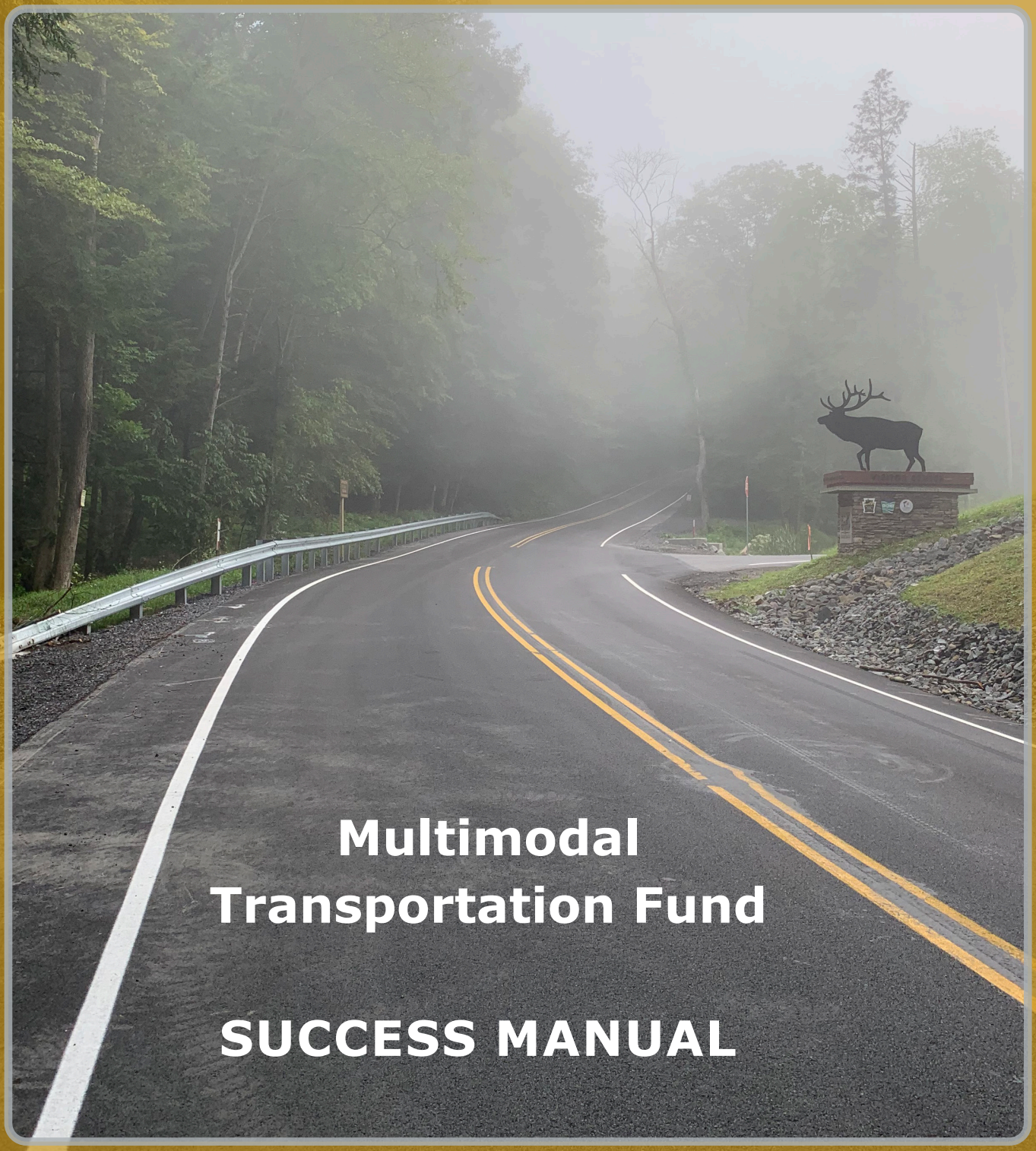
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION



Multimodal Transportation Fund

SUCCESS MANUAL

Pennsylvania
Department of Transportation

PennDOT.pa.gov

June 2026

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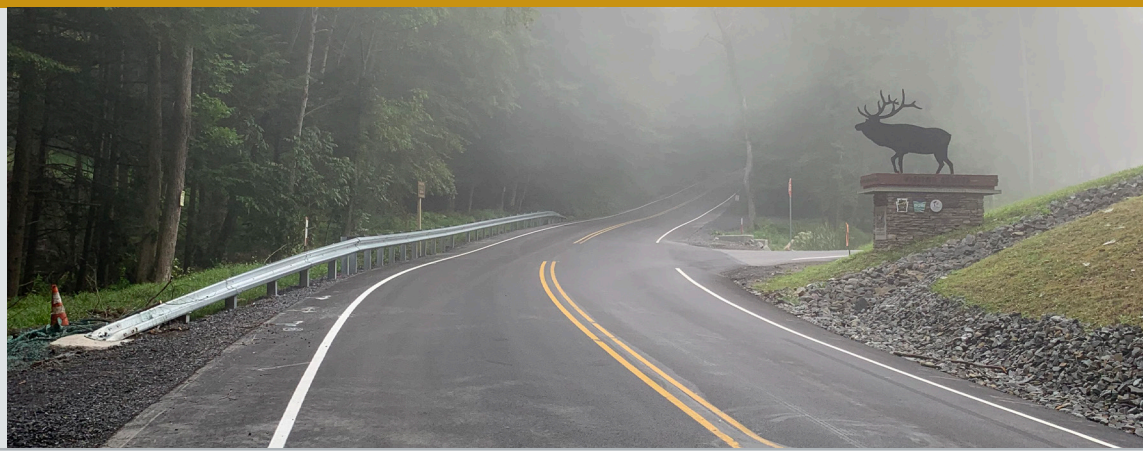
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On the Cover... MTF SUCCESS

Winslow Hill Paving Project

PennDOT District 2
Elk County

This project included roadway widening, resurfacing, shoulder and drainage improvements, guiderail, and line-painting.



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Introduction

PURPOSE OF THIS GUIDE

The Multimodal Transportation Fund (MTF) was established by Act 89 of 2013. It provides financial assistance for transportation infrastructure projects that enhance communities, improve pedestrian safety, and/or revitalize transit.

This guide is intended to:

- Help potential applicants understand the MTF program requirements and make an informed decision to apply.
- Assist applicants in navigating the application process.
- Assist sponsors selected for funding in complying with MTF requirements.

➲ Note that the Pennsylvania Department of Transportation (PennDOT) MTF and the PA Department of Community and Economic Development (DCED)/Commonwealth Financing Authority (CFA) Multimodal Transportation Fund are two separate grant programs.

The Commonwealth has made significant investments in the state's transportation infrastructure through the PennDOT MTF program. Act 89 makes available $40 million to PennDOT annually, to be awarded through a highly competitive application process. Of that amount, $35 million is allocated to highway- and bridge-related projects, while the remaining $5 million is available for projects that propose improvements to any mode.

