100% state funded project.
- The WBS element should be established as follows: **P-BAAAFYpRLE-XXXX-003**
 - **"P"** – indicates WBS was created in MPMS. This character will not be entered in MPMS; it is added in the interface with SAP.
 - **"B"** – indicates bidding procedure:
 - 1 – Liquid Fuels Procedures
 - 2 – Local Bidding Procedures
 - 3 – ECMS Bidding Procedures
 - 4 – Other
 - **"AAAA"** – State route or municipal identifier; use leading zeroes if identifier is less than 4 characters.
 - **"FY"** – State Fiscal Year (12) in which the grant was awarded. The FY will take the last character of the SR field in a WBS element and spill over into the single digit of the sub-project number.
 - **"p"** – phase code per normal, accepted PennDOT WBS conventions:
 - 3 – PE
 - 4 – final design
 - 7 – construction
 - 8 – maintenance
 - 9 – miscellaneous
 - **"RLE"** – Denotes an (automated) red light enforcement District project identification. "RLE" will encompass the section fields of the WBS.
 - **"XXXX"** – Indicates county organization number.
 - **"003"** – Is the program code for the 2012 ARLE Funding Program. Program code 003 is associated with approp 60244.

494-13-07

May 20, 2013

Page 2

- For non-sign or equipment-purchasing projects greater than \$100,000, the Program Center will work with District Planning staff and Metropolitan/Rural Planning Organizations (MPOs/RPOs) to have project(s) included on the Transportation Improvement Program (TIP).
- The use of dotGrants will not be permitted at this time.

Funding Coding

- As previously indicated, appropriation 244 (specifically 60244) is a restricted revenue account that was established to hold the automated red light enforcement fines remitted. The law states that PennDOT is required to use this money for a “Transportation Enhancement Program.” Funding applications are received and reviewed each year by an ARLE Selection Committee appointed by the Secretary and Mayor of Philadelphia. WBS elements will be set up using the District org and the appropriate coding information below:

Account Coding	2012 ARLE Statewide Funding Program
[Cost Center	County org code
Fund Center	6024400003
GL (State)	6600400
GL (Federal)	6600300
WBS	Created by District

Program Management

- The District Executive shall make the determination of which staff should manage the projects. A recommendation is as follows:
 - Municipal Services – small projects, including sign and signal equipment installation and work that the municipality can construct themselves
 - Traffic – traffic signal projects on state routes
 - Design – larger intersection improvement projects on state routes.
- All Project Managers should review the ARLE Policy, Chapter 4 (District Project Management) located at: [P:\penndot_shared\Automated Red Light Enforcement \(ARLE\) Funding Program\ARLE Funding Program Policy.pdf](P:\penndot_shared\Automated Red Light Enforcement (ARLE) Funding Program\ARLE Funding Program Policy.pdf). In addition to the materials contained within that publication, all appropriate project managers should populate the ARLE Funding project management spreadsheet ([P:\penndot_shared\Automated Red Light Enforcement \(ARLE\) Funding Program\ARLE Project Managers.xls](P:\penndot_shared\Automated Red Light Enforcement (ARLE) Funding Program\ARLE Project Managers.xls)). The field definitions are as follows:
 - MPMS# – number used as identifier in ECMS.
 - District Project Manager – assigned by District Executive.
 - Procurement Method – type of procurement procedure (Liquid Fuels Procedures, etc.).
 - Correspondence with Municipality – note via letter, e-mail or phone call.
 - Reimbursement Agreement status – in process, out for review, completed, etc.
 - Reimbursement Agreement Execution Date – provide the executed reimbursement agreement date; leave blank until executed.
 - ARLE Funding Reimbursement Agreement Amount – amount on the reimbursement agreement.
 - Amount Reimbursed to Date – the amount currently reimbursed to the municipality.
 - % Complete – current level of project completion.
 - Other Information – scope modifications, unique circumstances, etc.
- The reimbursement agreement time of completion shall not exceed three years from execution unless prior approval is provided by the Bureau of Maintenance and Operations (BOMO) Director.

494-13-07

May 20, 2013

Page 3

- For liquid fuels-like projects that municipal services staff can manage, and for ease of project delivery, follow Appendix D, Chapter 449 of Publication 9.
- Unlike the liquid fuels program, invoices must be sent to the Comptroller's Office for local reimbursement: P.O. Box 69183, Harrisburg, PA 17106-9183.
- It is the District's discretion whether or not to bid larger, more complex projects through ECMS, or to allow local bids.
- Approved ARLE projects consist of all phases (design, right-of-way, utilities and construction inspection).
- Should the District and local government/MPO not be able to deliver the project due to an underestimate by the sponsor, you as the District Executive have the authority to change the scope of work in cooperation with the project sponsor. No extra funds will be available for cost overruns. The BOMO Director must be notified of any project scope modifications.
- Proprietary item approval requests shall be submitted to the appropriate Central Office Bureau Director.
- The appropriate ADA policies must be incorporated into all projects. All applicants have been notified that all Department policies and procedures need to be followed.
- The reimbursement agreement is the municipality's permit; an additional HOP is not needed for work along state routes.

ARLE Reimbursement Agreement

- Standard ARLE reimbursement agreement and resolution templates are located at: [P:\penndot_shared\Automated Red Light Enforcement \(ARLE\) Funding Program\ARLE Reimbursement Agreement](P:\penndot_shared\Automated Red Light Enforcement (ARLE) Funding Program\ARLE Reimbursement Agreement).

Inspection

- Municipalities can inspect their own work for projects on 100% local roadways.
- For work on state highways, PennDOT shall charge the sponsor for its inspection costs. Personnel assigned inspection duties should charge on their timesheet the WBS established for inspection costs for the project. (PennDOT project administration costs are not reimbursable, including design project management.)

Additional ARLE program guidance has been included within the following link:
([P:\penndot_shared\Automated Red Light Enforcement \(ARLE\) Funding Program\ARLE Funding Program Policy.pdf](P:\penndot_shared\Automated Red Light Enforcement (ARLE) Funding Program\ARLE Funding Program Policy.pdf)).

Expenditures will be reviewed during future District Executive meetings. Should you have any questions, please contact Stephen Grimme, P.E., Chief of the Highway Safety and Traffic Operations Division at (717)-783-9775.

494-13-07

May 20, 2013

Page 4

4940/DPF/hmq

cc: Assistant District Executives – Maintenance
Assistant District Executives – Design
Assistant District Executives – Services
District Planning and Programming Manager
Charles C. Goodhart, Director, BOMO
Larry Shifflet, Director, Center of Program Program Development and Management
Thomas Colaizzi, Chief, Highways Division, Bureau of Fiscal Management
Stephen Grimme, P.E., Chief, Highway Safety and Traffic Operations Division, BOMO
Douglas Tomlinson, P.E., Chief, Traffic Operations Section, BOMO
Daniel Farley, Manager, Traffic Signal and Operational Unit, BOMO
Matthew Depaoli, Senior Civil Engineer, BOMO

INACTIVE