

Year 9 (2024)

Green Light – Go

Pennsylvania's Municipal Signal Partnership Grant Program

Program Guidelines: October 20, 2023

Pre-application scoping forms are required and will be accepted until December 15, 2023.

Applications will be accepted from February 1, 2024 to February 29, 2024.

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Section I – Program Overview

The Green Light - Go: Pennsylvania’s Municipal Signal Partnership Program (Green Light-Go Program) is a competitive state grant program designed to improve the efficiency and operation of existing traffic signals located in the Commonwealth of Pennsylvania. Established by Act 89 of 2013 and revised by Act 101 of 2016, the program is administered by the Pennsylvania Department of Transportation.

The Green Light-Go Program is a reimbursement grant program and applicants are required to provide a minimum 20% match. The total amount of grant funding available in Year 9 (2024) is approximately \$40 million. Pre-application scoping forms are required and will be accepted until December 15, 2023. PennDOT will review and provide feedback on pre-application scoping forms by January 31, 2024. Applications will be accepted from February 1, 2024 to February 29, 2024.

For general information on the Green Light-Go Program, please contact the PennDOT program resource account at GLG@pa.gov. For guidance on specific Green Light-Go projects, please contact your PennDOT District (please see **Appendix III**).

Section II – Eligibility

A. Eligible Applicants

The following entities may apply for a grant under the Green Light-Go Program.

1. **Municipalities** – Any county, city, borough, incorporated town, township or home rule municipality.
2. **Planning Organizations** – Any Metropolitan Planning Organization and Rural Planning Organization.

B. Eligible Projects

Grant funding through the Green Light-Go Program may be utilized for a range of operational improvements to existing traffic control signals located in Pennsylvania. All project improvements must have a useful life of not less than five years upon project completion in order to be eligible for funding.

The following project types are eligible for the use of program funds:

1. **LED Replacement** – Replacement of existing incandescent or LED bulbs with new LED bulbs for vehicular and/or pedestrian signal indications.

2. **Traffic Signal Retiming** – Development and implementation of revised timings for existing traffic signals, which can also include phasing changes and/or development and implementation of timing plans associated with special events and incident management detours.
3. **Study and Removal of Unwarranted Traffic-Control Signals** – Study and removal of unwarranted traffic control signals.
4. **Monitoring** – Real-time and/or historical performance monitoring of the traffic signal corridor where modifications can be made based on traffic demands.
5. **Innovative Technologies** – Installation of new technologies to better maintain and operate the traffic signals (i.e., real-time traffic signal performance metrics, adaptive signals, etc.). Where adaptive signal control is proposed, the Pennsylvania Adaptive Signal Control Evaluation ([Form TE-153](#)) shall be completed and attached with the application. The TE-153 form may be submitted with the scoping form for review to ensure adaptive signal control is suitable for the corridor before completion of the full application.
6. **Communications/Connections Back to Traffic Management Center (TMC)** – Installation, upgrade, or maintenance to traffic signal communication systems between coordinated traffic signals and/or connecting traffic signal operations and asset management information back to a TMC so that it can be monitored, managed, and maintained in real time. Projects including communications shall comply with the PennDOT Traffic Signal Remote Communication Policy and Guidance Document (Strike-Off Letter [494-16-02](#)).
7. **Detection and/or Controller Upgrades** – Upgrade or installation of detection systems, and upgrade of existing traffic signal controllers. Upgraded controllers shall be capable of storing high-resolution event log data for operational monitoring.
8. **Modernization Upgrades** – Installation and/or upgrade of existing traffic signal equipment which is beyond its useful life and to bring traffic signals into compliance with current standards. Modernization upgrades may include additional functionality such as emergency preemption or battery backup systems when combined with other upgrades that will improve mobility, but emergency preemption and battery backup systems shall not exceed 25% of the total project cost.
9. **Intelligent Transportation System (ITS) Applications** – Implementation of ITS applications such as connected and autonomous vehicle applications.

In order to demonstrate a project meets the eligibility requirements, existing asset information for the traffic signal(s) to be upgraded shall be up to date within PennDOT's Traffic Signal Asset Management System (TSAMS), which can be accessed via <https://www.tsams.penndot.gov/> and is available for free to all municipalities. Registration information is available on the TSAMS website. PennDOT completed a statewide data collection inventory for traffic signals on state roadways in 2016, but the data collection was limited to equipment present at the time of the inventory and doesn't identify the age or condition of equipment. Additional information in TSAMS is necessary to justify the upgrades proposed under Green Light-Go projects, as indicated in the table on the next page.

