



# Resource Guide for Implementing Infrastructure Recommendations of Walkability Assessments



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## Contents

Introduction and Purpose of Guide .....	1
Overview of Resources .....	2
Estimating Costs.....	2
Compendium of Potential Funding Sources.....	3
Project Implementation Guide .....	5
Funding applications .....	6
Engineering/Permitting.....	6
Construction.....	7
Funding Sources.....	7
PennDOT TAP program – Statewide .....	7
PennDOT TAP program – Large Metropolitan Planning Areas.....	10
Community Development Block Grants (CDBG).....	11
Department of Conservation and Natural Resources (DCNR) – Peer Program.....	13
Multi-Modal Transportation Fund – PennDOT.....	14
Department of Community and Economic Development (DCED) – Multimodal Fund .....	15
PennDOT Green Light-Go Program .....	17
PennDOT Automated Red Light Enforcement Program (ARLE).....	18
Summary .....	20

## **Resource Guide**

### **for Implementing Infrastructure Recommendations of Walkability Assessments**

#### **Introduction and Purpose of Guide**

WalkWorks, an initiative of the Pennsylvania Department of Health (DOH), is a project aimed at increasing opportunities for physical activity among people of all ages and abilities. WalkWorks plans, implements and markets community-based walking programs utilizing the built environment. It also establishes walking groups for social support and promotes policies designed to increase opportunities for physical activity throughout Pennsylvania. Ultimately, the goal is to improve the health of the population.

To implement the program, the department contracted with the University of Pittsburgh Graduate School of Public Health. For the last three years, the University has been working with numerous organizational entities (herein referred to as partners) to develop 1 to 2 mile walking routes and to create walking groups to utilize the routes. Presently, 67 routes have been developed in 14 counties.

Critical to the project is ensuring the safety of the routes. Since its advent, WalkWorks has collaborated with the Center for Sustainable Transportation Infrastructure (CSTI) of the University of Pittsburgh Swanson School of Engineering to, among other activities, conduct walkability assessments of routes. WalkWorks has also benefitted from the expertise and generosity of the Local Technical Assistance Program (LTAP) of the Pennsylvania Department of Transportation (PennDOT). Recently, assessments also were conducted by the planning departments of Chester and Delaware Counties – places in which WalkWorks has engaged partners.

The assessments contain two categories of recommendations to improve safety along the route: minimum improvements and recommended improvements. It is expected that, to establish a route, the minimum improvements will be implemented. These recommendations generally regard the creation of signs and pavement markings that can be implemented in a short timeframe.

Also recommended are measures that will further improve the safety and convenience of the route. These require more extensive infrastructure changes, such as sidewalk installations and traffic signal upgrades.

The following are examples of recommendations included in the assessments:

- Installation of curb ramps;
- Repair of sidewalks;
- Marking of a new crosswalk;
- Upgrade of/re-striping of an existing marked crosswalk;
- Marking a shoulder area;
- Update of existing pedestrian signals to include countdown timers;
- Stop sign installation;
- Painting of stop bar at stop-controlled approaches to crosswalks; and
- Installation of pedestrian warning sign.

A survey of the partners (with feedback from public works departments and other municipal representatives) was undertaken to determine where communities were in the implementation of the

recommendations. Results of the survey reflect that, in many cases, even minimum improvements have not been implemented – mainly, due to lack of funding. Thus, this document has been developed to present potential funding sources that can assist the communities in identifying potential means to address the recommended infrastructure improvements.

### **Overview of Resources**

Pages 3-5 provide a compendium of funding opportunities offered by Pennsylvania state agencies and programs for communities seeking financial assistance with implementing the recommendations of the walkability assessments. It is an initial glance at title, eligibility requirements, amount of funding and application cycle for each of several funding sources thought to be applicable. The agencies or sources of these opportunities include the Departments of Community and Economic Development (DCED), Conservation and Natural Resources (DCNR) and Transportation (PennDOT).

Greater detail of each funding program is provided in a later section of this guide. See pages 7-21 for:

- An overview of each program;
- Application requirements and eligibility;
- Cost sharing information;
- A description of the implementation process of each program; and
- The funding cycles.

### **Estimating Costs**

The following guide for cost estimates is offered as a tool to assist communities in determining the price to implement the recommendations. This information represents approximate costs on a unit basis of typical infrastructure needs identified for the routes. These costs may vary based upon the type of contracting process used, the funding source, and location of the partner in the state of Pennsylvania. This information includes construction costs, only. Other costs, which are discussed in the next section of the guide, must be added to determine total project costs. The following are typical construction costs for items recommended in the assessment reports:

- Installation of curb ramps: \$5,000 per ramp;
- Repair of sidewalks: \$75 to \$150 per square yard (SY), assuming 4' depth; price range is due to type of sidewalk (i.e., standard concrete versus decorative type sidewalk);
- Marking of a new crosswalk: \$16.00 per linear foot (LF) of 24" thermoplastic lines; the cost will vary based on the width of the crossing;
- Upgrade/re-striping of an existing marked crosswalk: \$16.00 per LF of 24" thermoplastic lines plus \$24 per SF of pavement to remove previous markings;
- Marking a shoulder area for a walking path: \$16.00 per LF of 24" thermoplastic lines;
- Update of existing hand pedestrian signals to include countdown timers: \$600 per signal head;
- Installation of stop sign: \$400 per sign (includes the new post);
- Painting of a stop bar at stop-controlled approaches to crosswalks: \$16.00 per LF of 24-inch thermoplastic lines; and
- Installation of pedestrian warning sign: \$450 per sign (includes new post).

