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# **PennDOT GUIDEBOOK FOR COUNTY AND MUNICIPAL OFFICIALS**

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**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

**2018-19**

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# INTRODUCTION

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This guidebook is designed to assist in navigating PennDOT. PennDOT is organized into five deputates (Administration, Driver and Vehicle Services, Highway Administration, Multimodal Transportation and Planning) comprised of approximately 11,300 employees led by the Secretary of Transportation. Further, the state is regionalized into eleven Engineering Districts that are supported by sixty-seven County Maintenance Units. This may be disconcerting to those who do not work within that structure. Therefore, we assembled this document to respond to frequently asked questions by county and municipal officials. Each section is supported by a concise narrative, provides links for additional information where appropriate, and identifies a primary contact. When all else fails, PennDOT has a team of Municipal Services Representatives in each District Office to serve as a source of information and direction.

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For Additional Information Please Contact:  
PennDOT Bureau of Planning and Research  
Telephone: 717.772.0827  
Email: [ra-pdlocalgovservices@pa.gov](mailto:ra-pdlocalgovservices@pa.gov)

# DISTRICT MUNICIPAL SERVICES

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## Municipal Services Representatives

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Each PennDOT District maintains a Municipal Services Unit staffed with representatives to help municipalities and counties navigate Liquid Fuels Funding and many other programs offered through the Commonwealth. In addition to the Municipal Liquid Fuels Funding program, these units may be involved in the following:

- County Liquid Fuels Funding;
- Highway Turnback Program;
- Automatic Red Light Enforcement Program (ARLE);
- Multimodal Program;
- Green Light Go Program (GLG);
- Winter Municipal Agreements;
- Agility;
- Pennsylvania Infrastructure Bank Loans (PIB);
- Local Bridges;
- and other programs as needed.

While the depth of involvement in each program may vary by district, the units serve as a source of information and direction for those municipalities in applying for or expending funds from these programs. They also serve as a resource for navigating the programs and providing contacts of personnel with knowledge about the programs. In addition, they act as a liaison between PennDOT and local government, provide technical assistance, assist with yearly reports, assist with road bonding, and process road additions to the Municipal Liquid Fuel Inventory on which payments are based.

**Primary Contact: PennDOT District Office Municipal Services Unit (Appendix B)**

## DISTRICT MUNICIPAL SERVICES

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### Transfer of State Highways Road Turnback Program ([PennDOT Publication 310](#))

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Legislative Act 1981-32, Act 1983-32, and Act 2006-70 dedicate funding for roads that are considered for the transfer of state highways to local governments. These roads are those which mainly serve a local, rather than a state function, and have a Maintenance Functional Code (MFC) of D or E. In accordance with the Vehicle Code (75 PA C.S.), Chapter 92, no highway transfer shall occur between the department and an affected municipality unless the municipality agrees to the transfer of the described highway. The primary objective of the program is to be a cooperative and voluntary transfer program and to provide additional funding to municipalities. The program's intent is to benefit the municipalities and the Department by transferring roads that can be economically managed and maintained by local governments; therefore effectively serving community needs and eliminating mileage from the state system, allowing Department forces to concentrate on the remaining state roads.

The Department, usually the District Municipal Services staff, notifies the municipalities (in writing) of their readiness to negotiate the transfer of a functionally-local state highway. The Municipality may also notify the Department (in writing) of their readiness to negotiate the transfer of a functionally-local highway onto their road system. Generally, the Department and the municipality jointly determine whether any rehabilitative work is required to place the road in a satisfactory condition. The work may be done by department, or municipal forces, or by contract. If the rehabilitative work is performed by the Department or contract, the road transfer shall not be effective until all work has been completed. If the rehabilitative work is performed by the municipality, the transfer date will be upon receipt of payment. The municipality is normally granted two years to complete all items of work.

Funding comes from the State Highway Restoration Restricted Account (Appropriation 286) within the Motor License Fund. In its discretion and consistent with the requirements of Act 1983-32 and the purposes of the highway transfer program, the Department may use maintenance funds (Appropriation 187) for rehabilitative work to be performed by Department personnel or a Department contractor.

**Primary Contact: PennDOT District Office Municipal Services Unit (Appendix B)**



## DISTRICT MUNICIPAL SERVICES

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### County Liquid Fuels Tax of Act of 1931 ([PennDOT Publication 9](#))

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This Act provides all counties, which are in compliance with the Department's guidelines with semi-annual allocations in June and December of each year. The Department allocates one-half cent of the tax collected on each gallon of liquid fuels to a special fund known as the Liquid Fuels Tax Fund for distribution to counties. The Act provides that these funds be used for road and bridge construction, reconstruction, and maintenance projects, or may be allocated to their political subdivisions for these same purposes. The Act also provides that payments may be made from this fund for property damages that result from road or bridge construction, certain equipment, and bonds becoming due within the current calendar year. In order to receive their Liquid Fuels Tax Fund each county must submit an annual report showing the receipt, expenditure, and encumbrances for the preceding 12 months. The Municipal Services Unit assists the county in the appropriate use of the funds, (i.e., investments, transfer of funds, loans, bond issues, receipts, expenditures, and reporting). All funds are audited annually by the Department of the Auditor General's Office in accordance with the Fiscal Code.

The County Liquid Fuels payments are made on June 1 and December 1 of each year. The MS 991 Report is due each year on January 31.

**Primary Contact: PennDOT District Office Municipal Services Unit (Appendix B)**

## DISTRICT MUNICIPAL SERVICES

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The Liquid Fuels Tax Act 655, Dated 1956 and As Amended ([PennDOT Publication 9](#))

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This Act provides all municipalities, which are in compliance with the Department's guidelines, with annual allocations on March 1st of each year from the state's Motor License Fund. The Act provides that these funds be used for road and bridge construction, reconstruction, and maintenance projects. 50% of the allocation is based on a municipality's local road mileage to the total local road mileage in the state, and 50% on the proportion of a municipality's population to the total population of the state. A municipality's local road mileage is verified by periodic road surveys conducted by the Municipal Services Unit. Population is based on official decennial United States Census Reports. The Municipal Services Unit assists the municipality in the appropriate use of the funds, (i.e., eligibility to receive funds, deposit of funds, investment of funds, loan and bond issues, receipts and expenditures, and repaying bank loans). The Municipal Services Unit must review and inspect that the project was completed in accordance with the scope of work described on the MS-329 (Project Approval Form) and a MS-999 (Final Completion Report) will be signed and a copy returned to the municipality for future audit purposes by the Department of the Auditor General's Office.

The Municipal Liquid Fuels payments are made on March 1 of each year. The MS 965 and Report of Elected Officials are due on January 31 of each year. The Survey of Financial Conditions is due on March 15 of each year.

**Primary Contact: PennDOT District Office Municipal Services Unit (Appendix B)**

# CONSTRUCTION

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## Contractor Prequalification

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Section 102.01 of the Department's Specifications requires that contractors become prequalified before the date fixed for the opening of bids for state highway construction work. In order to become prequalified, contractors must establish proof of competency and responsibility in accordance with 67 PA Code Chapter 457, Regulations Governing Prequalification of Prospective Bidders. Subcontractors must prequalify in the same manner if they intend to undertake partial, or total, construction of one or more items of work.

The application consists of three parts: Part 1 is the Contractor's Financial Statement; Part 2 is the Contractor's Organization and Experience Statement; and Part 3 is the Contractor's Affirmative Action Statement. In order to become eligible for prime contractor status, all 3 parts of the application must be completed and approved. Additionally, Part 1 requires the submission of an audited financial statement under most circumstances or a reviewed financial statement under limited circumstances (compiled financial statements are not acceptable).

For subcontractor status, only Parts 2 and 3 of the application need to be completed and approved. Bids on Locally-Sponsored projects can be accepted from prequalified subcontractors if the Local Project Sponsor decides to permit this and includes this provision in its bid proposals; subcontractors may quote prices to prime contractors.

The Prequalification forms can be accessed in the Engineering and Construction Management System ([ECMS](#)) Contractor Portal. If you are not a registered [Business Partner](#), you may enter the system as a guest to access the necessary forms.

Primary Contact: PennDOT Bureau of Project Delivery, Highway Delivery Division  
Telephone: 717.787.7032

# CONSTRUCTION

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## Damage Claims in Construction Work Areas

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If a motorist's vehicle is damaged while traveling through a construction zone, the motorist should contact the contractor of that project for information to file an insurance claim. If the motorist does not know the contractor involved, they may contact PennDOT.

Primary Contact: PennDOT District Office, Assistant District Executive for Construction  
District Contact Information:  
<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# CONSTRUCTION

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## Disadvantaged Business Enterprise Certification

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Disadvantaged Business Enterprise (DBE) is defined in Title 49 Code of Federal Regulations Part 26 as a “small business” concern which is 51% owned and controlled by one or more disadvantaged individuals whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. DBE firms may apply for certification with the United States Department of Transportation by submitting a [Uniform Certification Application](#) and supporting documentation.

Primary Contact: PennDOT Bureau of Equal Opportunity, Disadvantaged Business Enterprise  
Telephone: 717.787.5891 or 800.468.4201

# CONSTRUCTION

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## Finals Unit and Documentation

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The Finals Unit utilizes the PennDOT Finals Unit Manual, Project Office Manual, and [PUB 408](#) Specifications to assist project managers, contractors, and local officials in understanding the documentation required when spending taxpayer dollars.

The records for each project begin and end here. Contracts are maintained, changed by work order, and paid by estimate through this unit. The documentation for these payments and changes are reviewed and verified. This information is incorporated into the ECMS (Engineering Contracts Management System) for payment to contractors doing business with PennDOT. Final notification of contract quantity is sent to contractors at the close out of every project, as well as Acceptance Certificates.

Local municipalities utilize the services of the Department to complete local bridge projects, enhancement projects, and other specially funded projects, within their jurisdiction. The Department assists in the administration of these projects by processing estimates/work orders, auditing records, providing guidance for reimbursement, etc.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# CONSTRUCTION

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## Qualified Products List for Construction ([Bulletin 15](#))

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Bulletin 15 is a listing of prequalified materials that are eligible for use on PennDOT construction projects. The purpose of Bulletin 15 is to provide contractors, consultants, Department personnel, manufacturers, suppliers, and others with easy access to a complete and accurate listing of qualified products, their approved uses, and their approved vendors. These materials are used by contractors doing work for the Department and also by Department forces. Nearly every item in a contract or bid document requiring materials other than bituminous concrete, ready-mix concrete or raw aggregates can be found in Bulletin 15. Bulletin 14 (Aggregates Producers), Bulletin 41 (Producers of Bituminous Mixtures), and Bulletin 42 (Producers of Ready-Mix Concrete) provide listings of qualified producers of those materials. The approved materials Bulletins listed above may be accessed through the Construction and Materials Management System ([eCAMMS](#)).

Eligible firms who wish to have a product evaluated for inclusion in Bulletin 15 should contact the New Products and Innovations Section for information on accessing and completing PennDOT's web-based Product Evaluation Application.

Primary Contact: PennDOT Bureau of Project Delivery, New Products and Innovations Section  
Telephone: 717.787.7150

# CONSTRUCTION

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## Surface Mining Variances and Deep Mining Monitoring

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The Construction Unit's Geotechnical section processes and approves the surface mining variance requests for the District. A surface mine roadway variance is required any time mining activities are proposed for the area within 100 feet of the roadway right-of-way. Deep mines are required to notify PennDOT of any proposed deep mining activities beneath highway right-of-ways and submit six-month maps indicating mining progress.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>



# DESIGN

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## Environmental Design

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### National Environmental Policy Act

All PennDOT projects that require federal actions including, projects that receive federal-aid funding and/or require federal actions must comply with the National Environmental Policy Act (NEPA), and other environmental regulations. NEPA applies to all federal agencies, and requires them to disclose and consider environmental consequences of their activities before deciding a course of action. NEPA is governed by regulations developed by the Council of Environmental Quality. The NEPA process consists of a set of fundamental objectives that include interagency coordination and public participation in pre –TIP and project development decision making. Each federal agency is required to implement its own regulations for NEPA. The Federal Highway Administration (FHWA) administers NEPA for PennDOT.

### Environmental Design

The PennDOT environmental unit in each engineering district is responsible for ensuring that all PennDOT projects comply with the requirements of NEPA and numerous other state and federal environmental laws, regulations and guidance. In addition, environmental staff in PennDOT Central office support the engineering districts by providing technical assistance, resource specific guidance, and coordination with state and federal agencies that have jurisdiction over the various environmental resources that could be impacted by transportation projects. Those resources include: natural resources (streams, wetlands, and endangered species); cultural resources (historic structures, archeological resources); social resources (public facilities, businesses, parks); hazardous and residual waste; air quality; and noise.

Continued on the Next Page

# DESIGN

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## Environmental Design

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PennDOT is required by FHWA to classify all projects according the following levels/classes of action:

- Class I actions (environmental impact statements): Actions that would significantly affect the natural, cultural, and/or human environment require preparation of an environmental impact statement (EIS). EIS projects tend to be complex and have a variety of environmental issues.
- Class II action (categorical exclusions): Actions that do not individually or cumulatively have a significant environmental effect are categorically excluded from the requirement to prepare an EIS or an environmental assessment (EA). Most proposals will likely be determined a categorical exclusion (CE).
- Class III actions (environmental assessments): An EA is prepared for those projects for which the significance of impacts is not clearly established.

For nearly all projects, NEPA approval is required prior to final design, permitting, and construction.

Primary Contact: PennDOT District Office Environmental Manager

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# DESIGN

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## Inspection of Bridges

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The 1978 Transportation Act passed by the Congress of the United States mandated that all bridges in the nation, 20 feet and greater, must be inspected on a 2-year frequency. The inspection data is computerized and forwarded yearly to the Federal Highway Administration (FHWA). This information is then used to establish distribution of funds to the states based on actual conditions and needs.

### State System

PennDOT has established a bridge inspection and operations section within each District Bridge Unit. Inspection teams inspect all bridges with spans 8 feet and greater on a 2-year frequency. All bridges posted for a weight limit or with poor structural condition ratings are also inspected on a more frequent basis.

### Local System

All owners of bridges on the local system (county, city, township, and borough) must also inspect their bridges in accordance with Federal law. This includes inspecting bridges on a more frequent basis when a bridge is posted for a weight limit or poor structural conditions ratings. PennDOT is charged with the responsibility of administering the inspection program for the FHWA and works with local municipalities to assure the inspections are completed. Eighty percent (80%) of the bridge inspection cost is funded with Federal funds with a twenty percent (20%) match from local government.

PennDOT District Offices work directly with the bridge owners to have the bridges inspected. The most efficient method of completing the required inspections is for the local owner to request that the District utilize a consultant hired by PennDOT, rather than a consultant hired by the owner directly. This eliminates the extensive administrative work that is associated with preparing a third party federal aid engineering agreement between the owner and their selected consultant and the corresponding reimbursement agreement between the owner and PennDOT for the federal share of the inspection cost. When the inspections are completed by a PennDOT consultant, the owner does not need to pay the entire consultant invoice up front and await reimbursement from PennDOT for the federal share. The owner is still responsible for the local share which is deducted directly from their Liquid Fuels Tax Funds in the fiscal year following the inspection.

FHWA's video on the national bridge inspection standards can be viewed at:  
<http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=87>.

Primary Contact: PennDOT District Office, Bridge Engineer  
District Contact Information:  
<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# DESIGN

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## Linking Planning and NEPA

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The National Environmental Policy Act (NEPA), enacted in 1969, was one of the first laws ever written that establishes a broad national framework for protecting our environment. NEPA's basic policy is to assure that all branches of government give proper consideration to the environment prior to undertaking any major federal action that could significantly affect the environment.

Linking Planning and NEPA focuses on identifying infrastructure needs early in the planning process and provides a consistent means of collecting key information relating to project purpose and need; potential project limits and context; public participation elements; and potential environmental resource impacts that will provide a better understanding of the key issues that may affect the project delivery schedule and budget.

Linking Planning and NEPA processes include:

- Integrated collaboration and decision-making
- Early problem analysis and planning
- Fiscally sound project selection
- Well-defined and consistent project scopes, cost estimates, and schedules

The Linking Planning and NEPA (LPN) process is centered on a series of screening forms designed to produce enough consistent, accurate, and comparable information in the planning phases to deliver a better defined and more predictable program. The process also helps assure that the Twelve-Year Program (TYP) is aligned with national, state, regional, and local land use and transportation policies and vision. The goal of the process is delivery of the right projects, in the right places, at the right times, and harnessing the right resources, from the right partners, in the process.

Primary Contact: PennDOT District Office, Transportation Planning and Programming Manager

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# DESIGN

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## Local Project Delivery

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PennDOT has an in-depth Local Project Delivery Manual ([Publication 740](#)) to assist local project sponsors, project managers, and interested stakeholders in successfully delivering locally sponsored transportation projects. A Local Project Delivery Brochure ([Publication 540](#)) is also available and provides an overview of the process for delivering local projects utilizing federal and/or state funding, along with typical timeframes. Note that these publications and procedures are NOT applicable for Liquid Fuels funded projects (refer to PennDOT's [Publication 9](#)).

Federal and/or state funding for a locally sponsored transportation project is secured through the applicable Metropolitan Planning Organization (MPO) or Rural Planning Organization (RPO) by adding the project to the Transportation Improvement Program/Twelve Year Program. Afterwards, the local project sponsor enters into a project reimbursement agreement with PennDOT. The reimbursement agreement details the costs and requirements for the project.

A number of options are available for development of locally sponsored transportation projects, including an option for PennDOT to manage and design the project on behalf of the local project sponsor.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Agility

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Agility is a program introduced by PennDOT, which makes it possible to work with our customers to provide additional services to all residents of Pennsylvania.

This means that we share our work plans and schedules with all the cities, townships, municipalities, and other entities within the county. This gives them input into our future plans for state roadways within their municipality, and enables them to plan work on their roads utilizing services that we can provide.

This also permits us to make agreements with our partners to share services, equipment, commodities, and human resources.

The real winners in this arrangement are the tax payers of Pennsylvania.

### How Does Agility Work?

- A meeting is scheduled with the PennDOT representative and our potential partners.
- Each partner offers suggestions or a “wish list” for services, equipment, or resources.
- A dollar value is assigned for these services, equipment, or resources.
- Each partner reviews the items, and an agreement for an equal value of services is reached.
- Each partner becomes a winner. These services are provided with no additional monetary expense.

### Who Are Our Partners?

- Our partners include AFSCME, local municipalities, businesses, civic organizations, other state agencies, etc.

### Examples of Agility Projects:

- Local municipalities cleaning bridges or mowing along state highways in exchange for crack sealing on township roads.
- Township employees attending Department training in exchange for sweeping state highways.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Annual Work Plans for Maintenance

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The Department planning effort begins with an Annual Work Plan establishing goals and priorities to be implemented.

The Annual Work Plan is organized into three period plans: July to October, November to March, and April to June. The Annual Work Plan is reconciled for monetary, personnel, material, and equipment needs.

Work activity and State Routes (SR) break down period plans. From this step, weekly plans are developed which include the scheduling of personnel, materials, and equipment for foremen to complete the work activities.

PennDOT County Offices identify and schedule local maintenance projects (treatments) and track expenses and materials.

- Highway
  - Planning by work activity, what, when, and where
  - Total quantities by work activity by month and fiscal year
  - Highway work activity “history”
  - Type of work
  - Cost
- Inventory Materials
  - Amounts
  - On hand
  - Usage prior 3 years
  - Cost
- Other Information Needed
  - Maintenance History
  - State Route
  - Segment

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Damage Claims (Resulting From Road Conditions)

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Contact the County Office in which the incident occurred.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

County Contact Links:

[District 1-0](#)

[District 2-0](#)

[District 3-0](#)

[District 4-0](#)

[District 5-0](#)

[District 6-0](#)

[District 8-0](#)

[District 9-0](#)

[District 10-0](#)

[District 11-0](#)

[District 12-0](#)



# GENERAL MAINTENANCE

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## Deer Removal

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POLICY: The Department will remove and dispose of dead deer from the roadway and shoulders on all interstates and expressways in all 67 counties. To report dead deer, you should contact your local county maintenance office.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

County Contact Links:

[District 1-0](#)

[District 2-0](#)

[District 3-0](#)

[District 4-0](#)

[District 5-0](#)

[District 6-0](#)

[District 8-0](#)

[District 9-0](#)

[District 10-0](#)

[District 11-0](#)

[District 12-0](#)

# GENERAL MAINTENANCE

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## Driveway Permit and Local Road Permits

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A permit is required to construct or alter any driveway or local road accessing onto a state highway. A permit may not be required for maintenance.

