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RESOLUTION NO. 2-2023

**A RESOLUTION ESTABLISHING THE DAUPHIN COUNTY
TRANSPORTATION INFRASTRUCTURE SAFETY IMPROVEMENT
PROGRAM**

WHEREAS, the Dauphin County Infrastructure Program was created to support improvements of locally owned public infrastructure in order to prioritize public safety, mobility, and economic development; and

WHEREAS, municipalities within Dauphin County struggle with limited access to resources to provide basic maintenance to their locally-owned transportation infrastructures; and

WHEREAS, Dauphin County wishes to support its 40 municipalities in assuring safe and reliable transportation through financial assistance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Dauphin County, Pennsylvania, that:

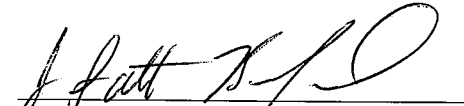
1. The Transportation Infrastructure Safety Improvement Program (“TISIP”) is hereby approved and established in all respects.
2. Municipalities are able to apply and receive grant funds from the Program on an annual basis, beginning with the year 2023.
3. The Dauphin County Economic Development Corporation (“DCEDC”) is hereby authorized to act as Administrator for the Program.
4. DCEDC shall make recommendations for yearly awards to the Dauphin County Board of Commissioners.

Approved this 8th day of February, 2023.


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ATTEST:

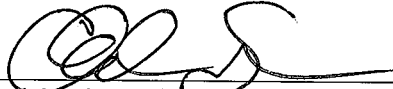
COUNTY of DAUPHIN
COMMONWEALTH of PENNSYLVANIA



J. Scott Burford
Chief Clerk/Chief of Staff

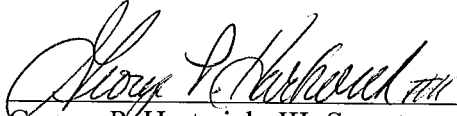


Mike Pries, Chairman
Board of Commissioners



Chad Saylor, Vice-Chairman
Board of Commissioners

{SEAL}



George P. Hartwick, III, Secretary
Board of Commissioners

Transportation Infrastructure Safety Improvement Program (TISIP)

Program Guidelines | 2023

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Section I – Statement of Purpose

The Dauphin County “Transportation Infrastructure Safety Improvement Program” (TISIP) provides grants for up to 75% of the total project costs, focused on transportation safety improvement projects of municipally owned transportation infrastructure to encourage economic development and ensure that a safe and reliable system of transportation is available to the residents of Dauphin County.

The program is intended to provide financial grant assistance to Dauphin County municipalities in order to improve the safety of public transportation assets with documented accident history trends and/or substandard features with respect to current transportation design criteria. The program will be administered by the Dauphin County Department of Community and Economic Development Corporation (“DCEDC”).

Section II – Eligibility

A. Eligible Applicants

1. Eligible TISIP projects, which commence construction after the approval date, must be owned and maintained by a Dauphin County municipality. The term “municipality” shall mean a city, borough, incorporated town or township.

B. Eligible Projects

1. A project that addresses transportation safety issues with documented accident history trends and/or substandard features with respect to current transportation design criteria. Examples include but are not limited to the following types of projects:
 - Rehabilitation or replacement of substandard bridges or culverts in poor condition.
 - Correction of substandard stopping or turning sight distance
 - Correction of substandard horizontal roadway curves
 - Correction of substandard intersection features
 - Traffic signals and signal upgrades
 - Improvements to substandard drainage systems to correct localized street flooding
 - Traffic Calming
 - Pedestrian safety, including but not limited to sidewalk connections, crosswalks, pedestrian and traffic signals, pedestrian signs, and lighting.

C. Eligible Costs

1. Funds may be used for costs of the eligible types of projects identified in Section B above and as determined by the Pennsylvania Department of Transportation Publication No. 9.

D. Ineligible Costs

1. Ineligible project costs include, but are not limited to:
 - a. Projects not owned by the municipality (i.e. state-owned highways or bridges)
 - b. Pavement routine maintenance/repair
 - c. Drainage system routine maintenance/repair

- d. Transportation Studies
- e. Salt Storage or Equipment Storage Structures
- f. Unacceptable expenditures per Pennsylvania Department of Transportation Publication No.9.
- g. Reparations and costs incurred prior to the approval of TISIP.

Section III – Program Requirements

A. Matching Funds Requirement

Financial assistance under the TISIP shall be up to 75% of the total project cost and matched by local funding. Matching funds from a municipality, shall only consist of cash contributions provided by the municipality. Eligible funding sources that may be used as a local match may include but are not limited to the following:

- Municipal General Funds
- Liquid fuels tax
- Act 13 impact fees
- Bank, PIB, Dauphin County Infrastructure Bank loan
- Grants (Gaming, MTF, etc.)
- Other statutorily allocated fees/taxes paid directly to municipality.

