Automated Red Light Enforcement (ARLE)

Transportation Enhancements Grant Program

Program Guidelines: Year 14
March 31, 2023

pennsylvania
DEPARTMENT OF TRANSPORTATION

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Section I — Program Overview

The Automated Red Light Enforcement Transportation Enhancements Grant Program (ARLE Funding Program) was established in 2010 as a Pennsylvania Department of Transportation (Department, PennDOT) administered competitive grant program in accordance with Vehicle Code (75 Pa.C.S.) §3116(l)(2), §3117(m)(2) and §3370(m)(2). Funding for the program is generated from the net revenue of fines collected through Automated Red Light Enforcement Systems (ARLE Enforcement Systems) and Automated Speed Enforcement Systems (ASE Systems), which are technological tool used to automatically monitor signalized intersections for red-light-running violators and designated road segments for speeding violations on a 24/7 basis.

ARLE Enforcement Systems were first authorized by Pennsylvania state legislation in 2002 with the intent to improve safety by reducing vehicle crashes and injuries due to red-light-running at signalized intersections. ARLE Enforcement Systems have been implemented at 30 intersections in the City of Philadelphia and three intersections in Abington Township, Montgomery County. While the use of ARLE Enforcement Systems are primarily intended to reduce the number of violations and crashes at the implementation locations, the ARLE Funding Program uses the revenues generated to provide additional benefits to highway users with a focus on safety enhancements.

ASE Enforcement Systems were first authorized by Act 86 of 2018, which established a pilot program on U.S. Route 1 (Roosevelt Boulevard) between Ninth Street and the Philadelphia County Line shared with Bucks County.

The ARLE Funding Program is a reimbursement grant program and there is no match requirement. The total amount of grant funding available in FY 2023-2024 is anticipated to be approximately to $14 million. **Pre-application scoping forms are required will be accepted until April 30, 2023. Applications will be accepted from June 1, 2023 to June 30, 2023.**

The policies and procedures in this guidance are intended to supplement existing requirements. Nothing in the policies or procedures shall affect the regulatory requirements. The policies and procedures herein are not a regulation or an adjudication; there is no intention on the part of the Department of Transportation (Department) to give the provisions of these policies and procedures that weight or deference. This document establishes the framework within which the Department will exercise its administrative discretion in the implementation of the ARLE Funding Program. The Department reserves the discretion to deviate from this policy if circumstances warrant.

For general information on the ARLE Funding Program, please contact the PennDOT program resource account at ARLE@pa.gov. For guidance on specific ARLE projects, please contact your PennDOT District (please see Appendix II).

Section II — Eligibility

A.   Eligible Sponsors

The following entities may apply for a grant under the ARLE Funding Program:

1. **Local governments** – Any county, city, borough, incorporated town, township or home rule municipality, or other local boards or bodies having authority to enact laws relating to traffic.

2. **Planning Organizations** – Any Metropolitan Planning Organization, Rural Planning Organization, or County Planning Organization.

3. **Commonwealth Agencies**

Sponsors may submit multiple applications for different projects within their jurisdiction.

Regional projects with participation by multiple municipalities are encouraged. One entity must be designated as the project sponsor on the application, and other participating municipalities should be listed.

Within the electronic application, each applicant will be asked to confirm their eligibility from the list above, and the individual submitting will be asked to acknowledge and confirm their electronic signature on the application complies with all legal requirements applicable to the applicant's organization.

B.   Eligible Projects

Grant funding through the ARLE Funding Program may be utilized for a range of safety and mobility projects located in Pennsylvania. It is the intent of the ARLE Funding Program to fund worthwhile projects that can be completed at a relatively low cost. Projects improving multiple transportation modes are encouraged. Examples of eligible projects include, but are not limited to, the following:

1. **Roadway Safety, Mobility, and Capacity Upgrades**
    - Roadway capacity upgrades such as auxiliary turning lanes.
    - Radii improvements at intersections.
    - Roadway or intersection signing and pavement restriping projects which will either increase capacity or improve safety.
    - Centerline rumble strips.
    - New guiderail or replacement of damaged/substandard guiderail.
    - Transition guiderail for exposed bridge parapet ends.
    - Removal of roadside fixed objects and/or clearing of vegetation for sight distance improvements.
    - Improvements to correct drop-off issues along local roadways.
    - School zone designation through striping, signing, or signal improvements.

- Roadway delineators, either along the outside edge of the roadway, or to prevent turning movements at driveways or intersections.
- Minor drainage improvements to improve safety.
- New regulatory or warning signs that meet the minimum retro-reflectivity requirements.

2. **Bicycle and Pedestrian Improvements**
   - Pedestrian safety improvements at signalized intersections such as countdown timers, easily accessible and quick response pushbuttons, crosswalk striping, and pedestrian signing.
   - Pedestrian mobility improvements, particularly projects with a combination of eligible features.