The purpose of regulating the location, design, construction, maintenance and drainage of access driveways, local roads, and other property within State highway right-of-way is to ensure security, economy of maintenance, preservation of proper drainage and safe and reasonable access.

Permit applications may be submitted in the name of a person who holds fee title to land or a person who holds an estate or other legal interest in property, such as an easement, a lease, a license, subsurface rights, assignee, or an equitable interest under a sales agreement or option to purchase.

Permit applications may be submitted online via PennDOT's Electronic Permitting System or by using paper applications found on the Department's website or at any of our County Maintenance offices.

All work authorized by the permit is subject to ordinances enacted by local governments which contain more stringent minimum safety requirements than the Department's regulations.

Certain local governing bodies wish to review driveway applications within their jurisdiction. The Department will consider any comments or recommendations resulting from the review prior to approving an access permit.

All driveways, local roads and adjacent areas must be continuously maintained by the permittee so as to conform to the permit and so as not to interfere or be inconsistent with the design, maintenance, and drainage of the highway, or the safe and convenient passage of traffic upon the highway. This includes, but is not limited to, maintaining proper sight distance, applicable access signing and pavement markings, access surface material, and drainage facilities.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: Pa Code, Title 67, Chapter 441

# GENERAL MAINTENANCE

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## Highway Beautification

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The Pennsylvania Department of Transportation continues to assume a leadership role in the beautification of its roadsides. Under the umbrella of the “Keep Pennsylvania Beautiful” (KPB) program, PennDOT has spawned many citizen involvement efforts ranging from classroom instruction for elementary and high school students, to litter pick-up along roadsides for individuals and groups through KPB, Litter Brigade (LB), and the Adopt-A-Highway (AAH) program.

- **KPB DAY/ GREAT PA CLEAN UP:**

Usually the 4TH Saturday in April, Keep Pennsylvania Beautiful Day is a day when scouting groups, civic, and fraternal organizations, senior citizens, and the general public participate in litter pick-up activities along state-maintained roadways. PennDOT provides trash bags and collection of filled bags.

- **ADOPT-A-HIGHWAY (AAH):**

More formal than KPB, Adopt-A-Highway involves private groups or individuals entering a formal agreement with the Department to pick-up litter along roadsides four times each year, for two years. PennDOT provides participants with litter bags, pick-up of filled bags, safety-training material, and specially designed name signs posted at each end of the adopted two-mile section of roadway.

- **ADOPT AND BEAUTIFY:**

Additionally, citizens may opt to participate in the "Adopt and Beautify" program in which designated areas of roadside or median are formally adopted for the planting of wildflowers. Specially designed signs, bearing the participant's name, are posted at each location.

- **LITTER BRIGADE:**

The respective county must execute an agreement with the Department for this service. Litter Brigade is a sentence assigned by the Court for adults and youths to fulfill community service requirements.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Mailboxes

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POLICY: Mailboxes may be placed within the Department right-of-way, but they are not covered by a permit regulation and are placed at the owner's risk. The Department is not liable for damages to mailboxes, fencing, shrubbery, trees, etc., within the legal right-of-way caused by maintenance activities.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

County Contact Links:

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# GENERAL MAINTENANCE

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## Posted and Bonded Road

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### Posted and Bonded Road Policy

When a heavy hauler bonds a highway that hauler agrees to be responsible for excess maintenance costs arising from the hauling activities. The heavy hauler is responsible for damages arising beyond normal cyclical maintenance activities that would be required if the heavy hauler was not using the highway. Prior to issuing a permit, the heavy hauler must provide security as follows:

- \$6,000 per linear mile on unpaved highways
- \$12,500 per linear mile on paved highways
- \$50,000 per linear mile on a paved highway which the posting authority allows to revert to an unpaved highway
- \$10,000 for each county or municipality-wide permit.

The heavy hauler is held responsible for restoring the roadway to the existing condition before the permit can be closed and the security released.

### Currently Bonded Roads

#### What recourse does a heavy hauler have if another heavy hauler is traveling over a highway the first hauler has under agreement?

The posting authority and law enforcement agency which have jurisdiction over the posted highway are responsible for administering and enforcing the permits and will contact any haulers suspected of committing violations. In addition, the permitted hauler may also contact the suspected unpermitted hauler and try to mutually agree on sharing responsibility for repairing and restoring the highway.

#### Who may be exempt from the Department's bonding weight limits?

All emergency vehicles and school busses are exempt. Government-owned (government license plates) are exempt, government contractors are not exempt. Utility owned vehicles and their contractors are not exempt unless the hauling is related to maintenance or repair activities of existing utility facilities. Farm equipment and vehicles related to agricultural activities coming from or going to a residence, commercial establishment, or farm located on or reachable only through a posted highway are also exempt. Traffic coming or going to a coal processing mill or a permanent saw mill is exempt from permitting requirements only for the posted road the mill is located on, the traffic is not exempt on the all other routes leading to the route on which the mill is located.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Pipes and Drainage Ditches

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**POLICY:** By law, Section 417, State Highway Act of 1945, P.L. 1242, gives the Department the right to enter private property to clean drainage facilities. The Department is authorized to enter upon any private property if necessary to correct, maintain, or restore any existing drainage facility. Property owners may not physically block any pipes or ditches. The placement of additional pipe by the Department on private property to eliminate ditches is not permitted.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

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## GENERAL MAINTENANCE

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### Purchasing Used Equipment

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Used vehicles are sold at auction by the Department of General Services. Locations and conditions of the auctions are advertised in the Pennsylvania Bulletin. Successful bidders must pay an immediate \$100 cash security deposit for each unit. Final payments must be made within five days thereafter. Payment must be made by Cashier's Check, Certified Check, or Postal Money Order.

Surplus Equipment like typewriters, chairs, and desks are available through the State Surplus Store at 2221 Forster Street, Harrisburg, PA 17125. The store is open to the public, and all items are discounted.

Primary Contact: PA Department of General Services, Bureau of Supplies and Surplus Operations  
Telephone: 717.787.5940

# GENERAL MAINTENANCE

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## Railroad Structures/Crossings

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Requests for information or problems regarding railroad crossings and railroad structures, should be referred to:

Primary Contact: PennDOT District Office

Please Note: The Department is only responsible for the pavement 2 feet outside of the rails. The railroad is responsible for the pavement at the tracks.

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

The following information will help process your request: name of railroad, State Route, location.

Other information can be obtained from:

Public Utility Commission  
400 North Street  
Keystone Building  
Harrisburg, PA 17120  
Telephone: 717.787.9732



# GENERAL MAINTENANCE

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## Reimbursement for Damaged Highway Facilities Caused by Motorists

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The Department seeks reimbursement from the responsible party for the repair of roadway facilities damaged as a result of crashes. Common types of damages are:

- Guiderail
- Signs  
(These items are frequently hit as a result of automobile crashes. The owner of the vehicle, determined by police to be responsible for the crash, will be sent a bill for the costs incurred by the Department to make the repairs. The motorist receives the bill directly from the Department and is instructed to forward it to his/her insurance carrier. The average bill is \$425.)
- Spill Cleanups
- Permanent Traffic Counting Devices
- Bridge or Pavement Damage  
(These high cost items are frequently billed as a result of a crash involving a large trailer truck or other commercial vehicle. Labor, materials, engineering, and construction can drive these costs into the thousands of dollars. The wide variation in costs for these special repairs makes an “average” cost meaningless.)

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Roadside Vegetation

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### General Roadside Vegetation Control

### Clearing Trees/Brush at Public Road Intersections

### General Roadside Vegetation Control along the State Highway System

The Department's goal is to maintain desirable vegetation along the roadways and arrest the natural succession of plant growth by controlling woody and herbaceous plant species and encouraging low growing grasses that are compatible to maintenance practices. This is achieved through the utilization of Department revitalization efforts or natural conversion by removing the grasses competition. If left unchecked, this natural succession would result in a highway system that would become overgrown, thus compromising safety, roadway integrity, and increasing maintenance costs.

The Department, in an effort to arrest this natural succession, has been practicing the Integrated Vegetation Management (IVM) approach for many years. The IVM system combines cultural, mechanical, biological, and chemical controls in an effort to manage roadway in an effective manner. The Department's IVM program incorporates a variety of coordinated programs which are developed to provide a synergistic relationship between activities. Incorporating herbicides into this effort increases the ability to extend maintenance cycles as well as stretch the available maintenance dollars.

Since 1948, the Department has been safely using herbicides to cost effectively complement the roadside vegetation control program. The materials used are registered by the Environmental Protection Agency (EPA) and have undergone a vigorous testing program to demonstrate that they are safe to people, wildlife, and the environment. The people applying the materials are thoroughly trained and are licensed by the PA Department of Agriculture. In addition, the Department has a long-term contract with Penn State University to conduct research on safe, effective herbicide treatments for roadside vegetation control.

Continued on the Next Page

# GENERAL MAINTENANCE

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## Roadside Vegetation

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### Clearing Trees/Brush at Public Road Intersections to Provide Adequate Site Distance

POLICY: Section 6112 of the PA Motor Vehicle Code gives the Department-wide ranging authority to trim or remove any vegetation, which, by obstructing the view of motorists, constitutes a traffic hazard. The first step in invoking these provisions is to determine whether a traffic hazard exists. Measuring the available sight distance in the field and comparing it with minimum standards does this. If the minimum safe stopping sight distance is not achieved, then a traffic hazard has been demonstrated. If the vegetation, which restricts sight distance, is within the right-of-way, the Department has the absolute right to trim or remove it; regardless of who planted it, or what landscaping function it serves. Should the obstructing vegetation be on private property, it must be trimmed or removed by the property owner within 10 days of receipt of written notice from the Department. If the owner fails to remove the traffic hazard within the time given, he or she is guilty of a summary offense, which is punishable by a fine of \$10 a day until the vegetation is cleared.

### Clearing Trees/Brush at Driveways and Private Road Intersections to Provide Adequate Sight Distance

POLICY: Department personnel, equipment, and funds are not to be used in improving visual clearance at business and private drive intersections. When vegetation is within the highway right-of-way limits sight distance from the drive, Department permission must be obtained before the property owner can trim or remove it. The District Roadside Specialist does this through issuing a no cost "Vegetation Management Permit".

If the obstructing vegetation is on private property, the matter becomes a civil issue between the individuals involved.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Shoulder Maintenance at Drives

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**POLICY:** At the entrances to private drives, the owner is responsible for highway shoulder maintenance. The proper shoulder slope must be maintained to prevent shoulder washout damage and roadway icing caused by water being diverted onto the road. Although the owner may have secured a permit for the driveway, he is still responsible for maintenance to assure compliance with the permit.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

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# GENERAL MAINTENANCE

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## Sidewalks and Curbs

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The Federal Highway Administration requires transportation agencies “to make accommodation for bicycling and walking a routine part of their ... activities.” Further, the Americans with Disabilities Act (ADA) requires that projects accommodate persons with disabilities. While pedestrian and bicycle facilities must be considered on federal-aid projects, FHWA allows “states to decide the most appropriate ways of main-streaming the inclusion of bicycle and pedestrian projects and programs.”

For existing sidewalks in reasonably good condition, PennDOT will pay the entire cost of sidewalk reconstruction with federal and/or state monies when it is necessary because of grade change, widening, realignment, or if the sidewalk is disturbed by adjacent department construction. For existing sidewalks in poor condition, the department will make all or a portion of the federal share (80%) available to the municipality for reconstruction of the sidewalks when it is necessary because of grade change, widening, realignment, or if the sidewalk is disturbed by adjacent construction. “Poor condition” is broadly defined as sidewalks with more than 50% of the slabs, stones, bricks, etc. cracked, heaved or misaligned to create a tripping hazard. It is the responsibility of the municipality to reconstruct sidewalks in poor condition that are not affected by the highway project. If within the project limits, they can be included in the contract at 100% municipal cost.

Where no sidewalks exist, their need is determined by the department via the PennDOT Connects process and the completion of the Bicycle and Pedestrian Checklist. To establish need, existing plans must be approved that show a documented need for sidewalks. If warranted, the department will make the federal share (80%) available to the municipality for construction of the sidewalks. The municipality is responsible to provide the non-federal share. If not warranted, the sidewalk can still be constructed as part of the project if the municipality agrees to be responsible for 100% of their cost. When a municipality wishes to participate (include sidewalk) in a highway project, they must enter an agreement with the department to establish estimated costs and agree to future maintenance responsibilities. Actual costs will be based on contract bid prices and actual measured quantities. The department will invoice the municipality directly for their share of the project costs. All costs associated with the acquisition of right-of-way necessary to construct sidewalks will be the responsibility of the municipality. No federal or state money will be made available to purchase right-of-way necessary for sidewalk construction. The municipality should pursue a sidewalk easement if the side-walk cannot be constructed within the existing right-of-way.

In all cases, the municipality must agree to maintain the sidewalks.

Continued on the Next Page

## GENERAL MAINTENANCE

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### Sidewalks and Curbs

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Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Municipalities can apply for state and Federal funds to pay for sidewalks (either standalone or with a highway project) via the following competitive programs:

PennDOT Multimodal Program:

<http://www.penndot.gov/ProjectAndPrograms/MultimodalProgram/Pages/default.aspx>

DCED Multimodal Grant Funds:

<https://dced.pa.gov/programs/multimodal-transportation-fund/>

Transportation Alternatives Set Aside Program:

<https://spportal.dot.pa.gov/Planning/AppReg/TAP/Pages/default.aspx>

# GENERAL MAINTENANCE

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## Snow and Ice Removal

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**POLICY:** Department equipment and personnel are never permitted to clean private driveways or business parking areas. Snow can be pushed from in front of driveways and mailboxes as long as the truck does not leave the highway, or perform backup or turning maneuvers. Note: When plowing snow, push the snow to the far side of the driveway to prevent Department plows from re-depositing the snow at the driveway entrance.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

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# GENERAL MAINTENANCE

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## Surface Improvement Strategies (Maintenance Support)

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### Seal Coat (Oil and Chip)

This pavement preservation treatment is the application of asphalt with a seal coat application on top, to reestablish cross section and seal water out of the pavement structure. Any needed base repair or surface repair needs to be made prior to level and seal coat treatment. Projects normally involve 100% State funds from the County maintenance budget.

### Level and Seal Coat

Level existing pavement and reestablish cross sections and to seal bituminous material as stated above. This treatment is applied on a 12-year cycle. Projects normally involve 100% State funds from the County maintenance budget.

### Pavement Overlay (Paving)

This pavement preservation treatment is the application of asphalt to reestablish cross section and seal water out of the pavement structure on higher volume roadways. Any needed base repair or surface repair needs to be made prior to overlay treatment.

### Restoration, Rehabilitation, Resurfacing (3R's)

The purpose is to reconstruct surface, drainage, shoulders, and guiderail on our highest volume roads. Yearly, the Districts are allocated a portion of the statewide Federal dollars for 3R construction. Projects are selected based on rehabilitating the District's most important corridors and overall need. Projects normally involve Federal and State funds and the match rates vary.

Primary Contact: PennDOT County Maintenance Office

District Map: Appendix A

County Contact Links:

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# GENERAL MAINTENANCE

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## Utility Permits

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An applicant for a utility permit must be the owner or operator of a utility facility. PUC regulated utilities are only one type of allowable permittee. Other Public and Privately-owned facilities are eligible for permits if they directly or indirectly serve the public or any part thereof.

Except as provided in paragraphs (1) – (4) no work may be performed within the right of way involving the placing, replacing, or removal of utility facilities or other structures without first obtaining a permit from the Department.

1. Emergency repairs of utility facilities may be performed by using an emergency permit certificate.
2. A permit application is not required for modifying parts of existing permitted facilities, such as cable within conduit on nonlimited access highways, cross arms or transformers on poles, or manhole riser rings prior to roadway resurfacing, if no surface opening is required.
3. Permit applications are not required for stringing overhead utility lines on nonlimited access highways.
4. Permit applications are not required for accessing an existing utility facility through a manhole except in limited access highway medians or interchange areas.
5. Work performed on or across a limited access highway requires a permit.

### Aboveground Facilities

New poles and other aboveground facilities must be installed outside the highway clear zone as near the right-of-way line as practicable.

Minimum required vertical clearance on all overhead lines is 18 feet over the pavement and shoulder, except where the National Electrical Safety Code requires vertical clearance in excess of 18 feet due to voltage or span lengths.

### Subsurface Facilities

When crossing under the highway, the opening for a utility facility must be drilled, bored, or tunneled. Trenching may be performed only when specifically authorized by permit.

A utility facility running parallel to the highway must be placed outside the pavement and shoulder unless there is no feasible space outside the pavement and shoulder for placing the facility, in which case occupancy within the pavement or shoulder may be authorized by the Permit.

The top of a utility facility must be installed at least 3 feet beneath the surface.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: 67 Pa. Code, Title 67, Chapter 459, Occupancy of Highways by Utilities

# GENERAL MAINTENANCE

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## Weight Restrictions on Pennsylvania Highways

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### Why are highways posted?

Many of the Commonwealth's older secondary and rural highways were not designed to support the heavy truckloads they presently carry. Consequently, many of these highways are being damaged. The Department's posting and bonding policies require heavy haulers to be financially responsible for excess maintenance on the highways they use. In this way, the Department can maintain its rural highways for simultaneous use by both passenger vehicles and heavy haulers.

### Who determines if a highway must be posted?

The posting authority for state-owned highways is the Pennsylvania Department of Transportation. Local governments are the posting authority for locally owned highways. Generally, traffic routes and primary routes are not posted.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# TRAFFIC CONTROL

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## Banner Permits

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No person, municipality or corporate entity may place a sign or banner across a State highway or within the highway right-of-way, unless the local municipality has:

1. passed a resolution designating their intention to erect such a sign or banner, and
2. received confirmation from the Department that it has on file a copy of the resolution and all required issues have been adequately addressed.

Resolutions may be for a single event, an event that recurs on a regular basis, or multiple events throughout the year. Permanent cables across the right-of-way for erection of banners are permissible provided they are noted in the resolution. Any municipal sponsored sign or banner placed across a State highway without a resolution on file with the Department can be removed; however, the municipality should first be given the opportunity to pass a timely resolution. No sign or banner may be placed across or within the right-of-way of any limited access highway.

The Department will only consider resolutions that address the following:

- Installation location including SR, Segment/offset and vertical clearance above the roadway (minimum 17'-6").
- Size of the sign or banner, a description of the message, and the event(s) and/or organization(s) for which the banner is being erected. Events must relate to a national, state, regional or local function or charitable affair.
- Approximate date(s) of installation and removal. If the sign or banner is to be installed on a recurring basis, the occasions when it will be displayed and the approximate number of days before and after the occasion when the device will be installed and removed, respectively.
- That the municipality assumes full responsibility for erecting, maintaining and removing the device and all liability for damages occurring to any persons or property arising from any act of omission associated with the sign or banner.
- Acknowledgement that no more than 20% of the message will relate to naming or advertising a commercial product, enterprise, business or company regardless of whether they are sponsoring the event or banner installation.
- That traffic control will be performed in accordance with the current Publication 213.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Statutory Cite: 36 P.S. §670-425

# TRAFFIC CONTROL

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## Bicycle Races

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The Sponsoring Agency must apply to the Department for, and be issued, a Bicycle Race Permit prior to the event. The permit processing time requires an application ([TE-300 Special Event Permit Application](#)) to be submitted two months in advance of the event. The request must include the following:

- A letter from each municipality through which the race will traverse stating concurrence with the event.
- A detailed map showing the race course and indicating the start and finish locations.
- A Certificate of Insurance and endorsement of the same, naming the Commonwealth of Pennsylvania, Department of Transportation, as an additional insured of public liability insurance for bodily injury and property damage in the minimum amount of \$250,000 each person, and \$1,000,000 each occurrence.
- A cover letter stating an overview of pre-race and race-day activities. This should include, as a minimum, the beginning and ending times; proposed safety precautions and traffic control; and any proposed road closures with their detour routes, number of participants, and details of any professional and/or volunteer assistance.
- The sponsoring corporation's Federal I.D. Number. If the sponsoring organization is not a corporation, the cover letter must have the signature of every member.