Source: Trans Associates <http://transassociates.com>

<b>COMPENDIUM OF POTENTIAL FUNDING SOURCES FOR INFRASTRUCTURE IMPROVEMENTS – 2017</b>	
<a href="#"><u>PennDOT Transportation Alternatives Program (TAP) - Statewide</u></a>	
Description	Bicycle and pedestrian facilities are eligible for TAP funding.
Eligibility	TAP project sponsor can be a municipality or an authority; it cannot be registered as a 501(c). Eligible agencies include local governments, regional transportation authorities school districts and local education agencies or schools.
Amount	Construction projects must have a construction cost of at least \$50,000. Applicants pay all pre-construction costs. TAP funds all construction phase costs at 100%, no match required.
Timeframe	Applications were accepted between July 10 and Sept. 22, 2017. The next application period is anticipated to be in 2019.
<b>PennDOT TAP Program - for Metropolitan Planning Organizations (MPOs)</b>	
Description	Bicycle and pedestrian facilities are eligible for TAP funding.
Eligibility	Funding is only available to partners in these MPO areas. Check the websites of: DVRPC (Philadelphia area), SPC (Pittsburgh area), Lehigh Valley, HATS (Harrisburg area), Lancaster, Scranton/Wilkes-Barre, Reading, York and Shenango Valley.
Amount	See detailed section of Guide for Large MPO guidelines.
Timeframe	Applications were accepted between July 10 and Sept. 22, 2017. The next application period is anticipated to be in 2019.
<a href="#"><u>DCED Community Development Block Grant (CDBG)</u></a>	
Description	Grants and technical assistance are made available for federal designated municipalities for eligible types of community development in low-moderate income communities. This can be used for housing rehabilitation, public services, community facilities, infrastructure improvement, development and planning.
Eligibility	There are two tiers: an entitlement program, providing annual funding to designated municipalities; and a competitive program available to non-federal entitlement municipalities and Act 179 entitlement municipalities with a population less than 10,000. Proposed projects must meet HUD established eligibility requirements and benefit low-moderate income individuals or communities or assist in the elimination of slums and blight.
Amount	Entitlement funding is set by formula. Competitive program is \$750,000 maximum.
Timeframe	No current deadlines; check website for timeframe.
<a href="#"><u>DCNR Peer Program</u></a>	
Description	This grant is a consulting service coordinated by DCNR to solve an existing issue or improve services in a specific area. Examples of potential projects are described within the guide. DCNR has not specifically defined all types of eligible projects.
Eligibility	Municipalities/municipal agencies
Amount	10% match
Timeframe	Rolling applications

<u>PennDOT Multimodal Transportation Fund (MTF)</u>	
Description	Projects eligible for MTF funding include: 1. Work to enhance bus stops, park and ride facilities, sidewalk/crosswalk safety improvements, bicycle lanes/route designations, etc.; 2. Sidewalk connections, crosswalks, pedestrian and traffic signals, pedestrian signs and lighting; 3. Improving signage, access roads, port upgrades, bicycle/shared lane markings and bicycle parking at transit stops; and 4. Neighborhood scale transit-oriented development. NOTE: This Multimodal Transportation Fund differs from that of the DCED (below).
Eligibility	Municipalities, councils of governments, business/non-profits, economic development organizations and public transportation agencies are eligible for funding.
Amount	This is for projects of total cost of at least \$100,000 to no more than \$3,000,000. A minimum match of 30% is required.
Timeframe	Fiscal year 2017-2018 application period is closed. Check website for updates.
<u>DCED Multimodal Transportation Fund</u>	
Description	This is funding to further economic development and ensure a safe and reliable system of transportation, rehabilitation and enhancement of transportation assets to existing communities, streetscapes, lighting, sidewalk enhancements, pedestrian safety, connectivity of transportation assets and transit-oriented development.
Eligibility	Municipalities, councils of governments, businesses, economic development organizations, public transportation agencies, ports-rail/freight
Amount	Grants are available for projects with a cost of \$100,000 or more. Grants shall not exceed \$3,000,000.
Timeframe	Applications are accepted between March 1 and July 31 of each year.
<u>PennDOT Green Light-Go Program</u>	
Description	The program goal is to improve safety and mobility by reducing congestion and improving efficiency of existing traffic signals on state and local highways. Examples include modernization upgrades, traffic signal maintenance and operations, LED replacement, signal retiming and other activities that will enhance and modernize the safety and mobility of the traffic signal. Projects will be locally managed, unless otherwise specified by PennDOT. This funding can only be used for traffic signals.
Eligibility	Municipalities, counties, and planning organizations are eligible for funding.
Amount	20% municipal match
Timeframe	Applications will be accepted between September 2 and November 9, 2017.

<a href="#">Automated Red Light Enforcement (ARLE)</a>	
Description	This funds pedestrian safety improvements at traffic signals, such as countdown timers, easily accessible pushbuttons, crosswalk striping, pedestrian signing, pedestrian mobility improvements, particularly projects with a combination of eligible features, upgrading, modernization or improvements to traffic control signals, roadway or intersection signing, and pavement restriping.
Eligibility	Sponsors may include the following: <ol style="list-style-type: none"> <li>1. Local authorities;</li> <li>2. Metropolitan planning organizations;</li> <li>3. Regional planning organizations;</li> <li>4. County planning organizations; and</li> <li>5. Commonwealth agencies.</li> </ol>
Amount	Funding varies by account balance of Motor License Fund of the Philadelphia Parking Authority. No match is required.
Timeframe	Completed applications will be accepted from June 1 of each year through the close of business on June 30 of that year.
<a href="#">Pennsylvania Municipal Liquid Fuels Program</a>	
Description	The Municipal and County Liquid Fuels programs fund a range of projects to support municipalities' and counties' construction, reconstruction, maintenance and repair of public roads or streets. Eligible activities include: <ol style="list-style-type: none"> <li>1. Construction, reconstruction, maintenance and repair of public roads/streets or bridges for which the county or municipality is legally responsible;</li> <li>2. Acquisition, maintenance, repair, electrification and operation of traffic signs and traffic signal control systems at intersections and/or railroad crossings;</li> <li>3. Erection of street name signs, traffic directing signs and traffic signal control systems;</li> <li>4. Lane and crosswalk painting and markings; and</li> <li>5. ADA compliant sidewalk construction.</li> </ol>
Eligibility	This program is intended for municipalities that are already enrolled in the Municipal Liquid Fuels Program.
Amount	Municipalities that are already enrolled in the program receive an annual amount. A portion of the funds can be used for walking infrastructure improvements.
Timeframe	Eligible municipalities throughout the commonwealth receive their yearly Liquid Fuels Tax Fund allocation on the first business day in March.