3. **Local Technical Assistance Program (LTAP) Projects**
   - Implementation of recommendations from the LTAP Walkable Communities Program and Local Safe Roads Communities Program.

4. **Traffic Signal Improvements**
   - Upgrading, modernization, or improvements to traffic signals.
   - Removal of unwarranted traffic-control signals.
   - Retiming of existing traffic-control signals.
   - The interconnection and coordination of traffic-control signals to improve mobility.
   - The installation of a traffic-control signal system or the expansion of an existing system to improve mobility.
   - Revisions to traffic-control signal operational modes to improve safety or mobility. Examples include conversion to actuated, traffic responsive, or traffic adaptive modes of operation.
   - Improvements to traffic-control signals or other official traffic-control devices to reduce energy consumption. Examples include the conversion of traffic-control signal or pedestrian signal indications to Department-approved, light emitting diode (LED) modules or the installation of Department-approved, solar-assisted official traffic-control devices.
   - The installation of new or improved detection systems for traffic-control signals.
   - Upgrading, modernization, or safety improvements to traffic-control signals having railroad preemption.

Other projects which, in the discretion of the Department involve improvement to highway safety and mobility, will be considered.

C. Ineligible Projects

Transportation impact studies and highway improvements that are the responsibility of a privately funded applicant for a Department Highway Occupancy Permit are ineligible. Large projects that extend beyond the purpose and intent of the ARLE Funding Program will also be considered ineligible (e.g. large highway improvement projects such as new roads, bridges, interchanges, decorative street appurtenances, standard preventive or response maintenance, etc.).

D.   Eligible Use of Funds

ARLE grant funds may be used for planning, pre-construction, and construction activities. Funds may be used by the grantee to pay for any of the following project costs:

1. Professional services to perform traffic signal and related studies

2. Engineering and design activities

3. Utilities and permitting

4. Right-of-way acquisition

5. Construction and equipment installation

6. Construction inspection

7. Miscellaneous costs associated with construction, such as mobilization, signing, pavement markings, and temporary traffic control

E.   Ineligible Use of Funds

Ineligible costs include, but are not limited to, public relations, outreach, communications, lobbying, litigation, fees for securing other financing, interest on borrowed funds, municipal engineer review fees, and application preparation fees. Invoices from engineering consultants must identify the hours invoiced by employee or job classification, and no markup on other direct costs (including subconsultants) is permitted. In addition, project costs expended prior to execution of a Reimbursement Agreement are not eligible for reimbursement.

F.   Available Funding and Average Grant Awards

The available funding for the ARLE Funding Program each year is solely based on revenues deposited into the restricted Motor License Fund account from the net revenue of fines collected through the ARLE Enforcement Systems.

The total amount of grant funding available in FY 2023-2024 is anticipated to be approximately to $14 million. There is no match requirement and no minimum or maximum grant request requirements. However, it is the intent of the ARLE Funding Program to fund worthwhile projects that can be completed at a relatively low cost.

Section III — Program Requirements

A.   Reimbursement

The ARLE Funding Program is reimbursement-based program. Awarded applicants will be required to pay contractors directly and then submit a request for reimbursement through PennDOT. There is no match requirement.

Please be advised that no project costs can be incurred prior to full execution of a Grant Reimbursement Agreement between the grantee and PennDOT. Likewise, PennDOT cannot reimburse project costs expended after the expiration of a Grant Reimbursement Agreement.

The Department's intent is to award grants to projects that will be fully funded at the execution of the grant agreement date. All matching funds, if provided, shall be made available at the time of the application to complete the project. Design projects will only be considered if the sponsor provides a resolution passed by the sponsor's board indicating the obligation to complete the construction of the project. Proof of the available funding must be submitted with the application.

B.   Municipal Managed Projects

All projects will be locally managed by the grantee unless otherwise specified by PennDOT. The grantee is responsible for providing an employee with approval authority to manage the project.

C.   Other Requirements

1. **Conflicts of Interest**
   An officer, director, or employee of an applicant who is a party to or who has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on any action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

2. **Nondiscrimination**
   No assistance shall be awarded to an applicant under this program unless the applicant and project user certify to the Department that they shall not discriminate against any employee or against any person seeking employment because of race, color, handicap, national origin, age or sex. All contracts for work to be paid with Green Light - Go assistance must contain the commonwealth's official nondiscrimination clause.

3. **Project Records**
   The applicant must maintain full and accurate records with respect to the project. The Department requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the Department, the

applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

4. **Pennsylvania Prevailing Wage Act**
   All of the construction work associated with the project may be subject to the Pennsylvania Prevailing Wage Act, as determined by the Pennsylvania Department of Labor and Industry.

5. **Certification of Expenses**
   The applicant shall sign a payment request form certifying that the expenses were incurred and were in accordance with the scope of work approved by the Department. In lieu of a formal project audit and prior to final closeout of the grant agreement, the applicant shall be required to submit copies of all canceled checks verifying the expenditure of program proceeds. Bank statements may also be submitted if electronic payment of the expenditure occurred.