NOTE: Cyclists may not congregate prior to 1 hour after dawn, and subsequent to 1 hour before dusk.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

TE-300 (12-13) SPECIAL EVENT PERMIT

Fee: None

Regulatory Cite: 67 Pa. Code § 212.701

# TRAFFIC CONTROL

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## Campaign Signing

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**POLICY:** No signs, banners, or advertising material of any kind may be placed within, or across, the legal right-of-way of any state highway without having first obtained the written approval of the Department. Any of the above that are placed without consent of the Department, may be removed without prior notice to the owner.

Pennsylvania Department of Transportation (PennDOT) reminds candidates that a visible sign along a roadside must also be a safely visible sign. PennDOT asks candidates and campaign volunteers to take extra care in ensuring campaign signs do not block motorists' sight distance while traveling on roadways or at intersections. Additionally, campaign signs should not be placed on interstates or limited access highways. Signs found to cause sight distance problems on state roadways will be removed.

Keeping campaign signs clear from PennDOT right-of-way will help reduce driver distraction and allow for proper sight distance.

In an effort to make the political sign process easier on everyone involved, the PennDOT has developed the following guidelines for the proper placement of political signs:

- No political signs should be placed on any limited access highway/expressway, Interstate Highway, or on the ramps to said highways.
- No signs shall be larger than a typical yard sign (e.g. 14"X22" or 22"X28").
- No signs shall have posts larger than 1/8" in diameter for metal posts and 3" wide by 1/4" thick for wooden posts.
- No signs shall limit sight distance at an intersection. PennDOT will immediately remove such signs upon notification.
- No sign shall be attached to a highway sign or structure.
- All signs are to be removed from state roads 10 days after Election Day.

Any signs found to be in violation of these guidelines will be removed and stored at the nearest PennDOT stockpile. Each County Maintenance organization will keep the signs until approximately 10 days after Election Day.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# TRAFFIC CONTROL

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## Crash Data

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Information and data compiled from crash reports is used for traffic safety related research, design and planning of highway projects, and scheduling of highway maintenance activities. Because this type of information is often interpreted as notification of a hazard, it can leave the Department vulnerable to a potential lawsuit. The Department is very cautious in releasing this type of information. A “Public Release” crash report is available to anyone upon request, however the report does not include specific information.

Primary Contact: PennDOT Bureau of Maintenance and Operations  
Telephone: 717.787.6899  
Website: <http://www.penndot.gov/TravelInPA/Safety/Pages/default.aspx>

# TRAFFIC CONTROL

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## Engine Brake Retarders Prohibition Policy

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In accordance with [§4103](#) of the Pennsylvania Vehicle Code, the Department has the sole authority to regulate the use of engine brake retarders. Therefore, any municipality that plans to prohibit the use of engine brake retarders must first obtain the permission of the Department in accordance with the following procedure:

1. The municipality requests authorization to enact an engine-brake retarder prohibition, in writing, to the appropriate PennDOT Engineering District Executive.
2. The District Traffic Unit will review the request in accordance with the criteria for Prohibition Approval in [Publication 46 Chapter 11.8](#) and prepare a written response to the municipality regarding the Department's decision (typically one month).
3. If approved, the municipality must enact an ordinance – PennDOT will not enact any engine brake-retarder prohibitions. Once PennDOT receives the legal ordinance, final approval will be granted and guidance will be provided to the municipality on the type, quantity and location for required signing. The municipality is responsible for procuring, erecting and maintaining the required signing, using official signs in accordance with the requirements of [Publication 236](#).
4. Enforcement of the engine brake-retarder prohibition is the responsibility of the police agency that provides enforcement services for the municipality.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: [PennDOT Publication 236](#)

# TRAFFIC CONTROL

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## First Responder Solicitation Permits

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Act 57 of 2015 amended Title 35 (Health and Safety) of the Pennsylvania Consolidated Statutes and provided for soliciting by first responder organizations, which were defined as (1) volunteer fire, rescue or emergency medical service; OR (2) law enforcement personnel. Through this legislation, first responder organizations may solicit donations along state or local roads with the written approval of the municipality where the solicitation occurs, and by the Department of Transportation for highways under its jurisdiction. As per the Act, “The municipality and the Department of Transportation, for highways under its jurisdiction, may base the decision regarding approval or disapproval on public safety or traffic operations issues.” The legislation also included specific requirements regarding event location, safety apparel, and liability and workers’ compensation insurance. The municipality can also set limitations including duration, time of day, number of participants, and additional safety precautions.

To promote safety for event participants and motorists and to provide for consistent application reviews statewide, the Department has established a First Responder Solicitation Permit process with specific requirements governing the event and participants. These requirements are documented in Form TE-122 (07-16) Solicitation Permit – First Responder Organizations, which must be completed by the applicant and submitted to the municipality and PennDOT for approval. Once approved, this form becomes the permit for the solicitation activity.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: Title 35 (Health and Safety) of the PA Consolidated Statutes



# TRAFFIC CONTROL

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## Flashing Beacons

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Flashing beacons are operated and maintained by the municipality in which they are located. Generally PennDOT does not own or maintain flashing beacons however; the Department does regulate the installation of flashing beacons. At the request of a municipality, the Department will perform a study to determine if a flashing beacon is warranted after first receiving written verification that the municipality will assume all costs associated with the installation and maintenance of the flashing beacon.

The elements considered in the study may be different for each type of beacon but generally include traffic volume, accident history, speed data, sight distance, vehicular movements, roadway geometry, and intersection alignment. Once the flashing beacon is installed, the Department will inspect the installation to determine that the flashing beacon is operating in accordance with the approved permit.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

# TRAFFIC CONTROL

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## Guiderail Standards

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Requests for the placement or alteration of guiderail require a detailed Department review of the location. If the location meets the Department's criteria, the Department may place the guiderail on highway right-of-way. If the location requires an alteration of an existing installation due to the construction of a driveway or similar facility, the property owner will be responsible for having the work done after first obtaining a permit from the Department. A property owner for the protection of personal property can place guiderail off of highway right-of-way.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Statutory/Regulatory Cite: Regulation: PennDOT Publication 13, Chapter 12

Renewal Period: N/A

Approximate Processing Time: 1 month

Other Approvals, Which Are or May Be Needed: Driveway Permit (fee issued)

# TRAFFIC CONTROL

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## Hazardous Walking Route Studies

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The purpose of Hazardous Walking Route Studies is to determine if a designated school student walking route along a public highway is hazardous. Hazardous is defined in section 1362 and 2541 of the Public School Code as an unsafe condition caused by potential incompatibility between vehicles and school students, while the students are walking between their home and their school or school bus stop. A study and data sheet must be submitted by the school district for review by the Department.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cites: Title 67, Chapter 447

Renewal Period: None

Processing Time: Approximately 1 month

# TRAFFIC CONTROL

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## Logo Signing

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Logo signing along interstate highways and other freeways for gas, food, lodging, camping services and general attraction destinations is authorized as a public service. Only those services and facilities that are reasonably accessible at interchanges will be signed. Criteria exist to qualify for placement.

Primary Contact: Pennsylvania Tourism Signing Trust

Telephone: 877.272.1332

Website: <http://palogo.org/>

Approximate Processing Time: 1 month to review the application.

Fee: Yes, Contact the Pennsylvania Tourism Signing Trust for details.

Statutory / Regulatory Cites: Title 23, U.S. Code Sections 109(d), 131(f) and 315, the Manual on Uniform Traffic Control Devices, 49 CFR 1.48(b), and Title 75 Pa.C.S. § 6122.

# TRAFFIC CONTROL

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## Manual on Uniform Traffic Control Devices

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Federal Regulations (23 CFR, Part 655, Subpart F) incorporate the Federal Manual on Uniform Traffic Control Devices (MUTCD) as the national standard for all traffic control devices installed on any street, highway, bikeway or private road open to public travel. These regulations also require State agencies to either adopt the MUTCD in its entirety or to be in substantial conformance with it. For reference, you may download a copy of the current MUTCD at the following website address: [http://mutcd.fhwa.dot.gov/kno\\_2009r1r2.htm](http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm)

Title 67 (Pennsylvania Code) Chapter 212 is the Department's regulations on traffic control devices which is primarily an adoption of the Federal MUTCD. The purpose of Chapter 212 is to adopt the National MUTCD, to establish new regulations regarding additional study requirements, warrants, principles and guidelines not included in the MUTCD, and to establish greater uniformity for the design, location and operation of all official traffic signs, signals, markings, and other traffic control devices.

These regulations are incorporated as policy in PennDOT [Publication 212 \(3-06\) – Official Traffic Control Devices](#).

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: PA Title 67 Chapter 212, PennDOT Publication 212

# TRAFFIC CONTROL

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## Pedestrian Crosswalk Signs

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The Yield to Pedestrian signs are free to municipalities throughout Pennsylvania that have either an intersection(s) with a documented car/pedestrian crash history or a location where pedestrians have difficulty in crossing the highway because motorists fail to yield to them lawfully.

The signs are designed to remind motorists of Pennsylvania law requiring the operator of a vehicle to yield the right of way to a pedestrian crossing a roadway within any marked crosswalk or within any unmarked crosswalk at an intersection where there are no traffic controls or traffic controls are not in operation.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: Title 75, Section 3542 (a)

# TRAFFIC CONTROL

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## Permitted Signs

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**POLICY:** It is unlawful to place any sign, marking or banner containing advertising matter of any kind on, across or within the right-of-way of any State-designated highway without the written consent of the Department.

A sign, marking or banner containing advertising matter placed without the written consent of the Department will be declared to be a public nuisance and may be removed by the Department with or without notice to the persons responsible for the placing of the sign, marking or banner containing advertising matter.

There are various types of signs that can be placed by others, after first receiving a permit from the Department. They include the following: cattle crossing, farm machinery, equestrian crossing, fire station, emergency vehicle entrance, handicapped area, plant entrance, park entrance, hospital, church, driveway, and deaf child area. Installation and replacement are the responsibility of the permittee.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Regulatory Cite: 75 Pa. Code § 212.7

Renewal Period: None

Approximate Processing Time: 2 weeks

# TRAFFIC CONTROL

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## Placement of Convex Mirrors

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The Department may issue a permit to local officials or private individuals to install a mirror intended for traffic on a local roadway, or a private driveway. Any person requesting the placement of a mirror must agree in writing to purchase, erect, and maintain the mirror, save harmless the Department in the event of an accident and to remove the mirror and sign if directed by the Department. Also, a “VEHICLES ARE CLOSER THAN THEY APPEAR” sign must be placed and maintained in satisfactory condition. Mirrors should be placed only if there are no other practical alternatives for improving the sight distance or providing an alternate method of traffic control.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Renewal Period: N/A

Approximate Processing Time: 1 month

Other Approvals Which May Be Needed: Driveway Permit (fee issued)



# TRAFFIC CONTROL

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## School Signing

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The Department does not install school signs. Any person wishing to erect a School sign (S1-1), School Bus Stop Ahead sign (S3-1), School Bus Turn Ahead sign (S3-2) or School Bus Crossing sign (S3-3) must first receive a permit from the Department. Permits are normally issued to the school district but can be issued to the local municipality. A request for review by the Department to determine if conditions warrant the placement of the sign can be made in writing.

Primary Contact: Respective School District or PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Regulatory Cite: [PennDOT Publication 236](#)

Approximate Processing Time: 1 month

# TRAFFIC CONTROL

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## School Zone Speed Limits

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The municipality and/or school district is responsible for conducting an Engineering and Traffic Study to determine if a school speed zone can be established, with the Department having final approval. The study considers:

- Arrival and departure times of students
- Geometric review of roadway cross sections, horizontal and vertical alignment
- Pedestrian (school children) volumes
- School route plan

If school zones can be established, the district will arrange for a meeting with the municipality and school district to discuss details for the school zone. The municipality will then be responsible to submit a prepared condition diagram to the District Traffic Signals Section. Within two months of receipt of the completed condition diagram, the Department will prepare and return the completed permit drawings to the municipality. The Department should be notified prior to any activation of the flashing warning devices. Once the flasher is activated, a permit will be issued to the municipality. School zone speed limit sign may also be established using static signing without any flashing devices.

The jurisdictional municipality is responsible for funding the installation and subsequent maintenance of any flashing school speed limit signs and/or flat sheet aluminum signs.

Additional information about when school zone speed limits are needed and their proper use may be found in [PennDOT Publication 212](#).

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Regulatory Cite: 67 PA Code, Chapter 212

Renewal Period: None

Approximate Processing Time: 3 months

# TRAFFIC CONTROL

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## Signing District

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A Signing District is an alternate to signing individual facilities as part of the Tourist Oriented Directional Signs (TODS) program. The purpose of a Signing District is to provide an overall, uniform signing concept for various facilities located in a specific municipality. In order to establish a Signing District, a governmental sponsor shall submit an application to PennDOT and agree to enter into an Agreement with PennDOT to coordinate, obtain, erect and maintain all signs associated with the Signing District. The governmental sponsor must ensure that all facilities eligible for signing are provided an opportunity to participate in the Signing District.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cites: Manual on Uniform Traffic Control Devices (MUTCD), Title 67, Chapter 212 and Publication 46, Chapter 2

# TRAFFIC CONTROL

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## Special Event Road Closures

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The procedures for acquiring a “Road Closure” require that the permit request must be made in writing by the sponsor of the event and be received by the District Executive at least three weeks before the proposed event. A copy of all the information submitted to the District Executive must also be submitted to the Commissioner of State Police.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: 67 PA Code, Chapter 212, Section 212.701

# TRAFFIC CONTROL

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## Speed Enforcement

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The Department has no authority in the enforcement of speed limits. Authority for speed limit enforcement lies with the Pennsylvania State Police on all roadways and the local police enforcement agency within municipal boundaries.

Primary Contact: The respective PA State Police Barracks, or the respective local Municipal Police Department  
Statutory Cite: 75 PA C.S. Motor Vehicle Code. Chapter 33, Subchapter F

# TRAFFIC CONTROL

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## Speed Limit Studies

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Any alteration in a speed limit on a state-maintained roadway must be made upon the basis of an Engineering and Traffic Study performed by the Department. Requests should be made in writing from the local municipality. The Department is responsible for the installation and maintenance of the necessary signs for speed limits of 40 mph and greater. Responsibility for purchasing, installing and maintaining speed limit signs on all roads, including state-maintained roadways, below 40 mph lies with the local municipality.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Statutory Cite: 75 PA C.S. Motor Vehicle Code, Subsection 3363,

Regulatory Cites: Manual on Uniform Traffic Control Devices (MUTCD) and Title 67, Chapter 212

Renewal Period: None

Processing Time: Approximately 1 month

# TRAFFIC CONTROL

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## Traffic Control Restrictions

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Any alteration in a traffic control restriction for stop or yield control at intersections, stop or yield control at locations other than intersections, no-passing zones and turn restrictions on a state-maintained roadway must be made upon the basis of an Engineering and Traffic Study performed by the Department. The local municipality will be responsible for submitting a Traffic and Engineering Study to the Department for approval prior to any change in traffic patterns involving state roadways; e.g., one-way streets. Requests should be made in writing by the local municipality. The Department is responsible for the installation and maintenance of the necessary signs along state-maintained roadways and intersections.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Fee: None

Statutory Cite: 75 PA C.S. Motor Vehicle Code

Subsections:

- One-way streets/3308 and 6109 (a) (4)
- Stop or yield control at intersections/3323, 6109 (a) (b) and 6124
- Stop or yield control other than intersections/ 6122 and 6123
- No-passing zones/3307 and 6109 (a) (12)
- Turn restrictions/3331, 3332 and 6109 (a) (7), (9) and (13)

Regulatory Cites: Manual on Uniform Traffic Control Devices (MUTCD) and Title 67, Chapter 212

Renewal Period: None

# TRAFFIC CONTROL

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## Traffic Signals

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Traffic Signals are owned, operated, and maintained by the municipality in which they are located. If a municipality wishes to install a new traffic signal, a study must be completed to determine if a traffic signal is warranted. Before the study is conducted, the municipality must commit in writing to fund both the installation and future maintenance costs of the traffic signal. The study takes into consideration such elements as traffic volume, accident history, speed data, sight distance, vehicular movements, and intersection geometry. Approval must be granted by the Department for a municipality to revise the signal permit drawing.

Please contact your local municipality if you want to request installation of a new traffic signal or recognize that a traffic signal is malfunctioning.

If one of the traffic signal warrants is satisfied, the signal may be designed and PennDOT will issue a traffic signal permit to the municipality. Once the traffic signal is installed, the Department will inspect the installation to determine that the traffic signal is operating in accordance with the approved traffic signal permit.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>



# TRAFFIC CONTROL

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## Truck Restriction and Approvals

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The Surface Transportation Assistance Act (STAA) is a Federal Law that establishes the standard size and weight for trucks and busses on the National Network of Highways. As part of this provision, the Act requires States to establish policies to allow reasonable access to and from these highways. PennDOT has provided [Publication 46](#) to inform the municipalities of their responsibilities to allow access from the National Network to terminals, food, fuel, repair or rest.

In addition, the Department maintains a record of all STAA routes through county maps and lists in [Publication 411](#). Municipalities can review the routes in their jurisdiction that are currently designated as access routes or signed restricted routes.

Primary Contact: PennDOT Bureau of Operations and Maintenance, Central Permit Office

Phone: 717.783.4680

Email: [ra-pdcenpermitofc@pa.gov](mailto:ra-pdcenpermitofc@pa.gov)

Regulatory Cites: [Title 75 Chapter 49](#), [Title 67 Chapter 209](#) and [Publication 46](#), [Chapter 1.2 Page 1-16](#), [Publication 411](#)

# TRAFFIC CONTROL

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## Truck Weight Restrictions

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Many of the older secondary and rural roadways in the Commonwealth were not designed to support the traffic currently being experienced and permitted by law. To limit the financial burden on municipalities and taxpayers for the additional maintenance now needed, many of these roadways have been posted at a reduced weight limit. Under Commonwealth law, the hauler exceeding the posted weight limit—not the general taxpayer—is financially responsible for excess maintenance on the roadways they use. In this way, the roadway system can be maintained for simultaneous use by all vehicles, including those that exceed the posted weight limit.

Posting of weight restrictions by municipalities with respect to roadways under their jurisdiction based on the structural condition of the roadway as authorized in [PA 75 C.S. 4902 \(a\)](#) and [67 PA Code, Chapter 189, Hauling in Excess of Posted Weight Limits](#).

Posting Bonding Procedures for Municipal Highways ([PUB 221](#)) is a resource developed for municipal officials to inform them of the necessary actions to effectively manage truck weight restrictions in their community.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Regulatory Cite: [PA 75 C.S. 4902 \(a\)](#) and [67 PA Code, Chapter 189, Hauling in Excess of Posted Weight Limits](#)

# TRAFFIC CONTROL

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## Tourist Oriented Directional Signs

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Tourist Oriented Directional Signs (TODS) installed within State highway right-of-way guide travelers to businesses, services and other participants in which the traveling public would have a reasonable interest. Criteria exist to qualify for placement.

Primary Contact: Pennsylvania Tourism Signing Trust

Telephone: 1.877.272.1332

Website: <http://palogo.org/>

Fee: Yes, Contact the Pennsylvania Tourism Signing Trust for details.

Approximate Processing Time: 1 month to review the application.

