

# Transportation Infrastructure Safety Improvement Program (TISIP)

## Program Guidelines | 2023

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## Section I – Statement of Purpose

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The Dauphin County “Transportation Infrastructure Safety Improvement Program” (TISIP) is a **competitive grant program** that provides grants covering between 25% and 75% of total project costs. TISIP is strictly 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. **Due to limited funding, the TISIP program will only accept applications for projects with total costs of \$1 million or less, subject to program’s funding source availability.**

Projects exceeding \$1 million should consider applying to the separate Dauphin County Infrastructure Bank General (DCIB-G) Program.

The TISIP 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”). **TISIP is a highly competitive program. Successful applicants should be prepared to cover local match beyond the 25% minimum in the likely event of a partial award and/or to increase competitiveness of their application.**

**TISIP is a “turnkey” program** in which the County and its engineer manage all aspects of the project including pre-construction and construction activities. Activities Dauphin County and its engineer will manage include, but are not limited to, project design, right of way and utilities, bidding, and administering bundled groups of similar construction contracts for all the projects included in the Program. This approach achieves economies of scale while ensuring the project delivered is consistent with the program’s funding source requirements.

## Section II – Eligibility

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### 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 **does not exceed \$1 million** and 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.

**Applicants are encouraged to review Section 5.8 in the latest addition of PennDOT Publication No. 9 at [Layout 1 \(state.pa.us\)](http://state.pa.us)**

*\*\*\*For questions regarding eligible costs and Publication No. 9, please contact Dan Long, P.E. at 717-564-1121 or [dlong@hrg-inc.com](mailto:dlong@hrg-inc.com) with the County's engineer, \*\*\**

### 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. Repairs and costs incurred prior to the approval of TISIP.
  - h. Locally incurred pre-construction costs/pre-engineered projects. Dauphin County and its engineer will manage all pre-construction activities.
  - i. Projects exceeding \$1 million.

## Section III – Program Requirements

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### A. Matching Funds Requirement

Financial assistance under the TISIP can range between 25% and 75% of the total project cost and is required to be matched by local funding. **TISIP is a highly competitive program with a high probability of providing partial awards. Applicants should be prepared to secure additional local match that exceeds the minimum 25% if needed.** 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.**

**IMPORTANT: Failure to remit local match to Dauphin County in a timely manner during the project may result in the TISIP participant being debarred from participation in other County grant and loan programs.**

## 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

**Dauphin County and its engineer will manage all pre-construction activities including bidding.** The county will ensure bidding complies 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.

### 7. Turnkey Project Management

Participants recognize that TISIP is a turnkey program. As such, all aspects of the project will be managed by Dauphin County and its engineer including preconstruction, bidding, and construction activities. TISIP participants are required to defer all project management roles and responsibilities to Dauphin County and its engineer. Dauphin County and its engineer will provide Participants with the following pre-construction deliverables for review, input, and approval, which approval will not be unreasonably denied, conditioned or delayed:

- a. Preliminary Plans and Cost Estimate.
- b. Permits.
- c. Utility Agreements (if required).

- d. Right-of-Way Plan (if required).
- e. Final Plan, Specifications, and Estimate

## Section IV – Grant Limits

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1. **Grant funds available are limited.** The total pool of grant funds available for distribution in 2023 is \$3 million. This is the total amount of funds available to split between all applicants. Because of limited funding and the competitive nature of the program, applicants are encouraged to submit for projects with total cost under \$1 million and be prepared for partial awards if awarded funding.
2. In order to be eligible for a TISIP grant, all other matching 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. **Dauphin County and its engineer will manage all project phases including pre-construction.**
4. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

## Section V – Application Process

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### 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 or hard copy to [dbrown@dauphincounty.gov](mailto:dbrown@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

<b>Date</b>	<b>Event</b>
<b>March 1</b>	Opening of FY 2023 TISIP Grant Round
<b>March-April</b>	Mandatory Pre-Application Conferences
<b>April 30</b>	Pre-Application Conference Deadline
<b>June 16</b>	Applications Due (By 4 PM EST)
<b>July</b>	Advisory Board Review and Approve 2023 Award Recommendations
	Board of Commissioners approve 2023 Award Recommendations
<b>August 1</b>	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. Failure to remit local match to Dauphin County in a timely manner during the project may result in the TISIP participant being debarred from participation in other County grant and loan programs.