Detailed instructions for TSAMS are provided on the Signal Portal at http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/GLG_TSAMS_Instructions.pdf

The following information is required in TSAMS in order to justify the need for Green Light-Go funding:

Project Type	Required TSAMS information				
	Installation Date ^{1, 2}	Component Type ²	Manufacturer & Model ²	Traffic Signal Systems ³	Latest Permit Revision Date
LED Replacement	X	X			
Traffic Signal Retiming					X
Study and Removal of Unwarranted Traffic-Control Signals					X
Monitoring			X ^{4,5}	X	
Innovative Technologies			X ^{4,5}	X	
Communications			X ^{4,5}	X	
Connections back to TMC			X ⁴	X	
Detection and/or Controller Upgrades	X	X	X ²		
Modernization Upgrades	X				X
ITS Applications					

¹Installation date may be approximated if the exact date is unknown.

²Current information required for component(s) to be upgraded and/or replaced

³Traffic signal systems shall include connections between signals and the type of communication.

⁴Manufacturer & model information for controller (timer) unit required.

⁵Manufacturer & model information for vehicle detection component(s) required.

C. Ineligible Projects

The following project types and activities are **not eligible** for funding through the Green Light-Go Program:

1. **New Traffic Signals** – Installation of new stop-and-go traffic signals at locations which are not controlled by stop-and-go traffic signals at the time of application submission.
2. **Routine Maintenance** – Preventative or repair maintenance activities required of municipalities under PennDOT Publication 191, including in-kind replacement of defective equipment or equipment which has not exceeded the estimated service life (see [Publication 191](#), Exhibit 3-3). (Note: Upgrade of malfunctioning equipment with additional features or new technology is eligible for funding as a modernization upgrade – see #9 in the eligible list above.)
3. **Emergency Preemption** – Installation of emergency preemption equipment (Note: installation of emergency preemption equipment is eligible for funding when combined with other upgrades which improve mobility – see #8 in the eligible list above.)

4. **Battery Backup** – Installation of battery backup equipment, also known as uninterruptible power supplies (Note: installation of battery backup equipment is eligible for funding when combined with other upgrades which improve mobility – see #8 in the eligible list above.)
5. **Flashing Warning Devices** – Installation of new flashing warning devices or modification, upgrades, or repairs to existing flashing warning devices

In addition to the above, projects in an eligible category that do not provide the required information, including TSAMS updates, will be considered ineligible.

Although the above projects are not eligible for Green Light-Go funding, applicants are encouraged to consider whether these projects would be eligible for other PennDOT funding programs, such as the [Automated Red Light Enforcement \(ARLE\) Funding Program](#).

D. Eligible Use of Funds

Green Light-Go grant proceeds may be used for planning, pre-construction, and construction activities. Funds may be used by the applicant 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

*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.

**Green Light-Go projects should be constructed within existing right-of-way, since right-of-way costs are difficult to quantify at the time of the application and the timeline for the acquisition process may not allow the project to be completed within the required timeframe.

E. Ineligible Use of Funds

Ineligible costs include but are not limited to:

1. Public relations
2. Outreach

3. Communications
4. Lobbying
5. Litigation
6. Fees for securing other financing
7. Interest on borrowed funds
8. Municipal engineer review fees
9. Application preparation fees.

In addition, project costs expended prior to execution of a Reimbursement Agreement are not eligible for reimbursement.

Section III – Program Requirements

A. Applicant Cost Share Requirements

A 20% match of the project amount is required. For example, for a \$80,000 grant award, the applicant is required to provide \$20,000 in matching funds for a total project cost of \$100,000. Eligible match contributions may be from any combination of federal, state, local, or private sources, except Transportation Improvement Program (TIP) funds which are ineligible.

To demonstrate that matching funds are secured and committed to the project, **applicants must submit a formal Letter of Funding Commitment identifying the amount and source of matching funds.** This Letter of Funding Commitment should be uploaded as an attachment with the electronic application. A sample Letter of Funding Commitment is provided in **Appendix IV.**

Applicants are also required to submit additional information with the application to document that the match funding are secure at time of application. The types of match documentation may include, but are not limited to, the following:

- 1. Municipal General Funds**

A statement of municipal commitment in the body of the Letter of Funding Commitment.

- 2. Liquid Fuels Funds**

A statement of municipal commitment in the body of the Letter of Funding Commitment. In the same letter, include a statement to verify that the proposed project activities are acceptable uses for Liquid Fuels Funds.

- 3. Pennsylvania Infrastructure Bank (PIB) Loan**

A copy of the pre-approved or approved loan application.