### **Project Implementation Guide**

The funding and implementation of infrastructure improvements will require local partners to utilize the process mandated by the agencies for the respective funding opportunities. While these processes will vary, there are also some common elements. As with most transportation infrastructure improvements using state or federal funds, the process involves obtaining the funding through an application and award process, followed by the creation of design plans or specifications describing the improvements and the bidding of the construction work. The final phase is the actual construction and overview of the contract requirements. The following provides a general description of the process. The description of each potential funding source provides more detailed information.

## Funding Applications

To obtain the funding for the walking infrastructure improvements, an application must be prepared. Generally, applications identify the applicant eligibility for the program funding and a description of the infrastructure to be funded. A cost estimate of the infrastructure cost must also be determined. Applicants may elect to have a qualified municipal engineer prepare the cost estimate and/or rely on the guidance on the previous page. A breakdown of the costs may or may not be required. These costs must include construction costs plus any engineering, utility relocation and property acquisition (right-of-way) costs. For many projects, these non-construction costs can be in the range of 10 percent to 40 percent of the construction costs. Some programs do not provide the complete costs of the infrastructure and may require a percentage or certain components of the costs to be funded by the applicant. The applicant may be required to identify the funding source for matching funds.

## Engineering/Permitting

Upon being approved for funding, documents must be prepared for the construction to proceed. Depending upon the complexity of the improvements, it may require the preparation of engineering design plans and/or specifications describing the infrastructure. Further, it may be necessary to engage a consulting engineer to do this work if a municipal engineer is unable to complete it. For most of the short-term or minimum improvements, engineering drawings may not be required. For more extensive improvements, such as replacing traffic signals or construction of new sections of sidewalks, engineering plans will be needed. Also, in some circumstances, permits related to utility relocations or environmental issues may be required.

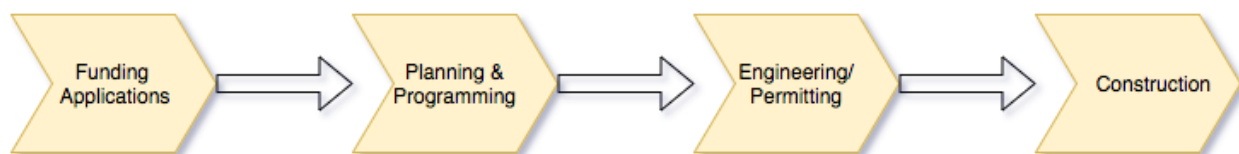
## Construction

Most funding sources will require the sponsor to obtain competitive bids for the construction work. In those cases, the bidding process will be specified. Sometimes, it might be possible for the improvements to be made internally, such as by the public works department. Before proceeding with this option, it should be determined whether the employees have the experience to perform the work. If bidding is used, the grantee would typically be responsible to award the contract and oversee the work in accordance with the contract. The reporting requirements on the inspection of the construction work and final certification that the work is completed properly will vary among agencies/programs.

A major consideration in doing this work is the way in which the funds are awarded. In the case of a grant, the funds are provided prior to the construction, and the grantee is provided the funds immediately to pay the contractor as the construction progresses. Funding programs from PennDOT typically require that the grantee submit invoices to PennDOT as the construction progresses; PennDOT, in turn, will provide the funding in corresponding payments.



The following diagram shows the typical process used by funding agencies for these types of infrastructure projects:



### **Funding Sources**

The following provides detailed information on each program identified in the overview that may be a potential source of funding for the walking infrastructure improvements. Each program description provides more detailed information on how to apply for the funding and the process to utilize the funds to construct the walking infrastructure.

#### **PennDOT Transportation Alternatives Program (TAP) – Statewide**

##### Overview of Program:

This statewide program, administered by PennDOT, is one of the most widely used programs in Pennsylvania to construct all types of infrastructure in support of walking and biking activities. It, and a similar program that is administered by Metropolitan Planning Agencies (MPO) in Pennsylvania (described on pages 10-11), utilize federal funding. Specifically, Moving Ahead for Progress in the 21st Century (MAP-21), the 2012 federal transportation funding authorization act, established a program to provide funds for a variety of non-motorized and non-highway projects.

##### Application Requirements/Eligibility:

As mentioned above, the TAP provides funding for projects defined as transportation alternatives, including pedestrian and bicycle facilities. The application generally requires the following:

- Statement of the problem, proposed solutions and actions;
- The list of potential or scheduled development activities and projects that might impact the proposal and description of how these might impact the proposal;
- Description of potential impact on environmental features or public controversy on environmental grounds; and
- Description of needed or acquired easements of right-of-way.

In addition to the TAP regulatory requirements, other information required, such as scoring criteria, are also included in the application. The detailed application can be found here: [TAP funding application information](#). The list of 2016 funded projects by county, which can be used as a guide to view the types of projects that have previously been selected and funded, can be found at [2016 TAP funded project list](#). A construction value of at least \$50,000 is required for all projects applying for statewide TAP funding, with the exception of limited work performed by local forces, such as bicycle repair stations and small trail improvements. Of the 10 categories of projects “eligible” to apply for TAP funding, the following infrastructure are those that are relevant to the walkability assessments:

- Bicycle and pedestrian facilities;
- Bicycle and pedestrian education (K-8); and
- Conversion of abandoned railway corridors to trails.

TAP funds can only be obligated for projects submitted by eligible entities. If a WalkWorks partner is not eligible, it should identify and work with one of the following eligible sponsors:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies, including federal agencies;
- School districts, local education agencies or schools;
- Tribal governments; and
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a MPO or a state agency) that the state determines to be eligible.

To date, PennDOT has deemed entities as eligible TAP project sponsors if they meet the criteria above and are not registered as 501(c) organizations (2016 PA TAP Statewide Program Guidance). Municipal authorities are also recognized as eligible sponsors by PennDOT, if the authority's establishing document cites transportation or recreation as a stated purpose.