6. **Bidding Requirements**
   Applicants must comply with all applicable federal, state, and local laws and regulations dealing with bidding and procurement.

7. **TSAMS Updates**
   Projects involving traffic signals are required to update signal information in Traffic Signal Asset Management System (TSAMS) upon completion of the projects, including, but not limited to, upgrading, replacement, installation or removal of signal structure, equipment, signal-related components, controller, battery backup, detection system, EVP, signal retiming and pedestrian signals.

Section IV — Application Procedures

A.   Pre-Submission Requirements

Prior to application submission, applicants are **required** to complete a project scoping form, which is available at https://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/Workbooks/ARLE-Scoping-Form.html. 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 compatibility, appropriateness of project for the location, etc.).

Scoping forms shall be submitted via e-mail to ARLE@pa.gov. The scoping form should be submitted no later than **April 30, 2023** to allow time for PennDOT to review and provide feedback prior to the application period in June. The completed and reviewed scoping form must be uploaded as an attachment to the formal application submission.

The scoping form is a fillable web page. If you wish to save a partially-completed form to finish later, click the "Save" button at the top of the screen and save the file to your computer. When you want to work on the form again, navigate to the scoping form webpage, click "Open" at the top of the page, and

select the file you saved to your computer.

When you are ready to submit the scoping form, click the "Save" button and then attach the file to an email to ARLE@pa.gov. Please also attach a detailed cost estimate and project location map.

B.   Submission Process

All applications and attachments are to be submitted electronically through DCED's Electronic Single Application for Assistance (ESA) system by an eligible project sponsor (see Section II). The electronic application form through eGrants is available at: https://www.esa.dced.state.pa.us/Login.aspx. The application can be saved at any time and accessed at a later date.

> **Beginning in 2020, ARLE grants, including the application process, are managed through eGrants, also known as the Electronic Single Application for Assistance (ESA). Many ARLE sponsors may already use this system for other municipal grant programs through other state agencies.**

Accessing the application requires a Keystone Login. If you already have a Keystone Login, that may be used. Instructions for registering for a new Keystone Login are provided on the login page.

Setting Up Your Profile in ESA

After logging into ESA, you can set up a user profile which contains general information about you and your organization. This information can then be automatically pulled into any grant application you create. It is recommended to complete this before starting your first application. Click on "User Settings" in the orange menu bar at the top of the home screen to access your user profile.
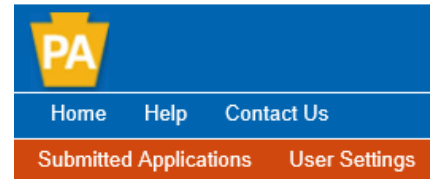
Following are guidelines for information required in the user profile.

- Are You Applying As? *For ARLE applications, this should be "Government"*

- Entity/Company Type: *For most ARLE applications, this should be "Municipality"*

- FEIN: *This is your organization's federal employer/tax ID number. Enter as 9 digits without dashes.*

- SAP Vendor #: *This is your organization's SAP Vendor number to receive payments from the Commonwealth of Pennsylvania. If you do not know your SAP Vendor number, you can search at* https://b2b.ies.pa.gov/apps/vendor_lookup/index.html

- Entity Name: *This should be the official legal name and match the name used for SAP Vendor Registration and used on official resolutions. Please be aware there is a difference between "Borough of Anytown" and "Anytown Borough," which could affect processing of grant applications if your project is awarded.*

- Top Official/Signing Authority: *Identify who will have authorization to sign the grant*

> *reimbursement agreement if the project is selected for funding. The Authorized Official(s) must have legal authority to contractually bind the Applicant.*

- The remaining blocks should be self explanatory.

Beginning a New Application

After logging in to ESA, on the Home screen, enter the following information in the "Begin a New Application" section:

- Project Name: *Enter a brief project name to describe your project*

- Are you applying on behalf of your organization or another entity? *Choose as appropriate*

- Do you need help selecting your program? *Choose "No"*

After the above information has been entered, click "Create a New Application."

The next screen is titled "Select Program." Type **ARLE** into the Program Name box and click "Search."

At the bottom of the screen in the ARLE Funding Program field, click on "Apply".

Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name

ARLE

Sort By

Program Name ▼

SEARCH   PROGRAM FINDER

1 results. (Edit Search)

Search Results

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

ARLE Funding Program   ✏ Apply

Pennsylvania Department of Transportation

The Automated Red Light Enforcement Transportation Enhancements Grant Program (ARLE Funding Program) was established in 2010 as a PennDOT-administered competitive grant program. The primary purpose of ARLE Systems in Pennsylvania is to improve safety at signalized intersections by providing automated enforcement at locations where red light running has been an issue. ARLE is a tool to help improve safety at intersections by delivering an automated enforcement activity that would otherwise be done by a police officer, if enough resources were available. By implementing ARLE, it allows police departments to focus their resources on serious crimes while the ARLE system provides 24/7 automated enforcement at dangerous red-light running intersections.