- 4. Municipal Private Loans**

A copy of the pre-approved or approved loan application.

- 5. Developer Contributions**

A letter signed by the private third party to document the source and amount of funding committed.

6. Act 209 (Transportation Impact fees)

A statement of the municipal commitment in the body of the Letter of Funding Commitment. In the same letter, please specify the Act 209 funding balance for the given fiscal year.

7. In-Kind Services

A statement of the in-kind services in the body of the Letter of Funding Commitment and an estimated breakdown of anticipated in-kind services and costs. In-kind services must be directly related to the proposed project. PennDOT will evaluate requests to utilize previously completed in-kind services and will determine whether the in-kind services are acceptable up to the 20% match.

8. Act 89 funding (Title 75, County \$5 Fee)

A letter from the County identifying the amount of Title 75, County \$5 Fee funds that the County is committed to transferring to the applicant for the project.

Project costs expended prior to execution of the Reimbursement Agreement between the applicant and PennDOT are not eligible for reimbursement. Funds expended or in-kind services performed after application submission are eligible to apply toward the required match funding, provided reasonable documentation is submitted after award notification to clearly demonstrate that the eligible match expenditures were directly associated with the proposed project.

B. Reimbursement

The Green Light - Go Program is reimbursement-based program. Awarded applicants will be required to pay contractors directly and then submit a request for reimbursement through PennDOT utilizing eGrants.

No funds for which reimbursement will be requested can be expended prior to full execution of a Reimbursement Agreement between the applicant and PennDOT.

C. Municipal Managed Projects

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

For projects where a professional consultant is used to complete design work, the procedures for selection of the consultant will be identified by PennDOT based on the complexity of the project using one of the three procedures identified below.

All other aspects of the project will proceed using the procedures for projects using Liquid Fuels Funds in accordance with [PennDOT Publication 9, Policies and Procedures for the Administration of the County Liquid Fuels Tax and The Liquid Fuels Tax Act 655](#) (for municipalities).

Publication 9 (Liquid Fuels)

The project should follow the procedures for liquid fuels projects as described in 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](#). Selection of engineering consultants shall be in accordance with applicable municipal procurement laws.

Publication 740 (Local Project Delivery Manual)

The selection of an engineering consultant shall be in accordance with one of the three procedures described in Section 3.5 of PennDOT [Local Project Delivery Manual, Publication 740](#):

1. Utilize a designated municipal engineer
2. Proceed with consultant selection
3. Utilize PennDOT’s Open End Contracts to complete necessary tasks (subject to availability)

Please note that cost cannot be a factor in the selection of a consultant. Only after a consultant has been selected and approved based on qualifications can a price proposal be requested. Chapter 3 of Publication 740 should be followed for consultant selection.

The following requirements should be considered when choosing an option above for a consultant:

- Municipal engineers must have been selected properly per PennDOT’s procedures in Publication 740 to be utilized for the design of Green Light-Go projects.
- There are different advertisement requirements depending whether the anticipated design contract amount exceeds \$150,000. If the anticipated design cost is anticipated to be under \$150,000 but is close, the municipality may want to follow the stricter process.
- It is anticipated that most Green Light-Go projects will be non-complex and will not require shortlisting of firms before a final ranking is established.
- DBE Goals are not required for consultant contracts unless federal funding is used for the matching funds.

PennDOT Design

PennDOT employees or consultants will complete the preliminary engineering, final design, specifications, and estimates for the project. The grantee is responsible for bidding and awarding contracts for construction and construction inspection. The costs incurred by PennDOT for preliminary engineering and final design will be deducted from reimbursement to the grantee for construction and construction inspection. All local matching funds shall be applied to construction and construction inspection costs.

D. 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.

Section IV – Application Procedures

A. Pre-Submission Requirements

Prior to application submission, applicants are **required** to complete a project scoping form, which is available in **Appendix II**. 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 GLG@pa.gov. The scoping form must be submitted no later than **December 15, 2023**. PennDOT will review and return the scoping form with comments by January 31, 2024. The PennDOT-reviewed scoping form must be uploaded as an attachment to the formal application submission in February 2024.

B. Conflicts of Interest

The application form is designed to be completed by municipal staff without the need for outside assistance. Municipalities which utilize consultants for assistance with the application should be aware of the conflict of interest provisions in [PennDOT Publication 93, Policy and Procedures for the 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 to perform preliminary engineering or final design on that project.” Green Light-Go projects which follow the Publication 740 design process must comply with the procedures in Publication 93 for selection of a consultant. For the purposes of Green Light-Go, 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. Completion of the narrative section of the grant application form, submission of the application, and submission of the pre-application scoping form would all be considered involvement and be a conflict of interest.

