

“Pennsylvania Goes Paperless”

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Pennsylvania Department of Transportation
October 26, 2010

“Pennsylvania Goes Paperless”

- **The Problem:**

- Pennsylvania Grantees were required to submit multiple grant applications, many containing the same information.
- Most of the applications were due around the same time.
- The applications were submitted in a hard copy or printed out after they were received, creating tons of paper.

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- **The solution:**

- Create an electronic grants management system that included the application, grant and invoicing.
- This system would be as paperless as possible, would standardize programs, and centralize information.

PennDOT worked with a software developer to customize an off the shelf software program to meet the Department’s needs. Several Department organizations participated—transforming grant program management from paper to electronic.

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- **The Bureau of Public Transit’s “BIG” project**
 - The Bureau took 14 grant programs, that had 14 applications and 14 grant agreements and rolled them into six electronic applications/grant agreements.
 - Generally each transportation system submits two applications annually, one for operating and another for capital
 - Previously some systems submitted as many as (9) applications annually.
 - The Bureau receives “NO” paper from grant applicants. Applications, invoices and supporting documents are submitted electronically .
 - The application is linked to the state SAP accounting system that allows funds requested and approved from the application to be encumbered in the grant, again paperless.

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- **Benefits:**

- Grantees fill out a registration once, they may update it at any time.
- Grantees submit one application for all Operating programs and another for all Capital programs.
- Intercity Bus and Rail have separate Operating applications but use the same Capital application.
- Multiple Bureau staff can review the same application simultaneously.
- An application that needs a revision or correction can be returned to the grantee with a click of the mouse.
- **ALL** data/information resides in dotGrants

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- **Benefits:**

- Dot-Grants saves time and money for both the grantees and the Department.
- Reports that in the past could take days to prepare now take minutes.
- Data is entered ONCE—data no longer differs between applications
- Grantees and the Department get to look at the Total System in one application.
- Information is accessible to everyone—we don’t depend on the availability of one person who knows the location of paper files.
- We don’t kill any trees!!!!

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- **Lessons Learned:**

- Do your homework:
 - What information/data do you need to collect .
 - What do you want forms to look like.
 - What information should the tool calculate.
 - Involve other partners up front: Grantees/Comptrollers/Legal.
- What you put in determines what reports you can generate.
- Don't try to make an application a reporting form—only collect information needed to determine/approve funding.
- It's an ongoing process.



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Main Menu

INFORMATION

Organization: [Area Transportation Authority of North Central Pennsylvania](#)
BPT Application: COA-10-11-ATA-00024
Status: Application Approved
Due: 10/30/2010 11:59:00 PM EST
Period: 7/1/2010 to 6/30/2011

ADD NOTE

MANAGEMENT ACTIVITIES

- Manuals and Guides
 - User Manual
 - New User Registration Guide
 - New User Activating Guide For Authorized Officials
- Administrative Links
 - Add/Edit Organizations
 - Add/Edit People
 - Check for Errors
 - Status History
 - Date Modification Request
 - View Modification History
 - Document Availability
 - Manage Review Process
 - View Full PDF

RELATED ITEMS

- BPT Grant
 - BPT Consolidated Operating Grant 10-11
 - COA-G-10-11-ATA-00032

FORMS

- Component Selection (1)
 - COA
 - Budget
 - State Operating Allocation (PennDOT Calculated Amounts) (1)
 - Transportation Operating Expenses
 - Public Transportation
 - Fixed Route
 - Urban
 - Rural (1)
 - Non-Fixed Route
 - ADA Paratransit
 - Urban
 - Rural
 - Shared Ride
 - Urban Standard
 - Rural Standard (1)
 - Urban DAS
 - Rural DAS (1)
 - Public Vanpool
 - Urban
 - Rural
 - Non-Public Transportation
 - Other Transportation
 - Transportation Operating Revenues
 - Public Transportation
 - Fixed Route (1)
 - Non-Fixed Route
 - Urban
 - Rural (1)
 - Non-Public Transportation
 - Other Transportation
 - Transportation Operating Subsidies
 - Public Transportation
 - Fixed Route (1)