If there are questions after reviewing this guide, please contact:

PennDOT Office of Multimodal Transportation

Commonwealth Keystone Building
400 North Street
8th Floor
Harrisburg, PA 17105-3151

Telephone: (717) 710-2721
Fax : (717) 787-5491

E-mail: RA-PDMultimodalFund@pa.gov

APPLICANTS NEED TO KNOW

- Applications must be submitted by **eligible applicants** for **eligible projects** and request funding for **eligible uses**.
- Applicants must have a **Keystone login** to apply for funding through the MTF program.
- **The Multimodal Transportation Fund program is a reimbursement program.** Funding is not provided at the time of award. Funding is provided as reimbursement for expenditures consistent with an executed MTF reimbursement agreement.
- **MTF awards must be matched by eligible local funding of at least 30% of the amount awarded.** MTF awards are available for projects with a total cost of $100,000 or more. An MTF award cannot exceed $3 million.
- **All other project funding must be secured at the time of the application submission.**
- PennDOT cannot reimburse sponsors for any project costs incurred prior to having a **fully executed MTF reimbursement agreement** in place.
- Applicants shall select consultants with demonstrated experience in design and delivery of PennDOT-funded projects. Projects anticipating MTF funding reimbursement for consultant services related to engineering, design, right-of-way acquisition, construction management, or inspection **must select consultants in accordance with PennDOT's Consultant Selection Requirements.** This requirement extends to funding being used as local match.
- **If the sponsor is not a political subdivision**, to secure performance, the sponsor must deliver to PennDOT security in an amount equal to 115% of the estimated cost of the project, in the form of a one-year evergreen irrevocable letter of credit acceptable to PennDOT, a cashier's check, or other security acceptable to PennDOT.

"Applicant" and "sponsor" are used interchangeably in this document.

continued next page

APPLICANTS NEED TO KNOW (continued)

- Similarly, any project receiving MTF funding **must use PennDOT-prequalified construction contractor(s)** and subcontractor(s), if applicable, to perform the construction work.
- **Project construction must be advertised and competitively bid.** After a project kick-off meeting, the applicable PennDOT District Office will coordinate with the project sponsor to determine whether the MTF project will be advertised and bid by the sponsor in accordance with:
    - Publication 740, *Local Project Delivery Manual*, as a local let typically via PennDOT's Engineering and Construction Management System (ECMS); or
    - Publication 9, *Policies and Procedures for the Administration of the County Liquid Fuels Tax and The Liquid Fuels Tax Act 655 for Municipalities,* as a local let typically via paper bid.
- **MTF awards are time-limited.** Sponsors have one year after accepting the MTF award to execute a reimbursement agreement. The MTF reimbursement agreement expires three years after execution. Applicants should consider the project scope and project delivery schedule to determine whether the project will be able to comply with this timeline. If the project is not ready, consider advancing the project further before applying for MTF funding.
- It is highly recommended that applicants **coordinate the proposed project scope, purpose, and need** with local authorities, the planning region, and the PennDOT Engineering District prior to application development and submission to ensure the concept aligns with local and regional comprehensive plans. Topics of discussion may include necessary pre-planning work, required permits, MTF program requirements, and project delivery requirements.
- The **application deadline** varies year to year, but generally applications are accepted between September and November. The Invitation to Submit Applications is published in the Pennsylvania Bulletin approximately one month prior to the opening of the application round.
- The following graphic outlines the MTF process from pre-application activities to agreement closeout. It identifies the **roles and responsibilities** of PennDOT (Central Office and District Office) and the applicant/sponsor for a typical MTF project. Required project activities may vary depending on the project scope and complexity.

ROLES AND RESPONSIBILITIES

	Pre-Application	Application Preparation and Submission	Application Review and Awards Announcement	MTF Reimbursement Agreement Development and Execution	Project Development Activities/Project Delivery	Invoice Submission, Review, and Reimbursement	Agreement Completion and Close-Out
PennDOT Central Office	• Assist in answering questions regarding the MTF Program	• Be available to assist the local project sponsor with MTF application and process-related questions	• Coordinate internally on application review process • Review applications • Develop list of recommended projects • Announce awards • Provide award commitment letter to the local project sponsors	• **Step 2:** Provide template of the MTF reimbursement agreement to the local project sponsor • **Step 8:** Review agreement for continued signature routing • **Step 9:** Notify project sponsor when agreement is fully executed	• Be available to assist the local project sponsor with MTF program-related questions	• Provide a courtesy notification six months prior to the MTF reimbursement end date	• Coordinate to liquidate any remaining funds and return to MTF appropriation for future use
PennDOT District Office	• Assist in answering questions regarding the MTF Program	• Be available to assist the local project sponsor with MTF application and process-related questions	• Provide technical review of applications	• **Step 3:** Host project kick-off meeting • **Step 5:** Coordinate with project sponsor to prepare agreement • **Step 7:** Send draft agreement to Central Office for review	• Review and process invoices for reimbursement • Be available to assist the local project sponsor with MTF program-related questions	• Coordinate with the local project sponsor to confirm project completion and final balance for project closeout • Provide a Certificate of Completion to project sponsor and Central Office	• Coordinate to liquidate any remaining funds and return to MTF appropriation for future use
Local Project Sponsor	• Contact PennDOT District Planner to assist with questions on application submission (environmental concerns, rights-of-way, utilities, estimates) • Develop project to the point where costs can be estimated and a complete application can be prepared • Secure project funding, including required 30% local match	• Submit MTF application	• Receive commitment letter, if selected	• **Step 1:** If selected, return signed letter of commitment to Central Office • **Step 3:** Participate in the project kick-off meeting • **Step 4:** Register as a vendor in the PennDOT SAP system and as an ECMS Business Partner, as needed • **Step 6:** Understand, sign, and provide signed copy of agreement and necessary resolutions to PennDOT District Office	• Wait for receipt of a fully executed MTF reimbursement agreement • Complete project development activities in accordance with PennDOT requirements, consistent with the agreement • Select consultant(s) • Bid project • Provide project status updates to PennDOT	• Submit invoices for reimbursement according to the MTF reimbursement agreement	• Complete work and finalize invoicing
Timeframe	Varies depending on project	Applications are typically accepted over a two-month period in the fall.	Awards are typically announced about six months after application window close.	Reimbursement agreement must be executed within one year of award announcement.	Project bid timeline may vary.	Up to two invoices may be submitted each month.	Work must be completed within three years of MTF reimbursement agreement execution date.

Part 1: Is the MTF a Good Fit for Your Project?

ELIGIBILITY

Eligible Applicants

Projects must be owned and maintained by an eligible applicant. The following types of entities are eligible to apply for MTF funding:

Municipality	Any county, city, borough, school district, incorporated town, township, or home-rule municipality.
Council of Governments	An entity organized by units of local government under an intergovernmental agreement, which provides cooperative planning, coordination, and technical assistance to its member governments on issues of mutual concern that cross jurisdictional lines, and that does not act under the direction and control of any one member government.
Business/Non-Profit	A corporation, partnership, sole proprietorship, limited liability company, business trust, privately owned airport (must be open to the public), or other commercial entity. The term shall also include not-for-profit entities.
Economic Development Organization	A non-profit corporation or association whose purpose is the enhancement of economic conditions in its community.
Public Transportation Agency	A public transit agency, including but not limited to an airport authority, public airport, port authority, or similar public entity, created through the laws of the Commonwealth of Pennsylvania, charged with the provision of transportation services to the traveling public, that owns and maintains or is authorized to own and maintain a physical plant, including, as applicable, rolling stock, stations, shelters, hangars, runways, maintenance, and support facilities.
Port or Rail/Freight Entity	Railroad owner, railroad lessee/operator, railroad user, or port terminal operator.

ELIGIBILITY (continued)

Eligible Projects

Act 89 of 2013 specifies four types of projects that are eligible for MTF funds:

Projects that **coordinate local land use with transportation assets** to enhance existing communities, including but not limited to:

- Bus stops
- Park-and-ride facilities
- Sidewalk/crosswalk safety improvements
- Bicycle lanes/route designations
- Traffic impact mitigation relative to infill development
- Development of local highways and bridges which will benefit the state system
- Local economic development and greenways

Projects improving **connectivity or utilization of existing transportation assets**, including but not limited to:

- Improved signage
- Access roads
- Development or support of an integrated transportation corridor
- Improvements to the productivity, efficiency, and security supporting goods movement to and from PA ports
- Port upgrades
- Bicycle/shared-lane markings
- Bicycle parking at transit stops

Projects related to **streetscapes, lighting, sidewalk enhancement, and pedestrian safety,** including but not limited to:

- Sidewalk connections
- Crosswalks
- Pedestrian and traffic signals
- Pedestrian signs
- Lighting

Projects related to **transit-oriented development.** The term does not refer to a single real estate project, but rather a collection of projects, usually mixed-use, at a neighborhood scale, oriented to a transit node.

