FY2020-21

Green Light – Go

Pennsylvania’s Municipal Signal Partnership Grant Program

Program Guidelines: October 18, 2019
Applications will be accepted from October 21, 2019 to January 10, 2020.
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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 6 (FY 2020-2021) is approximately $10 million. Applications will be accepted from October 21, 2019 to January 10, 2020.

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 and are listed in order of priority 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.

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

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Required TSAMS information</th>
</tr>
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<tbody>
<tr>
<td>Installation Date¹ ²</td>
<td>Component Type²</td>
</tr>
<tr>
<td>LED Replacement</td>
<td>X</td>
</tr>
<tr>
<td>Traffic Signal Retiming</td>
<td></td>
</tr>
<tr>
<td>Study and Removal of Unwarranted Traffic-Control Signals</td>
<td></td>
</tr>
<tr>
<td>Monitoring</td>
<td>X¹⁵</td>
</tr>
<tr>
<td>Innovative Technologies</td>
<td>X¹⁵</td>
</tr>
<tr>
<td>Communications</td>
<td>X¹⁵</td>
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<td>Connections back to TMC</td>
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<tr>
<td>Detection and/or Controller Upgrades</td>
<td>X</td>
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<tr>
<td>Modernization Upgrades</td>
<td>X</td>
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<tr>
<td>ITS Applications</td>
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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. (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.

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

Ineligible costs include but are not limited to public relations, outreach, communications, lobbying, litigation, fees for securing other financing, interest on borrowed funds, municipal engineer review fees, and application preparation fees. 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. 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 utilized 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. Only 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 dotGrants.

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 your PennDOT District (please see Appendix III). The scoping form must be submitted no later than 4 weeks prior to the application deadline. The completed scoping form shall be uploaded as an attachment to the formal application submission.

#### B. Conflicts of Interest

The application form is designed to 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 would be considered involvement and be a conflict of interest.

Consultant involvement shall be disclosed in the grant application on the first screen. 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 the dotGrants system. The electronic application form through dotGrants is available at:

Please complete the required contact information and select “Continue”. By doing so, the applicant will receive an e-mail (to the e-mail account provided) with a link to the application for future use and reference. Please note that applicants will not create a username or password. The application can only be accessed by using the link provided via e-mail, which may be forwarded and utilized by the applicant’s team. The application can be saved at any time, and accessed at a later date utilizing the e-mail link.

The online application is set up with eight separate sections on separate pages. Move between pages by clicking the continue button at the bottom of the pages. Applicants can save a draft of the application at any time and finish it at a later date. Applications received after the due date will not be considered by the Department.

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

D. Terms and Conditions

In the application, applicants will be required to certify that they understand and agree with the listed terms and conditions by checking the box at the bottom of the application. Terms and conditions for the Green Light - Go Program can be found:

E. FY20-21 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.pabulletin.com/. For FY 2020-21, applications will be accepted from October 21, 2019 to January 10, 2020.

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 FY18-19 Green Light - Go Program selection process will be as follows:

- October 19, 2019: Pennsylvania Bulletin Announcement – Application period begins
- January 10, 2020: Green Light Go application period ends
- February – May 2020: PennDOT application review
- June 2020: FY 2020-21 budget appropriation approved by legislature & governor
- July 2020: Award approval and denial notifications

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 (30% 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?

3. **Project Cost (10% Scoring Weight)** – Is the project cost effective relative to the mobility benefits achieved?

4. **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.

5. **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).

6. **Evaluation by Others (30% 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. Homepage

1. **Contact Information** – Provide the first name, last name, phone number, and e-mail address of the applicant point of contact. Please also specify the county and municipality of the project. For joint applications, please use the municipality of the lead applicant. Please note, the lead municipality cannot be changed after leaving this screen. The individual filling out the application should indicate whether they are the applicant or a consultant submitting on behalf of an applicant.

B. Contact Page

1. **Contact Information** – Provide the first name, last name, job title, address, phone number, and email address of the applicant point of contact. The contact should be an employee of the applicant and not a third-party.

C. Summary Page

1. **Project Title and Project Type** – Provide a project title that will be used as the official name of the project through its completion. PennDOT recommends short titles that include the roadway route number of the project.

2. **Project Type** – To select the project type, applicants will identify the project type utilizing a drop-down menu with pre-defined choices of the eligible project types identified in Section II.B of these program guidelines. Please select the project type that identifies with the majority scope of your project.

3. **Description of Proposed Project** – Provide a brief description of the proposed project improvements, including the name of the applicant. The description shall be no more than 240 characters.

4. **Joint Municipal Project** – Indicate whether the application is a single municipality or a multi-municipal application. If a multi-municipal application, provide names of all participating municipalities.

