Green Light – Go
Grant Reimbursement Agreement
Signature Instructions for dotGrants

September 27, 2018
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.

Grantees can log-in to dotGrants at https://www.penndot.gov/Doing-Business/Pages/dotGrants.aspx. This weblink also provides information for new user registration.

Green Light-Go Grantees should follow the guidance in Section 2 below to complete the grant reimbursement signature process. If you have remaining questions after reviewing this guidance, please contact the PennDOT program resource account at RA-PDSIGNALFUNDING@pa.gov.

Section II – Reimbursement Agreement Signature Process Instructions

A. Step 1 – Confirm your Authorized Officials in dotGrants

The dotGrants system requires a municipal official to be designated as an Authorized Official who has signatory authority on behalf of the Grantee and who is a registered user in dotGrants. Your 2018 Green Light-Go grant award letter, mailed in August 2018, identifies any existing users who are already registered as Authorized Officials in dotGrants and, therefore, can execute the Reimbursement Agreement in dotGrants.

Additional guidance is provided below for Grantees who do not have Authorized Officials in dotGrants or who wish to change their Authorized Official.

1. No Existing Registered Users in dotGrants. If the Grantee does not currently have any registered users in dotGrants, register by following the instructions provided here: Registration Guide. After registering, send an email to RA-PDSIGNALFUNDING@pa.gov with the dotGrants User ID, municipality name, and name of the individual for the account to be activated, and indicate if the new user should be an Authorized Official for the municipality.

2. No Authorized Officials in dotGrants. If the municipality does not have any Authorized Officials in dotGrants, send an email to RA-PDSIGNALFUNDING@pa.gov with the dotGrants User ID, municipality name, and name of the individual to designate as an Authorized Official.

3. Need to Change the Authorized Official in dotGrants. If the municipality wishes to designate a new Authorized Official for executing the Green Light-Go Reimbursement Agreement, send an email to RA-PDSIGNALFUNDING@pa.gov with the dotGrants User ID, municipality name, and name of the individual to designate as an Authorized Official.
B. Step 2 – Mail Municipal Resolution and Grant Acceptance Letter

In addition to being designated as an Authorized Official within dotGrants, the municipal governing body must pass a resolution identifying the individual who is an Authorized Official and granting them authority to execute the Green Light-Go Reimbursement Agreement, and all future grant-related documents, on behalf of the municipality electronically within the dotGrants system. The following original documents are required to be mailed to PennDOT to proceed with execution of the Agreement:

1. **Municipal Resolution.** A municipal resolution must be adopted prior to Reimbursement Agreement signature in dotGrants. This resolution formally authorizes the Authorized Official to execute the Reimbursement 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. **The original copy of the letter must be mailed to PennDOT. Copies and scans will not be accepted.**

Please be aware that the individual identified in your municipal resolution is the only Authorized Official that may then electronically sign the Reimbursement Agreement in dotGrants. **The resolution should specify the individual by name** since the individual’s title will not appear on the electronic agreement. A sample resolution and acceptance letter are attached.

The 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

C. Step 3 – 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://www.penndot.gov/Doing-Business/Pages/dotGrants.aspx. **Please ensure the Reimbursement Agreement is not executed in dotGrants until after the resolution is adopted by the municipal governing body.**

After logging in, the Main Menu page should appear. In the upper left panel of this page is the “My Documents” section. The municipality’s Green Light-Go application(s) should appear here. You may need to click the + sign next to BOMO Green Light-Go Grant to display the application(s).
Click on the link where it says, “Local Grant Contract Sent to Municipality.”

To view the grant, click on “Grant Agreement w/ Attachments” on the right side of the screen.

You can then view the Reimbursement 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 Agreement as written, from the grant page in the Status Management section, choose “Signed Contract Received by PennDOT” and click “Change Status”.

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 Reimbursement Agreement, in the Status Management section, choose “Contract Modifications Required” and click Change Status. Please send an email to RA-PDSIGNALFUNDING@pa.gov explaining the changes you are requesting. You will be notified when the Agreement is modified and ready for review again, at which point you may follow the steps above.
Month XX, 2018

Richard N. Roman, Director
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-2017-12345-6789

Mr. Roman,

Please accept this letter as documentation that the [Borough of ABC] formally accepts the above-reference Green Light-Go grant award of [$123,456], and is providing [20%] matching funds of [$30,864] from [the municipal general fund].

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

Sincerely,

[name]
[title]
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 Jane Doe, Borough Manager, who is also a dotGrants Authorized Official, be authorized and directed to sign on its behalf the attached Green Light-Go Program Grant/Reimbursement Agreement with the Department of Transportation 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.