ELIGIBILITY (continued)

Eligible Uses of Funds

Funds may be used for the development, rehabilitation, and enhancement of transportation assets for existing communities; streetscaping; lighting; sidewalk enhancement; pedestrian safety; connectivity of transportation assets; and transit-oriented development, to include:

- ✓ Acquisition of land and buildings, rights of way, and easements
- ✓ Construction activities
- ✓ Capital equipment purchases
- ✓ Clearing and preparing land
- ✓ Demolition of structures
- ✓ Environmental site assessment and environmental studies
- ✓ Archaeological surveys, land surveys, and appraisals
- ✓ Settlement costs of land acquisition activities
- ✓ Related engineering, design, and inspection costs, including professional services such as preparation of bid documents (not to exceed 10% of the award)
- ✓ Administrative costs necessary to administer the award, such as advertising, legal, and audit costs, as well as documented staff expenses (not to exceed 2% of the award)
- ✓ Project contingency (not to exceed 5% of the award)

Ineligible costs include, but are not limited to:

- × Fees for securing other financing
- × Interest on borrowed funds
- × Refinancing existing debt
- × Lobbying
- × Fines
- × Application preparation fees
- × Reparations
- × Stand-alone studies (Feasibility Studies, Traffic Calming Studies, Road Diet Evaluations) when not included in the scope
- × Any costs incurred prior to the date of the executed reimbursement agreement

Part 1: Is the MTF a Good Fit for Your Project?

MATCH REQUIREMENTS

MTF awards must be matched by eligible local funding of at least 30% of the amount awarded.

Eligible sources of match include, but are not limited to:

- ✓ Municipal/Borough/City/Township/ County funds
- ✓ Municipal Liquid Fuels Program funds
- ✓ Private equity
- ✓ Act 13 Impact Fees (Oil & Gas)
- ✓ Fee for Local Use funds (PA Vehicle Code Section 1935)
- ✓ Loans
- ✓ PA Gaming Local Share Account funds*
- ✓ Real estate
- ✓ Transportation Impact Fees (Act 209 of 1990)

Ineligible sources of match include, but are not limited to:

Ineligible federal sources:

- × Community Development Block Grant (CDBG)
- × Transportation Alternative Set-Aside
- × American Rescue Plan Act funds

Ineligible state sources:

- × PA Department of Community and Economic Development (DCED) / Commonwealth Financing Authority Multimodal Transportation Fund
- × LSA Statewide
- × Automated Red-Light Enforcement (ARLE)
- × Green Light–Go

- ➲ **Matching funds must be equal to or greater than 30% of the MTF award amount.**

- ➲ **Matching funds from a county or a municipality** must be cash contributions provided by one or more counties or municipalities. Liquid Fuels Tax revenue, Act 13 Impact Fees, and other statutorily allocated fees/taxes paid directly to a county or municipality may be used as a local match if the project is an eligible use of such funds.

- ➲ **Matching funds from a council of governments, business, economic development organization, or public transportation agency** must be cash contributions or cash equivalent for land following appraised value of 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 submission.

- ➲ **Expenses related to the sponsor's use of services** that have been provided on a volunteer or free basis (in-kind) cannot be used as a match.

* **LSA statewide funds cannot be used as the local match** for an MTF Project. Other LSA funding sources may be eligible, depending on the specific LSA program and funding source. Applicants should identify the exact LSA program providing the funds when proposing match.

MATCH REQUIREMENTS (continued)

- Costs incurred for pre-construction activities (design, environmental, and right-of-way acquisition) can be used as part of the matching funds if the following conditions are met:

  1. The costs identified in the project cost estimate exhibit are directly attributable and reasonable expenses of the project;
  2. The expenditures are eligible costs of the MTF program;
  3. The expenditures were incurred by the sponsor after November 25, 2013 (the date Act 89 was enacted);
  4. The expenditures meet all MTF program requirements, including the selection of consultants for engineering, design, and inspection in accordance with PennDOT Publication 93 or equivalent qualifications-based selection procedures (see Consultant Selection Requirements);
  5. The sponsor provides full documentation of reasonable costs to PennDOT; and
  6. The matching funds approved by PennDOT have not been used as project match funds under another funding source or program.

The sponsor is responsible for any costs exceeding the award amount and any costs not eligible for reimbursement.

Example Local Matching Funds Calculations

The description and table following provide an example of the project cost information necessary to complete the MTF application form. The example also illustrates local matching funds calculations and calculations for contingency, administrative, and engineering request thresholds.

Example: A sponsor is seeking financial assistance for a roadway project. The estimated cost of the project is $1.3 million. The sponsor has completed the preliminary engineering phase, and it is estimated that $100,000 is needed for final design, $1,150,000 for construction, and $50,000 for inspection. The sponsor is requesting $1,000,000 from the MTF program for the project. The example chart following breaks out the project funding by milestone phase and demonstrates that the local match funds are sufficient.

The example cost table is similar to the one required in the MTF application. **The local match required is 30% of the amount requested in the MTF application.** The 30% local match is a minimum and does not need to be distributed evenly across the phases.

MATCH REQUIREMENTS (continued)

Example Local Matching Funds Calculations

Milestone	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Local Match Funding	Local Match Funding Source	MTF Request
Administrative			$0.00		$0.00
Contingency			$0.00		$0.00
Preliminary Engineering			$0.00		$0.00
Environmental Clearance			$0.00		$0.00
Final Design	(03-15-2023)	(06-01-2023)	$50,000.00	Municipal Liquid Fuels Program Funds	$50,000.00
Right of Way			$0.00		$0.00
Utilities			$0.00		$0.00
Construction	(08-01-2023)	(10-15-2023)	$250,000.00	Municipal/Borough/ City/Township/ County Funds	$900,000.00
Inspection	(08-01-2023)	(10-15-2023)	$0.00		$50,000.00
Subtotals			**$300,000.00**		**$1,000,000.00**
Total Project Cost			**$1,300,000.00**		

Percentage Checks	Value
Percentage of Local Match Funds (must be at least 30% of the MTF award)	30.00%
Contingency Percentage (must not exceed 5% of the MTF award)	0.00%
Administrative Percentage (must not exceed 2% of the MTF award)	0.00%
Preliminary Engineering + Final Design + Inspection Percentage (must not exceed 10% of the MTF award)	10.00%

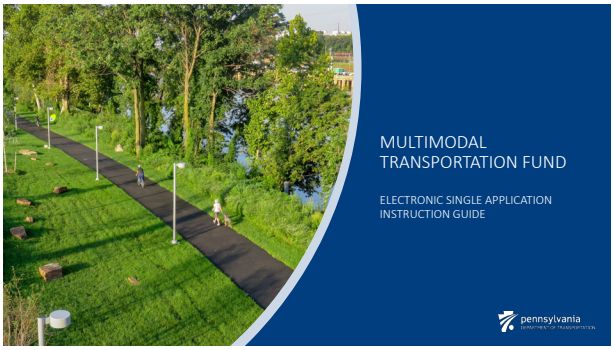
NOTE: Milestone Start Dates and End Dates are required for entries with an MTF amount requested greater than $0. The application requires applicants to enter an amount for Local Match Funding and MTF Request for each milestone.

