

Traffic Signal Technologies Grant Program Reimbursement Instructions for Grantees

February 27, 2024

All Traffic Signal Technologies Grants are processed through eGrants (also known as Electronic Single Application for Assistance).

1. Collect Supporting Documentation

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

- Project invoices from consultant(s)/contractor(s)
- Proof of payment to consultant(s)/contractor(s) (e.g. cancelled check, bank statement)

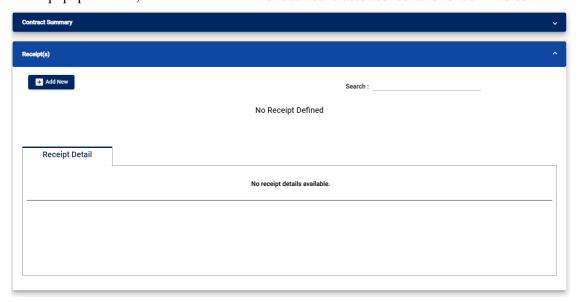
2. Submit Invoices

Login to the <u>ESA Partner Portal</u> using your Keystone Login. If you have not already established Partner Portal access for the application, please follow the instructions for <u>Partner Portal Registration</u>.

After logging in, click on "My Invoices/Receipts." Then click on "Details" in the row of the table next to the grant for which you want to request reimbursement. A new window will pop-up to enter the reimbursement information. If the pop-up window does not appear, check to see if your browser blocked the pop-up window. It is recommended you always allow pop-ups from the ESA website.

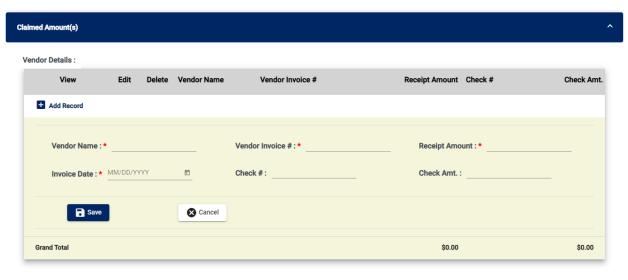


In the popup window, click "+ Add New" for each contractor/consultant/vendor invoice.

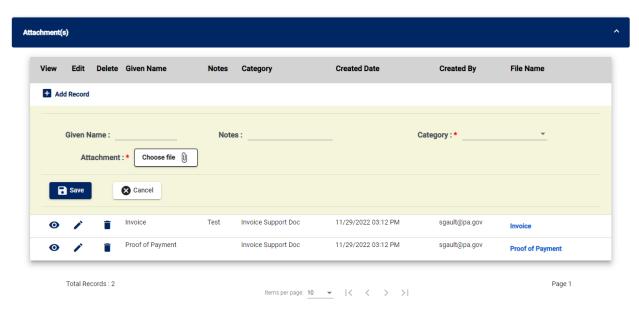


On the Receipt Details tab:

- Enter the starting and ending dates for when the work (service) was performed.
 - O Note, for the first receipt submitted for a particular vendor, the start date should be when the sponsor's contract with the vendor was approved, such as a notice to proceed date.
 - o For subsequent invoices from the same vendor, the start date should be after the end date from the previous invoice.
 - The end date will generally be the invoice date, or another date indicated on the vendor's invoice.
- Indicate whether this is a final receipt, "Yes" or "No."
- Click the "Save" button at the top of the tab. This will add the "Claimed Amount," "Attachment(s)," "Comment(s)," and "Certification(s)" sections to the screen.
- Click the "Edit" button to continue entering information.
- Enter the information from the vendor's invoice under "Claimed Amount(s)" and "Vendor Details:" by clicking "+Add Record."
 - The vendor name should be the contractor/consultant/vendor who performed the services for the sponsor (such as the contractor).
 - o The vendor invoice number and invoice date should match what is printed on the invoice.
 - The receipt amount is the amount of the invoice which is an eligible project charge. If there are other amounts on the invoice which are not related to the project, they should not be included.
 - The check # and check amount should match the cancelled check. The check amount may be greater than the receipt amount if the invoice includes non-project services and charges.
 - Click the "Save" button to save the information.