Federal Funds will not be permitted as a match.

B. Other Requirements

1. Conflict of Interest Provision

An officer, director, or employee of an 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 shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

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. The DCEDC requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the DCEDC, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

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.

5. Bidding Requirements
The project must comply with all applicable federal, state, and local laws and regulations dealing with bidding and procurement.
6. Guideline Provisions
The TISIP guidelines may be modified or waived by Dauphin County unless otherwise required by law.

Section IV – Grant Limits

1. Initial annual grant program is limited to an aggregate award of \$3,000,000. (Note subsequent annual grant program limits may be adjusted based on Dauphin County's available funding)
2. In order to be eligible for a TISIP grant, all other funding must be committed for the proposed project by the application deadline (See Appendix I, Exhibit 3.)
3. Commencement of work prior to receiving DCEDC approval will result in the project being ineligible for funding consideration.
4. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

Section V – Application Process

A. Application Procedures

1. Pre-Application Meetings: Applicants will schedule a meeting with DCEDC staff prior to formal submission of an application for funding. To schedule a pre-application, applicants should contact DCEDC at (717) 780-6250. Applicant presentations should include a visual depiction of the planning area or improvement site (maps and/or images), a description of the project, names of the project sponsors and a discussion of how the project is consistent with the TISIP program. Applicants may then make revisions to their draft application, as necessary, prior to formal submission.
2. To apply for funding, the applicant must submit the TISIP Application and required supplemental information outlined in Appendix I electronically as a single PDF to the Dauphin County Industrial Development Authority (bechevarria@dauphincounty.gov)
3. For technical inquiries regarding the submission of the on-line application, contact the DCEDC at (717) 780-6250.

B. Application Evaluation

All applications for financial assistance will be reviewed by a DCEDC advisory board to determine eligibility and competitiveness of the proposed project. Projects will be evaluated using the appropriate criteria from the following list of evaluation criteria for the various types of eligible projects. DCEDC will make a recommendation for awards to the Dauphin County Board of Commissioners:

1. Consistency with the TISIP programs "Statement of Purpose" (i.e. Benefits to a transportation system public safety issue and economic development)
2. Consistency with local, regional and statewide planning.
3. The technical and financial feasibility of the project. Applicants must show that all financial commitments are in place to achieve the project goals and ensure the project will be fully completed with the use of these funds.
4. The level of local match investment in the project. Increased consideration will be given to

- those projects that exceed the matching funds requirement.
- 5. Project readiness.

C. Application Schedule

Date	Event
March 1	Opening of FY 2023 TISIP Grant Round
March-April	Mandatory Pre-Application Conferences
April 30	Pre-Application Conference Deadline
June 16	Applications Due (By 4 PM EST)
July	Advisory Board Review and Approve 2023 Award Recommendations
	Board of Commissioners approve 2023 Award Recommendations
August 1	DCEDC issues Award approval letter and Grant Agreement

Section VI – Procedures for Accessing Funds

Following approval of an application by the Dauphin County Board of Commissioners, a grant agreement and commitment letter will be issued by the DCEDC to the applicant explaining the terms and conditions of the grant. The grant agreement and commitment letter must be signed and returned to the DCEDC within 45 days of the date of the commitment letter or the offer may be withdrawn by the DCEDC. One fully-executed copy of the grant agreement will be returned to the applicant.

The DCEDC shall be responsible for handling all pre-construction activities, including but not limited to design, right of way, and utilities. The DCEDC will further be responsible for bidding and administering groups of construction contracts for all of the projects included in the Program. Such bidding and contracting process shall comply with all procurement laws and regulations applicable to counties in projects such as this.