A local match calculation fillable pdf form is available on the PennDOT website. As cost information is entered, the form calculates the column totals and the match, contingency, administrative, and engineering percentages.

Part 1: Is the MTF a Good Fit for Your Project?

APPLICATION PREVIEW

Line-by-line instructions for the MTF application are provided on the PennDOT website. As part of the go/no-go decision, prospective applicants should review the required data, narrative responses, and attachments to ensure that their organization will be able to provide this information and that the proposed project will be competitive for MTF funds. Particularly consider the selection criteria, including benefits to safety, mobility, and transportation system integration.



MTF SUCCESS

Portage Borough Sidewalk Improvement Project

PennDOT District 9
Cambria County

This project upgraded sidewalks, crosswalks, and pedestrian lighting on Main Street (SR 164).



ADDITIONAL PROJECT REQUIREMENTS

1

Conflict of Interest Provision – If the applicant is a municipality, public transportation agency, other governmental entity, or non-profit entity, an officer, director, or employee of the applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

2

Nondiscrimination – No assistance is awarded to an applicant under this program unless the applicant certifies to PennDOT that it shall not discriminate against any employee or against any person seeking employment because of race, color, disability, national origin, age, or gender. In addition, all contracts for work to be paid with program assistance must contain the Commonwealth's official nondiscrimination and Americans with Disabilities Act clauses.

3

Project Records – The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. PennDOT requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request by PennDOT, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

continued next page

ADDITIONAL PROJECT REQUIREMENTS (continued)

4

Pennsylvania Prevailing Wage Act – All or a portion of the construction work associated with the project may be subject to the Pennsylvania Prevailing Wage Act, as determined by the Pennsylvania Department of Labor & Industry (L&I). It is the responsibility of the sponsor to ensure that the Pennsylvania Prevailing Wage Act is followed if applicable. The sponsor must contact L&I, not PennDOT, with any questions concerning the applicability of the Prevailing Wage Act.

5

Proof of Notification – The applicant must provide proof that the county and host municipality or municipalities have been notified about the intended project.

6

Construction Inspection Costs – PennDOT reserves the right to determine the required level and frequency of inspection according to the complexity of the project. The sponsor must pay for all required construction inspection, including inspection conducted by PennDOT. If the inspection is performed by PennDOT or its consultants, PennDOT will invoice the sponsor. The sponsor may request reimbursement for construction inspection costs if the costs are identified in the reimbursement agreement as reimbursable and if the consultant was selected in accordance with qualifications-based selection procedures. Allowable construction inspection costs may include such work items as inspection, certification and testing of materials, and surveys. Engineering, design, and inspection costs may not exceed 10% of the MTF award.

Part 1: Is the MTF a Good Fit for Your Project?

DECISION FAQS

Eligibility

1

Who can apply to PennDOT for Section (a)(2) multimodal transportation funds?

Municipalities, counties, cities, boroughs, school districts, councils of government, businesses, non-profits, economic development organizations, public transportation agencies, transportation management associations, ports, and rail freight and passenger rail entities. Definitions can be found here.

2

Can a state agency apply for Section (a)(2) multimodal transportation funds?

No. Note that member institutions of the State System of Higher Education are state agencies.

3

What type of projects are eligible for Section (a)(2) multimodal transportation funds?

(1) Projects which coordinate local land use with transportation assets to enhance existing communities; (2) Projects related to streetscapes, lighting, sidewalk enhancement, and pedestrian safety; (3) Projects improving connectivity or utilization of existing transportation assets; and (4) Projects related to transit-oriented development. Examples are provided here.

4

What is an existing transportation asset, the utilization of which qualifies for Section (a)(2) multimodal transportation funds?

Infrastructure directly used for transportation purposes.

5

Do all projects submitted need to be new projects?

No, but proposals must fit the parameters of the program and meet the implementation criteria.

DECISION FAQS (continued)

6

If the entity applying for MTF does not own/maintain the facility post-construction, is the entity still eligible for MTF funding?

Yes. A written agreement or resolution must be in place between the applicant and the entity responsible for maintenance prior to execution of a reimbursement agreement.

7

Are projects on state highways eligible for Section (a)(2) multimodal transportation funds?

Yes, as long as the project is owned and maintained by the applicant or the applicant has an agreement with the owner for ongoing maintenance of the resulting project.

8

Must a project involve more than one mode of transportation to be eligible?

No.

9

Are design, engineering, and inspection costs eligible for reimbursement through the Multimodal Transportation Fund?

Yes, if selection of consultants for engineering, design, and inspection activities is in accordance with PennDOT Publication (Pub) 93, or equivalent qualifications-based selection procedures. The amount eligible for reimbursement shall not exceed 10% of the award. A list of other eligible and ineligible uses of funds is included here.

Matching Requirements

10

Is local match required?

Yes. MTF awards must be matched by eligible local funding of at least 30% of the amount awarded.

DECISION FAQS (continued)

11

Can expenses related to the sponsor's use of services that have been provided on a volunteer or free basis be used as an in-kind match?

No.

12

Can a required project impact study be included as part of a local match?

Yes, as long as the costs associated with the study are within the scope of the MTF project that was approved and the funds used to pay these costs are local cash and not a part of funds from other federal or state award programs.

13

Can other state or federal agency award funding be used for the local match requirement?

No.

14

Can municipal general funds be used for the local match requirement?

Yes.

15

Can funds provided by private parties be used for the local match requirement?

Yes.

DECISION FAQS (continued)

16

Can funds collected under Act 209 of 1990 (relating to transportation impact fees) be used for the local match requirement?

Yes, as long as the project is an eligible use of such funds.

17

Can county or municipal Liquid Fuels funds be used for the local match requirement?

Yes, as long as the project is an eligible use of such funds.

18

Can fee-for-local-use funds collected under the authority of Section 1935 of the Vehicle Code be used for the local match requirement?

Yes, as long as the project is an eligible use of such funds.

19

Can borrowed funds be used for the local match requirement?

Yes, as long as the project is an eligible use of such funds and the funds are repaid from an eligible source.

20

Can funds allocated to counties under 4 Pa. C.S. §1101 et seq. (the Pennsylvania Race Horse Development and Gaming Act) be used for the local match requirement?

Yes, as long as the project is an eligible use of such funds.

DECISION FAQS (continued)

21

Can funds allocated to municipalities under Act 13 of 2012, 58 Pa. C.S. §2301 et seq. (relating to oil and gas), be used for the local match requirement?

Yes, as long as the project is an eligible use of such funds.

22

Can funds awarded by PennDOT under the Automated Red-Light Enforcement (ARLE) program be used for the local match requirement?

No. ARLE monies are state funds that are distributed through awards and thus not eligible.

23

Can funds already used as a match under another funding source program be used as part of the 30% match for MTF funding?

No. The matching funds for MTF may not have been used as a match under another funding source program.

24

Can costs incurred for design, environmental, and right-of-way acquisition by a third party be used as part of the matching funds?

Yes, as long as the following conditions are met:

a) The costs identified in the project cost estimate exhibit are directly attributable and reasonable expenses of the project subject to review and approval by PennDOT;
b) The expenditures are eligible costs of the MTF program;
c) The expenditures were incurred by the sponsor after November 25, 2013 (the date Act 89 was enacted);
d) The expenditures meet all MTF program requirements, including selection of consultants for engineering, design, and inspection in accordance with Publication 93 or equivalent qualifications-based selection procedures;
e) The sponsor has provided full documentation of reasonable costs to PennDOT, subject to review and approval by PennDOT; and
f) The matching funds approved by PennDOT have not been used as project match funds under another funding source or program.