#### Cost Sharing:

TAP is not a grant program and, thus, funds are not provided in advance. Applicants are required to pay the costs of pre-construction activities, such as design, environmental studies, right-of-way acquisition, utility relocations and construction management. PennDOT will, then, provide the funding for the construction phase of the project. The program has a cost split whereby approximately 20 percent of the project costs would be paid for by the applicant and 80 percent through PennDOT funding. The applicant is responsible for all pre-construction activity costs; PennDOT provides the construction funding. These financial responsibilities are noted under implementation responsibilities. It is possible to have municipal forces perform the construction work using PennDOT funding. The project sponsor is responsible for any costs exceeding the awarded amount.

#### Implementation Responsibilities:

The process of implementation of a project (i.e., "project delivery," in transportation engineering), from its inception to the closeout of construction, can be divided into four phases:

- Planning and programming, including (to be paid for by applicant):
  - Identify project
  - MPO/RPO adds the project to the Transportation Improvement Program (TIP) /Twelve Year Program (TYP)
  - Determine method of project administration (PennDOT Lead/Local Lead)
- Project start-up, including (to be paid for by applicant):
  - Execute Reimbursement Agreements/Engineering Agreements or work orders
  - Hold Project Scoping Field View
- Design, including (to be paid for by applicant):
  - Preliminary engineering (PE)
  - Final design (FD)
- Construction (to be paid for by PennDOT)

It is important to be aware of the criteria applied in the selection of projects. A key criterion in the review of applications is readiness for implementation and safety. To reduce the number of bicycle and pedestrian injuries and fatalities, safety is an area of emphasis. To receive additional consideration for statewide TAP funds, projects are expected to address a documented safety need and incorporate appropriate countermeasures. The determination of a safety need may come from a variety of records or studies, including:

- Crash reports;
- Hazardous student walking routes assessments; and
- Walking and bicycling assessments.

When a project includes a WalkWorks route for which a walkability assessment was conducted, safety needs will have been identified. Readiness for implementation simply means the ability to implement the project. PennDOT places emphasis on projects that are “justifiably deliverable” within the first two years of a funding cycle; projects with features that may lead to more cost or delay of delivery would be less likely to be selected. Such features might include: right-of-way acquisition, utility relocation, environmental permits and public input.

Once the project is selected for funding, the sponsor must first incur costs and then request reimbursement from PennDOT via a formal invoice for construction costs. All pre-construction activities, such as legal and engineering fees, are the responsibility of the applicant. As previously mentioned, this is because TAP is a cost reimbursement program (i.e., not a grant program). The PennDOT District Office will prepare the Project Reimbursement Agreement for projects funded by TAP and assist the project sponsor with the execution process. The Standard Project Reimbursement Agreement must be prepared, fully executed and approved prior to the issuance of a Notice to Proceed (NTP).

Another potential agreement is an engineering or third-party agreement between a consultant and local project sponsor receiving project funds through a PennDOT Project Reimbursement Agreement, which specifically states the consultant's responsibilities in delivering the project scope of work and the sponsor's responsibilities in terms of project administration, such as consultant invoicing.

The method for administering the project is determined by the sponsor in coordination with the appropriate PennDOT district in the planning phase. After the project is added to the TIP, projects will be moved to the engineering phase. In general, there are two methods to complete the design work for the project: PennDOT administration and management or local administration and management. In the first method, PennDOT can choose to either do the design work themselves or use a consultant to design the project.

#### Funding Cycle:

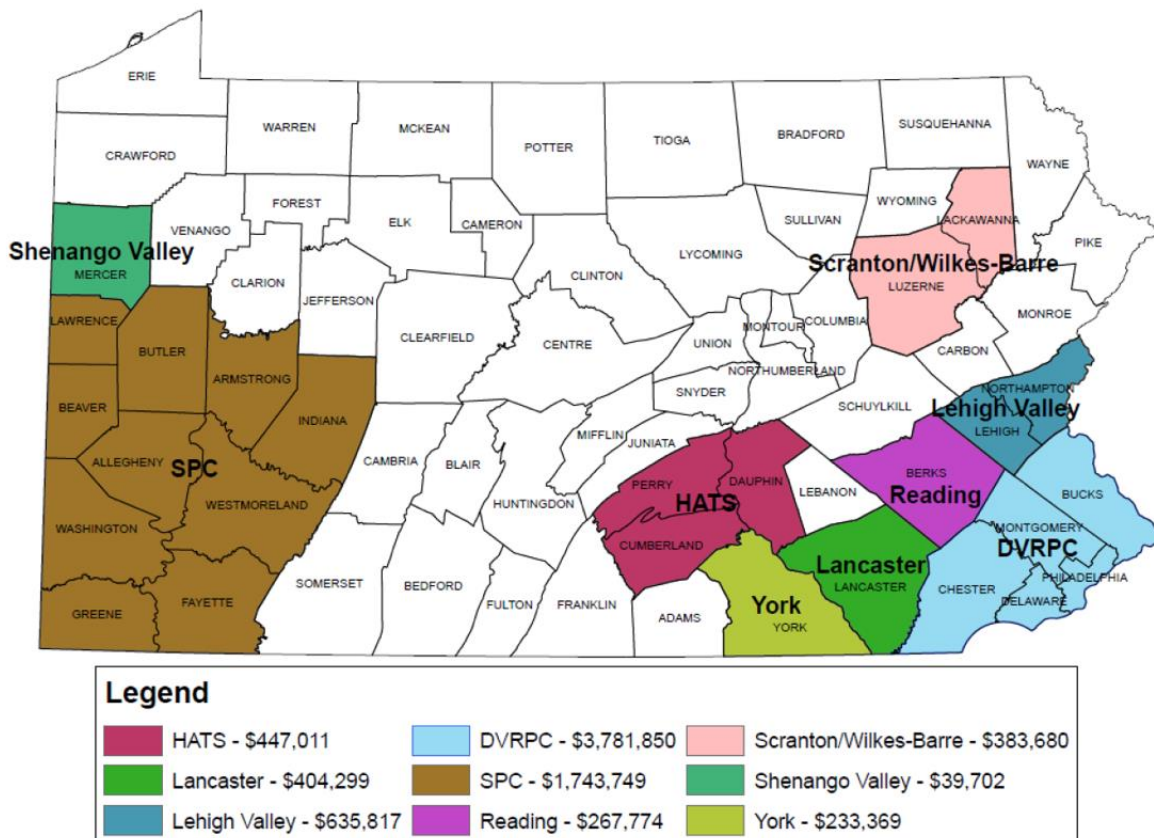
A TAP award cycle is two years. From the time the application is completed to the selection is typically six months. Applications were accepted between July 10, 2017 and Sept. 22, 2017. See [General TAP Information](#) for general information. The next anticipated application period is 2019.