The next screen will confirm whether you are an eligible applicant as indicated in Section II.A of this document. Answer the question on the Program Requirements screen then click "Continue."

❌ **REVIEW INFORMATION BELOW**

- BEFORE YOU CAN APPLY FOR ARLE FUNDING PROGRAM, YOU MUST COMPLETE THE PRE-APPLICATION REQUIREMENTS SECTION BELOW.

Program Requirements

Are you submitting an application for a local government, planning organization, or commonwealth agency? ◆
Local government includes any county, city, borough, incorporated town, township or home rule municipality, or other local boards or bodies having authority to enact laws relating to traffic.
Planning Organization includes any Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or County Planning Organization.

Yes ▼

Continue

Applicant Information

If you have already entered your user profile information as indicated previously in this document, click "Use Account Information" and all of your information will be pre-populated.

Please refer to the section on user profile for specific information to be entered in the fields on this page.

After confirming your information is entered correctly, click "Continue" at the bottom right of the page.

Project Overview

The following information should be entered on this screen:

- Project Name: *This should auto populate from the project name entered previously*

- Is this project related to another previously submitted project: *Choose yes if you have submitted this project previously for funding from the Commonwealth, including prior ARLE rounds or other programs such as Green Light-Go.*

- Have you contacted anyone at PennDOT about your project? *If you submitted a project scoping form prior to your application submission, choose "Yes" and indicate the name of the PennDOT staff who reviewed the scoping form.*

- Is your community certified through Sustainable Pennsylvania? *This information is not used for the ARLE program and any information entered will be ignored.*

- Are you interested in applying for multiple funding sources for this project? *Currently, ARLE requirements and application periods are not aligned with other PennDOT funding programs, so this can be left as "No."*

- How many Site Locations are involved in the project? *Enter the number of locations where work will be performed. For example, if the project involves work at three intersections with traffic signals, choose "3."*

After confirming your information is entered correctly, click "Continue" at the bottom right of the page.

Project Site Location(s)

There will be separate tabs that appear depending how many project locations were selected on the previous page.

For each location, enter the following information:

- Address: *Enter identifying information about the location, such as intersecting street names, or beginning and ending segments of the roadway. For signalized intersections, please include the TSAMS ID number for the intersection which can be found from the following map: https://gis.penndot.gov/onemap/?map-id=20435*

- Enter County and Municipality, which will preselect the appropriate legislators. If multiple

legislators are selected, choose only the ones with districts including the project location.

- Designated Areas: *This information is not used for ARLE and all can be left unchecked.*

After confirming your information is entered correctly, click "Continue" at the bottom right of the page.

Project Narrative

Enter the following on this page, as described on the screen:

- Project Description

- Project Safety Features

- Project Cost Effectiveness

- Project Schedule

After confirming your information is entered correctly, click "Continue" at the bottom right of the page.

Program Budget

This screen has two tabs. **Both tabs must be completed.**

On the "Spreadsheet" tab, enter the proposed breakdown of project funding. The spreadsheet contains three columns by default:

- ARLE Funding Program: *Enter the funding being requested from the ARLE Funding Program. The total of this column will be the amount of the grant award.*

- Monetary Local: *Enter any matching funds being provided.*

- Local In-Kind: *Enter the value of any in-kind services being provided.*

Note: Matching funds and in-kind services are not required for the ARLE Funding Program, but applications which include either will receive a higher score.

Budget Spreadsheet ◆

The first column indicates the amount of funding you are requesting from PennDOT. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source		ARLE Funding Program	Monetary Local	Local In-Kind	Total
Requested Amount - Collapse		$116,636.00	$29,159.00	$0.00	
Preliminary Engineering	Remove	$4,486.00	$1,121.50	$0.00	$5,607.50
Final Design Cost	Remove	$4,486.00	$1,121.50	$0.00	$5,607.50
Utilities Cost	Remove	$0.00	$0.00	$0.00	$0.00
Right-of-Way Cost	Remove	$0.00	$0.00	$0.00	$0.00
Construction Cost	Remove	$107,664.00	$26,916.00	$0.00	$134,580.00
Total		$116,636.00	$29,159.00	$0.00	
				Budget Total:	$145,795.00

On the "Basis of Cost" tab, review the information that is prepopulated and make adjustments as appropriate. Note, backup documentation for the cost estimate is required to be attached on the Addenda tab so a narrative description is not required.

After confirming your information is entered correctly, click "Continue" at the bottom right of the page.

Program Addenda

This page includes information specific to the ARLE Funding Program. Please note, information entered on this screen will have a direct impact on the application scoring, and the requirements below should be reviewed carefully to ensure proper information is submitted.