DECISION FAQS (continued)

25

Can federal Community Development Block Grant (CDBG) funds collected under the federal Housing and Community Development Act of 1974 be used for the local match requirement?

No. Funds granted to a local government by state or federal entities are not considered local funding.

26

Can MTF funds be used to repay a loan that was necessary to begin work on an MTF approved project?

Yes. A sponsor may use MTF funds to repay principal on a loan, but MTF funds may not be used to pay interest on a loan.

Award

27

What amount of project costs will be awarded through the Multimodal Transportation Fund?

Awards are available for projects with a total cost of $100,000 or more. Awards will not exceed $3 million.

28

Is this a loan program?

No. The MTF is a reimbursement program with the funds being paid on a reimbursement basis. The sponsor will pay for the work as it is completed and submit paid invoices to PennDOT for reimbursement.

29

Are costs that are incurred prior to the date of a fully executed agreement eligible for reimbursement under an award?

No.

DECISION FAQS (continued)

30

If right-of-way is required for the project, can the local sponsor follow a locally approved acquisition process or will a federal or state process be required?

a) Federal right-of-way acquisition requirements apply if federal funds are involved in the project.
b) If there are no federal funds and the project is on state highway right-of-way, then PennDOT right-of-way procedures—which mirror the federal requirements—apply.
c) If there are no federal funds and the project is not on state highway right-of-way, an appraisal by a Pennsylvania-certified appraiser, reviewed by a different Pennsylvania-certified appraiser, is required.

31

If a project is selected for MTF funding, must the sponsor request reimbursement within a certain timeframe?

Yes. The agreement expires three years after the date it is executed. The final invoice shall be submitted within nine months of the expiration date of the agreement or acceptance of the project, whichever occurs first.

32

If an MTF project is selected for an award, does the project and funding need to be included on the MPO/RPO Transportation Improvement Program (TIP) and Long-Range Transportation Plan (LRTP)?

No. The sponsor of an MTF award is responsible for the local project delivery process, project development, and delivery. MTF funding will be programmed on the STIP (Statewide Transportation Improvement Program) when an agreement becomes fully executed.

33

Is the sponsor responsible for required third-party construction inspection?

Yes. The sponsor shall pay for all required third-party construction inspection, including inspection conducted by PennDOT, in accordance with PennDOT-issued invoices. Costs incurred for construction inspection are eligible for reimbursement if the sponsor followed the proper consultant selection procedures.

DECISION FAQS (continued)

34

If a municipality wants to apply for the multimodal monies to repair a bridge, would the bridge need to be on the capital budget bridge bill?

No.

35

Can the sponsor apply for funding for the same project through the DCED/CFA Multimodal Transportation Fund program simultaneously to the PennDOT program?

Yes. PennDOT encourages applicants to submit to both programs because they are managed separately.

36

What if the project is funded through both PennDOT's program and the CFA and the requirements of the funding sources conflict?

The stricter requirements shall control. However, if the project funds are bifurcated, the sponsor must follow the requirements of the respective agreements.

37

Where can I find more information on the DCED/CFA Multimodal Transportation Fund program?

Program guidelines as well as an application and additional information can be found on the Department of Community and Economic Development website.

38

Where can I find out information on the PennDOT Multimodal Transportation Fund program?

Additional information can be found on the Department of Transportation website here.

Part 1: Is the MTF a Good Fit for Your Project?

GO/NO-GO DECISION CHECKLIST

✓	Requirement
	The applicant meets eligibility requirements.
	The project meets eligibility requirements.
	The specific use of MTF funds will meet eligibility requirements.
	The applicant has reviewed the line-by-line preview of the application and will be able to submit a complete and competitive application.
	The total project cost (not the MTF application amount) is at least $100,000.
	The requested MTF award amount is $3 million or less.
	The applicant has the financial capacity and cash flow to complete the project under a reimbursement program.
	The applicant has secured local match (a minimum of 30% of the requested MTF amount) from an eligible source.
	The amount budgeted for Contingency does not exceed 5% of the award request.
	The amount budgeted for Administrative Costs does not exceed 2% of the award request.
	The amount budgeted for Preliminary Engineering plus Final Design plus Construction Inspection does not exceed 10% of the MTF request.
	The project scope and schedule are such that it will be feasible for the applicant to execute a reimbursement agreement within one year of accepting the MTF award.

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GO/NO-GO DECISION CHECKLIST (continued)

✓	Requirement
	The project scope and schedule are such that it will be feasible for the applicant to complete the project within three years of executing the MTF reimbursement agreement.
	The applicant has the technical, project management, and administrative capacity to ensure that the project is completed on time and on budget in compliance with all PennDOT technical, contracting, and reporting requirements (see Part 3 of this document for PennDOT expectations following MTF award).
	The applicant has notified the host municipality, county, PennDOT Engineering District Office, and local authorities affected by the intended project and can provide proof of notification.
	All parties understand and agree to their roles and responsibilities for the application process as well as during project delivery.
	The applicant agrees to pay for all required inspections, including inspections conducted by PennDOT.
	The following provisions and statements can be met: 1. Conflict of Interest 2. Nondiscrimination 3. Pennsylvania Prevailing Wage Act

Part 2: How to Apply for MTF Funding

PRE-APPLICATION STEPS

1. Depending on the size and complexity of a project, it may be necessary to begin preparation of the **preliminary design and cost estimate** before the application window opens (typically between September and November each year, subject to change).

2. Applicants are strongly encouraged to **reach out to PennDOT contacts** to assist with questions on application submission (environmental concerns, rights-of-way, utilities, estimates).

3. Applicants should consider **identifying and securing funding sources** for the project prior to the next MTF funding round. Costs incurred will not be eligible for reimbursement but may be used as matching funds if they meet all applicable requirements. See Matching Funds Requirements.

MTF SUCCESS

Windy Ridge Business & Technology Park

PennDOT District 10
Indiana County

This project extended the roadway system through a business park and included traffic signal improvements along the PA Route 286 corridor.

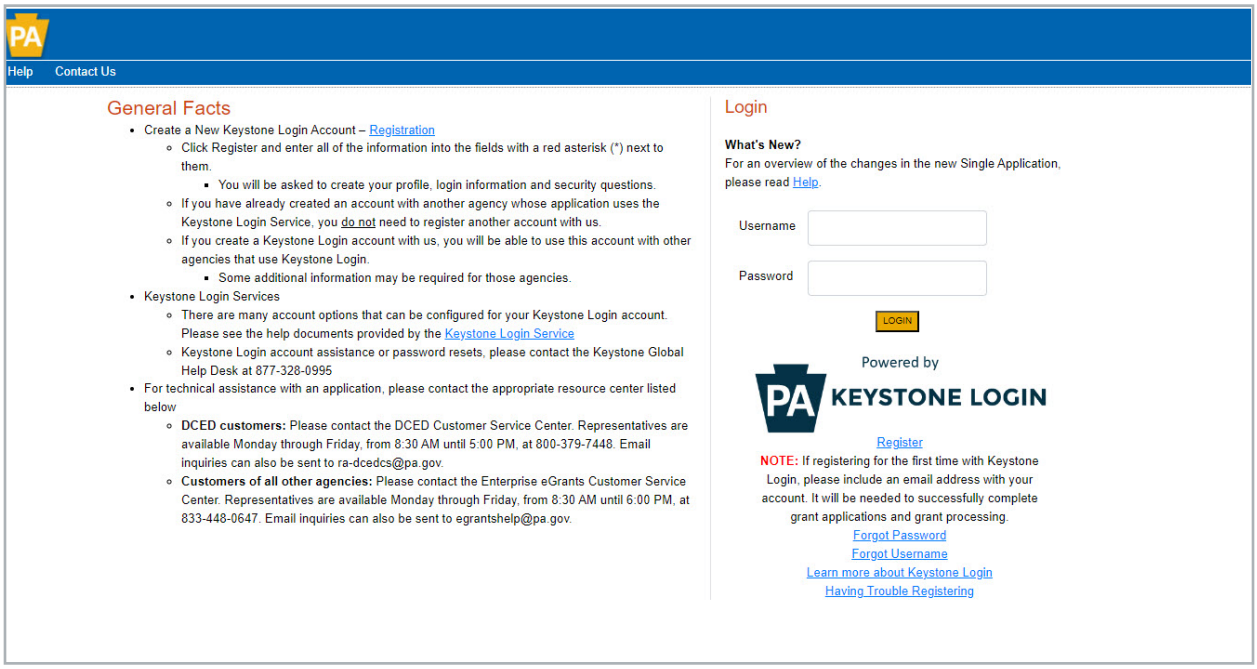


Part 2: How to Apply for MTF Funding

APPLICATION WEBSITE

To apply for funding, the applicant must submit an application for the PennDOT MTF program online.