Grant funding from the Green Light-Go program may not be used to pay consultants which have a conflict of interest, but costs incurred by the municipality for a consultant with a conflict of interest may be counted toward the matching funds for the project.

Consultant involvement shall be disclosed in the grant application. Failure to disclose consultant involvement is a misdemeanor under [18 Pa.C.S. §4904](#), unsworn falsification to authorities.

C. Submission Process

All applications and attachments are to be submitted electronically through DCED’s Electronic Single Application for Assistance (ESA) system by an eligible applicant (see Section II.A). 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.

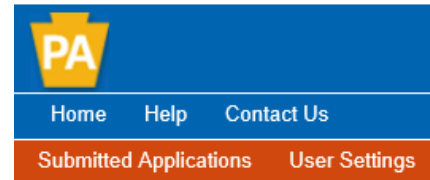
Accessing the application requires a Keystone Login. If you already have a Keystone Login, that may be used. Instructions for

Beginning in 2020, Green Light-Go grants, including the application process, are managed through eGrants, also known as the Electronic Single Application for Assistance (ESA). Many GLG applicants may already use this system for other municipal grant programs through other state agencies.

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 Green Light-Go applications, this should be “Government”*
- Entity/Company Type: *For most Green Light-Go 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.*
- CEO: *Although this is not used for the ARLE Program, it is required in the ESA system and cannot be blank. For municipalities, this could be a Mayor, Manager, Council President, Board of Supervisors Chair, etc.*
- The remaining blocks should be self explanatory.

An overview of the application with instructions and a list of required documentation is outlined in **Appendix I**.

D. Submission Deadline

Applications for the Green Light-Go 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/>. For Year 9, pre-application scoping forms will be accepted until December 15, 2023 and applications will be accepted from February 1, 2024 to February 29, 2024.

Section V – Application Evaluation

A. Selection Process

The Bureau of Maintenance and Operations will review and rank submitted applications with respect to applicable criteria for program funding, current priorities for traffic safety and mobility, and other factors. The anticipated timeline for the Year 9 Green Light - Go Program selection process will be as follows:

- November 4, 2023: Pennsylvania Bulletin Announcement – Application period begins
- December 15, 2023: Deadline for submission of Pre-Application Scoping Form
- January 31, 2024: PennDOT review comments returned for Pre-Application Scoping Forms
- February 1, 2024 to February 29, 2024: Green Light Go application period
- March – May 2024: PennDOT application review
- June 2024: FY 2024-25 budget appropriation approved by legislature & governor*
- July 2024: Award approval and denial notifications
- July-September 2024: Grant agreement execution
- May 2027: Required construction completion

*State budget approval is beyond PennDOT’s control. The award approval and denial notifications and grant notifications may be delayed if the budget is not passed by the constitutional deadline. However, the required construction completion date will NOT change.

Each eligible project application will be ranked based upon the merits of the project for each criterion. Final selection recommendations will be provided to the PennDOT Executive Management for award approval.

B. Selection Criteria

The following selection criteria may be considered by the Green Light - Go Program Selection Team:

1. **Project Benefits and Effectiveness (20% Scoring Weight)** – How will the project improve safety, enhance mobility, and reduce congestion. Projects which are justified with quantifiable data will be prioritized.
2. **Local and Regional Impact (15% Scoring Weight)** – How will the project support the regional transportation system? Is the project a multi-municipal submission? Is the project consistent with regional and local planning documents? Is the project identified on the Regional Operations Plan?

3. **Project Cost (20% Scoring Weight)** – Is the project cost effective relative to the mobility benefits achieved? Can the project be delivered within the time periods identified in Section V.A?
4. **Financial Need (10% Scoring Weight)** – Is the applicant able to fund the project without Green Light-Go grant funding?
5. **Leveraging of Funds (5% Scoring Weight)** – What is the percentage of matching funds from other sources in excess of the 20% minimum match requirement? Additional consideration will be given to projects where the match exceeds the required 20% minimum requirement.
6. **Operations and Maintenance (10% Scoring Weight)** – Does the applicant’s past and current operations and maintenance performance meet the Department’s expectations? Additional consideration will be given to projects where applicants have been actively maintaining asset information in PennDOT’s online [Traffic Signal Asset Management System \(TSAMS\)](#).
7. **Evaluation by Others (20% Scoring Weight)** – Does the proposed project meet goals and priorities of the District? Project scoring will be based on the District’s priority ranking for submitted projects.