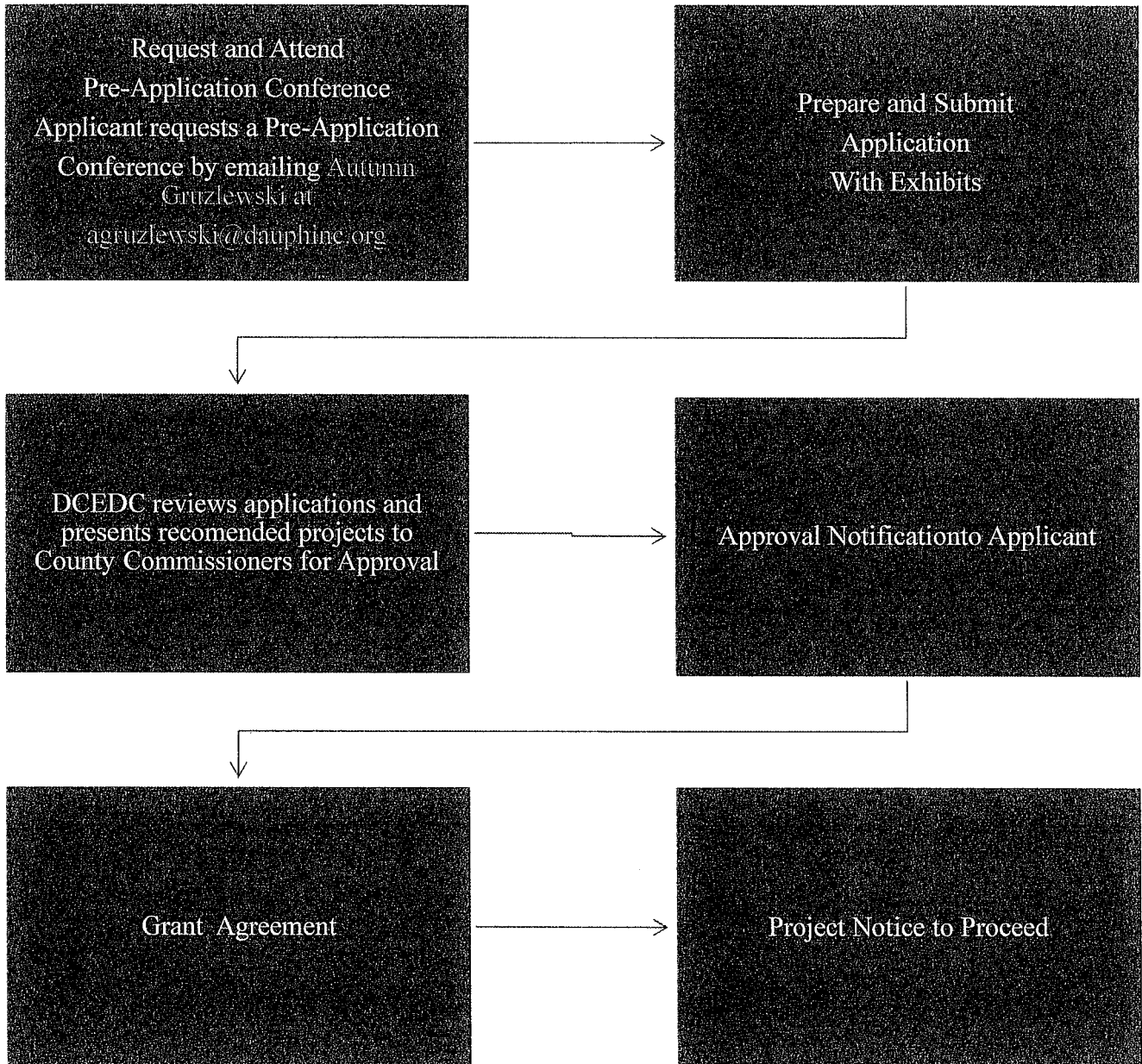
The DCEDC and Municipality will share in the costs of the Project as set for the above. The DCEDC will submit invoices to the Municipality for the Municipality’s share of Project related costs as they are received for approval and payment by the Municipality. Payments will be due and payable in full on receipt of an invoice by Municipality without retainage, payment will not be contingent upon receipt of funds from third parties or should not be held as an offset to any alleged dispute. If invoice is not paid in full within 30 days of the date of the invoice, the DCEDC reserves the right to pursue all remedies, including stopping work on three (3) days’ prior written notice without recourse. If at any time an invoice remains unpaid for a period in excess of 30 days, interest of the rate of 1.5% per month will be charged on past-due accounts. Timely payment of invoices is a condition of this agreement. Failure to make payments in full within the time limits stated above will be considered substantial noncompliance with the terms of the grant agreement and will be cause for termination of the grant agreement if the DCEDC so chooses.

Section VII – Program Inquiries

Program inquiries should be directed to:

Autumn Gruzlewski (agruzlewski@dauphinc.org)
Dauphin County Industrial Development Authority
3211 North Front Street, Suite 301-C
Harrisburg, PA 17110
Telephone (717) 780-6250
Fax (717) 780-6258

TISIP APPLICATION PROCESS FLOWCHART



Appendix I – Supplemental Information

1. TISIP Program Application- See example below. Form can be located at [\(Need Link\)](#)
2. Exhibit 1 – Project Description

Provide a detailed description of the project that includes the project need, objective, and expected outcomes. The project description should include the following:

- a) A detailed description of the project’s purpose and need, type of project, and project scope;
- b) The specific location of the project site identified on a PennDOT County Type 10 map;
- c) Project schedule for the following project phases: preliminary engineering/environmental review, final design, utilities, right-of-way, construction, and construction engineering/inspection;
- d) List of all anticipate required permits;
- e) Description of project’s impact on public safety; economic development benefits; new jobs to be created; and
- f) Project renderings, sketches, site plans, and similar documentation as available.