All applications and attachments must be submitted electronically through the Electronic Single Application for Assistance (ESA) system by an eligible applicant. The electronic application form through ESA is available at: https://grants.pa.gov/.



Accessing the application requires a Keystone Login and an ESA user profile. Details on how to create a Keystone Login and set up a user profile are provided in the MTF Electronic Single Application Instruction Guide.

Please direct technical Electronic Single Application questions to:	**Please direct MTF program questions to:**
eGrants Customer Service Center (833) 448-0647 egrantshelp@pa.gov (Monday through Friday, 7:00 a.m. to 6:00 p.m.)	PennDOT Office of Multimodal Transportation Commonwealth Keystone Building 400 North Street 8th Floor Harrisburg, PA 17105-3151 Telephone: (717) 710-2721 Fax : (717) 787-5491 E-mail: RA-PDMultimodalFund@pa.gov

APPLICATION FORM AND ATTACHMENTS

- The MTF Electronic Single Application Instruction Guide provides line-by-line instructions for beginning a new online application and completing all the required fields and uploads.
- The application-in-progress can be saved at any time and accessed at a later date.
- In addition to completing the Multimodal Transportation Fund Project Application, attach the following required exhibits electronically to the application as directed on the Attachments tab.
- **All exhibits must be fully complete and compliant.** Although the system will flag empty fields as a check prior to the final Certification step, it cannot validate that all entries and exhibits are properly prepared and complete according to MTF requirements. Applications that do not include complete, compliant, required supplemental information may be rejected.

Exhibit 1
Project Cost Estimate

A statement on the estimated cost of the project. The estimate must be prepared by an engineer or other qualified professional and must be accompanied where appropriate by copies of the signed quotations, contractor estimates, sales agreements, or other documentation that verifies project cost estimates.

Exhibit 2
Funding Commitment Ltrs

Funding commitment letters from all project funding sources (including equity commitments and commitments from the applicant). Funding commitments for the entire project should include the term, rate, and collateral conditions and must be signed and dated.

Exhibit 3
Color-Coded Map

A color-coded map detailing the location of the proposed project. The map should show the site of the proposed project in relation to the surrounding locality, county, and/or region. Full engineering documents are not required.

Exhibit 4
Audited Financial Stmts

The most recent audited financial statements of the applicant. Financial statement should include balance sheets, income statements, and notes to financials.

Applications that do not include complete, compliant, required supplemental information will be deemed incomplete and may not be evaluated or considered for funding.

continued next page

APPLICATION FORM AND ATTACHMENTS (continued)

Exhibit 5
Grant Request Amount

A statement as to the amount of funding requested.

Exhibit 6
List of Permits

A list of all state, federal, and local planning and permit approvals required for the project.

Exhibit 7
Planning Consistency Ltr

A letter from the appropriate planning agency certifying that the proposed project is in compliance with land use provisions in the relevant comprehensive plan(s).

Exhibit 8
Sales Agreement/Appraisal

For acquisition projects, provide a copy of the sales agreement or easement and an appraisal prepared by a PA State-Certified Appraiser.

Exhibit 9
Project Notifications

For all applicants, provide copies of notifications provided to county and municipal governing bodies advising them of the proposed project.

Exhibit 10
Rail Freight Carloading Info

For rail freight projects, complete a rail freight carloadings information worksheet. A link to the form is provided in the online application.

Additional Requirements – Worker Protection and Investment Certification Form: Entities receiving funding from the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201), and the completed form must be submitted with the application. A link to the form is provided in the online application.

continued next page

APPLICATION FORM AND ATTACHMENTS (continued)

- **It is the applicant's responsibility to fully complete the application** and provide the required attachments in accordance with the instructions provided for each field.

When all information and attachments are complete, the applicant must electronically sign the application and click Submit Application. **The electronic signature is legally binding.** The individual signing the application must have authority to sign on behalf of the applicant's organization. Upon successful submission, the system will generate an Application ID number and a Web Application ID number for the applicant's reference.

Although the system will flag empty fields as a check prior to the final Certification step, **it cannot validate** that all entries and exhibits are properly prepared and complete according to MTF requirements.

The applicant is responsible for properly completing the application.

APPLICATION REVIEW PROCESS AND SELECTION CRITERIA

PennDOT reviews all applications to determine the eligibility and competitiveness of the proposed projects. Projects will be considered based on the following criteria:

Selection Criteria

- ✓ The economic conditions of the region where the project is located.
- ✓ Consistency with local, regional, and statewide planning.
- ✓ Benefits to safety, mobility, economic competitiveness, and transportation system integration.
- ✓ The technical and financial feasibility of the project. Applicants must show that all financial commitments will be in place to achieve the project goals and ensure the project will be fully completed with the use of these funds.
- ✓ The degree of matching funds above the 30% requirement and local financial support.
- ✓ The number and quality of jobs to be created or preserved in Pennsylvania by the project.
- ✓ Regional nature of the project.
- ✓ Project readiness.
- ✓ Energy efficiency.
- ✓ Operational sustainability of the project over the long term.
- ✓ Multimodal nature of the project.

Project selection will be made by a committee consisting of PennDOT staff. The Department may consult with MPOs/RPOs and other stakeholders during the review process.

PennDOT will consult with the chair and minority chair of the Transportation Committee of the PA Senate and the chair and minority chair of the Transportation Committee of the PA House of Representatives.

AWARD ANNOUNCEMENT

Awards will be announced in a press release and on the PennDOT website.

PennDOT will subsequently issue an award/commitment letter to successful applicants. Applicants whose projects were not selected for MTF funding will also be notified via letter.

MTF SUCCESS

Homer City Main Street Enhancement

PennDOT District 10
Indiana County

This project installed sidewalks, accessible curb ramps, benches, trash receptacles, and decorative streetlights.



APPLICATION FAQS

1

How many applications can be submitted?

Only one application should be submitted per project. Applicants may submit any number of projects for consideration.

2

How will applications be reviewed and selected?

Project selection will be made by a committee consisting of PennDOT staff. The Department may consult with MPOs/RPOs and other stakeholders during the review process. Information on application evaluation is included here.

3

When is the deadline to submit applications?

Applications will be accepted as provided for in the notice published in the Pennsylvania Bulletin. The deadline varies from year to year, but generally applications are accepted between September and November. Applications are accepted electronically at https://grants.pa.gov/.

4

Will there be multiple phases in the annual application process?

No; however, the applicant may be contacted to answer questions or discuss certain aspects of an application during the review process.

continued next page

APPLICATION FAQS (continued)

5

Are exhibits required to submit an MTF application?