Statutory Cite: 75 Pa.C.S. §6125(d)

# TRAFFIC CONTROL

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## Work Zones

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Temporary Traffic Control Guide Lines ([Publication 213](#)) applies to contractors; utilities; federal, state, county, and municipal governments; and others performing construction, maintenance, emergency, permit work, utility work, or any other type of work on highways or so closely adjacent to a highway that workers, equipment, or materials encroach on the roadway or interfere with the normal movement of traffic.

The traffic control schemes shown in this publication are normally applicable for both urban and rural areas. Since it is not practical to provide detailed guidelines for all the situations that may conceivably arise, applications are presented for only the most common situations. These are minimum desirable applications for normal situations, and additional protection may be needed when special complexities or potential hazards prevail. The protection prescribed for each situation shall be consistent with the general provisions found in the most recent editions of [Title 67 PA Code, Chapter 212, Official Traffic Control Devices](#) and the [Manual on Uniform Traffic Control Devices](#) as issued by the Federal Highway Administration and should be based on common sense; engineering judgment; the speed and volume of traffic; the duration of the operation; the exposure to potential hazards; the physical features of the highway including horizontal alignment, vertical alignment, and the presence of intersections and driveways; and other important factors.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

Statutory Cite: 67 PA Code, Chapter 212, Official Traffic Control Devices

Regulatory Cites: Manual on Uniform Traffic Control Devices (MUTCD)

# PLANNING

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## Financial Consulting

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The Financial Consulting field staff are a resource for local governments for their liquid fuels and other department funded income sources distributed by the Center for Program Development and Management. The Financial Consultants are in contact with the District Municipal Services staff, the Central Office Financial and Contract Services Division, and the Auditor General in order to keep current on applicable expenditures of funds and are prepared to provide information and guidance to local governments regarding allowable uses of funds, completion of reports, audit preparation, and follow-up. See Appendix C for the Financial Consultant coverage areas and the associated contact information.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717.787.9288

Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)

Website:

<http://www.penndot.gov/Doing-Business/LocalGovernment/Pages/default.aspx>

# PLANNING

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## Geographic Information Systems and Products

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PennDOT is responsible for the maintenance of 39,770 miles of roads and 25,000 state-owned bridges. Through Geographic Information Systems (GIS) databases, PennDOT can track, map, and manage the thousands of complex assets that make up the transportation network.

Primary Contact: PennDOT Bureau of Planning and Research

Telephone: 717.787.3738

Email: [ra-pennidotmaps@state.pa.us](mailto:ra-pennidotmaps@state.pa.us)

Website:

<http://www.pennidot.gov/ProjectAndPrograms/Planning/Maps/Pages/default.aspx>

# PLANNING

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## Local Technical Assistance Program

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Through the Local Technical Assistance Program (LTAP), PennDOT provides technical training on roadway maintenance and safety strategies to approximately 6,000 municipal employees each year. PennDOT developed the educational outreach program, which delivers training, technical assistance, and a lending library, to support municipalities to maximize investment of roadway maintenance funds.

Primary Contact: PennDOT Bureau of Planning and Research

Telephone: 1.800.FOR.LTAP

Email: [ltap@state.pa.us](mailto:ltap@state.pa.us)

Website: <https://www.dot7.state.pa.us/LTAP/default.aspx>

# PLANNING

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## Land Use and Transportation Planning

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### Access Management

Access management is a cost-effective method of improving roadway safety for vehicles, bicyclists, and pedestrians, while also enhancing traffic flow and allowing existing roadways to efficiently handle more vehicles.

The term “access management” encompasses various techniques for managing how and where vehicles move onto and off of roadways. For example, access management could include establishing a defined driveway entrance to a gas station, rather than paving in a way that allows vehicles to pull into and out of the station from anywhere along a stretch of roadway. Access management could also include creating a single intersection for access to a new retail development rather than numerous individual driveways. By reducing the number of potential conflict points for motorists on the through roadway, crashes and delays can be reduced.

### Connectivity

Modern ground transportation systems are highly complex combinations of various roadway types, bicycle/pedestrian and other facilities for non-motorized travel, and transit services. Actions taken to enhance the capacity of one of these modes may reduce the capacity for other modes of travel. For instance, increasing vehicular capacity by adding lanes is likely to increase vehicular speed and volumes, thereby decreasing safety and capacity for non-motorized travel. Conversely, incorporating bicycle or pedestrian facilities into an existing roadway may reduce capacity for motorized travel, leading to congestion and possible safety concerns. Local planning is therefore critical so that the appropriate balance of facilities can be determined and systems can be designed and operated to optimize the overall system. Coordination at the local, regional, and statewide levels is desirable to fully understand and address local and regional needs.

Continued on the Next Page



# PLANNING

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## Land Use and Transportation Planning

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### Comprehensive Plans

Pennsylvania municipalities can improve the link between transportation and land use by setting forth balanced policies. The coordination of municipal, multimunicipal, and county comprehensive plans with long-range transportation plans is also important to support appropriate growth and development throughout the region. Municipal, multimunicipal, and county comprehensive plans provide the necessary framework for Pennsylvania communities to effectively plan for future transportation and land use patterns.

The Pennsylvania Municipalities Planning Code (MPC), Act 247 of 1968 as reenacted and amended, requires that all counties in Pennsylvania have a comprehensive plan (Section 301.4) and that the plans be updated at least every 10 years (Section 302.d). Municipal or multimunicipal comprehensive plans, while not mandated, are also required to be reviewed at least every 10 years (Section 301.c).

Whether or not a comprehensive plan is specifically mandated, recent legislation (Acts 67 and 68 of 2000) requires in certain instances that all state agencies shall consider and may rely upon comprehensive plans, and zoning ordinances, when making infrastructure decisions that impact land use. These decisions may include providing funding to address important community needs or issuing permits for improvement projects. This legislation formally recognizes the need for infrastructure investments that can be spurred by land use decisions. The relationship between land use and infrastructure needs is increasingly recognized as critical, with funding resources continuing to fall short of infrastructure maintenance and improvement needs.

### Impact Fees

Municipalities experiencing intense residential, commercial, and/or industrial development often struggle to fund roadway improvements needed to serve that development. Transportation impact fees are one tool to narrow the funding gap. Transportation impact fees are a funding mechanism permitted by the Pennsylvania Municipalities Planning Code (MPC). Fees can be assessed to new development in proportion to its impact on transportation—the traffic the development is expected to generate during peak commuter periods. Funds collected are used to improve roadways used by development-related traffic, enabling Pennsylvania municipalities to provide adequate infrastructure to support economic growth and development.

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# PLANNING

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## Land Use and Transportation Planning

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### Local Implementation Tools

Effective implementation of planning at the local level helps strengthen the partnership between municipalities and PennDOT in establishing a sustainable transportation/land use environment for the future. These tools also help to maximize the linkages between comprehensive plans and the implementation measures outlined in the long-range transportation plans (LRTPs) completed by the state’s metropolitan and rural planning organizations (MPOs and RPOs). As such, these tools can support municipalities in making the best possible decisions for the future of their communities.

### Official Map

An “official map” is a combined map and ordinance designed to aid in proactively planning for future growth in a municipality by helping to implement the elements of an adopted Comprehensive Plan that relates to transportation improvements, public land, and other facilities.

The authority to create an official map is granted in Article IV of the Pennsylvania Municipalities Planning Code (MPC). A municipality may adopt an official map for all or a portion of the municipality for a number of public uses, including, but not limited to:

- Existing and proposed public streets, watercourses, and public grounds, including widening, narrowing, extensions, diminutions, openings or closing of same.
- Existing and proposed public parks, playgrounds, and open space reservations.
- Pedestrian ways and easements.
- Railroad and transit right-of-way and easements.
- Flood control basins, floodways and flood plains, storm water management areas, and drainage easements.
- Support facilities, easements, and other properties held by public bodies undertaking the elements described in section 301 of the MPC (Preparation of a Comprehensive Plan).

An official map is not a municipal base map, existing or future land use map, a zoning map, or any map in a comprehensive plan, though these can be used to help identify areas for the official map ordinance. MPC Section 107(b) defines an official map as a “land use ordinance” with the map as the primary component of an official map ordinance. Listing a parcel or portion of a property on an official map notifies developers and property owners that the area mapped is of interest to a municipality for public purposes sometime in the future.

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# PLANNING

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## Land Use and Transportation Planning

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### Traffic Noise

Traffic noise issues are a concern for residents in communities across the country. This publication provides information to help planners and community officials better understand how to minimize or avoid traffic noise conflicts and address traffic related noise issues in their communities.

PennDOT will analyze and consider when it is appropriate to commit to mitigating the noise impacts of new roadways in the Commonwealth where residential development precedes roadway improvements. The mitigation of noise that results from new development adjacent to roadways, however, is the responsibility of municipalities and developers. Over the long-term, land use planning is an effective way for municipalities to avoid or manage excessive noise.

Through actions authorized by the Municipalities Planning Code (MPC), municipalities can greatly minimize the impacts of roadway traffic noise. By working with citizens and developers, municipalities can be proactive in avoiding or mitigating problems resulting from traffic noise. A critical tool is the implementation of zoning for compatible uses along roadway corridors. Municipalities can also change zoning in order to phase out existing noise sensitive land uses over time. Some communities may choose to minimize or avoid traffic noise conflicts rather than mitigate them.

Primary Contact: PennDOT Center for Program Development and Management

Phone: 717.836.3433

Email: [ra-penndotlrtp@pa.gov](mailto:ra-penndotlrtp@pa.gov)

Website:

<http://www.penndot.gov/ProjectAndPrograms/Planning/Pages/Land-Use-and-Transportation-Planning.aspx>

## PLANNING

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### Multimodal Project Management System Interactive Query

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The Multimodal Project Management System Interactive Query (MPMS-IQ) is a web-based GIS map that provides immediate access to in-depth information on transportation projects programmed on the Twelve Year Program (TYP). This system serves as an important planning tool and resource for Planning Partners, local governments, and the public.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717.783.1230

Email: [ra-pdcpdmsmailbox@pa.gov](mailto:ra-pdcpdmsmailbox@pa.gov)

Website: [http://www.dot7.state.pa.us/MPMS\\_IQ/Splash.aspx](http://www.dot7.state.pa.us/MPMS_IQ/Splash.aspx)

## PLANNING

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### New Products Evaluation Program for Lower Volume Roads

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The Municipal Research and Outreach Section in the Research Division coordinates the New Products Evaluation Program (NPEP) to evaluate products and procedures for lower volume, local roads. This program ensures that products are safe, efficient, qualified for use, and eligible for liquid fuels fund purchases.

Primary Contact: PennDOT Bureau of Planning and Research

Telephone: 717.783.3721

Email: [ra-pdlocalgovservices@pa.gov](mailto:ra-pdlocalgovservices@pa.gov)

Website:

<http://www.penndot.gov/Doing-Business/LocalGovernment/Pages/New-Products-Evaluation-for-Local-Roads.aspx>

# PLANNING

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## State Transportation Innovation Council

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The State Transportation Innovation Council (STIC) is a collaborative partnership among state and federal transportation agencies, the transportation industry, research institutions, local government associations, and public partners to identify innovative tools and products and support the rapid deployment of these innovations into practice. The STIC provides educational outreach and technical training on innovative techniques to transportation professionals, Planning Partners, and local governments.

Primary Contact: PennDOT Bureau of Innovations

Phone: 717.425.6288

Email: [ra-pdpenndotstic@pa.gov](mailto:ra-pdpenndotstic@pa.gov)

Website: <http://www.moderndot.pa.gov>

# PLANNING

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## Statewide Long Range Transportation Plan

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The Office of Planning administers PA On Track, the Long Range Transportation Plan (LRTP), to plan and improve connectivity and accessibility for all modes of transportation through the year 2040. As part of this effort, PennDOT launched the first-ever Comprehensive Freight Movement Plan (CFMP). This plan gathered input from a wide range of stakeholders to establish multimodal strategies to invest in freight movement efficiency, economic competitiveness, and future growth.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717.783.9359

Email: [ra-penndotlrtp@pa.gov](mailto:ra-penndotlrtp@pa.gov)

Website: <http://www.penndot.gov/ProjectAndPrograms/Planning/Pages/default.aspx>

# PLANNING

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## Traffic Data Collection and Analysis

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### Traffic Data Collection and Analysis

PennDOT collects traffic data at approximately 40,000 sites across the commonwealth. The frequency of data collection varies from annually to every three to five years and depends on the highway system priorities. Each year, 10,000 traffic counts are collected at select locations. Traffic information is a critical element to all facets of transportation decision-making including highway funding, traffic engineering, highway design, planning, programming, and air quality analysis.

### Traffic Count Requests

Any person requesting traffic volume information on state roadways for business purposes can receive any information that is currently available to the Department. Requests for single locations are available by telephone. Requests for multiple locations should be in writing, must describe the requested information and locations as specifically as possible, and include the reason for the request and a telephone number. However, most people can find what they are looking for by using the [Internet Traffic Monitoring System \(iTMS\) website](#). Additional traffic count information is also available online. The web link is provided below.

Primary Contact: PennDOT Bureau of Planning and Research, Planning Division

Phone: 717.783.0632

Email: [ra-pennidottrafficstats@pa.gov](mailto:ra-pennidottrafficstats@pa.gov)

Website:

<http://www.penndot.gov/ProjectAndPrograms/Planning/TrafficInformation/Pages/default.aspx>



## PLANNING

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### Twelve Year Program

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The State Transportation Commission (STC) is responsible for reviewing and approving Pennsylvania's Twelve Year Program (TYP), which is the Commonwealth's official transportation program.

The TYP is a multi-modal, fiscally constrained program of transportation improvements spanning a 12-year period. Multi-modal means that the TYP includes all travel modes, including highways, bridges, public transit, aviation, rail, and bicycle and pedestrian. Pa. State Law, Act 120 of 1970, as amended, requires PennDOT to prepare, update and submit Pennsylvania's TYP every two years to the STC. The Program is then sent to the Governor, the General Assembly, and the Secretary of Transportation.

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717.787.2913  
Email: [ra-pennDOTstc@pa.gov](mailto:ra-pennDOTstc@pa.gov)  
Website: [www.talkPAtransportation.com](http://www.talkPAtransportation.com)

# PLANNING AND PRIORITIZING PROJECTS

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## PennDOT Connects

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The PennDOT Connects policy, initiated by Secretary Leslie S. Richards as a top priority, makes changes to the project development process to enhance transportation planning. It requires communities to have meaningful opportunities for engagement in the initial stages of the planning process with PennDOT and the regional planning partners.

A more strategic approach to engagement will ensure that local priorities and issues are effectively considered as transportation needs and investments are planned and developed. The result is improved decision making, better investments, and greater local impacts.

Through PennDOT Connects, resources are being provided to support municipalities to better understand:

- the integration of transportation and land use planning in transportation project development;
- the integration of transportation and land use in comprehensive plans and/or corridor plans; and
- the implementation tools available to improve the transportation and land use connection.

On-Site Technical Assistance is available to offers municipal staff the opportunity to work with a PennDOT Connects expert on their specific transportation planning needs. The technical expert will meet with municipal officials to provide guidance on planning technical resources, research on best planning practices, assistance with specific planning issues, and guidance in following planning regulations to help begin or move a project forward. After the meeting, the technical expert will prepare a technical memorandum to document the findings and recommendations. This free resource with a PennDOT Connects planning expert can help your community move forward in the planning process toward successful implementation of your community's goals and vision.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717-787-2913

Email: [ra-pdcpdmsmailbox@pa.gov](mailto:ra-pdcpdmsmailbox@pa.gov)

District Contacts:

<https://www.penndot.gov/ProjectAndPrograms/Planning/Pages/PennDOT-Connects-Planners.aspx>

Training and Technical Assistance: <https://paconnects.org/>

Telephone: 717-710-2090

Email: [paconnects@pa.gov](mailto:paconnects@pa.gov)

# PLANNING AND PRIORITIZING PROJECTS

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## Planning and Prioritizing Projects

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The Transportation Program reflects multimodal transportation priorities for the next twelve-year period. In Pennsylvania and elsewhere, the demand for transportation improvements far exceeds available resources. The programming process is designed to help Pennsylvania prioritize its many transportation projects within the available funding. It is a collaboration among PennDOT, the State Transportation Commission (STC), our regional Planning Partners that include Metropolitan and Rural Planning Organizations (MPO and RPO), Federal Transportation Agencies, owners and operators of transportation services and, most importantly, the public.

The program not only lists specific projects to be undertaken during the first four-year period, it also details the anticipated schedule and costs for each project phase. Projects also may be detailed in the second or third four-year period—generally, if pre-construction phases are listed within the first four-year period. Otherwise, statewide line items by program category are identified in the second and third program periods. As new projects are later identified, these line items are adjusted to reflect the detailed phases and costs associated to advance a new project, all within fiscal constraints.

The 2015-2026 Twelve Year Program (TYP) listing contains funding reserve amounts for the Highway and Bridge, Aviation, Rail Freight, Transit, and Multimodal Programs. Specific projects for these funding reserve amounts will be identified in subsequent program modifications and updates. Projects in the program listing are identified by the Planning Partner in which they are located and further delineated by transportation mode and county. Project identification takes into account both public comments received and the amount of funding associated with the TYP.

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717-787-2913  
Email: [ra-pdcpdmsmailbox@pa.gov](mailto:ra-pdcpdmsmailbox@pa.gov)

# PLANNING AND PRIORITIZING PROJECTS

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## The Statewide Transportation Improvement Program

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The first four years of the program is referenced as the federally-required Statewide Transportation Improvement Program (STIP). The STIP includes 24 individual, regional Transportation Improvement Programs (TIPs) representing each Planning Partner and one independent county. The STIP lists highway, bridge, transit, rail freight, and aviation projects that intend to use federal and/or state funds excluding specified maintenance funds. Each MPO and RPO is responsible for developing a TIP, which is required to be updated every four years. In Pennsylvania, MPOs and RPOs update their TIPs every two years during the TYP update process. Public involvement is required when developing these plans and public involvement activities are specified in each MPO/RPO's adopted Public Participation Plan (PPP).

This plan provides the public with an active role in the development of transportation plans, programs, and projects beginning in the early stages of plan development and continuing throughout the planning process. As needs and priorities change, the TIP may be modified or amended.

The State Transportation Commission (STC) reviews and approves the TYP every two years. The STIP (the first four years of the TYP) is sent to the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Environmental Protection Agency (EPA) for their review and approval prior to the start of the federal fiscal year which is October 1 of each year.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717-787-2913

Email: [ra-pdcpdmsmailbox@pa.gov](mailto:ra-pdcpdmsmailbox@pa.gov)

# PLANNING AND PRIORITIZING PROJECTS

## From Plans to Projects



# PLANNING AND PRIORITIZING PROJECTS

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## Transportation Funding in Pennsylvania

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Transportation projects on the Twelve Year Program are funded through a combination of federal, state, and local funds. To ensure that the TYP is fiscally constrained, PennDOT estimates the level of funding that should be available to support the program. Federal funds are distributed to states through the periodic enactment of authorization legislation such as the Fixing America's Surface Transportation (FAST) Act that determines funding categories and levels. State funds are provided through revenues received from sources such as the Gas Tax and registration and titling of vehicles. Funds may also be provided by local municipalities, private entities, toll authorities, and transit operators. Once available funds are estimated, project needs are determined through a data driven analysis and public outreach; and, a partnership between PennDOT, regional stakeholders, Planning Partners and federal agencies. Projects are then listed on the program based upon delivery schedules, regional and statewide priorities, and expected funding availability.

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717-787-2913  
Email: [ra-pdcpdmsmailbox@pa.gov](mailto:ra-pdcpdmsmailbox@pa.gov)

# PLANNING AND PRIORITIZING PROJECTS

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## Federal Funding: Fixing America's Surface Transportation Act

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The Fixing America's Surface Transportation (FAST) Act authorizes Federal highway, highway safety, transit, and rail programs for five years from Federal fiscal years (FY) 2016 through 2020. The FAST Act represents the first long-term comprehensive surface transportation legislation since the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Act in 2005.