3. Exhibit 2 – Municipal Resolution

Provide a resolution duly adopted by the applicant’s governing board that formally requests the grant and designates an official to execute all documents, and briefly describes the project scope and identify the requested grant amount. (A sample resolution is included below)

4. Exhibit 3 – Sources of Funding Documentation

Provide a funding documentation for each identified source as follows:

Municipal General Funds	Municipal Resolution
Liquid fuels tax	Municipal Resolution
Act 13 impact fees	Municipal Resolution
Grants (Dauphin County Gaming, MTF, etc.)	Grant Award Letter
Loan (Bank, PIB, Dauphin County Infrastructure Bank)	Loan Commitment letter include terms, rates, and collateral conditions

5. Exhibit 5 – Local Support

Include any supplemental documentation, such as newspaper article or letters of support, from the affected community, as well as any professional or expert studies, analyses, or support related to the project or its need, uses, or costs. Letters of support are encouraged.

III. Project Type

Municipal Ownership	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (i.e., State Ownership)
Scope of Work	
Proposed Scope of Work <i>(Please provide a brief description of the proposed scope of work):</i>	
Funding Eligibility (To be completed by DCEDC)	
Project complies with TSIP Eligibility Guidelines <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, why? _____	

IV. Project Budget

Project Budget	Amount	Year(s) of Expenditure
Administrative		
Preliminary Engineering/Environmental Review		
Final Design		
Utilities		
Right-of-way		
Construction		
Construction Engineering/Inspection		
Other		
Contingency		
TOTAL		

V. Project Financing Plan

Project Financing Plan	Amount (\$)
Source	
Municipal General Funds	
Liquid fuels tax	
Act 13 impact fees	
Grants (Dauphin County Gaming, MTF, etc.)	
Loan (Bank, PIB, Dauphin County Infrastructure Bank)	
Other	
TISIP Grant Request	
TOTAL	

VI Certification

I, the undersigned representative of the Applicant, certify on behalf of the Applicant that the information contained in and provided with this TISIP Program Application is true and correct, and the Applicant submits said information knowing that Dauphin County will rely upon the same in processing and approving this Application.

Organization Name _____

Signature: _____ Title: _____ Date: _____

Print Name: _____

Please submit the final completed and certified TISIP Program Application along with the required additional exhibits to:

TISIP Program
c/o Autumn Gruzlewski
Dauphin County Department of Community & Economic Development Corporation
112 Market Street, 7th Floor
Harrisburg, PA 17101

All applicants are required to submit the following exhibits at the time of application:

- Exhibit 1 – Project Description
- Exhibit 2 – Municipal Resolution
- Exhibit 3 – Sources of Funding Documentation
- Exhibit 4 – Local Support Documentation

SAMPLE EXHIBIT 2- MUNICIPAL RESOLUTION

RESOLUTION NO. _____

A Resolution of [INSERT MUNICIPAL APPLICANT'S NAME] authorizing the filing of an application for a Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) grant request of [INSERT AMOUNT OF REQUEST] to be used for [INSERT DESCRIPTION OF PROJECT] (hereinafter the "Project").

WHEREAS, [INSERT MUNICIPAL APPLICANT'S NAME] (the "Applicant") has the ability to request funding from the Transportation Infrastructure Safety Improvement Program to support the Project;

NOW THEREFORE BE IT RESOLVED, that [INSERT MUNICIPAL APPLICANT'S NAME] hereby authorizes the filing of an application for a Transportation Infrastructure Safety Improvement Program (TISIP) grant request of [INSERT AMOUNT OF REQUEST] to be used for infrastructure improvements associated with the Project.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate [INSERT NAME OF MUNICIPAL OFFICIAL] as the official to execute all documents and agreements between [INSERT MUNICIPAL APPLICANT'S NAME] and Dauphin County to facilitate and assist in obtaining the requested loan.

IN WITNESS THEREOF, I affix my hand and attach the seal of [INSERT MUNICIPAL APPLICANT'S NAME], this _____ day of _____, _____.

By: _____
[NAME]
[TITLE]

Attest: _____

I, [OFFICIAL'S NAME], duly qualified [OFFICIAL'S TITLE] of [INSERT MUNICIPAL APPLICANT'S NAME], Dauphin County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the [INSERT MUNICIPAL APPLICANT'S NAME] at a regular meeting held [INSERT DATE] and said Resolution has been recorded in the Minutes of the [INSERT MUNICIPAL APPLICANT'S NAME] and remains in effect as of this date.

[NAME]
[TITLE]