Green Light-Go Grant Program
Reimbursement Instructions for Grantees

Please be advised that the Pennsylvania Department of Transportation (PennDOT) has revised the grant reimbursement procedures for the Green Light-Go program. All Local Project Element grantees that received funding in fiscal years 2014, 2015, and 2016 (representing the first three funding cycles) should utilize the following procedures and forms to request reimbursement in lieu of using dotGrants to request reimbursement. For grants awarded in fiscal years 2017 and 2018, following the instructions for dotGrants reimbursement and do NOT use the instructions below. The year of your grant is provided in the identification number of your Grant Reimbursement Agreement (i.e. 2015GLG123 or GLG-2017-12345-1234).

Please be advised that grantees should submit no more than one Request for Reimbursement per month. Once a Request for Reimbursement is submitted by a grantee, payment by PennDOT may take up to 45-60 days to be issued.

**Step 1: Collect Supporting Documentation**

Collect the following documentation, which will be submitted with your Request for Reimbursement Form:

1. Project invoices from contractor(s) with a unique invoice number for each invoice submitted
2. Proof of payment to contractor (e.g., canceled check, bank statement) if contractor has already been paid.

Please work with your consultant(s) and contractor(s) to ensure each invoice is clearly labeled for your respective Green Light-Go project, and enter the information into the Request for Reimbursement Form in tabs 3-8, as applicable. In addition, please issue individual checks/payments specific to each invoice and reference the invoice number on the check memo line. Clearly organizing your invoices and proof of payment will aid in a timely review and approval of your request. If a check is used to pay multiple invoices, please provide an Accounts Payable statement that itemizes the invoices paid.

**Step 2: Complete a Request for Reimbursement Form**

Fill out the Green Light-Go Program Request for Reimbursement Form. This Form should be completed in its entirety and signed by the authorized grantee representative (e.g., the Grant/Reimbursement Agreement signatory). The Form is provided in Excel format, and must be submitted both as an Excel document and a signed PDF copy. Please reference your grant agreement to complete Tab 1 of the Excel form.

Please be advised that PennDOT will compare each Request for Reimbursement with the cost estimate specified in your Grant/Reimbursement Agreement (Exhibit A). PennDOT has the discretion to investigate should actual costs vary significantly from the cost estimate provided.
By signing the Request for Reimbursement Form, the applicant certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department per your Grant/Reimbursement Agreement. By signing the Form, the grantee also self-certifies that it has inspected the work completed for which is included in the Request for Reimbursement, and the work has been satisfactorily completed in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

Please see Figures 1 and 2 beginning on page 3 to see an example of how each tab should be filled out.

**Step 3: Submit Request for Reimbursement**

Please package the Request for Reimbursement Form and supporting documentation and submit to PennDOT. Submissions must be sent by email to GLG@pa.gov. The submission must include the Request for Reimbursement Form in both Excel format and a signed PDF copy. In addition, copies of all invoices and proof of payment must be included in the submission.

**Reimbursement Payments**

PennDOT will make payments to you as the Grantee through the Automated Clearing House (ACH). It is the responsibility of the Grantee to ensure that the ACH information contained within the Commonwealth’s Central Vendor Master File is complete and accurate. If you have questions about enrolling for ACH, please contact the Vendor Data Management Unit at the 877-435-7363 or at www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTEnrollmentform.pdf.

If the Grantee does not enroll in ACH, payments will be issued by paper check. Please be advised that paper checks can delay the reimbursement process by several weeks.

**Project Inspection**

By signing the Request for Reimbursement Form, the grantee certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department.

By signing the Form, the grantee also self-certifies that it has inspected the work completed for which is included in the Request for Reimbursement, and the work has been satisfactorily completed in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

Upon final project completion and before PennDOT issues the final grant reimbursement to the grantee, a final inspection may be completed by PennDOT. Should any discrepancies be found between the work completed and the Request for Reimbursement Forms, PennDOT retains the authority to deny the final Request for Reimbursement and/or to require the repayment of any portion of Green Light-Go grant funding that was previously dispersed to the grantee for ineligible project costs.

**Project Records**

Please maintain full and complete records of all Request for Reimbursement submissions, contractor invoices, proof of payment, and disbursement receipts for all project funds for five (5) years from the date of final payment of grant funds under the Grant/Reimbursement Agreement. The account and records must comply with generally accepted accounting practices.
Additional Guidance

- **Proof of Payment:** Where possible, please pay consultant and contractor invoices individually and do not pay multiple, unrelated invoices under one check. Doing so makes verification of payment difficult and will delay the review of your Request for Reimbursement. If you do pay several consultant/contractor invoices together, please submit an Accounts Payable report to clearly delineate the invoice numbers and amounts included with the payment. In addition, please specify the respective invoice in the check memo line. If reimbursement is submitted prior to paying contractors/consultants, proof of payment must be submitted to PennDOT within 30 days of receiving payment from PennDOT in accordance with the Green Light-Go Terms and Conditions.