The FAST Act authorizes \$305 billion from both the Highway Trust Fund and the General Fund (GF) of the United States Treasury. It provides \$225 billion in Highway Trust Fund (HTF) contract authority over five years for the Federal-aid Highway Program, increasing funding from \$41 billion in 2015 to \$47 billion in 2020. The bill continues to distribute nearly 93% of all Federal-aid Highway program contract authority to State departments of transportation (DOTs) through formula programs.

The bill places major emphasis on freight investments to be supported by the HTF by creating a new National Highway Freight Program (NHFP) funded at an average of \$1.2 billion per year and distributed to the States by formula. In addition, a new discretionary program entitled the Nationally Significant Freight and Highway Projects is established and funded at an average of \$900 million per year. Under the renamed Surface Transportation Block Grant Program (STBGP), the FAST Act gradually increases the percentage of STBGP funds that are sub-allocated by population from 51% in 2016 to 55% by 2020. The bill also includes a \$7.6 billion rescission of unobligated Federal-aid Highway contract authority in FY 2020.

The FAST Act provides \$61 billion over five years for Federal transit programs including \$49 billion in HTF contract authority and \$12 billion in authorizations from the GF. For highway safety, the bill provides a total of \$4.7 billion for the National Highway Traffic Safety Administration (NHTSA) (\$3.7 billion from the HTF) and \$3.2 billion for the Federal Motor Carrier Safety Administration (FMCSA). Unlike past highway and transit bills, the FAST Act also authorizes \$10 billion of the GF over five years for the Federal Railroad Administration and Amtrak.

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717-787-2913  
Email: [ra-pdcpdmmailbox@pa.gov](mailto:ra-pdcpdmmailbox@pa.gov)

## PLANNING AND PRIORITIZING PROJECTS

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### State Funding: Act 89

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Act 89 provides an unprecedented, comprehensive investment in Pennsylvania's transportation system. This investment will provide for significant safety and congestion improvements. Investing now also ensures the Commonwealth's economic competitiveness for the future.

With the passage of Act 89, PennDOT, in coordination with its partners and stakeholders, developed a list of transportation projects that are expected to begin within the next decade. When fully implemented, over \$2.3 billion in additional funding will be invested in transportation projects, specifically \$1.3 billion in additional funds per year for state road and bridge improvements and over \$480 million for public transportation investments.

Act 89 also created a multimodal fund which directs grants, totaling \$144 million upon full implementation, to aviation, freight and passenger rail, ports, and bicycle/pedestrian activities. The legislation also provides additional funds to improve locally-owned transportation infrastructure while modernizing and providing other efficiencies throughout PennDOT in order to leverage additional moneys through savings.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717-787-2913

Email: [ra-pdcpdmsmailbox@pa.gov](mailto:ra-pdcpdmsmailbox@pa.gov)



# PLANNING AND PRIORITIZING PROJECTS

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## Regional Planning Partners

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The transportation planning program has been established in all metropolitan and rural planning organizations within the Commonwealth to promote federal, state, and local transportation objectives. The program provides a forum where decision-makers identify issues/opportunities and make informed decisions regarding the programming and implementation of transportation projects and services that address these issues and opportunities. Key issues that are focused on include updating Long Range Transportation Plans, adopting Transportation Improvement Programs (TIPs) and Air Quality conformity determinations where needed, continuing to integrate Congestion Management System (CMS) Planning and Intermodal Management System (IMS) planning into the planning and programming process. Other issues include completing environmental justice mandates as part of all ongoing long range planning and short range programming activities, ensuring consistency between land use plans and transportation decisions, initiating Needs Studies as appropriate, promoting transportation projects that provide for the maintenance and/or restoration of transportation infrastructure, providing a safer environment for the traveling public, and enhancing personal mobility and the movement of goods.

Members include:

- Local elected officials
- Representatives of the major modes of transportation
- PennDOT
- Other transportation stakeholders

### Metropolitan Planning Organizations

MPOs are required by federal law for urbanized areas of 50,000 or more people in population. MPOs are required to develop and maintain a Long Range Transportation Plan of at least 20 years and a TIP that covers four years. MPOs are supported by Federal and State Planning Funds.

A list of contacts for Metropolitan Planning Organizations is in Appendix F.



### Rural Planning Organizations

Federal law does not currently require a rural transportation planning and programming process, but in Pennsylvania RPOs serve a similar function as MPOs for the rural areas of the state. Federal law requires states to consult and coordinate with local officials in rural areas of the state and may soon require a formal rural transportation planning and programming process as a result of MAP-21. RPOs also develop and maintain a Long Range Transportation Plan of at least 20 years and a TIP that covers four years. RPOs are supported by Federal and State Planning Funds.

A list of contacts for Rural Planning Organizations is in Appendix F.

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Liquid Fuels Allocations

| Funding Type           | Funding Beneficiaries   |   | Payment               | Required Report(s)  | Additional Information        |
|------------------------|---|---|-----------------------|---|-------------------------------|
|                        | Name  | Municipal   | County                | Dates   | Due                           |
| County Liquid Fuels    |   |  | June 1 and December 1 | <a href="#">MS-991</a><br>January 31  | <a href="#">PennDOT PUB 9</a> |
| Municipal Liquid Fuels |  |   | March 1               | <a href="#">MS-965</a><br>January 31<br><a href="#">Report of Elected Officials</a><br>January 31<br><a href="#">Survey of Financial Conditions</a><br>March 15 | <a href="#">PennDOT PUB 9</a> |

### County

The County Liquid Fuels Program funds a range of projects to support counties' construction, reconstruction, maintenance and repair of county roads, streets and bridges. To qualify for payments, counties are required to submit annual reports ([MS 991, Report of County Liquid Fuels Tax Funds](#)).

Additionally, there is a series of related Forms showing the receipt, expenditure and encumbrances for the preceding twelve (12) months that need to be completed in coordination with the District Municipal Services Representatives. The Forms include:

- MS-992 County Liquid Fuels Tax Fund-Account
- MS-993 County Liquid Fuels Tax Fund-Account Schedule of
- MS-339 Application for County Aid (from Political Subdivisions)
- MS-340 Application for Expenditure of County Liquid Fuels Tax
- MS-329 Project Approval Form
- MS-999 Completion Report.

The use of the funds must be in compliance with the Act ([PennDOT PUB 9, Section 1.6 Appropriate Use of Funds](#)).

The County Liquid Fuels payments are made on June 1 and December 1 of each year. The MS 991 Report is due each year on January 31.

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Liquid Fuels Allocations

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### Municipal

The Municipal Liquid Fuels Program funds a range of projects to support municipalities' construction, reconstruction, maintenance and repair of public roads or streets. To qualify for payments, municipalities are required to submit annual reports ([MS 965 Actual Use Report](#)) and make its deposits and payments or expenditures in compliance with the Act ([PennDOT PUB 9, Section 2.6 Appropriate Use of Funds](#)). In addition, municipalities must file a [Report of Elected Officials](#) and [Survey of Financial Conditions](#).

Additionally, there is a series of related Forms showing the receipt, expenditure and encumbrances for the preceding twelve (12) months that need to be completed in coordination with the District Municipal Services Representatives. The Forms include:








- MS-965S Record of Checks State Fund Accounts
- MS-339 Application for County Aid
- MS-999 Project Completion Report.

The Municipal Liquid Fuels payments are made on March 1 of each year. The MS 965 and Report of Elected Officials are due on January 31 of each year. The Survey of Financial Conditions is due on March 15 of each year. (NOTE: If you submit the Survey of Financial Conditions on March 15th your Liquid Fuels Allocation will be delayed until April 1st.)

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717.214.6161  
Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Other State Allocations

| Funding Type                      | Funding Beneficiaries   |   | Payment               | Required Report(s)                          | Additional Information                                |
|-----------------------------------|---|---|-----------------------|---|---|
|                                   | Name  | Municipal   | County                | Dates                                       | Due   |
| Act 13 Highway Bridge Improvement |   |  | August 15             | N/A   | <a href="#">Act 13 Guidance</a>                       |
| Act 44 County Maintenance         |   |  | December 1            | <a href="#">Act 44 Report</a><br>January 31 | <a href="#">PennDOT PUB 9</a>                         |
| Act 89 (Formerly Act 26)          |   |  | June 1 and December 1 | <a href="#">Act 89 Report</a><br>January 31 | <a href="#">PennDOT PUB 9</a>                         |
| County \$5 Fee for Local Use      |   |  | June 1 and December 1 | N/A   | <a href="#">PennDOT PUB 9</a>                         |
| Highway Transfer Turnback Program |  |  | March 1               | N/A   | <a href="#">PennDOT PUB 310</a>                       |
| State Police Fines Allocation     |  |   | June 1 and December 1 | N/A   | <a href="#">PennDOT Services for Local Government</a> |

### Act 13 Highway Bridge Improvement

Act 13 of 2012 establishes a Marcellus Legacy Fund that allocates a portion of the Marcellus Shale Impact Fee to the Highway Bridge Improvement Restricted Account in the Motor License Fund. These funds are distributed to counties (proportionately based on population) and are to be used to fund the replacement or repair of locally owned (county; municipal), at-risk, deteriorated bridges.

The Act 13 Highway Bridge Improvement payments are made to counties on August 15 of each year.

Primary Contact: PennDOT Center for Program Development and Management  
 Telephone: 717.214.6161  
 Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Other State Allocations

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### Act 44 County Maintenance

Act 44 provides for an annual allocation to all counties that own public bridges. These allocations are made on December 1 of each year as provided in 75 Pa. C.S. § 8915.6(b)(2). The Commonwealth allocates the funds available through Act 44 to counties based on the ratio of the square footage of deck area of a county's county-owned bridges to the total square footage of deck area of county-owned bridges throughout this Commonwealth. The amount of square footage used shall be that reported as part of the National Bridge Inspection Standards Program. The use of the funds must be in compliance with the Act ([PennDOT PUB 9, 4.6 Appropriate Use of Funds](#)). Funds are available to counties who submit an Act 44 Report by January 31.

Additionally, there is a series of related Forms showing the receipt, expenditure and encumbrances for the preceding twelve (12) months that need to be completed in coordination with the District Municipal Services Representatives. The Forms include:

- MS-991 County Act 44 Funds
- MS-329 Project Approval Form
- MS-999 Completion Report.

Primary Contact: PennDOT Center for Program Development and Management

Telephone: 717.214.6161

Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Other State Allocations

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### Act 89 (Formerly Act 26)

This allocation replaces the funding formerly provided to distressed counties allocated under Act 26. It amounts to one percent of the Oil Company Franchise Tax for Highway Maintenance and Construction. All counties in the Commonwealth of Pennsylvania which own public bridges are eligible to receive the funding.

The Commonwealth will allocate available funds to counties based on the ratio of the square footage of deck area of a county's county-owned bridges to the total square footage of county-owned bridges throughout the Commonwealth. The amount of square footage used shall be that reported as part of the National Bridge Inspections Standards Program.

The use of the funds must be in compliance with the Act ([PennDOT PUB 9, 6.6 Appropriate Use of Funds](#)). Funds are available to counties who submit an Act 89 Report by January 31.

Additionally, there is a series of related Forms showing the receipt, expenditure and encumbrances for the preceding twelve (12) months that need to be completed in coordination with the District Municipal Services Representatives. The Forms include:

- MS-991 Report of County Act 89 Funds
- MS-329 Project Approval Form
- MS-999 Completion Report.

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717.214.6161  
Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Other State Allocations

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### County \$5 Fee for Local Use

Act 89, which became law on November 25, 2013, established a special fund within the state treasury called “Local Use Fund.” Beginning January 1, 2015, a county may pass an ordinance to implement a fee of \$5 for each vehicle registered to an address located in that county. The \$5 county fee is collected by PennDOT at the time a vehicle is registered or renewed. These funds will be used by the county for transportation purposes or be allocated by the county in accordance with Section 9010 (c) of the Pennsylvania Vehicle Code. The \$5 county fee is in addition to the registration fee.

The use of the funds must be in compliance with the Act ([PennDOT PUB 9, 5.8 Allowable Uses of Fee for Local Use Funds](#)). The \$5 Fee for Local Use payment is made on June 1 and December 1 of each year.

Primary Contact: PennDOT Center for Program Development and Management  
Telephone: 717.214.6161  
Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)

### Highway Transfer “Turnback” Program

The Highway Transfer “Turnback” Program allows the transfer of functionally-local state-owned roads, serving a local traffic purpose, from state government to local government ownership. Roads that are candidates for transfer are those that have low average daily traffic, or would benefit the municipality both socially and economically.

After the road is turned back to the municipality, PennDOT provides money to the municipality each year to cover the costs associated with maintaining the roadway at a rate of \$4,000 per mile. PennDOT releases annual maintenance payments on March 1, two years after the year of transfer.

Primary Contact: PennDOT District Office Municipal Services Unit (Appendix B) Website: <http://www.penndot.gov/Doing-Business/LocalGovernment/Pages/default.aspx>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Other State Allocations

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### State Police Fines Allocation

State Police fines are allocated by local roadway mileage and population per enabling legislation. State Police Fines (SPF) are distributed to municipal governments only. In order to qualify, the municipalities must own and maintain roadways.

To be eligible to receive the SPF allocation of the fines, a municipality must:

- Have a population less than 3,000; or
- Provide at least 40 hours per week of local police services

Primary Contact: Pennsylvania State Police

Telephone: 717.783.9772

Funding Distribution Contact: Center for Program Development and Management
















Telephone: 717.214.6161

Email: [ra-pdcpdmfinconsult@pa.gov](mailto:ra-pdcpdmfinconsult@pa.gov)



# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Federal Allocations

| Funding Type                                      | Funding Applicants and Beneficiaries  |  |   | Additional Information    |
|---|---|--|---|---------------------------|
| Name  | Municipal   | County   | MPO/RPO   | Links                     |
| Congestion Mitigation and Air Quality (CMAQ)      |  |  |  | <a href="#">FHWA CMAQ</a> |
| Highway Safety and Improvement Program (HSIP)     |  |  |  | <a href="#">FHWA HSIP</a> |
| National Highway Freight Program (NHFP)           |  |  |  | <a href="#">FHWA NHFP</a> |
| National Highway Performance Program (NHPP)       |  |  |  | <a href="#">FHWA NHPP</a> |
| Surface Transportation Block Grant Program (STBG) |  |  |  | <a href="#">FHWA STBG</a> |

See Appendix F for MPO and RPO contact information.

### Congestion Mitigation and Air Quality

The FAST Act continues the Congestion Mitigation and Air Quality (CMAQ) program to provide a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

Funds may be used for a transportation project or program that is likely to contribute to the attainment or maintenance of a national ambient air quality standard, with a high level of effectiveness in reducing air pollution, and that is included in the metropolitan planning organization’s (MPO’s) current transportation plan and transportation improvement program (TIP) or the current state transportation improvement program (STIP) in areas without an MPO.

Primary Contact: Metropolitan or Rural Planning Organization (Appendix F)  
 Website: <https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Federal Allocations

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### Highway Safety Improvement Program

The FAST Act continues the Highway Safety Improvement Program (HSIP) to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance.

In Pennsylvania, the funding is programmed through the MPOs and RPOs, and to be eligible the project must be in the transportation improvement program. A minimum 10% non-federal match is typically required.

Primary Contact: Metropolitan or Rural Planning Organization (Appendix F)

Website: <https://www.fhwa.dot.gov/fastact/factsheets/hsipfs.cfm>

### National Highway Freight Program

The FAST Act established a new National Highway Freight Program (NHFP) to improve the efficient movement of freight on the National Highway Freight Network (NHFN) and support several goals, including:

- Investing in infrastructure and operational improvements that strengthen economic competitiveness, reduce congestion, reduce the cost of freight transportation, improve reliability, and increase productivity;
- Improving the safety, security, efficiency, and resiliency of freight transportation in rural and urban areas;
- Improving the state of good repair of the NHFN;
- Using innovation and advanced technology to improve NHFN safety, efficiency, and reliability;
- Improving the efficiency and productivity of the NHFN;
- Improving State flexibility to support multi-State corridor planning and address highway freight connectivity; and
- Reducing the environmental impacts of freight movement on the NHFN.

Generally, NHFP funds must contribute to the efficient movement of freight on the NHFN and be identified in a freight investment plan included in the State's freight plan

Primary Contact: Metropolitan or Rural Planning Organizations (Appendix F)

Website: <https://www.fhwa.dot.gov/fastact/factsheets/nhfpfs.cfm>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Federal Allocations

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### National Highway Performance Program

The National Highway Performance Program (NHPP) provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS. A minimum 20% non-federal match is typically required.

Primary Contact: Metropolitan or Rural Planning Organization (Appendix F)  
Website: <https://www.fhwa.dot.gov/fastact/factsheets/nhppfs.cfm>
































### Surface Transportation Block Grant Program

The FAST Act converted the long-standing Surface Transportation Program (STP) into the Surface Transportation Block Grant Program (STBG) acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it. The STBG promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs. A minimum 20% non-federal match is typically required.

Primary Contact: Metropolitan or Rural Planning Organization (Appendix F)  
Website: <https://www.fhwa.dot.gov/fastact/factsheets/stbgfs.cfm>

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Grants and Reimbursements

| Funding Type   | Funding Applicants and Beneficiaries  |   |   | Additional Information                                       |
|--|---|---|---|--|
|  | Name  | Municipal   | County  | MPO/RPO  |
| Automate Red Light Enforcement (ARLE)                        |    |    |    | <a href="#">PennDOT Traffic Signal Portal ARLE</a>           |
| Better Utilizing Investments to Leverage Development (BUILD) |    |    |    | <a href="#">US DOT BUILD</a>                                 |
| Green Light-Go   |    |    |    | <a href="#">PennDOT Traffic Signal Portal Green Light-Go</a> |
| Infrastructure For Rebuilding America (INFRA) Grants         |    |    |    | <a href="#">US DOT INFRA</a>                                 |
| Livability Through Smart Transportation*                     |    |    |   | <a href="#">Southwestern Pennsylvania Commission</a>         |
| Multimodal Fund  |    |    |    | <a href="#">PennDOT Multimodal Program</a>                   |
| Rail Freight Assistance Program                              |   |   |   | <a href="#">PennDOT Multimodal Rail Freight</a>              |
| Rail Transportation Assistance Program                       |  |  |  | <a href="#">PennDOT Multimodal Rail Freight</a>              |
| Regional Connections Program**                               |  |  |   | <a href="#">Tri-County Regional Planning Commission</a>      |
| Retro-Reimbursement Bridge Program                           |  |   |   | <a href="#">PennDOT PUB 740</a>                              |
| Smart Growth Transportation^                                 |  |   |   | <a href="#">Lancaster County Planning Commission</a>         |
| Transportation Alternatives Set-Aside                        |  |  |   | <a href="#">PennDOT TA Set-Aside</a>                         |
| Transportation Community Development Initiative^^            |  |  |   | <a href="#">Delaware Valley Regional Planning Commission</a> |

\*Allegheny, Armstrong, Beaver, Butler, Fayette, Green, Indiana, Lawrence, Washington, and Westmoreland counties  
 \*\*Cumberland, Dauphin, and Perry counties  
 ^Lancaster County  
 ^^Bucks, Chester, Delaware, Montgomery, and Philadelphia counties

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Automated Red Light Enforcement

The Automated Red Light Enforcement (ARLE) Grant Program is administered by the Pennsylvania Department of Transportation's Bureau of Maintenance and Operations. Currently the Philadelphia Parking Authority, the City of Philadelphia's system administrator, provides the Pennsylvania Department of Transportation with quarterly deposits of revenue generated by automated red light enforcement violations into a restricted Motor License Fund account. The Philadelphia Parking Authority deducts all operation and maintenance costs prior to depositing the remaining revenues into a restricted Motor License Fund account. The balance of revenues generated in the restricted Motor License Fund account is eligible for use as part of the ARLE Funding Program.