## PennDOT TAP program – Large Metropolitan Planning Areas

Overview of Program:

Another TAP program is available in areas of Pennsylvania that are located within large metropolitan planning organizations (MPOs) jurisdictions. These MPOs have authority to administer their own selection procedures and funding cycles and review the applications and award funding for projects within their regional areas. The following map shows the large MPOs in Pennsylvania and TAP funds they received in 2015.

### **Large MPO Areas TAP Funds – FFY 2015**



Application Requirements/Eligibility:

The funds can be applied by MPO areas with populations greater than 200,000. There is one application for both the PennDOT TAP and the MPO/RPO programs. Requirements, such as cost sharing and implementation responsibilities, are the same. The application is available on the website for the [TAP program](#). Specific information may be found on the websites of the MPOs/RPOs.

- Southwestern Pennsylvania Commission (SPC): [SPC TAP program](#)
- Lehigh Valley Planning Commission: [Lehigh Valley MPO](#)
- Delaware Valley Regional Planning Commission (DVRPC): [Southeastern Pennsylvania TAP Program](#)
- York County Planning Commission: [York County TAP Program](#)
- Reading/Berks County Planning Commission: [Reading TAP Program](#)
- Scranton/Wilkes-Barre: [Lackawanna/Luzerne MPO Information](#)
- Shenango Valley: [Shenango Valley MPO Information](#)
- Harrisburg Area MPO (HATS): [HATS MPO General Information](#)

#### Cost Sharing:

The cost sharing method is similar to the statewide TAP program. The TAP program funds the construction phase of eligible projects at 100 percent, pre-construction costs are paid by applicants. The project sponsor is responsible for any costs exceeding the awarded amount.

#### Implementation Responsibilities:

The implementation responsibilities are also similar to the statewide TAP program. See the information on the statewide program for more details.

#### Funding Cycle:

Applications were accepted between July 10, 2017 and Sept. 22, 2017. For application information: [TAP application](#). The following is a summary of the most recent information available on the history and amount of funding that has been awarded by some of the MPOs:

- SPC – The SPC Region receives a yearly, direct sub-allocation of approximately \$1,700,000 (\$3,400,000 in total for FY17 and 18) in federal TAP funds from PennDOT. The TAP application period is currently closed.
- DVRPC – In 2014, DVRPC awarded \$7.5 million to eleven local projects in Southeastern Pennsylvania through the TAP and the state awarded \$7.85 million to 13 projects in this region. The application cycle opened Nov. 2, 2015 and closed on Jan. 8, 2016.
- York – The application for the FY2019-FY2020 the York Area Metropolitan Planning Organization (YAMPO) TAP ended in November 2015. YAMPO is expected to allocate \$233,369.00 annually for FY 2019 to FY 2020 for a two-year total of \$466,738 to fund TAP Projects.
- Lehigh Valley – Within a two-year funding cycle, the Lehigh Valley Transportation Study (LVTS) awarded the investment of \$1.27 million in support of innovative regional and local TAP projects on April 6, 2016.
- Lancaster – The funding cycle is two years. The next round of SGT Program funding is FY 2019-2020. Approximately \$3 million in federal funding is available.

#### Community Development Block Grants (CDBG)

##### Overview of Program:

The CDBG, a well-established program administered through the Department of Community and Economic Development (DCED), consists of two programs: a competitive grant program, available to all non-federal entitlement municipalities and State Act 179 entitlement municipalities with a population of less than 10,000; and an entitlement program that provides annual funding to designated municipalities.

Federal funds and technical assistance are provided for federally designated municipalities for community development (i.e., the enhancement of viable community development through the provision of modest housing and a suitable living environment). Funds may be used to expand economic opportunities geared to low-and moderate-income individuals and to improve infrastructure critical to community health and welfare in low-moderate income communities. Housing rehabilitation, public services, community facilities, infrastructure improvement, development and planning are all acceptable uses of this funding.

#### Application Requirements/Eligibility:

To apply for funding, the applicant must submit the electronic online DCED Single Application for Assistance located at [DCED Funding Application](#). More information on the guidelines can be found at [CDBG Program Guidelines](#).

The criteria for awards under the CDBG competitive program are the following:

- Any eligible Act 179 entitlement municipality with a population less than 10,000 or any non-entitlement municipality with a population under 10,000;
- Infrastructure projects that exhibit a serious threat to the health and safety of those in the service area;
- Other projects, such as blight remediation; and
- Other development projects that require a small infusion (less than \$300,000) to complete a community development project already funded through other sources.

DCED recommends entitlement grantees refrain from undertaking activities in which the total project is less than \$10,000. The repair and installation of sidewalks is an eligible activity.

#### Cost Sharing:

Entitlement funding is set by formula. The competitive program has a maximum grant amount of \$750,000. This source of funding is a grant and does not require a match.

#### Implementation Responsibilities:

Eligible entitlement municipalities applying for CDBG competitive funds must demonstrate, in accordance with Act 179, that at least 75 percent of their most recent entitlement grant is being used for the same activity. In addition, 70 percent of each entitlement grant must be used for activities that benefit low- and moderate-income persons. Use of CDBG funds include: acquisition, rehabilitation, relocation, clearance, site preparation, special economic development activities, certain public facilities and housing construction.