Checklet, Michael
RE: E-Town Train Station - ARRA / Certified Payroll
I will have them to you. What time does your meeting begin? I am not getting last week's certified payroll until

- [-] Transportation Operating Subsidies
 - [-] Public Transportation
 - [+] Fixed Route (1)
 - [-] Non-Fixed Route
 - [-] Urban
 - [-] Rural (1)
 - [-] Budget Summary (1)
- [-] Transportation Operating Statistics
 - [-] Public Transportation
 - [+] Fixed Route (1)
 - [-] Non-Fixed Route
 - [-] Urban
 - [-] Rural (1)
 - [-] Non-Public Transportation
 - [-] Other Transportation
- [-] Rural Other Information
 - [-] Project Summary (1)
 - [-] Project Description (1)
 - [-] Private Enterprise Involvement (1)
- [-] Shared Ride Other Information
 - [-] Reservations (1)
 - [-] Service (1)
 - [-] Current General Public Fares (1)
 - [-] Age Verification (1)
 - [-] Audit Trail (1)
 - [-] Third Party Sponsors (10)
 - [-] Policies (1)
- [-] Public Vanpool Other Information
 - [-] Description (1)
 - [-] Local Matching Summary (1)
 - [-] Coordination (1)
 - [-] Certifications (1)
- [-] Subcontractors
 - [-] Subcontractor (2)
- [-] Legacy Comparisons
 - [-] Budget Explanations (23)
 - [-] Statistics Explanation (6)
- [-] Miscellaneous
 - [-] Attachments (9)
- [-] Administration
 - [-] Routing Form (1)

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You are here: > COA > Budget > Transportation Operating Expenses > Public Transportation > Fixed Route

COA - FIXED ROUTE RURAL EXPENSES - FY 10-11

| Operating Expenses | Vehicle Operation | Maintenance | General Admin | Totals |
|---------------------------------|--------------------|------------------|------------------|--------------------|
| 1 Operators Salaries & Wages | \$421,892 | | | \$421,892 |
| 2 Other Salaries & Wages | \$131,924 | \$129,719 | \$252,679 | \$514,322 |
| 3 Fringe Benefits | \$253,626 | \$84,002 | \$138,824 | \$476,452 |
| 4 Services | \$698 | \$63,814 | \$80,749 | \$145,261 |
| 5 Fuel & Lubricants | \$166,815 | \$7,391 | | \$174,206 |
| 6 Tires & Tubes | | \$7,391 | | \$7,391 |
| 7 Other Materials & Supplies | \$15,269 | \$46,860 | \$16,842 | \$78,971 |
| 8 Utilities | \$6,807 | \$25,685 | \$6,378 | \$38,870 |
| 9 Casualty & Liability Costs | \$0 | | \$62,807 | \$62,807 |
| 10 Taxes | \$0 | | | \$0 |
| 11 Purchased Transportation | \$110,600 | | | \$110,600 |
| 12 Miscellaneous Expenses | \$7,759 | \$613 | \$19,475 | \$27,847 |
| 13 Expense Transfers | \$0 | | | \$0 |
| 14 Total System Expenses | \$1,115,390 | \$365,475 | \$577,754 | \$2,058,619 |

Reconciling Items

| | |
|------------------------------------|--------------------|
| 15 Interest Expenses | |
| 16 Leases & Rentals | \$7,610 |
| 17 Depreciation | |
| 18 Amortization of Intangibles | |
| 19 Purchase Lease Agreement | |
| 20 Related Parties Lease Agreement | |
| 21 Other Reconciling Items | |
| 22 Total Reconciling Items | \$7,610 |
| 23 Total Operating Expenses | \$2,066,229 |

RELATED PAGES

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You are here: > COA > Budget > Transportation Operating Expenses > Public Transportation > Non-Fixed Route > Shared Ride