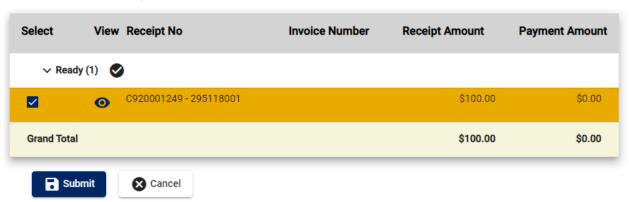
- Click the blue "Attachment(s)" banner to open the attachments section.
- Click "+ Add Record" for each document to be attached.
 - o Enter a description of what is being attached in the "Given name" box.
 - o The "Notes" box is optional
 - o Select "Invoice Support Doc" as the category
 - o Click "Choose File" to select the file from your computer
- Upload a copy of the vendor's invoice and also to upload proof of payment



- Click the blue "Certification(s)" banner to open the certification section.
- Click the checkbox next to the certification statement



- Scroll back to the top and click the "Save" button. If everything validates correctly, the receipt listing at the top will include this invoice under "Ready" instead of "Incomplete."
- If there are additional invoices, click "Add New" under Receipts to enter more follows the same process.
- After all invoices have been entered and saved, click on the checkbox in the "Select" column next to each invoice, and then click "Submit."



By electronically submitting, the Grantee certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department per your Project Funding Agreement. By submitting, the Sponsor also self-certifies that it has inspected the work completed for which is included in the invoices/receipts, and the work has been satisfactorily completed in accordance with all applicable PennDOT requirements, including, but not limited to, Publication 408 and Publication 148.

3. Complete a Request for Reimbursement Form

Fill out the <u>Traffic Signal Technologies Grant Program Request for Reimbursement Form</u>. This Form should be completed in its entirety and signed an authorized sponsor representative. The Form is provided in Excel format, and must be submitted both as an Excel document and a signed PDF copy. The Excel form should be completed in its entirety by entering information from the contractor invoices and proof of payment in tabs 3-9, as applicable. Please reference your grant agreement to complete Tab 1 of the Excel form.

Please see Figures 1-3 beginning on page 6 to see an example of how each tab should be filled out.

Additional Guidance for Step 3

- **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.
- 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.
- 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.
 - o 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.
 - o Construction: Contractor invoices for construction/installation.

The additional categories provided may be used, if applicable to the project:

- O Utilities: Utility relocation, replacement, make ready work, etc.
- o Right-of-Way: Right-of-Way acquisition only.
- o Miscellaneous Services: Newspaper advertisement of bids, etc.
- o 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 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.

4. Submit Request for Reimbursement Form

Please submit the completed Request for Reimbursement Form in Excel format via e-mail to <u>RA-PDSIGNALFUNDING@pa.gov</u>. PennDOT will use this form to track the project costs and match to the invoices submitted for reimbursement through eGrants. This form will also help you manage the project costs, including required matching funds.

5. Reimbursement Payments

PennDOT will make payments to you as the Sponsor through the Automated Clearing House (ACH). It is the responsibility of the Sponsor 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.

6. Project Inspection

By submitting the receipts in eGrants, the Sponsor certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved by the Department.

By submitting the Form, the Sponsor 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 Sponsor, 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 Traffic Signal Technologies grant funding that was previously dispersed to the grantee for ineligible project costs.

7. 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.