Yes. Exhibits must be fully complete and compliant. Although the system will flag empty fields as a check prior to the final Certification step, it cannot validate that all entries and exhibits are properly prepared and complete according to MTF requirements. Applications that do not include complete, compliant, required supplemental information will be deemed incomplete and may not be evaluated or considered for funding.

6

The Project Cost Information section of the application includes Environmental Clearance. Will projects need to go through a federal environmental clearance process or only state and local required permitting if applicable?

Federal environmental clearance requirements apply if federal funds are involved in the project. If there are no federal funds, the sponsor must electronically prepare or revise the Multimodal Environmental Document. The Environmental Document is completed only if a project is selected for funding and need not be submitted at the time of application.

7

If the project design and right-of-way acquisition are complete and ready for bid, should the sponsor include the costs incurred locally for preliminary design, final design, and right-of-way in the project cost information table to show previous work?

Yes.

APPLICATION CHECKLIST

✓	Requirement
	The applicant has a Keystone Login.
	The applicant set up a User Profile in the Electronic Single Application for Assistance (ESA) system.
	All fields in the online application form were completed, demonstrating alignment with the project evaluation criteria.
	Exhibit 1, Project Cost Estimate, was prepared and certified by an engineer or other qualified professional, includes the relevant quotes or other cost documentation, and has been attached to the application electronically.
	Exhibit 2, Funding Commitment Letters from all project funding sources, including equity commitments and commitments by the applicant, are properly detailed (include the term, rate, collateral conditions), signed, and dated, and have been attached to the application electronically.
	Exhibit 3, Color-Coded Map, details the location of the proposed project in relation to the surrounding locality, county, and/or region, and has been attached to the application electronically.
	Exhibit 4, Audited Financial Statements, includes balance sheets, income statements, and any notes to the financials, and has been attached to the application electronically.
	Exhibit 5, Grant Request Amount, provides a statement as to the amount of funding requested, and has been attached to the application electronically.
	Exhibit 6, List of Permits, summarizes all state, federal, and local planning and permit approvals required for the project and has been attached to the application electronically.

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APPLICATION CHECKLIST (continued)

✓	Requirement
	Exhibit 7, Planning Consistency Letter, has been provided by the appropriate planning agency certifying that the proposed project is in compliance with land use provisions in comprehensive plans, and has been attached to the application electronically.
	Exhibit 8, Sales Agreement/Appraisal, has been prepared by a PA State-Certified Appraiser and attached to the application electronically (only required for projects involving land acquisition).
	Exhibit 9, Project Notifications, compiles copies of notifications provided to county and municipal governing bodies advising them of the proposed project, and has been attached to the application electronically.
	Exhibit 10, Rail Freight Carloading Information, includes a completed rail freight carloadings information worksheet and has been attached to the application electronically (only required for rail freight projects).
	A Worker Protection and Investment Certification Form has been completed and attached to the application electronically.
	The application was electronically signed by an individual with the authority to legally bind the applying entity.
	The application was electronically submitted and the ID number was recorded for future reference.

Commonwealth of PA Vendor Registration (SAP)

If not already registered as a vendor with the Commonwealth, the sponsor must acquire an SAP vendor number (Commonwealth of PA Vendor Registration). Any organization that will receive payments from the Commonwealth of Pennsylvania, or that will receive award or loan money from the Commonwealth, must have an SAP vendor number for the payments to be processed.

PennDOT will determine whether ECMS will be required for the project. This discussion will take place at the kick-off meeting.

Engineering and Construction Management System (ECMS) Business Partner Registration

ECMS is an Internet-based computer system used to manage the design and construction of PennDOT projects. If the project will be utilizing ECMS, the sponsor will be required to register as a PennDOT ECMS Business Partner. Any organization that has a business relationship with PennDOT related to Construction Contracts or Consultant Agreements is required to register as a Business Partner.

After a sponsor has completed registration and has become an approved Business Partner, the organization's ECMS Administrator will receive an email with an Admin ID and a temporary password. That Administrator is then responsible for logging into ECMS using the ID, changing the temporary password, and creating additional users and adding or deleting roles within the organization.

For online instructions, navigate to ECMS and click where it is noted to enter ECMS as a guest. The hyperlinks on the left provide specific instructions:

1. Doing Business with PennDOT as a Consultant
2. Overhead Information
3. Registering as a Business Partner
4. Change BP Administrator or Signatory Instructions

PennDOT Forms and Publications will allow a search for Publication 544, ECMS – Creating User ID and Password.

The PennDOT IT Service Desk can be reached for assistance at 717-783-8330 or 855-783-8330.

MTF REIMBURSEMENT

- The award/commitment letter must be signed and returned to PennDOT within 45 days of the date on the letter, or PennDOT may rescind the award. Signing the award/commitment letter does not constitute a binding agreement but provides PennDOT with confirmation of the applicant's interest in receiving MTF funds.

- Following submission of the applicant's signed award/commitment letter, a PennDOT District representative will coordinate a kick-off meeting with the sponsor. During the kick-off meeting, PennDOT will review the MTF reimbursement agreement and its requirements. The sponsor will need to acquire an SAP vendor number with the Commonwealth and may need to be registered as a PennDOT ECMS Business Partner, if not already registered.

- After the kick-off meeting, PennDOT will provide the drafted MTF reimbursement agreement to the sponsor for review and signature. Upon receipt of the signed MTF reimbursement agreement, PennDOT will circulate the agreement for review and signature by the appropriate Commonwealth signatories. The agreement becomes effective after it is fully executed by all parties. After the MTF reimbursement agreement is fully executed, PennDOT will provide a copy of the agreement to the sponsor and notify the sponsor that it may proceed with the project.

PennDOT cannot reimburse sponsors for costs incurred prior to execution of the MTF reimbursement agreement.

Project costs must be approved by PennDOT.

Any project activities for which the sponsor will seek reimbursement must occur after the agreement is fully executed, and work must be completed within three years of a fully executed agreement.

CONSULTANT SELECTION REQUIREMENTS

Consultant Selection Procedures Introduction

In incurring expenditures for purposes of either reimbursement or local match, the sponsor must comply with the following requirements:

- Public advertisement, competitive bidding, and award of the construction contract to the lowest responsive and responsible bidder, in accordance with the Commonwealth Procurement Code, statutory requirements applicable to contracting by political subdivisions, and relevant PennDOT publications. A sponsor shall not be permitted to substitute its own contractor selection procedures for these statutory requirements.
- Use of construction contractors that are prequalified by PennDOT.
- Selection of consultants for design, engineering, and inspection services in accordance with PennDOT Publication 93 or an equivalent qualifications-based selection procedure in which price is not a consideration.
- Development of all plans, specifications, estimates, and bid proposal documents in conformity with applicable federal and state laws and requirements.
- Compliance by the sponsor and its contractors and consultants with Commonwealth provisions relating to contractor integrity, contractor responsibility, nondiscrimination and sexual harassment, Americans with Disabilities Act, and Pennsylvania Right-to-Know Law.

Construction Contractor Selection

All projects receiving PennDOT MTF funding must use **prequalified construction contractor(s)** to perform the work, whether the sponsor is following Publication 9 or Publication 740 to bid and advertise the work. If the contractor is using subcontractors, the subcontractors must also be prequalified. The requirement also applies to work planned to be performed under a highway occupancy permit. Additional information about Contractor (Business Partner) Registration, including how to register and a listing of Business Partners, is available at the Construction/Contractor Registration page on PennDOT's website.