Requirements include a management plan describing how the funds will be managed and administered, a community development plan spanning three years and a description of the overall project detailing why the funds are required. The budget for the CDBG can allocate no more than 18 percent of funds to administration and no more than 15 percent to public service. The budget must include construction costs, professional fees, labor standards, land acquisition (if applicable) and an environmental review.

A list of implementation responsibilities can be found at [CDBG Program Guidelines](#).

#### Funding Cycle:

The 2017 deadline for entitlement applications is December 8, 2017. This deadline is for:

- Entitlement cities and counties applying only for county funds and entitlement municipalities over 10,000; and
- Counties applying for county funds as well as the allocations of one or more entitlement boroughs and townships.

Applications for the competitive program may be submitted at any time. Again, for perspective, in 2017,

reviews of the applications are/were done in two rounds: those applications received by June 30, 2017 – Round 1; and those received between June 30, 2017 and Dec. 2017 – Round 2.

### Department of Conservation and Natural Resources (DCNR) – Peer Program

#### Overview of Program:

A Peer project is a consulting service coordinated by DCNR staff. The peer consultant is typically a park and recreation practitioner or conservation professional who assists a grantee to solve an existing problem or improve services in a specific area. This service provides the grantee with the management-related technical services of an experienced professional who has extensive training, knowledge and experience in the issues related to the project. When the consultation is completed, the grantee will be provided with a course of action, a set of recommendations to help address the problem studied, and encouraged to consider and implement these recommendations. The final product will include a written report that must be approved by the DCNR and grantee. It should be noted that this source of funding has been used to conduct walkability assessments of proposed WalkWorks routes.

#### Application Requirements/Eligibility:

The current focus of the Peer Program is to provide technical assistance at the local level to meet the needs of the recreation, park and conservation community. Townships, boroughs, cities and counties are eligible applicants, along with entities officially created by a municipality, such as a council of government or a conservation district. Non-profits are not eligible applicants, though they are encouraged to serve as participants. Grants are contingent upon the availability of funds and submission of an acceptable and eligible application. Interested parties must contact the regional DCNR office prior to initiating the application.

#### Cost Sharing:

A grant amount up to \$10,000 is available for Peer Program projects. The community must provide at least a 10 percent local cash match. The total project cost cannot exceed \$11,000. Applicants are encouraged to request the maximum amount and, if selected, funds will be used as needed. The bureau reserves the right to decrease the grant amount.

#### Implementation Responsibilities:

Applications must include a basic scope of work. DCNR will provide sample scopes, as well as reports, upon request. It is not necessary to supply a cost estimate. Rather, when contacted, DCNR will assist in the determination of the amount of funds that should be requested.

It is expected that the planning process will include public participation, an examination and analysis of the issues to be studied and recommended actions.

#### Funding Cycle:

Applications for the Peer Program grant may be submitted at any time.



## Multimodal Transportation Fund (MTF) – PennDOT

### Overview:

This funding program is a statewide program created to fund a variety of transportation projects for local communities in Pennsylvania. Act 89 of 2013 established a dedicated Multimodal Transportation Fund (MTF) that created a funding source for bicycle and pedestrian improvements and allows targeted funding for priority investments in any mode. Funds may be used for the development, rehabilitation and enhancement of transportation assets to existing communities, streetscape, lighting, sidewalk enhancement, pedestrian safety, connectivity of transportation assets and transit-oriented development; this would include pedestrian infrastructure improvements. Funds are often used in conjunction with other transportation funding sources to add these types of features to a highway project. A list of funded projects can be found here: [2016 Multimodal fund projects](#).

### Application Requirements/Eligibility:

To apply for MTF funding, the applicant must submit an application online at the [PennDOT Multimodal Transportation Funding site](#). Applicants are asked to provide the following items:

- The estimated cost of the project;
- Funding commitment letters, if available, from all other project funding sources;
- A color-coded map detailing the location of the proposed project;
- The most recent audited financial statements of the applicant;
- The amount of grant funding requested;
- A list of all state, federal, and local planning and permit approvals required for the project;
- A letter from the appropriate planning agency certifying that the proposed project is in compliance with comprehensive land use plans;
- Copies of notifications provided to county and municipal governing bodies advising them of the proposed project; and
- For acquisition projects, a copy of the sales agreement or easement and an appraisal prepared by a Pa. state certified appraiser.

Additional details of the requirements can be found in the [PennDOT Multimodal Transportation Fund Guidelines](#).

Eligible applicants include: municipalities, counties, school districts, councils of governments, businesses, non-profits, economic development organizations, public transportation agencies, transportation management associations, ports, rail freight and passenger rail entities.

### Cost Sharing:

Grants are available for projects with a total cost of \$100,000 or more and shall normally not exceed \$3,000,000 for any project; consideration will be given to projects with costs over \$3,000,000 should they significantly impact PennDOT's goal of creating jobs and leveraging private investment. To be eligible for a Multimodal Transportation grant, all other funding must be secured and documented for the proposed project by the application deadline. Financial assistance under the MTF must be matched by local funding in an amount not less than 30 percent of the amount awarded. The higher the matching amount, the more likely that funding will be awarded. Related engineering, design and inspection costs



are eligible for reimbursement, though they cannot exceed 10 percent of the grant award. Administrative costs that may include advertising, legal and audit costs, as well as documented staff expenses, shall not exceed 2 percent of the grant award.

#### Implementation Responsibilities:

The implementation process of the awarded project is similar to projects funded by TAP, with the same four phases: planning and programming, start-up, design, and construction. The MTF is a reimbursement program with the funds being paid upon completion of the work. PennDOT will review all applications for MTF and select approved projects by evaluating eligibility and competitiveness of all proposed projects. Selections are made based on criteria including safety benefits, regional economic conditions, technical and financial feasibility, job creation, energy efficiency, and operational sustainability. Once a project is approved, the corresponding MPO/RPO will add it on the Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP). PennDOT will administer activities related to the MTF grants that they directly initiate or undertake, in accordance with [the MTF guidelines](#).

The local project sponsor must contact the district project manager to schedule the Scoping Field View and then complete the environmental and engineering activities required to prepare the environmental clearance document at the level determined at the Scoping Field View. PennDOT's role is limited to an oversight role; it will not be directly responsible for design activities.