- Project Type: *Select from the drop down menu based on the predominant work included in the project.*

- Crash Modification Factor: *The crash modification factor identifies the anticipated safety*

*benefits of the proposed project. For example, a CMF of 0.975 indicates a countermeasure is expected to reduce the indicated type of crashes by 2.5%. Projects with a lower CMF (higher crash reduction) will score more points in the safety evaluation for the ARLE Funding Program. The CMF Clearinghouse website (*http://www.cmfclearinghouse.org/*) contains thousands of studies on safety benefits of various types of projects.*

Use the CMF Clearinghouse website to identify the countermeasure which is most closely aligned with your proposed project by entering search terms, and enter the information for the most relevant study into the application form, including the name of the counter measure selected, the type of crashes targeted, the unique ID number of the CMF from the website, and the numeric value of the CMF from the website.

- Joint Municipality Project: *Indicate if the project includes multiple municipalities.*

- Location Description: *Provide a short written description of the project location and limits (240 characters maximum). Projects such as data collection, special events plans, and similar efforts should include the area for the study. If additional space is needed, include the description with the map attachment (see below).*

- Automated Speed Enforcement: *Identify whether the project is located within five miles of an existing Automated Speed Enforcement System. A list of existing locations is available at* http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/ASE_Locations.pdf*). If yes, then indicate the ASE camera(s) which are within five miles. This information is anticipated to be used for selection of project to fund from revenue from Automated Speed Enforcement Cameras installed under 75 Pa.C.S §3370.*

- Project Location Roadway Functional Classification: *Identify the roadway classification for the project location. If there are multiple roadways with different classifications, use the roadway with the highest classification. The federal functional classification may be used (available at* https://gis.penndot.gov/TIRe*) or other locally-developed classification may be used.*

- Location: *Indicate whether the project is at an intersection or including a segment of roadway. The selection in this box will identify which of the following fields are required. The information entered in this section will be used to evaluate the project location for existing crash patterns and the expected crash rate for the project location compared to other locations with similar volume and geometric characteristics.*

- If the location is an intersection, enter the following for both the major road and minor road:

  o Road Name: *Enter the commonly known name of the road*

  o Route Number: *Enter the state or township route number. Enter "N/A" if the road does not have a route number*

- Traffic Control: *Choose the type of traffic control from the drop-down menu*

- Annual Average Daily Traffic (AADT): *Enter the estimated daily traffic volume for the road. Traffic volume information for state roads and some local roads is available at* https://gis.penndot.gov/TIRe

- Speed Limit: *Enter the posted speed limit for the road. For roads without a posted speed limit, the statutory speed limit should be entered.*

- If the location is a roadway segment, enter the following information:

  - Road Name: *Enter the commonly known name of the road*

  - Route Number: *Enter the state or township route number. Enter "N/A" if the road does not have a route number*

  - Annual Average Daily Traffic (AADT): *Enter the estimated daily traffic volume for the road. Traffic volume information for state roads and some local roads is available at* https://gis.penndot.gov/TIRe

  - Beginning and Ending Landmarks/Segments and Offsets: *Enter information to identify the beginning and ending points of the project. For state roads, include segment/offset information.*

  - Length in feet: *Enter the length of the roadway segment that is part of the project*

  - Speed Limit: *Enter the posted speed limit for the road. For roads without a posted speed limit, the statutory speed limit should be entered.*

- Traffic Signals: *Indicate whether the project scope includes existing traffic signals. If the project involves existing traffic signals, add each traffic signal to the table in #9 by using the TSAMS Signal ID. The TSAMS ID can be found using* PennDOT OneMap *and is a number between 1 and 17000. Click on the signal on the map to get information relating to the signal. After adding each signal, confirm the information pulled from TSAMS is correct.*

- Project Location Map: *Please attach a map of the project location with the application. At minimum, as applicable, the map should illustrate:*

- o *Beginning and ending points of the project corridor or study area limits*

- o *Signal locations where work is proposed*

- o *Municipal boundaries for multi-municipal projects*

- o *Prominent land uses in the study area (primary traffic generators)*

- o *Project scale to indicate project length of area*

- Maintenance and Operations Plan: *Describe the proposed maintenance and operations plan associated with the project and attach a copy of the plan. The plan should be in accordance with the Department guidelines for the Maintenance of Traffic Signals System defined in Publication 191. In addition, please include any past or existing maintenance and operations programs in the municipality. Please attach the existing or proposed Maintenance and Operation Plan for the intersections being requested.*

- Who performs maintenance? *Indicate whether maintenance is performed by municipal forces, contractors, or both.*

- What is the timeline to address maintenance problems? *Enter the timeframe in which maintenance problems are typically addressed.*

- Project Schedules: *Upload a project schedule with critical project milestones for preconstruction and construction activities.*

- Cost Estimate: *Upload a detailed cost estimate to document the estimated project cost. The cost estimate shall follow the estimating guidance available on the* Traffic Signal Portal.