COA - NON-FIXED ROUTE SHARED RIDE EXPENSES - RURAL STANDARD - FY 10-11

| Operating Expenses | Vehicle Operation | Maintenance | General Admin | Totals |
|------------------------------|-------------------|-------------|---------------|-----------|
| 1 Operators Salaries & Wages | \$40,947 | | | \$40,947 |
| 2 Other Salaries & Wages | \$12,804 | \$12,590 | \$19,081 | \$44,475 |
| 3 Fringe Benefits | \$24,616 | \$8,153 | \$10,483 | \$43,252 |
| 4 Services | \$68 | \$6,194 | \$6,098 | \$12,360 |
| 5 Fuel & Lubricants | \$16,190 | \$717 | | \$16,907 |
| 6 Tires & Tubes | | \$717 | | \$717 |
| 7 Other Materials & Supplies | \$1,482 | \$4,548 | \$1,272 | \$7,302 |
| 8 Utilities | \$661 | \$2,493 | \$482 | \$3,636 |
| 9 Casualty & Liability Costs | \$0 | | \$4,743 | \$4,743 |
| 10 Taxes | | | | \$0 |
| 11 Purchased Transportation | \$1,968 | | | \$1,968 |
| 12 Miscellaneous Expenses | \$753 | \$59 | \$1,470 | \$2,282 |
| 13 Expense Transfers | | | | \$0 |
| 14 Total System Expenses | \$99,489 | \$35,471 | \$43,629 | \$178,589 |

Reconciling Items

| | |
|------------------------------------|-----------|
| 15 Interest Expenses | |
| 16 Leases & Rentals | \$739 |
| 17 Depreciation | |
| 18 Amortization of Intangibles | |
| 19 Purchase Lease Agreement | |
| 20 Related Parties Lease Agreement | |
| 21 Other Reconciling Items | |
| 22 Total Reconciling Items | \$739 |
| 23 Total Operating Expenses | \$179,328 |

RELATED PAGES

- [Urban Standard](#)
- [Rural Standard](#)
- [Urban DAS](#)
- [Rural DAS](#)

Show Help

Main Menu Actions BPT Application Menu Related Pages

REVIEW

[View All Comments](#)

| Delete | Reviewer | Date | Answer | Internal Only | Comments |
|--|------------------|-----------------------|--------|-------------------------------------|----------|
| Please enter your comments about Budget Summary - FY 10 - 11 | | | | | |
| <input type="checkbox"/> | Mr. Robert Sharp | Oct 13, 2010 08:55 AM | | <input checked="" type="checkbox"/> | |

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You are here: > COA > Budget

COA - BUDGET SUMMARY - FY 10 - 11

| | FIXED ROUTE | | NON FIXED ROUTE | | | | | | Public Vanpool | | NON PUBLIC OTHER TRANSPORTATION | Total |
|--------------------------|-------------|---------------|-----------------|-------|----------------|------------|----------------|---------------|----------------|-------|---------------------------------|---------------|
| | Urban | Rural | ADA Paratransit | | Shared Ride | | | | Urban | Rural | | |
| | | | Urban | Rural | Standard Urban | DAS* Urban | Standard Rural | DAS* Rural | | | | |
| Total Operating Expenses | | \$2,066,229 | | | | | \$179,328 | \$3,575,207 | | | | \$5,820,764 |
| Total Revenue | \$0 | \$257,508 | | \$0 | | | \$179,328 | \$752,480 | | \$0 | | \$1,189,316 |
| Operating Deficit | \$0 | (\$1,808,721) | \$0 | \$0 | \$0 | \$0 | \$0 | (\$2,822,727) | \$0 | \$0 | \$0 | (\$4,631,448) |
| Total Subsidy | \$0 | \$1,808,721 | | \$0 | | | \$0 | \$2,822,727 | | \$0 | | \$4,631,448 |
| Operating Balance** | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

* Additional Department Approved Service (DAS) is Shared Ride Service provided by selected agencies grandfathered into Section 1513 allocation formula

