

DATE: January 17, 2020

SUBJECT: Automated Red Light Enforcement (ARLE) Funding Program

TO: District Executives

FROM: T Jay Cunningham, P.E., Acting Director *for Gavin Gray /s/*
 Bureau of Maintenance and Operations

This Strike-off Letter (SOL) will replace SOL #494-13-07 issued on May 20, 2013 concerning PennDOT's ARLE Funding Program. The guidance contained in this letter pertains to projects awarded in Fiscal Year 2019 and subsequent fiscal years. 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, Highway Safety and Traffic Operations (HSTO) will 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
 - 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-CCMMMFYpRLE-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.
 - **“CC”** – indicates the two digit PennDOT County Code (01-67) with leading zero
 - **“MMM”** – indicates the three digit PennDOT municipality code (101-599).
 - 1xx – First Class Townships
 - 2xx – Second Class Townships
 - 3xx – Cities
 - 4xx – Boroughs
 - 5xx – Towns
 - **“Y”** – State Fiscal Year in which the grant was awarded. The FY will take the single digit of the sub-project number:

FY	2019	2020	2021	2022	2023	2024	2025	2026
Code	Z	0	1	2	3	4	5	6
 - **“p”** – phase code – combine all phases from the application and put the entire grant award with phase code “9” for miscellaneous:
 - **“RLE”** – Denotes an (automated) red light enforcement District project identification.
 - “RLE” will encompass the section fields of the WBS.
 - If a municipality has multiple awarded ARLE grants in the same fiscal year, use RL1, RL2, etc. for additional grants.
 - **“XXXX”** – Indicates county organization number.
 - **“003”** – Is the program code for the ARLE Funding Program
 - Program code 003 is associated with appropriation 60244

- 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).
- At this time, dotGrants is only used for the application submissions. The Department is considering expanding the use of dotGrants for ARLE reimbursement agreements and invoice reimbursement.

Funding Coding

- As previously indicated, appropriation 244 (specifically 60244) is a restricted revenue account that was established to hold the ARLE remitted fines.
 - 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	ARLE Funding Program
Cost Center	County org code
Fund Center	6024400003
GL (State)	6600400
GL (Federal)	6600300
WBS	Created by HSTO

Program Management

- The Bureau of Maintenance and Operations HSTO Division will manage the ARLE program, including:
 - Project reimbursement agreements
 - Fiscal encumbrances
 - Reimbursements from Central Office.
- Project design will be facilitated through the appropriate District. The District Executive shall make the determination of which staff should serve as a municipal liaison for 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
 - Design – larger intersection improvement projects on state routes
- HSTO will maintain a master project tracking system which will be available to District staff to view and update information.
 - Project information is available in a Microsoft Access database at <P:\PENNDOT\SHARED\Automated Red Light Enforcement ARLE Funding Program\ARLE Tracking.accdb>
- The reimbursement agreement time of completion shall be three years from execution.
 - Time extensions require an amendment to the agreement to be signed by all parties to the original agreement.

- For liquid fuels-like projects follow Appendix D, Chapter 449 of Publication 9.
- Should the project sponsor not be able to deliver the project due to an underestimate by the sponsor, the District Executive has the authority to change the scope of work in cooperation with the project sponsor.
 - No extra funds will be available for cost overruns.
 - HSTO must be notified of any project scope modifications.
- 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).
- Reimbursement agreements will be prepared by HSTO and provided to project sponsors with the award letter.
 - Project sponsors will return agreements to HSTO
 - HSTO will obtain agreement signatures and circulate for approval.

Inspection

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

Should you have any questions or require additional information, please contact Stephen Gault, P.E., PTOE, Chief, TSMO Arterial and Planning Section, at 717.787.6988.

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cc: Assistant District Executives–Maintenance
Assistant District Executives–Design
Louis Belmonte, P.E., Assistant District Executive-Operations, Engineering District 6
Maintenance Services Executives
District Planning and Programming Manager
T Jay Cunningham, P.E., Acting Director, BOMO
Brian Hare, Director, Center for Program Development and Management
Douglas Tomlinson, P.E., Chief, Highway Safety and Traffic Operations Division, BOMO
Stephen Gault, P.E., PTOE, Chief, TSMO Arterial and Planning Section, BOMO
Benjamin Flanagan, Manager, Traffic Signal Operations and Performance Unit, BOMO
Maurice Lee, Civil Engineer, BOMO