The Department will post yearly revenues available for the ARLE Funding Program into the Pennsylvania Bulletin each spring prior to the submission of applications. No matching funds are required for eligibility in the ARLE Grant Program but cost sharing is encouraged. The intent of this program is to fund worthwhile, relatively low-cost projects that improve the safety and mobility of the traveling public. The types of eligible projects vary widely, from improvements to traffic signals, to roadway improvements at signalized intersections, to school zones, guiderail, and roadside safety. Improvements recommended by LTAP programs such as the Local Safe Roads Communities and Walkable Communities are also eligible.

Primary Contact: PennDOT Bureau of Maintenance and Operations

Telephone: 717.783.0333

Email: [arle\\_grants@pa.gov](mailto:arle_grants@pa.gov)

Website:

<https://www.dot.state.pa.us/portal%20information/traffic%20signal%20portal/FUNDARLE.html>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### *Better Utilizing Investment to Leverage Development Grants*

The Better Utilizing Investments to Leverage Development, or BUILD Transportation Discretionary Grant program, provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. Previously known as Transportation Investment Generating Economic Recovery, or TIGER Discretionary Grants, Congress has dedicated nearly \$5.6 billion for nine rounds of National Infrastructure Investments to fund projects that have a significant local or regional impact.

In each competition, DOT receives hundreds of applications to build and repair critical pieces of our freight and passenger transportation networks. The BUILD program enables DOT to examine these projects on their merits to help ensure that taxpayers are getting the highest value for every dollar invested.

The eligibility requirements of BUILD allow project sponsors at the State and local levels to obtain funding for multi-modal, multi-jurisdictional projects that are more difficult to support through traditional DOT programs. BUILD can fund port and freight rail projects, for example, which play a critical role in our ability to move freight, but have limited sources of Federal funds. BUILD can provide capital funding directly to any public entity, including municipalities, counties, port authorities, tribal governments, MPOs, or others in contrast to traditional Federal programs which provide funding to very specific groups of applicants (mostly State DOTs and transit agencies).

This flexibility allows BUILD and our traditional partners at the State and local levels to work directly with a host of entities that own, operate, and maintain much of our transportation infrastructure, but otherwise cannot turn to the Federal government for support.

Primary Contact: United States Department of Transportation  
Phone: 202.366.0301  
Email: [buildgrants@dot.gov](mailto:buildgrants@dot.gov)  
Program Website: <https://www.transportation.gov/BUILDgrants/about>

Continued on the Next Page

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Green Light-Go

The Green Light-Go: Pennsylvania's Municipal Signal Partnership Program (Green Light-Go Program) is designed to improve safety and mobility by reducing congestion and improving efficiency of existing traffic signals on state and local highways. The Program was recently updated [Act 101 of 2016 (Enhancing Pennsylvania's Green Light-Go Program)] and is a competitive application and reimbursement grant program requiring a 20% match for municipalities, counties, or planning organizations requesting financial assistance for existing traffic signal maintenance and operations activities.

Primary Contact: PennDOT Bureau of Maintenance and Operations

Telephone: 717.783.0333

Email: [ra-pdsignalfunding@pa.gov](mailto:ra-pdsignalfunding@pa.gov)

Website:

<http://www.dot.state.pa.us/Portal%20Information/Traffic%20Signal%20Portal/FUNDGLG.html>

Continued on the Next Page

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Infrastructure for Rebuilding America Grants

The Infrastructure for Rebuilding America (INFRA) program provides dedicated, discretionary funding for projects that address critical issues facing our nation's highways and bridges. INFRA grants will support fixing our nation's infrastructure by creating opportunities for all levels of government and the private sector to fund infrastructure, using innovative approaches to improve the necessary processes for building significant projects, and increasing accountability for the projects that are built.

INFRA advances a pre-existing grant program established in the FAST Act of 2015 and utilizes updated criteria to evaluate projects to align them with national and regional economic vitality goals and to leverage additional non-federal funding. The new program will increase the impact of projects by leveraging capital and allowing innovation in the project delivery and permitting processes, including public-private partnerships.

The United States Department of Transportation (US DOT) will make awards under the INFRA program to both large and small projects. For a large project, the INFRA grant must be at least \$25 million. For a small project, the grant must be at least \$5 million. For each fiscal year of INFRA funds, 10% of available funds are reserved for small projects.

The INFRA grant program preserves the statutory requirement in the FAST Act to award at least 25% of funding for rural projects. The US DOT understands that rural needs may well exceed this limit, and the US DOT will consider rural projects to the greatest extent possible. For rural communities in need of funding for highway and multimodal freight projects with national or regional economic significance, INFRA is an opportunity to apply directly for financial assistance from the federal government. For these communities, US DOT will consider an applicant's resource constraints when assessing the leverage criterion.

Primary Contact: United States Department of Transportation  
Phone: 202-366-4544  
Program Website: <https://www.transportation.gov/buildamerica/infragrants>

Continued on the Next Page



# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### *Livability Through Smart Transportation*

The Southwestern Pennsylvania Commission's Livability Through Smart Transportation program initiative utilizes federal Surface Transportation Program Urban funding and allocates a maximum of \$1,500,000 a year for the purpose of planning and implementing strategies that link transportation improvements with land use development strategies to create sustainable and livable communities. All projects must meet applicable state and federal guidelines, eligibility, and regulations. Both planning and construction proposals are eligible to receive funds. Requests for planning proposals may not exceed \$250,000 and construction proposals may not exceed \$1,000,000, including construction inspection. Program requires a non-federal match of 20% of project cost.

The Livability Through Smart Transportation program is available to municipalities in Allegheny, Armstrong, Beaver, Butler, Fayette, Green, Indiana, Lawrence, Washington, and Westmoreland counties.

Plans and project should also be consistent with policies of the region's adopted plan. These policies include:

- Revitalization and redevelopment of the region's existing communities is a priority.
- Investment in infrastructure improvements will be coordinated and targeted at the corridor level to optimize the impact of the investment.
- Transportation and development choices will reflect a priority on safe and secure multimodal and intermodal networks for both people and goods.
- The region's transportation system will be actively managed and operated to allow the system to function at its full potential.
- The region's infrastructure system will be designed to protect and enhance public health and the environment.

Primary Contact: Southwestern Pennsylvania Commission  
Telephone: 412.391.5590

Continued on the Next Page

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Multimodal Fund

Act 89 established a dedicated Multimodal Transportation Fund that stabilizes funding for ports and rail freight, increases aviation investments, establishes dedicated funding for bicycle and pedestrian improvements, and allows targeted funding for priority investments in any mode. The program is intended to provide financial assistance to municipalities, councils of governments, businesses, economic development organizations, public transportation agencies, rail/freight, and ports in order to improve transportation assets and enhance communities, pedestrian safety and transit revitalization. Local funding in an amount not less than 30% of the amount awarded is required.

Primary Contact: PennDOT Office of Multimodal Transportation

Telephone: 717.705.1230

Email: [ra-pdmultimodalfund@pa.gov](mailto:ra-pdmultimodalfund@pa.gov)

Website:

<http://www.penndot.gov/ProjectAndPrograms/MultimodalProgram/Pages/default.aspx>

### Rail Freight Assistance Program

The Rail Freight Assistance Program (RFAP) provides financial assistance for investment in rail freight infrastructure. The intent of the Program is to (1) preserve essential rail freight service where economically feasible, and (2) preserve or stimulate economic development through the generation of new or expanded rail freight service. The maximum state funding for a RFAP project is 70% of the total project costs, not to exceed \$700,000.

Primary Contact: PennDOT Bureau of Rail Freight, Ports and Waterways

Telephone: 717.787.2627

Website:

<http://www.penndot.gov/Doing-Business/RailFreightAndPorts/Pages/Grants-and-Loans.aspx>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Rail Transportation Assistance Program

The Rail Transportation Assistance Program (Rail TAP), otherwise known as Capital Budget, is available to those having a line item in the current Capital Budget Bill. For those who do not have a line item, please contact your local representative or senator to secure a line item. The project can be funded up to 70% of the total project costs, not to exceed the amount of the line item. The final grant award will be based upon actual bid costs or agreed upon prices if work is to be performed by your own labor forces.

Primary Contact: PennDOT Bureau of Rail Freight, Ports and Waterways

Telephone: 717.787.2627

Website:

<http://www.penndot.gov/Doing-Business/RailFreightAndPorts/Pages/Grants-and-Loans.aspx>

### Regional Connections Program

The Regional Connections Program was created in 2011 as an opportunity for Tri-County Regional Planning Commission (TCRPC) to support local planning and development efforts that help implement our regional long-range land use and transportation plans – the Regional Growth Management Plan and Regional Transportation Plan (RGMP and RTP). The program provides funding to municipalities and counties to support locally-directed, collaborative actions to improve communities, enhance community character, manage growth, maximize existing infrastructure capacity, and link land use and transportation planning decisions to create a more sustainable future for our region. The program requires 20% match of the total project cost (must be cash, non-federal source).

The Regional Connections Program is available to municipalities in Cumberland, Dauphin and Perry counties.

Primary Contact: Tri-County Regional Planning Commission

Telephone: 717.234.2639

Website: <http://www.tcrpc-pa.org/regional-connections-grant/>

Continued on the Next Page

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Retro-Reimbursement Bridge Program

PennDOT's retro-reimbursement process differs from the traditional design-to-construction process for capital projects. Local bridge projects that follow "traditional" delivery employ federal procedures and must follow the full PennDOT project development and review process. Local bridge projects that follow a "retro-reimbursement" process follow the state liquid-fuel procedure, which streamlines reviews and delegates PennDOT reviews to the local sponsor. In the retro-reimbursement procedure, PennDOT will still perform a structural adequacy review of the structure. A municipality that follows the retro-reimbursement process will use local funds to rehabilitate or replace the bridge and then request reimbursement from PennDOT.

Primary Contact: PennDOT District Office

District Contact Information:

<http://www.penndot.gov/RegionalOffices/Pages/default.aspx>

### Smart Growth Transportation

The Smart Growth Transportation (SGT) program was offered by the Lancaster County Transportation Coordinating Committee (LCTCC) for the first time in 2011. The SGT program is an outgrowth and extension of the county's long-standing commitment to smart growth. The SGT is designed to fund transportation projects/studies located in the county's designated Urban Growth Areas (UGAs) and Village Growth Areas (VGAs) that support smart growth and encourage economic development and help build the infrastructure to establish safer, more walkable, bikeable and transit-friendly communities. The program funds transportation and land use corridor studies as well as construction projects that meet the program's smart growth transportation criteria. Since it is the intent of the program to fund projects that provide tangible benefits in the near future, it is anticipated that at least 80% of the funding will be directed to smart growth construction projects and no more than 20% to studies. Projects funded through the program must be open to the general public and ADA accessible. A minimum 20% non-federal match is typically required.

The Smart Growth Transportation program is available to municipalities in Lancaster County.

Primary Contact: Lancaster County Planning Commission

Telephone: 717.299.8333

Website: <http://www.lancastercountypanning.org/DocumentCenter/View/63>

**Continued on the Next Page**

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Transportation Alternatives Set-Aside

The Fixing America's Surface Transportation (FAST) Act replaced the Transportation Alternatives Program (TAP) with a set-aside of Surface Transportation Block Grant (STBG) Program funding for transportation alternatives (TA). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

Primary Contact: PennDOT Center for Program Development and Management

Phone: 717.787.8065

Email: [ra-pdpenndottap@pa.gov](mailto:ra-pdpenndottap@pa.gov)

Website:

<https://spportal.dot.pa.gov/Planning/AppReg/TAP/Pages/default.aspx>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

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## Grants and Reimbursements

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### Transportation Community Development Initiative

The Transportation and Community Development Initiative (TCDI) is an opportunity for the Delaware Valley Regional Planning Commission (DVRPC) to support growth in the individual municipalities of the Delaware Valley through initiatives that implement the region's long-range plan, Connections 2040 Plan for Greater Philadelphia. Central to this effort is to ensure greater quality of life choices by providing and maintaining essential infrastructure, supporting local and regional economic development, and linking land use and transportation planning, through:

- Supporting local planning projects that will lead to more residential, employment or commercial opportunities in areas designated for growth or redevelopment;
- Improving the overall character and quality of life within the region to retain and attract business and residents;
- Enhancing and utilizing the existing transportation infrastructure capacity to reduce demands on the region's transportation network;
- Reducing congestion and improving the transportation system's efficiency by promoting the use of transit, bike, and pedestrian transportation modes;
- Building capacity in our older suburbs and neighborhoods;
- Reinforcing and implementing improvements in designated Centers; and;
- Protecting our environment through growth management and land preservation.

A minimum 20% non-federal match is typically required.










The Transportation Community Development Initiative is available to municipalities in Bucks, Chester, Delaware, Montgomery, and Philadelphia counties.

Primary Contact: Delaware Valley Regional Planning Commission  
Telephone: 215.592.1800  
Website: <http://www.dvrpc.org/TCDI/>

Continued on the Next Page

# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Loans

| Funding Type  | Funding Applicants and Beneficiaries  |   |  | Additional Information                                 |
|---|---|---|--|--|
| Name  | Municipal   | County  | MPO/RPO  | Links  |
| Pennsylvania Infrastructure Bank                          |  |  |  | <a href="#"><u>PennDOT PIB</u></a>                     |
| Railroad Rehabilitation and Improvement Financing Program |  |  |  | <a href="#"><u>Federal Railroad Administration</u></a> |
| Transportation Infrastructure Finance and Innovation Act  |  |  |  | <a href="#"><u>US DOT TIFIA</u></a>                    |

### Pennsylvania Infrastructure Bank

The Pennsylvania Infrastructure Bank (PIB) is a revolving loan fund administered by PennDOT that offers flexible financing opportunities for eligible transportation improvement projects throughout the Commonwealth. The PIB provides direct, low-interest loans that are repaid over time to help fund transportation projects. Repayments are recycled into new project loans, creating new financing opportunities. The goal of the PIB is to leverage state and federal funds, accelerate priority transportation projects, spur economic development, and assist local governments with their transportation needs.

Primary Contact: PennDOT Center for Program Development and Management  
 Phone: 717.787.5798  
 Email: [ra-pdlocalgovservice@pa.gov](mailto:ra-pdlocalgovservice@pa.gov)  
 Website:  
<http://www.penndot.gov/ProjectAndPrograms/Planning/Pages/PA-Infrastructure-Bank.aspx>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Loans

### Railroad Rehabilitation and Improvement Financing Program

The Railroad Rehabilitation and Improvement Financing Program (RRIF) program was established by the Transportation Equity Act for the 21st Century (TEA-21) and amended by the Safe Accountable, Flexible and Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU). Under this program the FRA Administrator is authorized to provide direct loans and loan guarantees up to \$35.0 billion to finance development of railroad infrastructure. Up to \$7.0 billion is reserved for projects benefiting freight railroads other than Class I carriers.

The funding may be used to:

- Acquire, improve, or rehabilitate intermodal or rail equipment or facilities, including track, components of track, bridges, yards, buildings, and shops;
- Refinance outstanding debt incurred for the purposes listed above; and
- Develop or establish new intermodal or railroad facilities.

Direct loans can fund up to 100% of a railroad project with repayment periods of up to 35 years and interest rates equal to the cost of borrowing to the government.

Eligible borrowers include railroads, state and local governments, government-sponsored authorities and corporations, joint ventures that include at least one railroad, and limited option freight shippers who intend to construct a new rail connection.

Primary Contact: Federal Railroad Administration

Telephone: 610.521.8200

Website: <https://www.fra.dot.gov/Page/P0128>

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# COMMUNITY ASSISTANCE FOR TRANSPORTATION

## Loans

### Transportation Infrastructure Finance and Innovation Act

The Transportation Infrastructure Finance and Innovation Act (TIFIA) program provides credit assistance for qualified projects of regional and national significance. Many large-scale, surface transportation projects - highway, transit, railroad, intermodal freight, and port access - are eligible for assistance. Eligible applicants include state and local governments, transit agencies, railroad companies, special authorities, special districts, and private entities. The TIFIA credit program is designed to fill market gaps and leverage substantial private co-investment by providing supplemental and subordinate capital. Each dollar of Federal funds can provide up to \$10 in TIFIA credit assistance and support up to \$30 in transportation infrastructure investment.

The goal of TIFIA financing is to leverage federal resources and stimulate private capital investment in transportation infrastructure by providing credit assistance in the form of direct loans, loan guarantees, and standby lines of credit to projects of national or regional significance. TIFIA financing is available for large-scale public or private transportation projects. The program is aimed at large projects with a minimum value of approximately \$50 million. The maximum TIFIA-financed portion is 33% and is administered by the USDOT's TIFIA Joint Program Office. Application, transaction, and service fees apply.

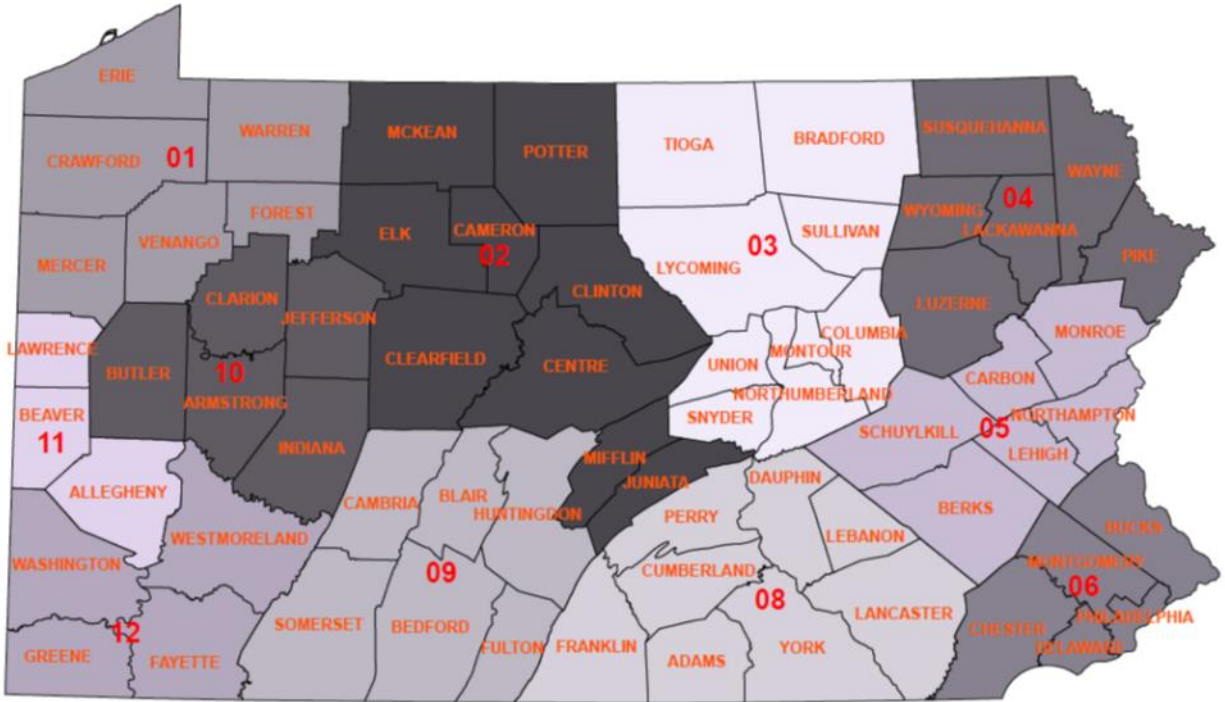
Primary Contact: United States Department of Transportation

Telephone: 202.366.4000

Website: <https://www.transportation.gov/tifia>

# APPENDIX A: PennDOT District Map

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# APPENDIX B: PennDOT District Contacts