** If the Operating balance is not zero under any column provide an explanation below.



STATUS HISTORY

| Status | Date/Time | By | Notes |
|--|-----------------------|-----------------------|-------|
| Application In Progress | 5/10/2010 6:10:31 PM | System, Grant | |
| Application Submitted | 6/28/2010 4:17:12 PM | Imbrogno, Mr. Michael | |
| Application PC Review Required | 6/29/2010 12:45:12 PM | Graham, Mrs. Heather | |
| Application Mods Required | 7/13/2010 10:44:54 AM | Stever, Mr. Anthony | |
| Application Mods Submitted | 7/27/2010 3:38:27 PM | Imbrogno, Mr. Michael | |
| Application PC Review Required | 7/27/2010 3:38:27 PM | Imbrogno, Mr. Michael | |
| Application Division Chief Review Required | 7/30/2010 1:31:30 PM | Stever, Mr. Anthony | |
| Application Division Chief Mods Required | 8/3/2010 8:29:39 AM | Sharp, Mr. Robert | |
| Application Mods Required | 8/3/2010 8:43:26 AM | Stever, Mr. Anthony | |
| Application Mods Submitted | 8/19/2010 12:10:57 PM | Imbrogno, Mr. Michael | |
| Application PC Review Required | 8/19/2010 12:10:57 PM | Imbrogno, Mr. Michael | |
| Application Division Chief Review Required | 8/23/2010 9:15:29 AM | Panko, Mr. Stephen | |
| Application Division Chief Review Complete | 8/23/2010 9:28:46 AM | Sharp, Mr. Robert | |
| Application PC Review Required | 8/27/2010 9:50:13 AM | Collins, Mrs. LaVerne | |
| Application Mods Required | 8/27/2010 1:51:48 PM | Stever, Mr. Anthony | |
| Application Mods Submitted | 8/27/2010 3:04:16 PM | Imbrogno, Mr. Michael | |
| Application PC Review Required | 8/27/2010 3:04:16 PM | Imbrogno, Mr. Michael | |
| Application Division Chief Review Required | 8/27/2010 3:19:17 PM | Stever, Mr. Anthony | |
| Application Division Chief Review Complete | 8/30/2010 7:56:41 AM | Sharp, Mr. Robert | |
| Application Approved | 8/30/2010 7:58:10 AM | Collins, Mrs. LaVerne | |



BPT Application: COA-10-11-ATA-00024
BPT Grant: COA-6-10-11-ATA-00032
Status: Grant Awarded
User: Mr. Robert Sharp
Role: BPT Division Chief Team Leader
[Logout](#)

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STATUS HISTORY

| Status | Date/Time | By | Notes |
|--|-----------------------|-----------------------|-------|
| Grant In Setup | 8/30/2010 7:58:10 AM | Collins, Mrs. LaVerna | |
| Grant Setup PC Review Required | 9/7/2010 1:18:42 PM | Good, Ms. Jennifer | |
| Grant Setup Division Chief Review Required | 9/7/2010 3:52:07 PM | Stever, Mr. Anthony | |
| Agreement Acceptance Required | 9/8/2010 7:02:16 AM | Sharp, Mr. Robert | |
| Agreement Accepted | 9/13/2010 9:58:42 AM | Imbrogno, Mr. Michael | |
| Agreement Division Chief Review Required | 9/13/2010 10:59:42 AM | Good, Ms. Jennifer | |
| Chief Counsel Review Pending | 9/13/2010 11:03:16 AM | Sharp, Mr. Robert | |
| Chief Counsel Review Required | 9/13/2010 11:05:29 AM | Portz, Keely | |
| Comptroller Review Required | 9/14/2010 5:32:18 PM | Kline, Mr. Michael | |
| Comptroller Federal Review Required | 9/15/2010 11:54:49 AM | Zettlemoyer, Mr. Rick | |
| Comptroller Federal Review Complete | 9/16/2010 8:28:39 AM | Dunn, Mr. Lawrence | |
| Comptroller Review Complete | 9/16/2010 9:10:46 AM | Zettlemoyer, Mr. Rick | |
| State Review Complete | 9/16/2010 9:14:25 AM | Krill, Kelli | |
| Grant Awarded | 9/16/2010 2:22:57 PM | Good, Ms. Jennifer | |