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CONSULTANT SELECTION REQUIREMENTS (continued)

Pre-Construction Consultant Selection for ECMS Phases/Projects

- If PennDOT MTF and/or matching funds will be used for preliminary engineering, final design, right-of-way acquisition services, construction services, or construction inspection, then the consultant(s) selected to perform the work must be selected in accordance with PennDOT's qualifications-based selection procedures detailed in both Publication 93 and Publication 740.

- Consultant selection processes and procedures are outlined in Pub 93. It is the responsibility of project sponsors to know, understand, and follow all PennDOT procurement policies and procedures.

- The sponsor, in conjunction with the PennDOT Engineering District, must determine the method of procurement to be used for the project. Procurement of consulting services is outlined in Section 7 of Pub 93.

- The use of qualified contractors' services for bidding and procuring is outlined in Pub 93, Pub 740, and Pub 9.

- Qualifications-based selection procedures are only required for activities funded by MTF or matching funds to be in compliance with MTF requirements.

PROJECT DEVELOPMENT AND DELIVERY

The sponsor of an MTF award is responsible for project development and delivery.

Project development activities, or project delivery, refers to the preparation and implementation of a project, from its inception to the closeout of construction. The phases involved with project delivery generally include planning and programming, preliminary engineering, environmental clearance, final design, right-of-way acquisition, utility coordination and relocation, and construction. (A project may not require all these phases.) In addition, the time required to advance a project through each stage of the process will vary depending on project complexity and funding source(s).

Project construction must be advertised and competitively bid. After the project kick-off meeting and prior to agreement execution, the PennDOT District Office will coordinate with the sponsor to determine whether the MTF project will be advertised and bid by the sponsor following Publication 740 (Local Project Delivery Manual) or Publication 9 (Policies and Procedures for the Administration of the County Liquid Fuels Tax and The Liquid Fuels Tax Act 655 for Municipalities).

The sponsor is responsible for all aspects of project delivery including estimating and controlling costs; ensuring the fulfillment of environmental requirements; managing the project through construction, including project inspection; and the overall management of the various parties involved in bringing the project to successful completion. The delivery of transportation projects may involve a variety of processes and require a high level of coordination among all stakeholders. The PennDOT District Office will provide a point of contact to assist in answering questions the sponsor may have. Consistent with the MTF reimbursement agreement, the advertisement and bid proposal documents may be subject to PennDOT's review and approval before the project can be advertised.

The sponsor is required to provide quarterly project status updates to PennDOT.

SUBMISSION, REVIEW, AND REIMBURSEMENT OF INVOICES

After the MTF reimbursement agreement is fully executed, PennDOT will reimburse funds to the sponsor based upon the payment procedures and responsibilities outlined in the agreement. The sponsor is responsible for submitting invoices to PennDOT for reimbursement. Reimbursement of payment requests will be made based upon justification provided by the sponsor.

Reimbursement requests should include:

- ✓ Invoices
- ✓ Verification of payment to the consultant(s) or contractor(s). Verification can be in the form of a copy of the cancelled check or a certified letter from the consultant(s) or contractor(s) acknowledging payment.

The sponsor may submit to PennDOT a maximum of two invoices per month.

If, after reviewing the invoice and supplementary documentation, PennDOT determines it to be satisfactory, PennDOT will approve the invoice for payment and forward it to the Office of Comptroller Operations for reimbursement. PennDOT will contact the sponsor if additional information or clarification is necessary to approve the invoice for payment.

PennDOT will reimburse funds to the sponsor up to twice a month based upon submitted paid invoices.

AGREEMENT COMPLETION AND CLOSE-OUT

- The sponsor must complete all physical work under the agreement within three years of the effective date of the fully executed agreement, unless the agreement is extended in writing by PennDOT. PennDOT may inspect the project upon completion, depending on the complexity of the project and permits associated with the project location.

- After the sponsor has submitted all invoices, and PennDOT has reimbursed the sponsor for eligible costs incurred, PennDOT will verify the final executed agreement balance and coordinate agreement closeout with the sponsor.

- If excess project funds remain from the MTF executed agreement after completion of the project, those funds will remain in the MTF program for future awards. PennDOT will issue a certificate of completion letter to the sponsor indicating satisfactory completion of the MTF project.

MTF SUCCESS

Lower Allen Township Sidewalk Project

PennDOT District 8
Cumberland County

This project completed ADA sidewalk improvements to provide accessible pedestrian connectivity for a mile-long route along Gettysburg Road, linking the Capital City Mall shopping area with a Capital Area Transit stop.



ADMINISTRATION AND PROJECT DELIVERY FAQS

1

Will approved projects be let by PennDOT or the sponsor?

Projects will be let by the sponsor.

2

Will PennDOT be involved during the design phase of the project?

PennDOT will be limited to an oversight role and will not be directly responsible for design activities.

3

Will projects need to be put into a PennDOT bid document format or is a local format acceptable?

A local format may be acceptable if it includes all applicable state bidding requirements. The state format can be used and PennDOT may require use of its Engineering and Construction Management System (ECMS) depending on the nature of the project.

4

Must contractor(s) selected to perform the construction work be prequalified construction contractors?

Yes. Any project receiving PennDOT MTF funding must use prequalified construction contractor(s) to perform the construction work, whether the award recipient is following Publication 9 or Publication 740 to bid and advertise the work. If the contractor is using subcontractors, the subcontractors must also be prequalified. The requirement also applies to work planned to be performed under a highway occupancy permit. Additional information about Contractor (Business Partner) Registration, including how to register and a listing of Business Partners, is provided on the Construction/Contractor Registration page on PennDOT's website.

ADMINISTRATION AND PROJECT DELIVERY FAQS (continued)

5

What if excess funds remain from the MTF award after completion of the project?

Because this is a reimbursement-based award, any funds left over after the completion of the project will remain in the MTF for future awards.

6

How long are the award monies available?

The agreement expires three years after it is fully executed. The final invoice shall be submitted within nine months of the expiration date of the agreement or acceptance of the project, whichever occurs sooner.

ADMINISTRATION AND PROJECT DELIVERY CHECKLIST

✓	Requirement
	The award/commitment letter was signed and returned to PennDOT within 45 days of the date of the letter.
	The sponsor is registered as a vendor with the Commonwealth of PA and has an SAP vendor number.
	The sponsor is registered as a PennDOT ECMS Business Partner (if project will be administered using ECMS).
	The sponsor participated in a kick-off meeting organized by PennDOT Engineering District Office.
	The MTF reimbursement agreement was fully executed prior to any reimbursable work beginning.
	The project, and any work applied toward local match, was advertised and competitively bid by the sponsor using qualifications-based selection procedures in accordance with all Commonwealth requirements, including Publication 9, Publication 93, and Publication 740, as applicable.
	Selected consultants and contractors have demonstrated experience in the design and delivery of PennDOT-funded projects.
	The selected construction contractor(s) and subcontractor(s) are prequalified by PennDOT to perform the construction work.
	All plans, specifications, estimates, and bid proposal documents conform with state requirements and, if applicable, federal requirements.

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ADMINISTRATION AND PROJECT DELIVERY CHECKLIST (continued)

✓	Requirement
	The sponsor has taken responsibility for all aspects of project delivery, including: • Estimating and controlling costs; • Ensuring that environmental requirements are planned for and properly addressed; • Managing the project from design through construction, including project permits and inspection; and • Coordinating with the various parties involved in bringing the project to a successful completion.
	Reimbursement requests comply with the MTF Reimbursement Agreement and include an invoice as well as appropriate verification (receipts).
	No more than two invoices are submitted to PennDOT per project per month.
	All work was completed within three years of the effective date of the executed agreement.
	Following submission of all invoices and reimbursement by PennDOT, agreement closeout activities have been completed.
	A Certificate of Completion letter from PennDOT has been received by the sponsor.