

Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) Application

I. Applicant Profile

Contact Information		Applicant Information	
Entity		<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Borough <input type="checkbox"/> Other	
Contact Name		FEIN #	
Title		PA Revenue Tax Box #	
Address			
City			
State	Pennsylvania		
Zip Code			
Phone			
Email			
Fax			

II. Project Site Location

Location	
Address	
City	
State	Pennsylvania
Zip Code	
Project Site Description	
Specific Location of Improvements <i>(Please provide a brief description of the proposed project location):</i>	

III. Project Type

Municipal Ownership

Yes

No (i.e., State Ownership)

Scope of Work

Proposed Scope of Work (*Please provide a brief description of the proposed scope of work:*)

Funding Eligibility (To be completed by DCEDC)

Project complies with TSIP Eligibility Guidelines Yes No

If No, why? _____

IV. Project Budget

Project Budget		
Type of Cost	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	
Source	Amount (\$)
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	

IMPORTANT: BUDGET FIGURES WILL BE REVIEWED AND UPDATED BY THE COUNTY ENGINEER POST-APPLICATION. THIS MAY RESULT IN DIFFERENT FINAL COSTS AND LOCAL MATCH REQUIRED. APPLICANTS SHOULD BE PREPARED TO CONTRIBUTE ADDITIONAL MATCH IF NEEDED BASED ON FINAL COST ESTIMATES. THESE COSTS WILL BE OUTLINED IN THE MUNICIPAL COST-SHARING AGREEMENT EXECUTED POST-AWARD.

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 one (1) copy of the final completed and certified TISIP Program Application along with the required additional exhibits **by July 19, 2024 at 4PM** to:

Hard Copy
TISIP Program
c/o Doug Brown, Deputy Director
Dauphin County Department of Community & Economic Development Corporation
3211 North Front Street, Suite 301-C
Harrisburg, PA 17110

Or

PDF Email
dbrown@dauphincounty.gov

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
- **Exhibit 5** – Sample Municipal Cost Sharing Resolution – Information Only/Due Post-Award
- **Exhibit 6** – Sample Cost Sharing Agreement - Information Only/Due Post-Award

EXHIBIT 1– PROJECT DESCRIPTION – DUE WITH APPLICATION

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

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

EXHIBIT 2– MUNICIPAL RESOLUTION – DUE WITH APPLICATION

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;

WHEREAS, [INSERT MUNICIPAL APPLICANT’S NAME] (the “Applicant”) recognizes the turnkey nature of the TISIP program and agrees to allow Dauphin County and its engineer to manage the entirety of the project to achieve economies of scale and ensure project delivery consistent with programs rules, including managing all pre-construction and construction phases of 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]

EXHIBIT 3 – SOURCES OF FUNDING DOCUMENTATION – DUE WITH APPLICATION

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

EXHIBIT 4 – LOCAL SUPPORT – DUE WITH APPLICATION

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.

EXHIBIT 5: SAMPLE MUNICIPAL COST SHARING RESOLUTION – INFORMATIONAL ONLY – DUE POST-AWARD

RESOLUTION NO.

A Resolution of [INSERT MUNICIPAL APPLICANT'S NAME] authorizing [AUTHORIZED OFFICIAL'S NAME AND POSITION] TO APPROVE EXPENSES AND ACTIVITIES AS SET FORTH IN SECTION 4 OF THE DAUPHIN COUNTY TRANSPORTATION INFRASTRUCTURE SAFETY IMPROVEMENT PROGRAM (TISIP) INTERMUNICIPAL COST SHARING AGREEMENT BETWEEN THE [INSERT MUNICIPALITY NAME] AND THE COUNTY OF DAUPHIN FOR THE [INSERT NAME OF PROJECT] HEREINAFTER REFERRED TO AS THE "PROJECT."

WHEREAS, [INSERT MUNICIPAL APPLICANT'S NAME], (the "Participant"), was awarded a Transportation Infrastructure Safety Improvement Program Grant in the amount of [INSERT AMOUNT OF FUNDING] to support the Project, an amount equal to [ENTER PERCENTAGE AMOUNT OF GRANT] of total project costs; and

WHEREAS, the Participant is responsible to pay a local share of project costs equal to [ENTER PERCENTAGE OF LOCAL SHARE] or up to [\$[ENTER DOLLAR AMOUNT]] and

WHEREAS, total project costs are estimated to be [\$[INSERT DOLLAR AMOUNT]]; and

WHEREAS, the Participant recognized the turnkey nature of the TISIP Program and agrees to allow Dauphin County and its engineers to manage the entirety of the project to achieve economies of scale and ensure project delivery consistent with program rules, including managing all pre-construction and construction phases of the project; and

WHEREAS, the Participant intends to enter into an Intermunicipal Cost Sharing Agreement with the County of Dauphin outlining the terms and conditions of participation in the TISIP Program and administration of 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 Participant [ENTER BOARD TITLE] hereby authorizes [ENTER TITLE AND NAME OF AUTHORIZED PERSON] to approve expenses and activities and execute all documents related thereto, as set forth in Section 4 of the Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) Intermunicipal Cost Sharing Agreement between the [INSERT MUNICIPALITY] and the County of Dauphin for the [INSERT PROJECT NAME].

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]