If right-of-way is required for the project, the sponsors receiving MTF for projects involving the acquisition of real property need to be aware of the basic right-of-way policies. Federal right-of-way acquisition requirements apply if there are federal funds in the project. If the project design and right-of-way acquisition is complete and ready for bid, the project sponsor should show the costs incurred locally for preliminary design, final design and right-of-way.

Approved projects will be let by the local sponsor. Construction should not begin until receiving PennDOT approval; without such, the project may result in ineligibility for funding consideration. PennDOT approval is normally reflected by the execution and approval of a grant agreement. The project sponsor is responsible for inspection and supervision of the construction phase, either using its own personnel or by engaging the services of a consultant through an Engineering/Inspection Agreement. The local sponsor shall pay for all required third-party construction inspection, including inspection conducted by PennDOT, according to PennDOT-issued invoices. The sponsor will pay for the work as it is completed and invoice PennDOT for reimbursement.

#### Funding Cycle:

The funding cycle is one year. The application for the FY 2017-18 MTF program is now closed; PennDOT is currently reviewing submitted applications.

### Department of Community and Economic Development (DCED) Multimodal Fund (MTF)

#### Overview of Program:

In addition to PennDOT, DCED also has a multimodal fund available targeted for projects that enhance communities. The Multimodal Transportation Fund provides grants to encourage economic

development and ensure that a safe and reliable system of transportation is available to the residents of the commonwealth. The program is intended to provide financial assistance to municipalities, councils of governments, businesses, economic development organizations and public transportation agencies to improve transportation assets that enhance communities, pedestrian safety and transit revitalization. The program is jointly administered by DCED and PennDOT under the direction of the Commonwealth Financing Authority (CFA).

#### Application Requirements:

To apply for funding, the applicant must submit the online Department of Community and Economic Development Electronic Single Application for Assistance located at [DCED Multimodal Fund Application](#). Required supplemental information outlined in Appendix I of the [Program Guidelines](#) must be attached to the application as directed on the Addendum tab. For technical inquiries regarding the submission of the on-line application, contact the Customer Service Center at 800-379-7448 or 717-787-3405.

#### Cost Sharing:

Financial assistance under the MTF shall be matched by local funding in an amount not less than 30 percent of the non-federal share of the project cost. Matching funds from a county or municipality shall only consist of cash contributions provided by one or more counties or municipalities. Liquid fuels tax, Act 13 impact fees and other statutorily allocated fees/taxes paid directly to a county or municipality may be used as a local match. Matching funds from a government council, business, economic development organization or other public transportation agency shall only consist of cash contributions or cash equivalents for the appraised value of the real estate necessary to construct an eligible project. If using the value of real estate as a cash equivalent, an appraisal not older than one year is required and must be provided with the application at the time of submission.

#### Implementation Responsibilities:

The applicant shall obtain the services of a professional engineer or architect licensed in Pennsylvania, who must certify, during construction and upon completion of the project, that the expenses were incurred and were in accordance with plans approved by the CFA. Ineligible project costs include, though are not limited to: fees for securing other financing, interest on borrowed funds, refinancing of existing debt, lobbying, fines, application preparation fees, security cameras (except for those located in a transit center, such as a bus or train station), parking lots or garages not associated with the development, or expansion of transportation-related assets, such as rail stations, transit centers or airports, reparations and costs incurred prior to the approval of CFA funding.

#### Funding Cycle:

Applications are received between March 1 and July 31 of each year. All applications and required supplemental information must be electronically submitted by close of business on July 31. The CFA charges a \$100 non-refundable application fee for the submission of MTF applications. The application fee is due at the time of application submission and is payable to the Commonwealth Financing Authority.

## PennDOT Green Light-Go Program

### Overview of Program:

Pennsylvania's Municipal Signal Partnership Program, also known as the "Green Light-Go Program (GLG)," provides state funds 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)]; it is a competitive application process and reimbursement grant program requiring a 20 percent match for municipalities, counties or planning organizations requesting financial assistance for existing traffic signal maintenance and operations activities identified in 75 Pa.C.S. § 9511(e.1).

### Application Requirements:

Eligible applicants include municipalities (cities, townships, boroughs, incorporated municipalities, counties and planning organizations (MPO/RPO). Municipal submissions of an electronic application should include:

- Project title and type;
- Description of the proposed project;
- The location of the project (including a map of the project location);
- Description of existing problem(s) and anticipated benefits;
- Impact of the project on region; and
- Current and past maintenance and operations plans.

Further, the local grant element and PennDOT Project Element must meet the following requirements:

- Existing traffic signals on state and local highways (see [Traffic Signal Corridor Identification Map](#) and the [Traffic Signal Corridor Identification List](#))
  - Designated corridors: state highways with average annual daily traffic (AADT) < 10,000
  - Critical corridors: state highways with AADT >10,000 or traffic signals at the end of limited access ramps
- Municipal managed project, unless otherwise specified by PennDOT
- Municipal match of 20 percent (letter of documentation to be included)
- Eligible projects generally with the upgrade of equipment at existing traffic signals and installation of the latest technologies; examples:
  - Study and removal of unwarranted signals
  - Traffic signal retiming traffic signal operations (real-time monitoring) and maintenance
  - Innovative technologies (adaptive signals)

### Cost Sharing:

The total amount available in FY 2016-17, under the Green Light-Go Program is up to \$40 Million. A minimum 20 percent match is required. Most match options are eligible except for federal, state or regional funds associated with the Transportation Improvement Program (TIP). The match may consist of any combination of federal, state, regional, local and private funds, including PennDOT pre-approved in-kind contributions, such as an exchange of services between the department and municipality.

A few examples of acceptable forms of local match and the corresponding application documentation requirements are:

- Municipal general funds and letter of commitment;
- Liquid fuels funds with municipal commitment and verification that the activity is acceptable for liquid fuels funds; and
- Developer contributions, including third party contribution commitment letter.