Appendix I – Application Instructions

A. Beginning a New Application

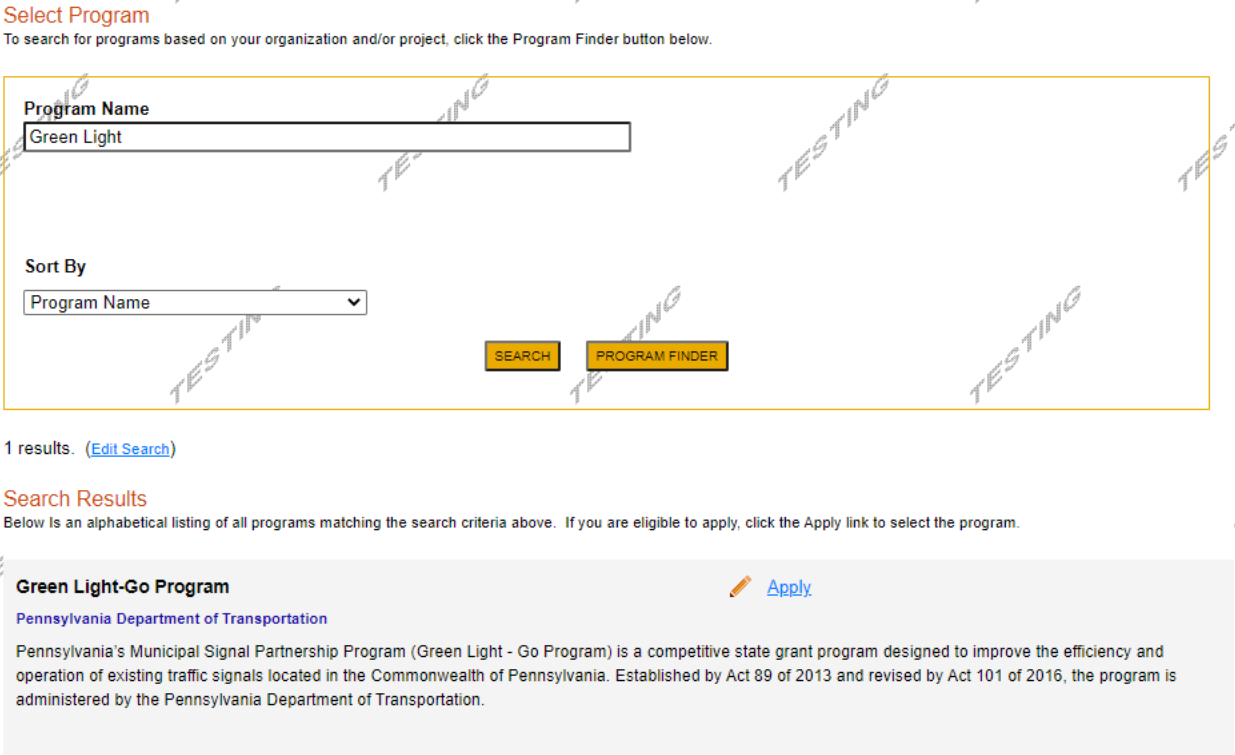
After logging in to ESA, on the Home screen, enter the following information in the “Begin a New Application” section:

- Project Name: *Enter a brief project name to uniquely describe your project. Please include information that will differentiate your project from other application submissions. For example: “Main Street and Elm Avenue Signal Upgrade.” The municipality name and Green Light-Go shouldn’t be included in the project name.*
- 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 **Green Light** into the Program Name box and click “Search.”

At the bottom of the screen in the Green Light-Go Program field, click on “Apply”.



B. Pre-Application Requirements

The next screen will confirm eligibility as indicated in Section II of this document. Answer the questions on the Requirements screen then click “Continue.” The system will not allow you to continue unless the eligibility requirements are met.

REVIEW INFORMATION BELOW

- Before you can apply for Green Light-Go Program, you must complete the Pre-Application Requirements section below.

Requirements

Have you completed the pre-application scoping form? [Click here.](#) ◆

Please download, complete and upload the approved form.

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 No file chosen

Are you submitting an application for a municipality or planning organization? ◆
* Municipality includes any county, city, borough, incorporated town, township or home rule municipality.
* Planning Organization includes any Metropolitan Planning Organization (MPO) or Rural Planning Organization (RPO).

Have you entered existing asset information for the traffic signal(s) to be upgraded in PennDOT's Traffic Signal Asset Management System (TSAMS) as required in the Program Guidelines? ◆
See [here](#) for more information

Please provide the date of completion:

Has municipality signed and submitted a Commonwealth and Municipal Traffic Signal Maintenance Agreement covering all signals in the municipality? ◆
See [here](#) for more information

Please provide the date of completion:

[Continue](#)

C. Applicant Information

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

Please refer to the section on user profile in Section IV.C 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.