All applicant are encouraged to review the “Dauphin County Transportation Infrastructure Safety

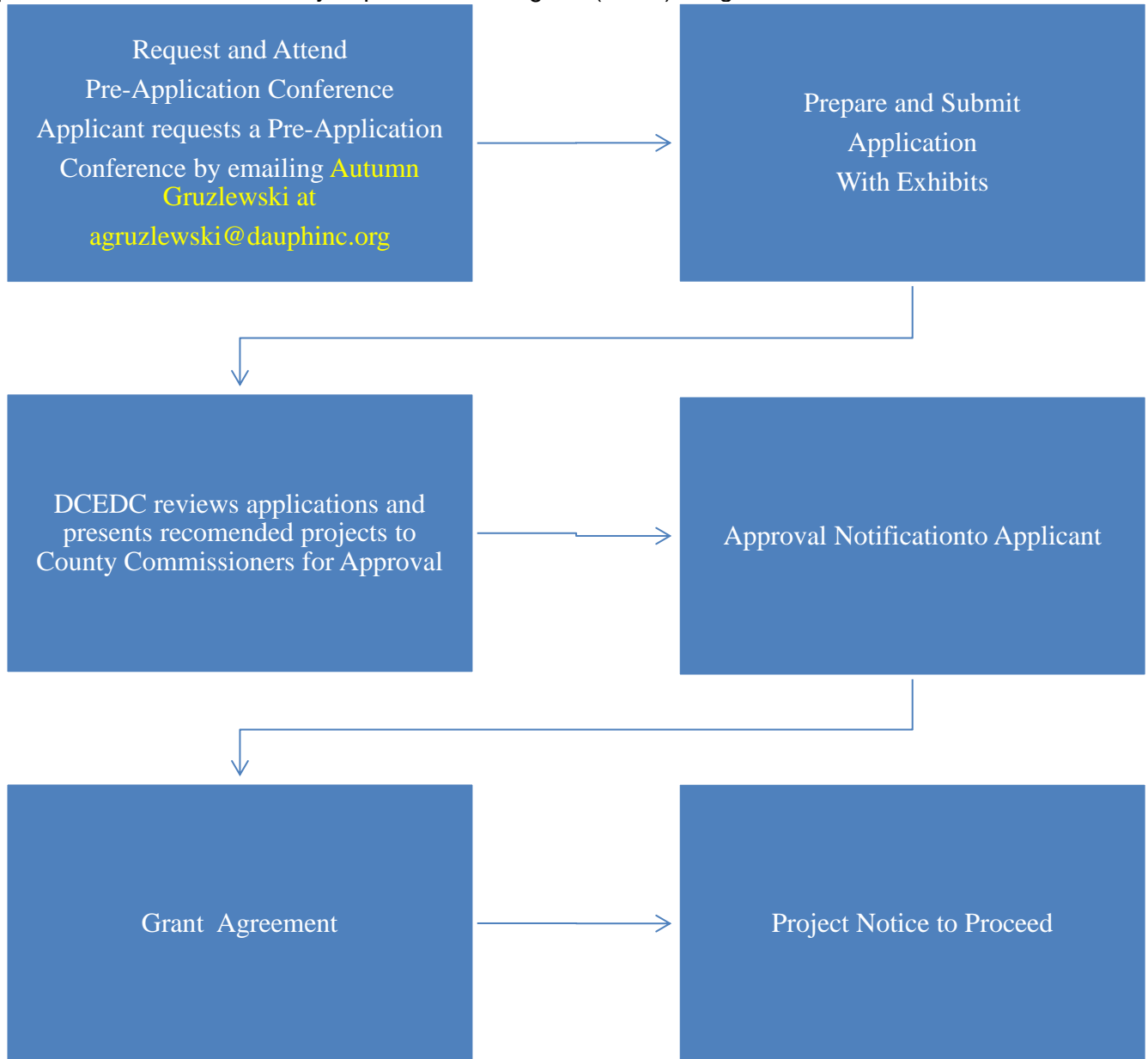
## Section VII – Program Inquiries

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Program inquiries should be directed to:

Doug Brown ([dbrown@dauphincounty.gov](mailto:dbrown@dauphincounty.gov))  
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

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1. TISIP Program Application- See example below. A fillable PDF Form can be located at [\(Dauphin County TISIP Application\)](#)
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.

**Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP)**  
**Example 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 *(Please provide a brief description of the proposed project location):*

**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		Amount	Year(s) of Expenditure
Type of Cost			
Administrative			
Preliminary Review	Engineering/Environmental		
Final Design			
Utilities			

Right-of-way		
Construction		
Construction Engineering/Inspection		
Other		
Contingency		
<b>TOTALS</b>		

**V. Project Financing Plan**

<b>Project Financing Plan</b>	
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	
<b>TISIP Grant Request</b>	
<b>TOTAL</b>	

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 June 16, 2023 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](mailto: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

**SAMPLE EXHIBIT 2- MUNICIPAL RESOLUTION**

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**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]