**DISTRICT MUNICIPAL SERVICES SUPERVISOR**  
**DISTRICT MUNICIPAL SERVICES SPECIALIST**

| District | Supervisor                     | Specialist   |
|----------|--------------------------------|--|
| 1        | Josh Montgomery<br>678-7142    | Jon Wilson<br>678-7094<br>Troy Cyphert<br>678-5038                                   |
| 2        | Randy Albert, P.E.<br>765-0408 | Daren Stover<br>765-0589<br>Matt Kenepp<br>765-0509<br>Shawn Agosti<br>765-0508      |
| 3        | Greg Dibble<br>368-4239        | Barry Garverick<br>368-4240<br>Brian Haight<br>368-4241<br>Steven Kehoe<br>368-4242  |
| 4        | Chris Goetz<br>963-4117        | Scott Maciak<br>963-4053<br>Ed Sumski<br>963-4052                                    |
| 5        | John Davis<br>871-4151         | Charles Paris<br>871-4152<br>Jeff Roback<br>871-4150                                 |
| 6        | Valerie Temino<br>205-6541     | Marjorie Parris<br>205-6540<br>Timothy Greco<br>205-6537<br>Brian Dayton<br>205-6542 |
| 8        | Scott Lehman<br>787-4839       | Rick Levan<br>787-4378<br>Joshua Kopp<br>787-4381                                    |
| 9        | John Pecze<br>696-7221         | Michael Bowser<br>696-7220<br>George Spinelli<br>696-7222                            |
| 10       | Allen Williams<br>357-7986     | Richard Knapko<br>357-2846<br>John Poproch<br>357-2878<br>James Schepis<br>357-2943  |
| 11       | Dan Woodall<br>429-4809        | Barry DeAngelis<br>429-4813<br>Tony Ryan<br>429-4812                                 |
| 12       | Vacant<br>XXX-XXXX             | Richard Skovensky<br>439-7273<br>Stephanie Whitlatch<br>439-7136                     |

**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

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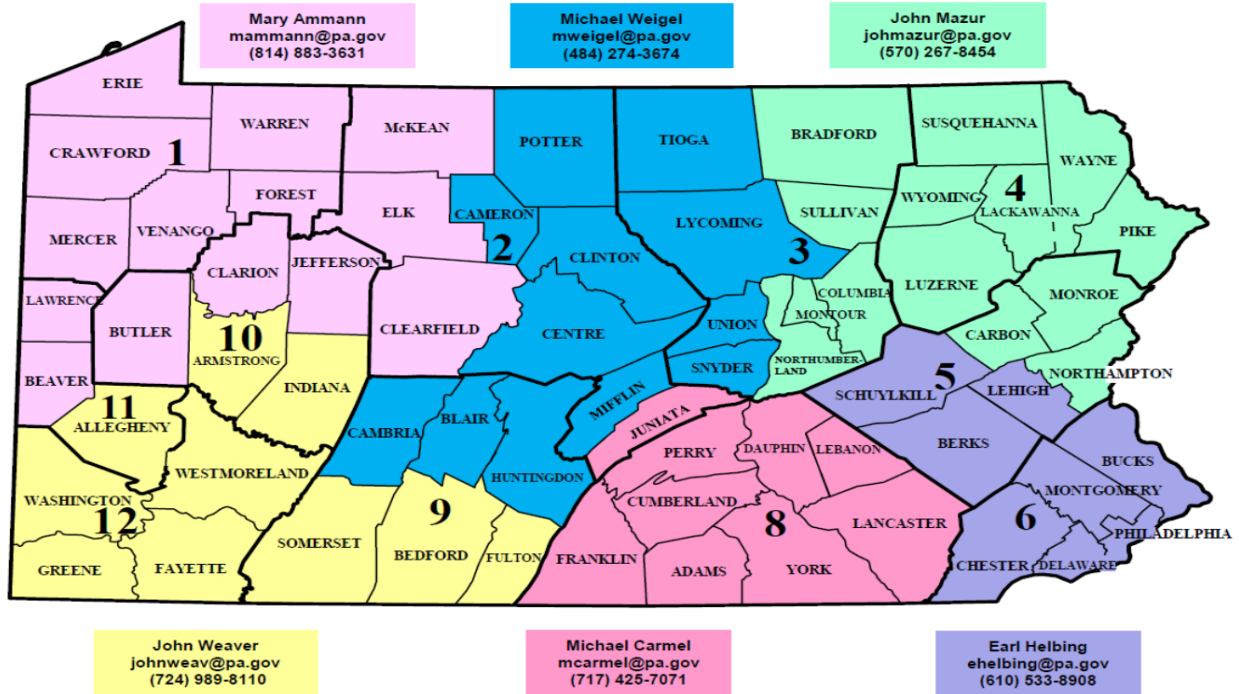
## APPENDIX B: PennDOT District Contacts

| District Office/Address  | County Affiliation  | Municipal Services Representative/Contact   |
|--|---|---|
| PennDOT District 1-0<br>PO Box 398<br>255 Elm Street<br>Oil City, PA 16301                     | Crawford, Erie, Forest, Mercer,<br>Venango, Warren  | Josh Montgomery<br>P: 814.678.7142<br>E: <a href="mailto:joshmontgo@pa.gov">joshmontgo@pa.gov</a> |
| PennDOT District 2-0<br>PO Box 342<br>70 PennDOT Drive<br>Clearfield, PA 16830                 | Cameron, Centre, Clearfield,<br>Clinton, Elk, Juniata, McKean,<br>Mifflin, Potter           | Randy Albert, P.E.<br>P: 814.765.0408<br>E: <a href="mailto:galbert@pa.gov">galbert@pa.gov</a>    |
| PennDOT District 3-0<br>P.O. Box 218<br>715 Jordan Avenue<br>Montoursville, PA 17754-0218      | Bradford, Columbia, Lycoming,<br>Northumberland, Montour,<br>Snyder, Sullivan, Tioga, Union | Greg Dibble<br>P: 570.368.4242<br>E: <a href="mailto:grdibble@pa.gov">grdibble@pa.gov</a>         |
| PennDOT District 4-0<br>55 Keystone Industrial Park<br>Dunmore, PA 18512                       | Lackawanna, Luzerne, Pike,<br>Susquehanna, Wayne, Wyoming                                   | Chris Goetz<br>P: 570.963.4117<br>E: <a href="mailto:cgoetz@pa.gov">cgoetz@pa.gov</a>             |
| PennDOT District 5-0<br>1002 Hamilton Street<br>Allentown, PA 18101                            | Berks, Carbon, Lehigh, Monroe,<br>Northampton, Schuylkill                                   | John Davis<br>P: 610.871.4151<br>E: <a href="mailto:johndavis@pa.gov">johndavis@pa.gov</a>        |
| PennDOT District 6-0<br>7000 Geerdes Boulevard<br>King of Prussia, PA 19406-1525               | Bucks, Chester, Delaware,<br>Montgomery, Philadelphia                                       | Valerie Temino<br>P: 610.205.6541<br>E: <a href="mailto:vetemino@pa.gov">vetemino@pa.gov</a>      |
| PennDOT District 8-0<br>2140 Herr Street<br>Harrisburg, PA 17103-1699                          | Adams, Cumberland, Dauphin,<br>Franklin, Lancaster, Lebanon,<br>Perry, York                 | Scott Lehman<br>P: 717.787.4839<br>E: <a href="mailto:scllehman@pa.gov">scllehman@pa.gov</a>      |
| PennDOT District 9-0<br>1620 North Juniata Street<br>Hollidaysburg, PA 16648                   | Bedford, Blair, Cambria, Fulton,<br>Huntingdon, Somerset                                    | John Pecze<br>P: 814.696.7221<br>E: <a href="mailto:jpecze@pa.gov">jpecze@pa.gov</a>              |
| PennDOT District 10-0<br>P.O. Box 429<br>2550 Oakland Avenue<br>Indiana, PA 15701              | Armstrong, Butler, Clarion,<br>Indiana, Jefferson   | Allen Williams<br>P: 724.357.7986<br>E: <a href="mailto:allwilliam@pa.gov">allwilliam@pa.gov</a>  |
| PennDOT District 11-0<br>45 Thoms Run Road<br>Bridgeville, PA 15017                            | Allegheny, Beaver, Lawrence   | Dan Woodall<br>P: 412.429.4809<br>E: <a href="mailto:dwoodall@pa.gov">dwoodall@pa.gov</a>         |
| PennDOT District 12-0<br>P.O. Box 459<br>825 North Gallatin Avenue<br>Uniontown, PA 15401-2105 | Fayette, Green, Washington,<br>Westmoreland   | Vacant<br>P: 724.439.7270<br>E: <a href="mailto:XXXXX@pa.gov">XXXXX@pa.gov</a>                    |

# APPENDIX C: PennDOT Financial Consultant Contacts

## SERVICES FOR LOCAL GOVERNMENTS

### FINANCIAL CONSULTANT COVERAGE AREAS



| Office/Address  | County Affiliation   | Financial Consultant/Contact   |
|---|--|--|
| PennDOT<br>Center for Program Development<br>and Management<br>PO Box 3365<br>Harrisburg, PA 17105-3365 | Armstrong, Butler, Clarion,<br>Clearfield, Crawford, Elk, Erie,<br>Forest, Indiana, Jefferson, McKean,<br>Mercer, Venango, Warren                      | Mary Ammann<br>P: 814.883.3631<br>E: <a href="mailto:mammann@pa.gov">mammann@pa.gov</a>    |
|   | Blair, Cambria, Cameron, Centre,<br>Clinton, Huntingdon, Lycoming,<br>Mifflin, Potter, Snyder, Tioga, Union  | Michael Weigel<br>P: 484.274.3674<br>E: <a href="mailto:mweigel@pa.gov">mweigel@pa.gov</a> |
|   | Bradford, Carbon, Columbia,<br>Lackawanna, Luzerne,<br>Northumberland, Pike, Monroe,<br>Montour, Northampton, Sullivan,<br>Susquehanna, Wayne, Wyoming | John Mazur<br>P: 570.267.8454<br>E: <a href="mailto:johmazur@pa.gov">johmazur@pa.gov</a>   |
|   | Berks, Bucks, Chester, Delaware,<br>Lehigh, Montgomery, Philadelphia<br>Schuylkill   | Earl Helbing<br>P: 610.533.8908<br>E: <a href="mailto:ehelbing@pa.gov">ehelbing@pa.gov</a> |
|   | Adams, Cumberland, Dauphin,<br>Franklin, Juniata, Lancaster,<br>Lebanon, Perry, York   | Michael Carmel<br>P: 717.425.7071<br>E: <a href="mailto:mcarmel@pa.gov">mcarmel@pa.gov</a> |
|   | Allegheny, Beaver, Bedford,<br>Fayette, Fulton, Green, Lawrence,<br>Somerset, Washington,<br>Westmoreland  | John Weaver<br>P: 724.989.8110<br>E: <a href="mailto:johnweav@pa.gov">johnweav@pa.gov</a>  |

## APPENDIX D: PennDOT Central Office and Other Contacts

| PennDOT Central Office and Other Contacts   | Phone/Email  |
|---|--|
| <b>Bureau of Equal Opportunity</b>  |  |
| <ul style="list-style-type: none"> <li>Disadvantaged Business Enterprise Certification</li> </ul>               | P: 717.787.5891<br>P: 1.800.468.4201   |
| <b>Bureau of Innovations</b>  |  |
| <ul style="list-style-type: none"> <li>State Transportation Innovation Council (STIC)</li> </ul>                | P: 717.425.6288<br>E: <a href="mailto:ra-pdpenndotstic@pa.gov">ra-pdpenndotstic@pa.gov</a>             |
| <b>Bureau of Maintenance and Operations</b>   |  |
| <ul style="list-style-type: none"> <li>Automated Red Light Enforcement</li> </ul>                               | P: 717.783.0333<br>E: <a href="mailto:arle_grants@pa.gov">arle_grants@pa.gov</a>                       |
| <ul style="list-style-type: none"> <li>Central Permit Office</li> </ul>   | P: 717.783.4680<br>E: <a href="mailto:ra-pdcenpermitofc@pa.gov">ra-pdcenpermitofc@pa.gov</a>           |
| <ul style="list-style-type: none"> <li>Crash Data</li> </ul>  | P: 717.787.6899  |
| <ul style="list-style-type: none"> <li>Green Light-Go</li> </ul>  | P: 717.783.0333<br>E: <a href="mailto:ra-pdsignallfunding@pa.gov">ra-pdsignallfunding@pa.gov</a>       |
| <ul style="list-style-type: none"> <li>Highway Occupancy Permits</li> </ul>                                     | E: <a href="mailto:ra-pdhwyoccperrmits@pa.gov">ra-pdhwyoccperrmits@pa.gov</a>                          |
| <b>Bureau of Planning and Research</b>  |  |
| <ul style="list-style-type: none"> <li>Geographic Information Systems (GIS) and Products</li> </ul>             | P: 717.787.3738<br>E: <a href="mailto:ra-penndotmaps@pa.gov">ra-penndotmaps@pa.gov</a>                 |
| <ul style="list-style-type: none"> <li>Local Technical Assistance Program</li> </ul>                            | P: 1.800.FOR.LTAP<br>E: <a href="mailto:ltap@pa.gov">ltap@pa.gov</a>                                   |
| <ul style="list-style-type: none"> <li>Municipal Research and Outreach</li> </ul>                               | P: 717.772.0827<br>E: <a href="mailto:ra-pdlocalgovservice@pa.gov">ra-pdlocalgovservice@pa.gov</a>     |
| <ul style="list-style-type: none"> <li>New Products Evaluation Program (NPEP) for Lower Volume Roads</li> </ul> | P: 717.783.3721<br>E: <a href="mailto:ra-pdlocalgovservice@pa.gov">ra-pdlocalgovservice@pa.gov</a>     |
| <ul style="list-style-type: none"> <li>PennDOT Publication 9</li> </ul>   | P: 717.772.0827<br>E: <a href="mailto:ra-pdlocalgovservice@pa.gov">ra-pdlocalgovservice@pa.gov</a>     |
| <ul style="list-style-type: none"> <li>Traffic Data Collection and Analysis</li> </ul>                          | P: 717.705.2382<br>E: <a href="mailto:ra-penndottrafficstats@pa.gov">ra-penndottrafficstats@pa.gov</a> |
| <ul style="list-style-type: none"> <li>Transfer of State Highways Road Turnback Program</li> </ul>              | P: 717.705.2203<br>E: <a href="mailto:ra-penndottrafficstats@pa.gov">ra-penndottrafficstats@pa.gov</a> |
| <b>Bureau of Project and Delivery</b>   |  |
| <ul style="list-style-type: none"> <li>Bulletin 15</li> </ul>   | P: 717.787.7150<br>E: <a href="mailto:ra-pdbulletin15@pa.gov">ra-pdbulletin15@pa.gov</a>               |
| <ul style="list-style-type: none"> <li>Contractor Prequalification</li> </ul>                                   | P: 717.787.7032 or 717.787.3733  |
| <b>Bureau of Rail Freight, Ports and Waterways</b>  |  |
| <ul style="list-style-type: none"> <li>Rail Freight Assistance Program</li> </ul>                               | P: 717.787.2627  |
| <ul style="list-style-type: none"> <li>Rail Transportation Assistance Program</li> </ul>                        | P: 717.787.2627  |

Continued on the Next Page

## APPENDIX D: PennDOT Central Office and Other Contacts

| PennDOT Central Office and Other Contacts   | Phone/Email  |
|---|--|
| <b>Center for Program Development and Management</b>  |  |
| <ul style="list-style-type: none"> <li>Financial Consulting</li> </ul>  | P: 717.787.9288<br>E: <a href="mailto:ra-pdcpdmfinconsult@pa.gov">ra-pdcpdmfinconsult@pa.gov</a>   |
| <ul style="list-style-type: none"> <li>Land Use and Transportation Planning</li> </ul>                                | P: 717.836.3433<br>E: <a href="mailto:ra-penndotlrtp@pa.gov">ra-penndotlrtp@pa.gov</a>             |
| <ul style="list-style-type: none"> <li>Linking Planning and NEPA</li> </ul>   | P: 717.783.9359<br>E: <a href="mailto:ra-pdcpdmmailbox@pa.gov">ra-pdcpdmmailbox@pa.gov</a>         |
| <ul style="list-style-type: none"> <li>Liquid Fuels Allocations and Other State Allocations</li> </ul>                | P: 717.214.6161<br>E: <a href="mailto:ra-pdcpdmfinconsult@pa.gov">ra-pdcpdmfinconsult@pa.gov</a>   |
| <ul style="list-style-type: none"> <li>Multimodal Project Management System Interactive Query (MPMS-IQ)</li> </ul>    | P: 717.783.1230<br>E: <a href="mailto:ra-pdcpdmmailbox@pa.gov">ra-pdcpdmmailbox@pa.gov</a>         |
| <ul style="list-style-type: none"> <li>Pennsylvania Infrastructure Bank (PIB)</li> </ul>                              | P: 717.787.5798<br>E: <a href="mailto:ra-pdlocalgovservice@pa.gov">ra-pdlocalgovservice@pa.gov</a> |
| <ul style="list-style-type: none"> <li>Statewide Long Range Transportation Plan</li> </ul>                            | P: 717.783.9359<br>E: <a href="mailto:ra-penndotlrtp@pa.gov">ra-penndotlrtp@pa.gov</a>             |
| <ul style="list-style-type: none"> <li>Transportation Alternatives Set Aside Program</li> </ul>                       | P: 717.787.8065<br>E: <a href="mailto:ra-pdpenndottap@pa.gov">ra-pdpenndottap@pa.gov</a>           |
| <ul style="list-style-type: none"> <li>Twelve Year Program</li> </ul>   | P: 717.787.2913<br>E: <a href="mailto:ra-penndotstc@pa.gov">ra-penndotstc@pa.gov</a>               |
| <b>Department of General Services, Bureau of Supplies and Surplus Operations</b>                                      |  |
| <ul style="list-style-type: none"> <li>Purchasing Used Equipment</li> </ul>   | P: 717.787.5940  |
| <b>Office of Multimodal Transportation</b>  |  |
| <ul style="list-style-type: none"> <li>Multimodal Fund</li> </ul>   | P: 717.705.1230<br>E: <a href="mailto:ra-pdmultimodalfund@pa.gov">ra-pdmultimodalfund@pa.gov</a>   |
| <b>Pennsylvania Tourism Signing Trust</b>   |  |
| <ul style="list-style-type: none"> <li>Logo Signing</li> </ul>  | P: 1.877.272.1332  |
| <ul style="list-style-type: none"> <li>Tourist Oriented Directional Signs</li> </ul>                                  | P: 1.877.272.1332  |
| <b>United States Department of Transportation</b>   |  |
| <ul style="list-style-type: none"> <li>Better Utilizing Investments to Leverage Development (BUILD) Grants</li> </ul> | P: 202.366.0301<br>E: <a href="mailto:buildgrants@dot.gov">buildgrants@dot.gov</a>                 |
| <ul style="list-style-type: none"> <li>Infrastructure For Rebuilding America (INFRA) Grants</li> </ul>                | P: 202.366.4544  |
| <ul style="list-style-type: none"> <li>Railroad Rehabilitation and Improvement Financing Program (RRIF)</li> </ul>    | P: 610.521.8200  |
| <ul style="list-style-type: none"> <li>Transportation Infrastructure Finance and Innovation Act (TIFIA)</li> </ul>    | P: 202.366.4000  |



