Green Light – Go
Grant Reimbursement Agreement
Signature Instructions for dotGrants

December 2019
Section I – Introduction to dotGrants

The Pennsylvania Department of Transportation utilizes the dotGrants online system to administer local grants under the Green Light-Go program, including grant agreement execution and reimbursement requests. To execute your Green Light-Go Grant Agreement, please follow the instructions below.

If you have remaining questions after reviewing this guidance, please contact the PennDOT program resource account at GLG@pa.gov.

Section II – Grant Agreement Signature Process Instructions

A. Step 1 – Register in dotGrants to view the Grant Agreement

If you already have a dotGrants user account, please send an email to GLG@pa.gov with:

- Name of the municipality;
- Name and title of the individual who is requesting access to view the grant agreement; and
- The individual’s existing dotGrants User ID.

PennDOT will link your user account to the Grant Agreement and notify you when it can be viewed.

If you do not currently have a user account in dotGrants, you must first register by following the instructions here: http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/GLG_dotGrants_Login_Instructions.pdf.

When you reach the section of registration asking why you wish to obtain access, indicate you wish to view the Green Light-Go Grant Agreement so we can ensure your account is set up properly.

B. Step 2 – Designate Authorized Official with Signature Authority

To execute your Grant Agreement, the municipality must adopt a resolution to identify its Authorized Official for Green Light-Go and formally provide them authority to execute the Grant Agreement on behalf of the municipality. By adopting this resolution, municipalities are granting the individual (known as your “Authorized Official”) with signatory authority to electronically execute the Grant Agreement and all future grant-related documents.

The municipal resolution must be adopted prior to Grant Agreement execution. It is advised that the resolution references the individual by title, not name.
C. **Step 3 – Mail Municipal Resolution and Grant Acceptance Letter**

The following **original documents** are required to be mailed to PennDOT to proceed with execution of the Grant Agreement:

1. **Municipal Resolution.** A municipal resolution must be adopted **prior** to Grant Agreement signature in dotGrants. As described in Step 1, this resolution formally authorizes the Authorized Official to execute the Grant Agreement and all future grant-related documents. An original resolution with municipal seal must be mailed to PennDOT. Copies and scans will not be accepted.

2. **Acceptance Letter.** A letter from the Grantee must be provided and state that the organization formally accepts the Green Light-Go grant award. In addition, the letter must indicate the amount and source of matching funds. Please ensure the matching funds are calculated as a percentage of the total project cost and not the grant amount. **The original copy of the letter must be mailed to PennDOT. Copies and scans will not be accepted.**

A sample resolution and acceptance letter are attached.

The original resolution and acceptance letter must be sent via mail to the following address:

Pennsylvania Department of Transportation  
Bureau of Maintenance and Operations, Green Light-Go Program  
400 North Street, 6th Floor  
Harrisburg, PA 17120

D. **Step 4 – Register Authorized Official in dotGrants**

If the Authorized Official, as identified in Steps 2 and 3, **already has a dotGrants user account** (including if the Authorized Official is the same person who registered in Step 1), please send an email to GLG@pa.gov with:

- Name of the municipality;  
- Name and title of the individual who is serving as the Authorized Official (as identified in Steps 1 and 2); and  
- The individual’s existing dotGrants User ID.

PennDOT will notify you when the Grant Agreement is ready to be executed.

If your Authorized Official **does not currently have a user account in dotGrants**, they must first register by following the instructions here: [http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/GLG_dotGrants_Login_Instructions.pdf](http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/GLG_dotGrants_Login_Instructions.pdf).

When registering in dotGrants, please ensure the title of the Authorized Official matches the title used in the resolution (such as Manager, Secretary, President of Council, etc.).
E. Step 5 – Execute the Reimbursement Agreement in dotGrants

Once the resolution and acceptance letter have been completed and mailed, the Authorized Official should login to the dotGrants system at https://dotgrants.penndot.gov/dotGrants/. Please ensure the Grant Agreement is not executed in dotGrants until after the resolution is adopted by the municipal governing body.

After logging in, the dotGrants2.0 Home Screen should appear. In the center this page is the “My Inbox Documents” section. The municipality’s Green Light-Go application(s) should appear here. You may need to click the BOMO Green Light-Go Grant heading to display the application(s).

Next, click on the globe icon to the far right of the line next to the grant agreement number.
To view the grant, click on “Grant Agreement w/ Attachments” on the right side of the screen.

You can then view the Grant Agreement (referred to as “Grant Contract”) and the accompanying exhibits by clicking the View button next to each. If the Agreement doesn’t show up, please ensure the pop-up blocker in your web browser is turned off.

After you have reviewed the Agreement and Exhibits, click the “BOMO Traffic Signal Grant Menu” button at the top of the screen to return to the main grant window.

If you agree with the terms of the Grant Agreement as written, from the grant page in the Status Management section, choose “Signed Contract Received by PennDOT” and click “Change Status”. PennDOT is notified the grant has been signed by the municipality and will proceed with Step 5.

You should then see the status in the upper right corner of the screen say, “Contract Execution in Progress.”

If you require changes to the Grant Agreement, in the Status Management section, choose “Contract Modifications Required” and click Change Status. Please send an email to GLG@pa.gov explaining the changes you are requesting. You will be notified when the Grant Agreement is modified and ready for review again, at which point you may follow the steps above.
F. Step 6 – PennDOT Execution

Please allow several weeks for the Grant Agreement to be executed by PennDOT. **Please note that you may not begin your project prior to receiving a fully executed grant agreement.** Any costs incurred prior to full execution (which includes PennDOT’s signatures) will not be eligible as match or for reimbursement.

The fully executed Grant Agreement will be available for electronic review and download in dotGrants. You will be notified by e-mail when the grant is fully executed, which will serve as Notice to Proceed.
BOROUGH OF XYZ
ABC County, Pennsylvania
RESOLUTION 2018-00

A RESOLUTION AUTHORIZING THE EXECUTION OF A GREEN LIGHT-GO PROGRAM GRANT/REIMBURSEMENT AGREEMENT WITH THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION

BE IT RESOLVED, by the authority of the Borough Council of the Borough of XYZ, ABC County, and it is hereby resolved by authority of the same, that the [Borough Manager], be authorized and directed to electronically sign on its behalf the attached Green Light-Go Program Grant/Reimbursement Agreement with the Department of Transportation in dotGrants and to execute all future documents related to this Grant.

BOROUGH OF XYZ
By: ____________________
   Name
   Title

ATTEST: ____________________
   Name
   Title

I, Name, Title, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Borough of XYZ, held this 00th day of Month, 2018.
Month XX, 2019

Stephen Gault, Chief
TSMO Arterials & Planning Section
Bureau of Maintenance and Operations
Pennsylvania Department of Transportation
400 North Street, 6th Floor
Harrisburg, PA 17120

Re: Borough of ABC
Green Light-Go Grant ID # GLG-2018-12345-6789

Mr. Gault,

Please accept this letter as documentation that the [Borough of ABC] formally accepts the above-reference Green Light-Go grant award of [$80,000], representing [80%] of the total project cost and is providing a [20%] match in the amount of [$20,000] from [the municipal general fund]. The total project estimated cost is [$100,000].

Should you need any additional information, please contact [Jane Doe], [Borough Manager] at [123.456.7890] or [jdoe@abcborough.gov].

Sincerely,

[name]
[title]

Please note, the matching funds shall be calculated as a percentage of a total project cost, not as a percentage of the grant amount. The dollar amounts should match what is in Exhibit A of the agreement.