Figure 1. TSTG Request for Reimbursement Form – Tab 1 Example

TSTG Reimbursement Form: Tab 1							Form revised 2/17/24
Traffic Signal T	echnologie	s Grant Prod	ram		Location Code		78HWYSFTY
Grantee Reque	_	-			Payment Reques	t #	#01
•			OTH		Date		
Pennsylvani	a Department of	rransportation				Reimbursement?	No
Section 1: Project Information							
Please refer to your Grant Agreement to			4- 0-1-11		0:		
	Township ABC		1g. Project Name			ment Project ABC	
	123456 Dauphin		1h. Grant Agreement # 1i. Grant Amount \$		\$ 100,000.00		
-	District 8		1). Grant Amount \$		123 Main Street		
	3/1/2023		Address (REQUIRED)		Anytown, PA 123		
	6/30/2025		Addicoo (AE	wonted)	ranjionni, r zi 120	-	
II. Grant Agreement Expiration Date	J/30/2023						
Section 2: Previous Reimbursen Please complete tabs 2 and/or 10 (as ap		will auto-fill the int			DOT Share	Grantee Local Share	
Previous Costs Approved for Reimb	ursement (Ta		5,000.00		4,000.00	\$ 1,000.00)
Previous Costs Paid Directly by Penn			-	\$	-		
- *							-
Section 3: Request for Reimburs Please complete tabs 3-9 (as applicable certain tab, you may leave the tab blank.), which will aut			ection. If y	you do not have ar	ny costs for a	
Costs Submitted for Reimbursemen	it (Per Tabs 3-		ts				
Preliminary Engineering		\$	-				
Final Design		\$	-				
Jtilities		\$	-				
Right-of-Way		\$	-				
Construction		\$	1,500.00				
Miscellaneous Services		\$	-				
n-Kind Labor		\$	-	Peni	nDOT Share	Grantee Local Share	_
Total Amount of Funds Expended		\$	1,500.00	\$	1,500.00	\$ -	
Section 4: Project Financial Sta	tus						
occion 4. i roject i manciai sta	tuo	Total C	`nst	Penn	DOT Share	Grantee Local Share	
Project Costs to Date (including curr	ent request):		6,500.00		5,500.00	\$ 1.000.00)
Share:	ciit request;.	•	0,000.00	•	0,000.00	1,000,00	=
Please input the percentage of PennDO Grant Agreement (Exhibit A). The local s							
	ond is automa				Actual Cost Sh	are to date:	
PennDOT Share		100.00%			84.62%		
Grantee Local Share		0.00%			15.38%		
Remaining Grant Amount to Complet	te	\$	94,500.00				
BY SIGNING BELOW, THE GRAN *All invoices included in this request have *All costs included in this request are acc *All costs included in this request are only	been paid and purate	proof of payment is	enclosed.	in the Gra	nt Agreement and	is within the approved sco	ope of work.
Signature of Authorized Grantee Rep	presentative	Date		Type Na	me of Authorize	ed Grantee Representati	ive
				3,5			
1 Reimbursement	Request	2 Previous Rei	mhursemente	. 5	Construction (Costs / A Prelimina	ny Eng. Costs 5 Final

Figure 2. TSTG Request for Reimbursement Tab 2 Examples

TSTG Reimbursement Form: Tab 2

Traffic Signal Technologies Grant Program Grantee Request Project Reimbursement Tracking

Pennsylvania Department of Transportation

Grantee Name: Township ABC
Project Name: Signal Improvement Project ABC
Project Name: C9200009999

	Reimbursement Amount						RFR	To	tal Project	
RFR#	(PennDOT Paid)	PennDOT %	Lo	cal Match	Local %	Pro	Project Cost		Cost to Date	
1	\$ 4,000.00	80.00%	\$	1,000.00	20.00%	\$	5,000.00	\$	5,000.00	
2						\$	-	\$	5,000.00	
3						\$	-	\$	5,000.00	
4						\$	-	\$	5,000.00	
5						\$	-	\$	5,000.00	
6						\$	-	\$	5,000.00	
7						\$	-	\$	5,000.00	
8						\$	-	\$	5,000.00	
9						\$	-	\$	5,000.00	
10						\$	-	\$	5,000.00	
11						\$	-	\$	5,000.00	
12						\$	-	\$	5,000.00	
13						\$	-	\$	5,000.00	
14						\$	-	\$	5,000.00	
15						\$	-	\$	5,000.00	
16						\$	-	\$	5,000.00	
17						\$	-	\$	5,000.00	
18						\$	-	\$	5,000.00	
19						\$	-	\$	5,000.00	
20						\$	-	\$	5,000.00	
Total	\$ 4,000.00	80.00%	\$	1,000.00	20.00%	\$	5,000.00			

Figure 3. TSTG Request for Reimbursement Form - Tabs 3-8 Example