D. 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 Green Light-Go rounds or other programs such as ARLE. If yes, indicate the program and application round for which the project was previously submitted.*
- 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. **A project scoping form is required for Green Light-Go applications as indicated in Section IV.A of this document.***
- Is your community certified through Sustainable Pennsylvania? *This information is not used for the Green Light-Go program and any information entered will be ignored.*
- Are you interested in applying for multiple funding sources for this project? *Currently, Green Light-Go 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 traffic signals where work will be performed.*

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

E. 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.*
- 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 Green Light-Go and all can be left unchecked.*

Project Site Location(s)
To add Project Site Locations, please see the [Project Overview](#) section.

Site 1

Address: Main Street & 1st Street, TSAMS #1234

City: Anytown

State: PA

Zip Code: 12345

County: Dauphin

Municipality: Harrisburg City

PA House: Patty Kim (103)

PA Senate: John DiSanto (15)

Designated Areas:

<input type="checkbox"/> Act 47 Distressed Community	<input type="checkbox"/> Brownfield
<input type="checkbox"/> Enterprise Zone	<input type="checkbox"/> Greenfield
<input type="checkbox"/> Keystone Innovation Zone	<input type="checkbox"/> Keystone Opportunity Zone
<input type="checkbox"/> Prime Agricultural Area	<input type="checkbox"/> Uses PA Port

[Continue](#)

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

F. Project Narrative

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

- Project Description – *Provide a brief description of the existing problem(s) to be addressed through the proposed project. Examples may include safety issues, congestion, limited asset data, special event conditions, and so forth. For monitoring, asset management, or data collection, describe the type of data to be collected or monitored as well as the intended future use and implementation of the collected information.*

For each project component, PennDOT recommends that the applicant justify the need for the project by answering the following questions:

- *Why are the project improvements critically needed to improve mobility and/or safety?*
 - *How will the improvements address the mobility and/or safety issue(s)?*
 - *Who is going to maintain and operate the proposed improvements?*
- Project Safety Features – *Provide a brief description on the anticipated benefits of the*

project upon completion. Examples may include the extent of anticipated congestion reduction and/or improved safety, reduced fuel consumption and emissions, reductions in long-term operation and maintenance requirements, and so forth. Please include quantitative data if available.

- *Project Cost Effectiveness – Describe how the project is a cost effective solution. If applicable, discuss what other alternatives were explored and why the proposed improvements were selected.*
- *Project Schedule – Please outline critical project milestones for preconstruction and construction activities. In addition, please upload a project schedule.*

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

G. 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 two columns by default:

- *Green Light-Go Program: Enter the funding being requested from the Green Light-Go Program. The total of this column will be the amount of the grant award.*
- *Local Local: Enter any matching funds being provided.*

Additional matching funding source columns can be added by clicking the “Add funding source” button. The Source Name should be one of the matching fund sources listed in Section III.A of this document. Indicate whether the matching funds are Private, Local (municipal), State, or In-Kind Services.

A minimum of a 20% match is required for the total project cost, but the match does not need to be 20% for each activity as long as the total comes out to 20%. The eGrants system will not allow projects to be submitted which do not include at least a 20% match.

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	Green Light-Go Program	Local Local	Total
Requested Amount - Collapse	\$116,636.00	\$29,159.00	
Preliminary Engineering Remove	\$4,486.00	\$1,121.50	\$5,607.50
Final Design Cost Remove	\$4,486.00	\$1,121.50	\$5,607.50
Utilities Cost Remove	\$0.00	\$0.00	\$0.00
Right-of-Way Cost Remove	\$0.00	\$0.00	\$0.00
Construction Cost Remove	\$107,664.00	\$26,916.00	\$134,580.00
Miscellaneous Services Remove	\$0.00	\$0.00	\$0.00
Total	\$116,636.00	\$29,159.00	
		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.

The cost estimate shall following the estimating guidance available on the [Traffic Signal Portal](#).

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

H. Program Addenda

This page includes information specific to the Green Light-Go 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.