- Supporting Documents: *Attach any additional documents which help support this application (i.e. photographs, plans, diagrams, letter of support, etc.). Attach the pre-application scoping form here, if it was completed.*

- Authorized Official(s): *Identify who at the municipality will have authorization to sign the grant reimbursement agreement if the project is selected for funding. The Authorized Official(s) must have legal authority to contractually bind the Applicant. The following information is requested: Title/Position (e.g. Council President), Name (e.g. John Smith), Email (e.g. jsmith@anytown.gov), and Phone (e.g. 717-555-1212). At least one Authorized Official must be identified.*

After confirming your information is entered correctly, click "Continue" at the bottom right of the page.

Application Certification

The final step is to electronically sign the application and submit the application.

The individual signing the application must have authority to sign on behalf of the Applicant in accordance with all legal requirements applicable to the Applicant's Organization. The signature is legally

binding. PennDOT will rely on the signature as originating from the person possessing legal authority to submit the application on behalf of the Applicant.

You must select the checkbox at the bottom relating to Electronic Attachment Agreement. **For the ARLE program, no paper documents are required.**

The application must be completed in its entirety for the application to be evaluated by the Department. Applications received after the due date will not be considered by the Department.

C.   Terms and Conditions

Terms and conditions for the ARLE Funding Program application are:

- This is a grant program that utilizing invoicing and reimbursement with no initial money up front.

- Failure to comply with any and all of these requirements may result in the disapproval or termination of a previously approved project and if the project is already underway, we will be obligated to refund all funding disbursed on the project date.

- Applicant is responsible for advancing the project, not PennDOT. However, PennDOT is

available to assist with these processes.

- All of the individuals and entities listed on the application are aware that they are being included in the project listed on the application and agree to their assigned roles, as required.

- We agree to enter into an agreement prepared by PennDOT that, among other things, sets forth the terms and conditions governing the performance of the project, inspection of the work, disbursement of funding, recordkeeping and auditing requirements, and our financial obligations as sponsor and provides for maintenance of the completed project improvements.

- We certify that the affirmations contained in this application are true and correct to the best of the applicant's knowledge, information and belief, and that this verification is made subject to the penalties of 16 PA C.S. 4904, relating to unsworn falsification to authorities.

D.   Deadline for Applications

Applications for the ARLE Funding Program will be accepted on an annual basis. Completed applications must be submitted electronically as indicated in the Pennsylvania Bulletin Announcement found at http://www.pacodeandbulletin.gov/. Applications must be electronically submitted by 11:59 pm Eastern time on the last day of the application period.

The Department may consider incomplete applications if they are made complete within three weeks of the close of the application period. Any applications not made complete by within three weeks of the close of the application period will not be evaluated for the ARLE Funding Program for that year.

E.   Public Records

The Department will adhere to the provisions provided in 67 Pa. Code §233.7 (Public records). All applications for ARLE grant funding will be considered a public record at the time of filing, and will be made available for inspection. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101—3104, will apply to the Grant Reimbursement Agreement. Therefore, it is subject to, and the Grantee shall comply with, the clause entitled Grant Provisions – Right to Know Law 8-K-1580 that will be made a part of the Reimbursement Agreement.

Section V — Application Evaluation

A.   General

Following the closing date for receipt of applications, eligible projects with completed applications will be considered for funding in the ARLE Funding Program during that year. Completed applications for eligible projects will be considered within the parameters established in Section IV (Deadline for Applications).

B.   Selection Process

The PennDOT Bureau of Operations (BOO) will review submitted applications with respect to selection criteria and develop an initial score for each application. Scoring for the "Evaluation by Others" category will be based on rankings developed by each PennDOT Engineering District.

In accordance with 75 Pa.C.S. §3116(l)(2) and §3370(m)(2), grants shall be awarded by the Department based on the majority vote of a selection committee consisting of four representatives of the Department appointed by the Secretary and four members appointed by the mayor of the city of the first class (Philadelphia).

The Department may not reserve, designate, or set aside any specific level of funds or percentage of funds to an applicant prior to the completion of the application process, nor may the Department designate a set percentage of funds to an applicant. Priority shall be given to applications seeking grant funds for transportation safety and mobility projects in municipalities where an automated red light camera system is operated.

Typically, the expected timeline for application review will be as follows:

June 1-30	Application period
July 21	Incomplete applications must be made complete
August	PennDOT application review and preliminary scoring
September	BOMO provides application scoring to ARLE Selection Committee
November	ARLE Selection Committee meeting
December	Notification of award or denial by email

C.   Selection Criteria

The following selection criteria may be considered by the ARLE Selection Committee. The ARLE Selection Committee has discretion in the selection of projects and in the determination of funding levels,

priorities, critical project selection criteria, project phasing, project design, and specifications and performance criteria. The ARLE Selection Committee may establish a formal scoring formula to assist in evaluating project proposals and may amend or adjust that formula from time to time. The ARLE Selection Committee, however, is not obligated to follow any particular scoring formula and may apply its discretion as necessary to allocate scarce grant funds among eligible projects and applicants in any manner it determines appropriate. The Department will not disclose evaluation scores or rank to individual applications, except as required by law.