#### Implementation Responsibilities:

Completed applications will be evaluated by the GLG Program Selection Team. The selection criteria include project benefits and effectiveness; local and regional impact; project cost/benefit; leverage of other funding; existing and previous maintenance and operations; district and planning partner evaluations; and other priorities. After evaluation and ranking of all applications, the team will provide the PennDOT Program Management Committee (PMC) the selection recommendations for award consideration.

After selection of awardees, a standard award agreement that specifies all terms and conditions with which the sponsor must comply to receive GLG funding will be developed between the department and the project sponsor. The award agreement must be executed prior to commencing any work activities associated with the awarded projects, including preliminary engineering, final design, right-of-way acquisition, grade crossing coordination, utility relocation and construction activities.

Municipal sponsors will assume the primary responsibilities of the development and implementation of the projects, unless otherwise specified by the department. Each sponsor will establish the implementation schedule of its project. PennDOT will provide guidance to assure the approvals such as environmental, right-of-way and utility clearances follow the department's policies and standards.

The local sponsor must coordinate with the designated engineering district manager through the project implementation process to ensure adherence to all laws and regulations. The applicant must provide an employee or consultant with approval authority to manage the project development phases, as applicable. If the project requires construction management and/or construction inspection services provided by a consultant, the applicant will be responsible for securing a qualified consultant who will be in "responsible charge" and in full control of the construction phase of the project always. While working on the project, the contractor will submit periodic invoices to the project sponsor. After reviewing and approving the invoices, the sponsor will submit the invoices to its corresponding PennDOT district for payment. Once the invoice is approved by that district, the sponsor will be reimbursed. The project sponsor is responsible for compensating the service provider.

#### Funding Cycle:

Applications will be accepted from September 2 through November 9, 2017.

#### PennDOT Automated Red Light Enforcement Program (ARLE)

##### Overview of Program:

The ARLE Funding Program is a state-administered competitive grant program established in 2010, administered by the PennDOT's Center for Program Development and Management and the Bureau of

Maintenance and Operations, to improve safety by reducing the number and type of violations and crashes at the implementation locations. The program is intended to fund worthwhile and relatively low-cost projects that improve the safety and mobility of the traveling public. More specifically, the ARLE program was created to fund safety improvements for traffic signals.

The ARLE system is a technological tool that automatically monitors signalized intersections for red-light-running violators on a 24/7 basis. Because safety is critical to the WalkWorks program, this program could be an important resource for partners whose routes cross where traffic signals are present. All projects involving improvement to highway safety and mobility may be considered for a transportation enhancement grant from ARLE system revenues, except for transportation impact studies and highway improvements. In Pennsylvania, municipalities are responsible for the ownership and maintenance of traffic signals in their jurisdiction.

#### Application Requirements:

Sponsors eligible for grants may include the following:

- Local authorities (counties, municipalities and other local boards or bodies having authority to enact laws relating to traffic);
- Planning organizations (MPOs, RPOs and county planning organizations); and
- Commonwealth agencies.

The types of eligible projects vary from improvements to traffic-control signals and roadway improvements at signalized intersections to school zones designation and roadside safety. Examples of such enhancement projects include the following:

- Local Technical Assistance Program's (LTAP) Local Safe Roads Communities Program and implementation of recommendations;
- LTAP Walkable Communities Program and implementation of recommendations;
- Pedestrian safety improvements at signalized intersections such as countdown timers, easily accessible and quick response pushbuttons, crosswalk striping, and pedestrian signing; and
- Pedestrian mobility improvements, particularly projects with a combination of eligible features.

A sponsor submits an electronic and written request, along with the application form. The following information must be included in the application:

- Project description;
- Project location;
- Description of official traffic-control device description;
- Project justification;
- Potential improvements and costs;
- Schedule;
- Other programmed projects;
- Anticipated development;
- Qualifications of professional engineer; and
- Contact person.

#### Cost Sharing:

The ARLE Funding Program is a grant program that utilizes invoicing and reimbursement with no initial money up front. No matching funds are required. It is 100 percent state funded using additional revenue in a restricted motor license account that has been generated from ARLE systems. The available funding for the ARLE Funding Program is solely based on revenues deposited into the restricted Motor License Fund account and varies year by year due to fines levied; the program has provided between \$3 million and \$8.8 million in previous years.

#### Implementation Responsibilities:

Upon completion of the application process, the director of the Center for Program Development and Management and the director of the Bureau of Highway Safety and Traffic Engineering will establish an ARLE review team to review and rank the applications with respect to applicable criteria, available funds, current priorities for traffic safety and mobility, and other factors. This grant will reimburse the sponsor upon verification that work is completed within the parameters of a Reimbursement Agreement.

The sponsor will be responsible for procuring the engineering services and bidding the project for construction in accordance with Pennsylvania law. The municipality is responsible for providing a municipal employee or consultant with approval authority to manage the project development phases from design through construction, as applicable, for all ARLE projects. The local sponsor for an ARLE project must coordinate with the designated engineering district manager from project inception to completion to ensure adherence to all laws and regulations. All projects must be designed and constructed in accordance with department standards and criteria. The sponsor shall provide quarterly status reports to the district representative. The sponsor receiving a transportation enhancement grant shall keep records as the department may prescribe.

#### Funding Cycle:

Applications for the ARLE Funding Program will be considered on an annual basis, and completed applications will be evaluated in the ARLE Grant Program for that year. Completed applications will be collected beginning on June 1 of each year through the close of business on June 30 of that year.

#### **Summary**

Because WalkWorks is committed to optimizing the walkability of its routes, it is incumbent upon the program to monitor the progress of the implementation of assessment recommendations that have been conducted. It has been determined that many recommendations have not been addressed – mainly due to limited resources. Thus, this document has been developed to provide municipalities with a list of funding sources that are available and may be applicable to improving the infrastructure of their communities, specific to the recommendations of the walkability assessments of the WalkWorks routes. This document is not exclusive to the assessed routes; rather, it will be made available to all WalkWorks partners and affiliates to share with municipal officials. Further, subsequent to dissemination, a webinar will be offered to all interested parties for the purpose of reviewing the funding sources and lending related guidance with regard to applications.