- Consultant Involvement: *Indicate whether a consultant was involved in preparing the application, and indicate the name of the consultant(s), if applicable. Refer to Section IV.B of this document for more information regarding consultants and conflicts of interest.*
- Project Type: *Select from the drop down menu based on the predominant work included in the project. Refer to Section II.B of this document for a description of the project types.*

- Project Complexity: *Select the project complexity from the following options:*

Level	Title	Definition
0	Retiming	Limited to timing/phasing modifications which are accomplished with existing equipment
1	Equipment Upgrades	Replacement, upgrade, or addition of traffic signal equipment which does not impact information shown on the traffic signal permit condition diagram
2	Minor Alterations	Modifications to items shown on the traffic signal permit condition diagram, but does not include replacement or installation of traffic signal supports (mast arms, strain poles, or pedestals)
3	Major Alterations	Modifications to the traffic signal which include replacement or addition of traffic signal poles, but retain some existing traffic signal equipment
4	New Construction	Full modernization/replacement of all traffic signal equipment at an existing signalized intersection

- Regional Operations Plan: *Identify whether the project is identified on the Regional Operations Plan. Refer to the PennDOT TSMO Website to find the Regional Operations Plan: <https://www.penndot.gov/ProjectAndPrograms/operations/Pages/TSMO-Regions.aspx>*
- Joint Municipality Project: *Indicate if the project includes multiple municipalities.*
- Project Location: *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:*
 - Signal locations where work is proposed
 - Municipal boundaries for multi-municipal projects
 - Prominent land uses in the study area (primary traffic generators)
- 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? Select the timeframe in which maintenance problems are typically addressed from the options provided.*
- *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.). A Financial Commitment Letter (see Appendix IV) must be attached in this section:*
- *Worker Protection Form: Please download the Worker Protection and Investment Certification Form from the link provided in the application, complete the certification, and upload the signed copy of the form. This is required in accordance with Governor Wolf's [Executive Order 2021-06](#). Grant recipients are required to certify compliance with Pennsylvania's labor or workforce safety laws as identified in the order.*

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

I. 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 Green Light-Go program, no paper documents are required.**

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it for processing. After submitting, you will no longer be able to make changes.

Electronic Signature Agreement:

By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

- I am the applicant.
- I am an authorized representative of the company, organization or local government.

Type Name Here:

Electronic Attachment Agreement:

NOTICE

By submitting an application for this grant program Applicant expressly acknowledges and confirms that the signatures affixed to any document submitted to the Pennsylvania Department of Transportation (PennDOT) through eGrants comply with all legal requirements applicable to the Applicant organization and are legally binding. PennDOT will rely on the signatures as originating from persons possessing requisite legal authority to contractually bind the Applicant, and if awarded a grant, the Grantee.

You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

[SUBMIT APPLICATION](#)

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.

[Click here for fillable PDF form](#)

Appendix II – Project Scoping Form

(10-22)  pennsylvania DEPARTMENT OF TRANSPORTATION www.penndot.gov	<h2 style="margin: 0;">GREEN LIGHT-GO PROJECT SCOPING FORM</h2> <p style="margin: 0; font-weight: bold;">PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK</p>
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A – PROJECT OVERVIEW

<small>DISTRICT</small>	<small>COUNTY</small>	<small>MUNICIPALITY(S)</small>
<small>Attach a map or list of the signalized intersections included in the project.</small>		
<small>PROJECT NAME</small>		
<small>PROJECT TYPE (check one)</small>		
<input type="checkbox"/> LED Replacement <input type="checkbox"/> Traffic Signal Retiming <input type="checkbox"/> Study and Removal of Unwarranted Traffic-Control Signals <input type="checkbox"/> Monitoring <input type="checkbox"/> Innovative Technologies <input type="checkbox"/> Communications/Connections back to Traffic Management Center (TMC) <input type="checkbox"/> Detection and/or Controller Upgrades <input type="checkbox"/> Modernization Upgrades <input type="checkbox"/> Intelligent Transportation System (ITS) Applications		
<small>PROJECT COMPLEXITY (check one)</small>		
<input type="checkbox"/> Level 0 – Retiming Limited to timing/phasing modifications which are accomplished with existing equipment <input type="checkbox"/> Level 1 – Equipment Upgrades Replacement, upgrade, or addition of traffic signal equipment which does not impact information shown on the traffic signal permit condition diagram <input type="checkbox"/> Level 2 – Minor Alterations Modifications to items shown on the traffic signal permit condition diagram, but does not include replacement or installation of traffic signal supports <input type="checkbox"/> Level 3 – Major Alterations Modifications to the traffic signal which include replacement or addition of traffic signal poles, but retain some existing traffic signal equipment <input type="checkbox"/> Level 4 – New Construction Full modernization/replacement of all traffic signal equipment at an existing signalized intersection		
<small>PROJECT DESCRIPTION (Include narrative to describe the project scope of work)</small>		
<small>WHY IS THE PROJECT NEEDED? (Provide project needs that are tangible and fact-based, framed in terms of problems and deficiencies, and how the proposed solution will address these problems and deficiencies)</small>		
<small>WHAT IS THE PROJECT PURPOSE?</small>		
<small>DESCRIBE ANY ADA COMPLIANCE ISSUES</small>		<small>HOW MANY RIGHT-OF-WAY PARCELS OR PORTIONS OF PARCELS MAY NEED TO BE ACQUIRED?</small>

B – COST ESTIMATE

Attach a cost estimate spreadsheet to your pre-application scoping form submission email with additional details. A template is available on the [Traffic Signal Portal](#).