# APPENDIX E: Metropolitan/Rural Planning Organizations Map

## Pennsylvania's Metropolitan and Rural Planning Organizations (Wayne Independent County)





## APPENDIX F: Metropolitan/Rural Planning Organizations Contacts

| MPO/RPO Address  | County Affiliation                                 | Transportation Planning Contact   |
|--|--|---|
| Adams County Office of Planning and Development<br>670 Old Harrisburg Road, Suite 100<br>Gettysburg, PA 17325              | Adams  | Andy Merkel<br>P: 717.337.9824<br>E: <a href="mailto:amerkel@adamscounty.us">amerkel@adamscounty.us</a>   |
| Berks County Planning Commission Services Center<br>633 Court Street, 14th Floor<br>Reading, PA 19601                      | Berks  | Alan Piper<br>P: 610.478.6300 Ext. 6313<br>E: <a href="mailto:apiper@countyofberks.com">apiper@countyofberks.com</a>  |
| Blair County Planning Commission<br>423 Allegheny Street, Suite 046<br>Hollidaysburg, PA 16648                             | Blair  | Wesley L. Burket, AICP<br>P: 814.693.2080 Ext. 2<br>E: <a href="mailto:wburket@blairplanning.org">wburket@blairplanning.org</a>   |
| Cambria County Planning Commission<br>401 Candlelight Drive, Suite 215<br>Ebensburg, PA 15931                              | Cambria  | Chris Allison<br>P: 814.472.2108<br>E: <a href="mailto:callison@co.cambria.pa.us">callison@co.cambria.pa.us</a>   |
| Centre Regional Planning Agency<br>2643 Gateway Drive<br>State College, PA 16801   | Centre   | Tom Zilla<br>P: 814.231.3050<br>E: <a href="mailto:tzilla@crcog.net">tzilla@crcog.net</a>   |
| Delaware Valley Regional Planning Commission<br>190 N. Independence Mall West, 8th Floor<br>Philadelphia, PA 19106-1520    | Bucks, Chester, Delaware, Montgomery, Philadelphia | John Ward<br>P: 215.238.2899<br>E: <a href="mailto:jward@dvrpc.org">jward@dvrpc.org</a>   |
| Erie County Department of Planning<br>Erie County Courthouse<br>140 West 6th Street, Room 111<br>Erie, PA 16501            | Erie   | Emily Aloiz<br>P: 814.451.7325<br>E: <a href="mailto:ealoiz@eriecountygov.org">ealoiz@eriecountygov.org</a>   |
| Franklin County Planning Commission<br>218 North Second Street<br>Chambersburg, PA 17201                                   | Franklin   | Elizabeth Grant<br>P: 717.261.3855<br>E: <a href="mailto:emgrant@Franklincountypa.gov">emgrant@Franklincountypa.gov</a>   |
| Lackawanna County Department of Planning and Economic Development<br>135 Jefferson Avenue, 2nd Floor<br>Scranton, PA 18503 | Lackawanna, Luzerne                                | Steve Pitoniak<br>P: 570.963.6826<br>E: <a href="mailto:pitoniaks@lackawannacounty.org">pitoniaks@lackawannacounty.org</a>  |
| Lancaster County Planning Commission<br>150 North Queen Street, Suite 320<br>Lancaster, PA 17603                           | Lancaster  | Robert Bini, AICP<br>P: 717.299.8333<br>E: <a href="mailto:rbini@co.lancaster.pa.us">rbini@co.lancaster.pa.us</a>   |
| Lebanon County Planning Department<br>Municipal Building<br>400 South 8th Street, Room 206<br>Lebanon, PA 17042-6794       | Lebanon  | Jonathan Fitzkee<br>P: 717-228-4444<br>E: <a href="mailto:jfitzkee@lebcnty.org">jfitzkee@lebcnty.org</a>  |
| Lehigh Valley Planning Commission<br>961 Marcon Boulevard, Suite 310<br>Allentown, PA 18109                                | Lehigh, Northampton                                | Becky A. Bradley, AICP<br>E: <a href="mailto:bbradley@lvpc.org">bbradley@lvpc.org</a><br>Michael S. Donchez<br>E: <a href="mailto:msd@lvpc.org">msd@lvpc.org</a><br>P: 610.264.4544 |
| Luzerne County Planning Commission<br>Suite 208, Penn Place<br>20 N. Pennsylvania Avenue<br>Wilkes-Barre, PA 18711         | Lackawanna, Luzerne                                | John Petrini<br>P: 570.825.1560<br>E: <a href="mailto:John.Petrini@luzernecounty.org">John.Petrini@luzernecounty.org</a>  |

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## APPENDIX F: Metropolitan/Rural Planning Organizations Contacts

| MPO/RPO Address  | County Affiliation  | Transportation Planning Contact  |
|--|---|--|
| Lycoming County Planning Commission<br>48 West Third Street, 4th Floor<br>Williamsport, PA 17701   | Lycoming  | Mark Murawski<br>P: 570.320.2138<br>E: <a href="mailto:mark.murawski@lyco.org">mark.murawski@lyco.org</a>                    |
| Mercer County Regional Planning Commission<br>2491 Highland Road<br>Hermitage, PA 16148  | Mercer  | Matthew Stewart<br>P: 724.981.2412 Ext. 3206<br>E: <a href="mailto:mstewart@mcrpc.com">mstewart@mcrpc.com</a>                |
| North Central Pennsylvania Regional Planning and Development Commission<br>49 Ridgmont Drive<br>Ridgway, PA 15853                            | Cameron, Clearfield, Elk, Jefferson, McKeon, Potter   | Amy Kessler<br>P: 814.773.3162<br>E: <a href="mailto:amy@ncentral.com">amy@ncentral.com</a>                                  |
| Northeastern Pennsylvania Alliance<br>1151 Oak Street<br>Pittston, PA 18640  | Carbon, Monroe, Pike, Schuylkill  | Alan Baranski<br>P: 570.655.5581 Ext. 256<br>E: <a href="mailto:abaranski@nepa-alliance.org">abaranski@nepa-alliance.org</a> |
| Northern Tier Regional Planning and Development Commission<br>312 Main Street<br>Towanda, PA 18848   | Bradford, Sullivan, Susquehanna, Tioga, Wyoming   | Brian Baker<br>P: 570.265.9103<br>E: <a href="mailto:baker@northerntier.org">baker@northerntier.org</a>                      |
| Northwest Pennsylvania Regional Planning and Development Commission<br>395 Seneca Street<br>Oil City, PA 16301                               | Clarion, Crawford, Forest, Venango, Warren  | Travis Siegel<br>P: 814.297.7198 Ext. 102<br>E: <a href="mailto:traviss@nwcoommission.org">traviss@nwcoommission.org</a>     |
| SEDA-COG<br>201 Furnace Road<br>Lewisburg, PA 17837  | Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, Union                       | Jim Saylor, P.E.<br>P: 570-524-4491<br>E: <a href="mailto:jsaylor@seda-cog.org">jsaylor@seda-cog.org</a>                     |
| Southern Alleghenies Planning and Development Commission<br>3 Sheraton Drive<br>Altoona, PA 16601-9343                                       | Bedford, Blair, Cambria, Fulton, Huntingdon, Somerset   | Brandon Peters<br>P: 814.949.6543<br>E: <a href="mailto:bpeters@sapdc.org">bpeters@sapdc.org</a>                             |
| Southwestern Pennsylvania Commission<br>Two Chatham Center, Suite 500<br>112 Washington Place<br>Pittsburgh, PA 15219                        | Allegheny, Armstrong, Beaver, Butler, Fayette, Green, Indiana, Lawrence, Washington, Westmoreland | Andy Waple, AICP<br>P: 412.391.5590 x310<br>E: <a href="mailto:awaple@spcregion.org">awaple@spcregion.org</a>                |
| Tri-County Regional Planning Commission<br>Dauphin County Veterans Memorial Building<br>112 Market Street, 2nd Floor<br>Harrisburg, PA 17101 | Cumberland, Dauphin, Perry  | Casey Baxendale<br>P: 717.234.2639<br>E: <a href="mailto:cbaxendale@tcrpc-pa.org">cbaxendale@tcrpc-pa.org</a>                |
| Wayne County Department of Planning/GIS<br>925 Court Street<br>Honesdale, PA 18431   | Wayne   | Christopher Barrett<br>P: 570.253.5970 Ext. 4060<br>E: <a href="mailto:cbarrett@co.wayne.pa.us">cbarrett@co.wayne.pa.us</a>  |
| York County Planning Commission<br>28 East Market Street, 3rd Floor<br>York, PA 17401  | York  | Will Clark<br>P: 717.771.9870<br>E: <a href="mailto:wclark@ycpc.org">wclark@ycpc.org</a>                                     |

# APPENDIX G: Community Assistance for Transportation Summary Table

| Program Title  | Funding Type |                     |      | Funding Applicants/Beneficiaries |        |         |
|--|--------------|---------------------|------|----------------------------------|--------|---------|
|  | Allocation   | Grant/Reimbursement | Loan | Municipal                        | County | MPO/RPO |
| Act 13 Highway Bridge Improvement                            |              |                     |      |                                  |        |         |
| Act 44 County Maintenance                                    |              |                     |      |                                  |        |         |
| Act 89 (Formally Act 26)                                     |              |                     |      |                                  |        |         |
| Automated Red Light Enforcement                              |              |                     |      |                                  |        |         |
| Better Utilizing Investments to Leverage Development (BUILD) |              |                     |      |                                  |        |         |
| Congestion Mitigation and Air Quality (CMAQ)                 |              |                     |      |                                  |        |         |
| County \$5 Fee For Local Use                                 |              |                     |      |                                  |        |         |
| Green Light-Go   |              |                     |      |                                  |        |         |
| Highway Safety Improvement Program (HSIP)                    |              |                     |      |                                  |        |         |
| Highway Transfer Turnback Program                            |              |                     |      |                                  |        |         |
| Infrastructure For Rebuilding America (INFRA)                |              |                     |      |                                  |        |         |
| Liquid Fuels   |              |                     |      |                                  |        |         |
| Livability Through Smart Transportation*                     |              |                     |      |                                  |        |         |
| Multimodal Fund  |              |                     |      |                                  |        |         |
| National Highway Freight Program                             |              |                     |      |                                  |        |         |
| National Highway Performance Program (NHPP)                  |              |                     |      |                                  |        |         |
| Pennsylvania Infrastructure Bank                             |              |                     |      |                                  |        |         |
| Rail Freight Assistance Program                              |              |                     |      |                                  |        |         |
| Railroad Rehabilitation and Improvement Financing Program    |              |                     |      |                                  |        |         |
| Rail Transportation Assistance Program                       |              |                     |      |                                  |        |         |
| Regional Connections Program**                               |              |                     |      |                                  |        |         |
| Retro-Reimbursement Bridge Program                           |              |                     |      |                                  |        |         |
| Smart Growth Transportation^                                 |              |                     |      |                                  |        |         |
| State Police Fines Allocation                                |              |                     |      |                                  |        |         |
| Surface Transportation Block Grant Program (STBG)            |              |                     |      |                                  |        |         |
| Transportation Alternatives Program                          |              |                     |      |                                  |        |         |
| Transportation Community Development Initiative^^            |              |                     |      |                                  |        |         |
| Transportation Infrastructure Finance and Innovation Act     |              |                     |      |                                  |        |         |

# APPENDIX G: Community Assistance for Transportation Summary Table Key

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: Delaware Valley Regional Planning Commission



: Lancaster County Planning Commission



: Pennsylvania Department of Transportation



: Tri-County Regional Planning Commission



: Southwestern Pennsylvania Commission



: United States Department of Transportation

\*: Allegheny, Armstrong, Beaver, Butler, Fayette, Green, Indiana, Lawrence, Washington, and Westmoreland counties

\*\* : Cumberland, Dauphin, and Perry counties

^: Lancaster County

^^: Bucks, Chester, Delaware, Montgomery, and Philadelphia counties

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## APPENDIX H: Compendium of Transportation Related Forms for Counties and Municipalities

| Title  | Description  | Links                 |
|--|--|-----------------------|
| <b>MS-339</b> Application for County Aid                                   | Application for municipalities requesting to receive County aid funds.   | <a href="#">PDF</a>   |
| <b>MS-340</b> Encumber Form  | <u>Counties Only</u> : Application to encumber liquid fuels funds  | <a href="#">PDF</a>   |
| <b>MS-903</b> Treasurer Account Book                                       | Treasurers Account Book (xls)  | <a href="#">Excel</a> |
| <b>MS-903 Instructions</b> Treasure Account Book Instructions              | Treasurers Account Book Instructions (pdf)   | <a href="#">PDF</a>   |
| <b>MS-907</b> Weekly, Biweekly or Semi-Monthly Eligible Report             | Generates data to complete state and federal reporting requirements  | <a href="#">Excel</a> |
| <b>MS-907D</b> Municipal Payroll Database                                  | Generates data to complete state and federal reporting requirements  | <a href="#">Excel</a> |
| <b>MS-944</b> Proposal and Contract for Purchase of Materials and Services | Proposal and Contract for the Purchase of Materials or Services in Place   | <a href="#">PDF</a>   |
| <b>MS-963</b> Contract for the Purchase of Materials                       | Contract for the Purchase of Materials   | <a href="#">Excel</a> |
| <b>MS-965</b> Actual Use Report of State Funds                             | <u>Municipalities Only</u> : Indicates the receipt and expenditure of liquid fuels monies during the fiscal year along with planned used in subsequent year and certification of treasurer's bond  | <a href="#">Excel</a> |
| <b>MS-970</b> Agreement for Rental of Equipment                            | Proposal and Contract for the Rental of Equipment with operators   | <a href="#">Excel</a> |
| <b>PR-990</b> Municipal Road Data Processing Report                        | Entering mileage additions and deletions   | <a href="#">PDF</a>   |
| <b>MS-991</b> County Liquid Fuels Tax Fund Report                          | <u>Counties Only (includes MS-992, MS-993 and MS-340)</u> : Indicates the receipt and expenditure of liquid fuels monies during the fiscal year.   | <a href="#">Excel</a> |
| <b>MS-994</b> Investment Schedule  | Documents and tracks Liquid Fuels Funds invested in CD's, Money Market accounts and other investment instruments   | <a href="#">Excel</a> |
| <b>MS-999L</b> Liquid Fuels Project Completion Report                      | Documents projects using Liquid Fuels allocations  | <a href="#">Excel</a> |
| <b>Electronic Access Licensing Agreement (EALA)</b>                        | The Electronic Access Licensing Agreement is required for gaining access to the dotGrants online reporting system.   | <a href="#">PDF</a>   |
| <b>Municipal Resolution</b>  | The Municipal Resolution is required for gaining access to the dotGrants online reporting system.  | <a href="#">PDF</a>   |
| <b>PA Electronic Payment Enrollment Program (PEPP)</b>                     | To have payments (Liquid Fuels, State Police Fines & Penalties, Turnback) from the Commonwealth of Pennsylvania deposited to your bank account. <b>The Municipal Resolution is required for gaining access to the dotGrants online reporting system.</b> | <a href="#">PDF</a>   |
| <b>Report of Act 44 Tax Fund</b>   | <u>Municipalities Only</u> : Report of Act 44 Funds, shows expenditures of the Act 44 Funds during the fiscal year.  | <a href="#">PDF</a>   |
| <b>Report of Act 89 Tax Fund</b>   | <u>Counties Only</u> : Report of Act 89 Funds shows expenditures of the Act 89 Funds during the fiscal year.   | <a href="#">Excel</a> |
| <b>Report of County Fees for Local Use Funds</b>                           | <u>Counties Only</u> : Report of County Fee for Local Funds during the fiscal year.  | <a href="#">Excel</a> |

## APPENDIX I: Acronym Glossary

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|--|--|
| <b>3R:</b> Restoration, Rehabilitation, Resurfacing                          | <b>NHS:</b> National Highway System  |
| <b>AAH:</b> Adopt-A-Highway  | <b>NHTSA:</b> National Highway Traffic Safety Administration   |
| <b>ADA:</b> Americans With Disabilities Act                                  | <b>NPEP:</b> New Product Evaluation Program  |
| <b>ARLE:</b> Automated Red Light Enforcement                                 | <b>PA:</b> Pennsylvania  |
| <b>AFSCME:</b> American Federation of State, County, and Municipal Employees | <b>PennDOT:</b> Pennsylvania Department of Transportation  |
| <b>Byways:</b> Scenic Byways   | <b>PIB:</b> Pennsylvania Infrastructure Bank   |
| <b>CFMP:</b> Comprehensive Freight Movement Plan                             | <b>PPP:</b> Public Participation Plan  |
| <b>CMAQ:</b> Congestion Mitigation and Air Quality                           | <b>PUB:</b> PennDOT Publication  |
| <b>CMS:</b> Congestion Management System                                     | <b>PUC:</b> Public Utility Commission  |
| <b>DVRPC:</b> Delaware Valley Regional Planning Commission                   | <b>Rail TAP:</b> Rail Transportation Assistance Program  |
| <b>DOT:</b> Department of Transportation                                     | <b>RFAP:</b> Rail Freight Assistance Program   |
| <b>ECMS:</b> Engineering and Construction Management System                  | <b>RGMP:</b> Regional Growth Management Plan   |
| <b>EPA:</b> Environmental Protection Agency                                  | <b>RPO:</b> Rural Planning Organization  |
| <b>FAST:</b> Fixing America's Surface Transportation                         | <b>RRIF:</b> Railroad Rehabilitation and Improvement Financing Program                               |
| <b>FHWA:</b> Federal Highway Administration                                  | <b>RTP:</b> Recreation Trails Program  |
| <b>FMCSA:</b> Federal Motor Carrier Safety Administration                    | <b>RTP:</b> Regional Transportation Plan   |
| <b>FRA:</b> Federal Railroad Administration                                  | <b>SAFETEA-LU:</b> Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users |
| <b>FTA:</b> Federal Transit Administration                                   | <b>S. Alleghenies:</b> Southern Alleghenies  |
| <b>GF:</b> General Fund  | <b>SGT:</b> Smart Growth Transportation  |
| <b>GIS:</b> Geographic Information Systems                                   | <b>SPC:</b> Southwestern Pennsylvania Commission   |
| <b>GLG:</b> Green Light-Go   | <b>SR:</b> State Route   |
| <b>HATS:</b> Harrisburg Area Transportation Study                            | <b>SRTS:</b> Safe Routes to School   |
| <b>HTF:</b> Highway Trust Fund   | <b>STBGP:</b> Surface Transportation Block Grant Program   |
| <b>HSIP:</b> Highway Safety Improvement Program                              | <b>STC:</b> State Transportation Commission  |
| <b>IMS:</b> Intermodal Management System                                     | <b>STIC:</b> State Transportation Innovation Council   |
| <b>iTMS:</b> Internet Traffic Monitoring System                              | <b>STIP:</b> Statewide Transportation Improvement Program  |
| <b>IVM:</b> Innovative Vegetation Management                                 | <b>STP:</b> Surface Transportation Program   |
| <b>KPB:</b> Keep Pennsylvania Beautiful                                      | <b>SVTS:</b> Shenango Valley Transportation Study  |
| <b>LB:</b> Litter Brigade  | <b>TAP:</b> Transportation Alternatives Program  |
| <b>LCTCC:</b> Lancaster County Transportation Coordinating Committee         | <b>TCDI:</b> Transportation and Community Development Initiative                                     |
| <b>LPN:</b> Linking Planning and NEPA  | <b>TCRPC:</b> Tri-County Regional Planning Commission  |
| <b>LRTP:</b> Long Range Transportation Plan                                  | <b>TE:</b> Transportation Enhancements   |
| <b>LTAP:</b> Local Technical Assistance Program                              | <b>TEA-21:</b> Transportation Equity Act for the 21 <sup>st</sup> Century                            |
| <b>MAP-21:</b> Moving Ahead for Progress in the 21 <sup>st</sup> Century     | <b>TIFIA:</b> Transportation Infrastructure Finance and Innovation Act                               |
| <b>TCDI:</b> Transportation and Community Development Initiative             | <b>TIGER:</b> Transportation Investment Generating Economic Recovery                                 |
| <b>MFC:</b> Maintenance Functional Code                                      | <b>TIP:</b> Transportation Improvement Program   |
| <b>MPC:</b> Municipalities Planning Code                                     | <b>TODS:</b> Tourist Oriented Directional Signs  |
| <b>MPO:</b> Metropolitan Planning Organization                               | <b>TYP:</b> Twelve Year Program  |
| <b>MPMS:</b> Multimodal Project Management System                            | <b>UGA:</b> Urban Growth Area  |
| <b>MPMS-IQ:</b> Multimodal Project Management System Interactive Query       | <b>U.S.:</b> United States   |
| <b>NEPA:</b> National Environmental Policy Act                               | <b>USDOT:</b> United States Department of Transportation   |
| <b>NEPA:</b> Northeastern Pennsylvania Alliance                              | <b>VGA:</b> Village Growth Area  |
| <b>NHFP:</b> National Highway Freight Program                                | <b>W-B:</b> Wilkes-Barre   |
| <b>NHPP:</b> National Highway Performance Program                            |  |