D. Location Page

1. **Project Location** – Provide a short written description of the project location and limits (240 characters maximum). Projects such as data collection, special events plans, and similar efforts should include the area for the study. If additional space is needed, include the description with the map attachment (see below).
2. **Traffic Signals** – Utilizing the drop-down feature, select the traffic signals that are included in the project by selecting the Pennshare # for each signal. The available list of signals is derived from TSAMS based on the lead municipality selected for the application. Then select the “Add Signals” button. If you are unable to locate the Pennshare # in the list, please contact PennDOT at GLG@pa.gov.

3. **Project Map** – Please attach a map of the project location with the application. At minimum, as applicable, the map should illustrate:
   - Beginning and end points of the project corridor or study area limits
   - Signal locations where work is proposed
   - Municipal boundaries for multi-municipal projects
   - Prominent land uses in the study area (primary traffic generators)
   - Project scale to indicate project length or area

### E. Justification Page

1. **Description of Existing Problem(s) to be Addressed** – 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?

2. **Description of the Anticipated Benefits** – 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.

3. **Description of Regional Impact** – Provide a brief description of the anticipated regional impacts that will be realized beyond the limits of the project. Also describe whether the project is consistent with any long-range plans such as MPO or RPO plans, county comprehensive plans, municipal comprehensive plans, Official Maps, and so forth.

4. **Describe Current and Past 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.

5. **Innovation** – Describe how the project is innovative in improving safety and mobility.

6. **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.

7. **Project Schedule** – Please outline critical project milestones for preconstruction and construction activities. In addition, please upload a project schedule.

F. **Funding Page**

1. **Project Budget** – Complete the project budget form by indicating the grant amount requested and the matching funds by each activity category. 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%.

2. **Match Funding Sources** – Indicate each source of the matching funds. For a list of acceptable forms of match, please refer to pages 3-4.

3. **Cost Estimate** – Upload a detailed cost estimate to document the estimated project cost. The cost estimate shall following the estimating guidance available on the [Traffic Signal Portal](#).
Appendix II – Project Scoping Form

A. Project Location

County: _____________________________________________  PennDOT District: _______________

Municipality: ________________________________________________

Attach a map or list of the signalized intersections included in the project.

B. Project Details

Project Name: ________________________________________________

Project Description: (Include narrative to describe the project scope of work.)

____________________________________________________________________________________

____________________________________________________________________________________

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)

____________________________________________________________________________________

____________________________________________________________________________________

What is the project purpose? ________________________________

____________________________________________________________________________________

Describe any ADA compliance issues. ________________________________

____________________________________________________________________________________

How many right-of-way parcels or portions of parcels may need to be acquired? ______________________

C. Cost Estimates

Provide estimated costs for the project in the categories below:

<table>
<thead>
<tr>
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<th>Municipal Match</th>
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To be completed by PennDOT District Traffic Unit:

Design Process (check one): _____ Publication 9 _____ Publication 740 _____ PennDOT Design

Reviewed by ________________________________  Date ______________________
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

<table>
<thead>
<tr>
<th>District 1</th>
<th>District 6</th>
<th>District 8</th>
</tr>
</thead>
</table>
| Edward Orzehowski | David Adams  
(Traffic Signal Section Manager)  
(610) 205-6576  
davidadams@pa.gov | Eric Kinard  
(717) 787-9237  
ekinard@pa.gov |
| (814) 678-7179  
eorzehowski@pa.gov |  |
| District 2 | District 9 | District 10 |
| James Roman  
(814) 765-0503  
jaroman@pa.gov | Tony Tanzi  
(814) 696-6855  
TTANZI@pa.gov | Ernest Cascino  
(724) 357-3063  
ecascino@pa.gov |
| (814) 678-7179  
eorzehowski@pa.gov |  |
| District 3 | District 11 | District 12 |
| Joseph Lyons  
(570) 368-4250  
joselyons@pa.gov | Mark Pemu  
(412) 429-4969  
mpemu@pa.gov | Emily Zarichnak  
(724) 415-1045  
emzarichna@pa.gov |
| (570) 368-4250  
joselyons@pa.gov |  |
| District 4 | District 5 |  |
| Thomas Pichiarella  
(570) 963-3187  
tpichiarel@pa.gov | Chris Surovy  
(610) 871-4478  
CSUROVY@pa.gov |  |
| (570) 368-4250  
joselyons@pa.gov |  |
Appendix IV – Sample Funding Commitment Letter

Date

Stephen A. Gault, P.E., PTOE
Statewide Traffic Signal Operations Engineer
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 the enclosed [type] of documents as proof that the [$0,000] in match funding is secured and committed for the project at this time. In addition, 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]