1. **Maintenance and Operations** – Does the applicant have a maintenance program in place with prompt response times?

2. **Project Benefits and Effectiveness** – How will the project improve safety, enhance mobility, reduce congestion, and reduce greenhouse gases? The Crash Modification Factor (CMF) will be heavily weighted in this category.

3. **Project Cost** – Is the project cost effective? Lower cost projects will generally receive more points in this category.

4. **Local and Regional Impact** – How will the project support the regional transportation system? The functional classification and traffic volumes will be evaluated for scoring in this category.

5. **Previous Project Results** – How successfully has the applicant delivered prior awarded ARLE grants within the past 5 years?

6. **Cost Sharing** – Are there matching funds from other sources?

7. **Evaluation by Others** – Does the proposed project meet goals and priorities of the District and other PennDOT traffic safety and mobility priorities?

8. **Safety Network Screening** – Is the project located in an area with an existing safety concern?

In accordance with §3116(l)(2), the Selection Committee will give priority to applications seeking grant funds for transportation enhancements in the municipality where ARLE System are operated.

In accordance with §3370(m)(2), the Selection Committee will give priority to applications seeking grant funds for transportation enhancements in the municipality where the ASE System is operated.

Appendix I – Project Scoping Form

(03-23)

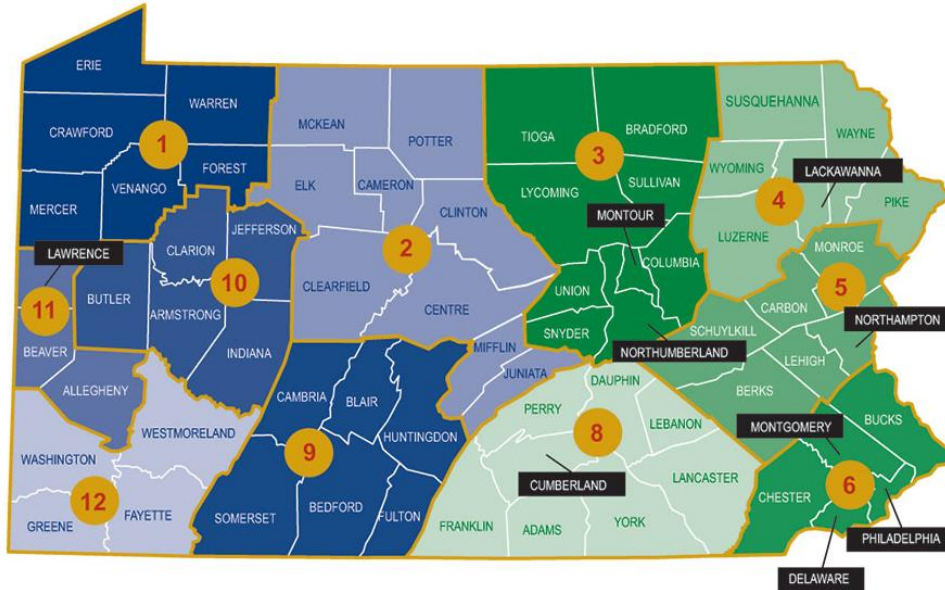**pennsylvania**
DEPARTMENT OF TRANSPORTATION
www.penndot.pa.gov

ARLE FUNDING PROGRAM
PRE-APPLICATION SCOPING FORM

A - PROJECT OVERVIEW

DISTRICT	COUNTY	PRIMARY MUNICIPALITY
1-0	Adams	

PROJECT NAME

PROJECT TYPE (CHECK ONE)

○ Access Management ○ Advanced Technology and ITS ○ Alignment ○ Bicyclists ○ Delineation ○ Highway Lighting

○ Intersection Geometry ○ On-Street Parking ○ Pedestrians ○ Railroad Grade Crossings ○ Roadside ○ Roadway

○ Shoulder Treatments ○ Signs ○ Speed Management ○ Intersection Traffic Control ○ Traffic Signal Modernization

○ Traffic Signal Adaptive System ○ Traffic Signal Battery Backup Upgrade ○ Traffic Signal Detection Upgrade

○ Emergency Preemption System ○ LED Upgrade (Signals or Flash Signs) ○ Isolated Signal(s) ○ Signal System Installation

PROJECT DESCRIPTION (INCLUDE NARRATIVE TO DESCRIBE THE PROJECT SCOPE OF WORK)

PROJECT JUSTIFICATION (BRIEFLY EXPLAIN WHY THIS PROJECT IS BEING NOMINATED AND THE EXPECTED BENEFITS)