- **Cost Share by Expense Category:** The Department does not require actual costs to match the cost share breakdown that was submitted with the grant application and as shown in the Reimbursement Agreement. For example, preliminary engineering costs may exceed the grant application estimate and construction costs may end up being less or more than the grant application estimate. The Department will reimburse costs as they are submitted by the grantee based on the overall percentage cost split identified in Exhibit A of the Grant Reimbursement Agreement (typically 80% PennDOT, 20% local match). PennDOT’s costs are capped at the grant award amount; All costs above that amount are the responsibility of the grantee. PennDOT may allow state funds to be paid at a higher percentage earlier in the project if the project will not be completed before the funds lapse, but the grantee must submit documentation to demonstrate the match requirement has been met before the grant will be closed out. If the match is not met, the grantee may need to reimburse PennDOT for a portion of the grant funds paid to satisfy the match requirement.

- **Expense Category Descriptions:** Generally, Green Light-Go project costs are categorized in three primary categories. Do not split invoices across multiple categories in the Excel file; Enter the entire invoice amount in the category that is most applicable.
  - Preliminary Engineering: Design consultant invoices for preliminary design/engineering.
  - Final Design: Design consultant invoices for preparation of construction plans and detailed specifications for construction work.
  - Construction: Contractor invoices for construction/installation.

The additional categories provided may be used, if applicable, to the project:
  - Utilities: Utility relocation, replacement, make ready work, etc.
  - Right-of-Way: Right-of-Way acquisition only
  - Miscellaneous Services: Newspaper advertisement of bids, etc.
  - In-Kind Labor: Grantee In-Kind Labor for the project. The hourly equivalent pay for labor should be adjusted by the fringe percentage. The hourly equivalent for grantee-owned equipment should be supported by documentation of how the rate was established (e.g., dividing the estimated service life of the equipment from total purchase and operations cost of the equipment, or an industry-norm hourly rate).

- **Cost Estimate:** Please be advised that PennDOT will compare each Request for Reimbursement with the total cost estimate specified in your Grant/Reimbursement Agreement (Exhibit A). PennDOT has the discretion to investigate should actual costs vary significantly from the original cost estimate provided.
### Figure 1 – GLG Request for Reimbursement Form Tab 1 Example

**Green Light-Go Grant Program**  
**Grantee Request for Reimbursement Form**  
**Pennsylvania Department of Transportation**

#### Section 1: Project Information
- **Grantor Name:** Township ABC  
- **Project Name:** Signal Improvement Project ABC  
- **Grant Agreement #:** 2166010000  
- **Grant Agreement Effective Date:** 4/22/2011  
- **Address (RECIPIENT):** City, PA, 345  

#### Section 2: Previous Reimbursements

<table>
<thead>
<tr>
<th>Previous Costs Approved for Reimbursement</th>
<th>Total Cost</th>
<th>PennDOT Share</th>
<th>Grantee Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Costs Paid Directly by PennDOT</th>
<th>Total Cost</th>
<th>PennDOT Share</th>
<th>Grantee Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

#### Section 3: Request for Reimbursement

<table>
<thead>
<tr>
<th>Costs Submitted for Reimbursement (Per Tab)</th>
<th>Total Cost</th>
<th>PennDOT Share</th>
<th>Grantee Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Engineering</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Design</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right-of-Way</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>$ 55,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Services</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Labor</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount of Funds Expended</td>
<td>$ 55,000.00</td>
<td>$ 44,000.00</td>
<td>$ 11,000.00</td>
</tr>
</tbody>
</table>

#### Section 4: Project Financial Status

<table>
<thead>
<tr>
<th>Project Costs to Date (including current request)</th>
<th>Total Cost</th>
<th>PennDOT Share</th>
<th>Grantee Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 55,000.00</td>
<td>$ 44,000.00</td>
<td>$ 11,000.00</td>
</tr>
</tbody>
</table>

**For PennDOT Use Only**

- **SOMO Approval:**
- **Funds Commitment:**
- **Amount to Be Paid:**
- **Final Invoice:** YES NO

**By signing below, the grantee certifies the following:**

- All invoices included in this request have been paid and proof of payment is enclosed.
- All costs included in this request are only for work performed on the project that is defined in the Grant Agreement and is within the approved scope of work.

**Signature of Authorized Grantee Representative:**

**Date:**

**Type Name of Authorized Grantee Representative:**
Figure 2 – GLG Request for Reimbursement Form Tabs 2-8 Example

<table>
<thead>
<tr>
<th>PAYEE</th>
<th>INVOICE #</th>
<th>INVOICE DATE</th>
<th>INVOICE AMOUNT</th>
<th>CHECK #</th>
<th>CHECK DATE</th>
<th>CHECK AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Name ABC</td>
<td>111222</td>
<td>1/1/2018</td>
<td>$ 15,000.00</td>
<td>123456</td>
<td>1/15/2018</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td>Contractor Name XYZ</td>
<td>333444</td>
<td>2/1/2019</td>
<td>$ 40,000.00</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Expenditures for this Request for Reimbursement $ 55,000.00