<small>MUNICIPAL MATCH %</small>	<small>REQUESTED FUNDING</small>	<small>MUNICIPAL MATCH</small>
	<small>Total</small>	
	\$	\$

C – PennDOT REVIEW

TO BE COMPLETED BY PENNDOT BUREAU OF OPERATIONS

REVIEW COMMENTS

DESIGN PROCESS (check one)

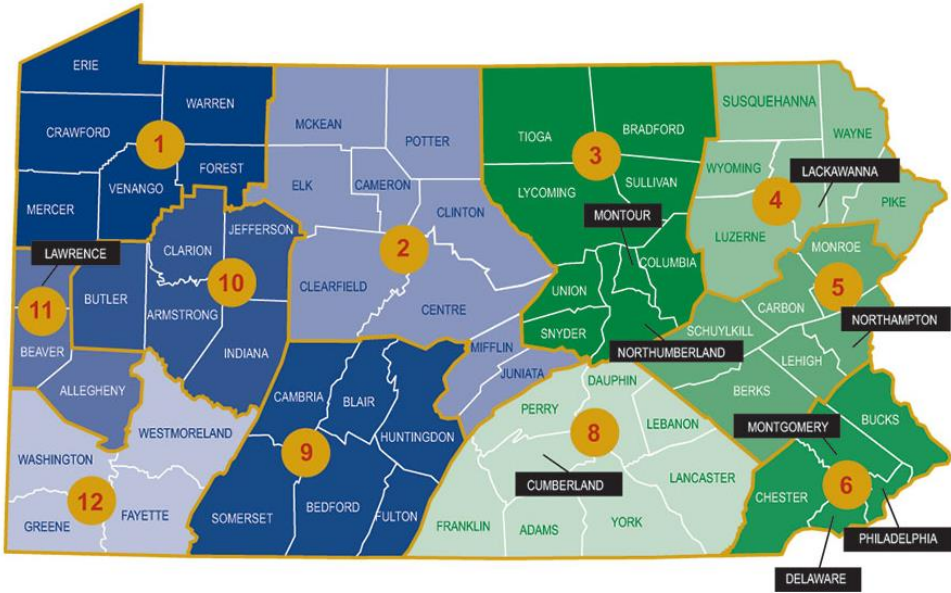
Publication 9
 Publication 740
 PennDOT Design

<small>REVIEWED BY</small>	<small>DATE</small>
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Appendix III – PennDOT District Contacts

For general information on the Green Light – Go Program, please contact the PennDOT program resource account at GLG@pa.gov. For guidance on specific Green Light – Go projects, please contact your PennDOT District Traffic Signal Supervisor.

A. PennDOT District Map and Green Light-Go Contacts



<p>District 1 Edward Orzechowski (814) 678-7179 eorzechowsk@pa.gov</p>	<p>District 6 Kevin Lewis (Traffic Signal Section Manager) (610) 205-6689 kevlewis@pa.gov</p>	<p>District 8 Cory Poff (717) 772-5104 cpoff@pa.gov</p>
<p>District 2 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>District 9 Kevin Snyder (814) 696-7248 KEVISNYDER@pa.gov</p>
<p>District 3 Joseph Lyons (570) 368-4250 joselyons@pa.gov</p>	<p>Michael Smith (Acting Traffic Signal Supervisor – Montgomery County) (610) 205-6575 mijmsmit@pa.gov</p>	<p>District 10 Daniel Tyger (724) 357-3063 dtyger@pa.gov</p>
<p>District 4 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>District 11 Mark Pemu (412) 429-4969 mpemu@pa.gov</p>
<p>District 5 Chris Surovy (610) 871-4478 CSUROVY@pa.gov</p>		<p>District 12 Emily Zarichnak (724) 415-1045 emzarichna@pa.gov</p>

Appendix IV – Sample Funding Commitment Letter

Letterhead

Date

Stephen A. Gault, P.E., PTOE
Chief, TSMO Arterials & 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 Mr. Gault,

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 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]