POTENTIAL IMPROVEMENTS (BRIEFLY DESCRIBE POTENTIAL IMPROVEMENTS UPON PROJECT COMPLETION)

ADDITIONAL INFORMATION (DESCRIBE ANY ADDITIONAL INFORMATION THAT HELPS TO JUSTIFY THE PROJECT)

B - CRASH MODIFICATION FACTOR

Purpose: The crash modification factor (CMF) identifies the anticipated safety benefits of the proposed project. For example, a CMF of 0.975 indicates a countermeasure is expected to reduce the indicated type of crashes by 2.5%. Projects with a lower CMF (higher crash reduction) will score more points in the safety evaluation for the ARLE Funding Program. The CMF Clearinghouse website (http://www.cmfclearinghouse.org/) contains thousands of studies on safety benefits of various types of projects.
Use the CMF Clearinghouse website to identify the countermeasure which is most closely aligned with your proposed project by entering search terms, and enter the information for the most relevant study below.

COUNTER MEASURE	TARGETED CRASH TYPE(S)	CMF ID	CMF VALUE

C - COST ESTIMATE

PHASE	REQUESTED FUNDING	MUNICIPAL MATCH
Engineering/Design		
Utilities		
Right-of-Way		
Construction		
MUNICIPAL MATCH % Total		

To submit this form, click "Save" and then attach the file to an email and send to ARLE@pa.gov. Please also attach a detailed cost estimate and project location map.

D - PENNDOT REVIEW

TO BE COMPLETED BY PENNDOT BUREAU OF OPERATIONS

REVIEW COMMENTS

Appendix II – PennDOT District Contacts

For general information on the ARLE Funding Program, please contact the PennDOT program resource account at ARLE@pa.gov. For guidance on specific ARLE projects, please contact your PennDOT District.

A. PennDOT District Map and ARLE Contacts

District 1 Eli Whitmore (814) 678-7390 ewhitmore@pa.gov	**District 8** Jonathan Owens (717) 783-5013 jonowens@pa.gov
District 2 Gerald Albert James Roman (814) 765-0408 (814) 765-0503 galbert@pa.gov jaroman@pa.gov	**District 9** John Pezce (814) 696-7221 jpecze@pa.gov
District 3 Aaron Crist Joe Lyons (570) 368-4279 (570) 368-4250 acrist@pa.gov joselyons@pa.gov	**District 10** Jim Schepis David Tomaswick (724) 422-1118 (724) 357-2845 jschepis@pa.gov dtomaswick@pa.gov
District 4 April Hannon (570) 963-4076 ahannon@pa.gov	**District 11** Mark Pemu (412) 429-4969 mpemu@pa.gov
District 5 Charles Richards (610) 871-4481 crichards@pa.gov	**District 12** Emily Zarichnak (724) 415-1045 emzarichna@pa.gov
District 6 Ashwin Patel (610) 205-6567 ashpatel@pa.gov	

Appendix III – Definitions

The following words and terms, when used in this policy, have the following meanings, unless the context clearly indicated otherwise:

ARLE – Automated red light enforcement

Automated red light enforcement system – A vehicle sensor installed to work in conjunction with a traffic- control signal which automatically produces one or more recorded images of a vehicle at the time the vehicle is used or operated in a manner which is a violation under 75 Pa.C.S. § 3112(a)(3) (relating to traffic-control signals). [75 Pa.C.S. § 3116]

Automated speed enforcement system – An electronic traffic sensors system that is able to detect vehicles exceeding the posted speed limit with a type of speed timing devices; and produces a recordable image that shows a clear and legible identification of only the vehicle license plate, location, and date and time. [75 Pa.C.S. §102]

Department – The Department of Transportation of the Commonwealth [75 Pa.C.S. § 102]

Grant – An offer of funding assistance from the Department to a sponsor for a project governed by this policy. [67 Pa. Code §233.2]

Highway –

1. The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

2. The term includes a roadway open to the use of the public for vehicular travel on grounds of a college or university, public or private school, or public or historic park. [75 Pa.C.S. § 102]

Local authorities – County, municipal, and other local boards or bodies having authority to enact laws relating to traffic. [75 Pa.C.S. § 102]

Official traffic-control devices – Signs, signals, markings, and devices consistent with 75 Pa.C.S. (relating to Vehicle Code) placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulating, warning, or guiding traffic. [75 Pa.C.S. § 102]

Sponsor – A local authority, Metropolitan Planning Organization, Rural Planning Organization, county planning organization, or Commonwealth agency applying for, or receiving, a transportation enhancement grant under this chapter. [67 Pa. Code §233.2]

Traffic – Pedestrians, ridden or herded animals, vehicles, streetcars, and other conveyances, whether singly or together, using any highway for purposes of travel. [75 Pa.C.S. § 102]

Traffic-control signal – A device, whether manually, electrically, or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed. [75 Pa.C.S. § 102]