



DAUPHIN COUNTY
PENNSYLVANIA

DAUPHIN COUNTY

Infrastructure Bank
Program Guidelines



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Dauphin County Infrastructure Bank

Program Guidelines

SECTION 1 – STATEMENT OF PURPOSE

With a growing need for investments in critical infrastructure projects throughout Dauphin County, the Dauphin County Commissioners have created a new innovative funding program that is administered by the County. The Dauphin County Infrastructure Bank – (DCIB) provides low-interest loan financing to support surface transportation projects county-wide and is intended to leverage other private, local, state, and federal funding resources.

DCIB seeks to fund projects that advance surface transportation improvements that support tourism, economic development and public safety. DCIB addresses the following:

- Municipal-sponsored projects that need financing with more flexible terms than existing sources
- Infrastructure projects delayed due to lack of administrative or project management experience
- Access to capital to benefit developer-driven transportation improvement projects

SECTION 2 – CONSTRUCTION LOANS

A. Eligible Applicants

The following entities may apply for DCIB construction loans:

1. Dauphin County
2. All of the 40 Municipalities located within Dauphin County
3. Municipal and redevelopment authorities located within Dauphin County
4. Private entities (including non-profit organizations) with eligible projects located in Dauphin County
5. School districts

Private companies and private developers are eligible for Tier 1 funding only. Private companies or private developers, nonprofit organizations, school districts, and municipal or redevelopment authorities must have municipal sponsorship to apply for assistance under the Program. Documentation of municipal sponsorship must be provided at the time of application.

In order to be considered for financing through the DCIB Program, all applicants must demonstrate credit worthiness. The Dauphin County Board of Commissioners' evaluation of credit worthiness will include, but not be limited to the following factors:

- Public applicants must demonstrate an investment grade rating (Standard & Poor's BBB- rating or its equivalent; if a rating is not available, then the County will conduct a review using an equivalent methodology)
- Public applicants must demonstrate compliance with submitting audited financial statements for the most recent three (3) year period
- All applicants must not be in default of any financial obligations

B. Eligible Projects

Projects eligible for DCIB loan financing are those that will improve the safety and mobility of local surface transportation, are publicly owned and generally are Liquid Fuels Tax eligible as determined by the Pennsylvania Department of Transportation Liquid Fuels Tax eligibility criteria. Projects should also positively impact tourism and/or spur economic development in Dauphin County. Eligible project costs may include the acquisition of land, easements, utility relocation, or rights-of-way, and the construction, improvement, extension, repair, or rehabilitation of surface transportation infrastructure.

C. Eligible and Ineligible Uses

Eligible uses of DCIB funding include, but are not limited to, the following:

1. Preconstruction activities
 - a. Professional services, including preliminary and final design, engineering and inspection costs associated with eligible infrastructure
 - b. Land acquisition and right-of-way costs
2. Construction activities
 - a. Public road and bridge repair, improvement, or construction
 - b. Public road reconstruction
 - c. Public road widening
 - d. Public road resurfacing
 - e. Traffic signs, signals, and control systems
 - f. Improvements required by Highway Occupancy Permits
 - g. Rail safety projects, including grade crossings
3. Other eligible activities include, but are not limited to, the following:
 - a. Bridges
 - b. Culverts and drainage structures
 - c. Lighting
 - d. Crosswalks

Please be advised that the above list of eligible costs does not constitute Liquid Fuels eligibility. Municipalities should consult with the DCIB Program staff with specific eligibility questions.

DCIB Program funding is not intended to support routine maintenance, including scheduled repaving, pothole repair, and other maintenance projects. Applicants unclear about whether a proposed project is eligible are encouraged to contact DCIB Program staff for guidance and clarification on qualified eligibility and project costs. DCIB loans cannot be used to refinance existing debt.

Ineligible uses of DCIB funding include, but are not limited to, the following:

1. Retroactive Expenditures (Costs incurred before PennDOT project approval if Applicant's repayment is via Municipal Liquid Fuels Tax proceeds.)
2. Purchase of right-of-way if Applicant's repayment is via Municipal Liquid Fuels Tax proceeds.
3. Purchases/Expenditures that do not comply with County or Municipal procurement codes.
4. Costs associated with private property drives, sidewalks, sewer, water or other utility relocations or construction not directly associated with a road/bridge project.
5. Transit-related expenditures

D. Type of Financial Assistance

1. Two Tiered Funding Program

DCIB offers a two-tiered financing approach to project funding. Eligible applicants may choose their preferred approach subject to DCIB approval based on market conditions, volume of loans requests each cycle, and other factors. The table below outlines the approximate interest rates and maximum loan repayment period for each tier.

Tier	Approximate Interest	Maximum Loan Term
Tier 1	0.875%	10 years
Tier 2	2.000%	20 years

2. Loan Amounts

There is no maximum limit on the amount of loan financing that may be awarded to an individual project. Loan amounts will be determined by the scope of the project, the amount of additional funds available to the applicant through other public and private sources, and the agreement of the applicant and/or host municipality to provide other financial resources as necessary to repay the loan. Dauphin County also will consider the project's impact on regional transportation goals, public safety, and economic development when determining loan awards.

Municipality and School District applicants must be mindful of the borrowing limits set forth under the Local Government Unit Debt Act (53 Pa. C.S.A. § 8001 *et seq.*) administered by the Commonwealth's Department of Community and Economic Development, and remain compliant.

3. Terms

As set forth in the chart above, the maximum DCIB loan repayment period varies between the tiers. For Tier 2 projects, the term may be modified based upon project needs and demand. The term cannot exceed 100% of the useful life of the project being financed. The actual repayment of the loan varies from project to project but can be structured to require equal payments on a monthly, quarterly, semiannual or annual basis.

4. Prepayment

Prepayment of the loan will also vary between the tiers. Tier 1 loans are subject to prepayment at any time, as a whole, or, from time to time, in part, on any date, in any amount, in each case upon payment of the principal amount thereof, together with accrued interest to the date fixed for prepayment. Any partial prepayment is required to be in the principal amount of \$1,000 or an integral multiple thereof. Prepayment of Tier 2 loans will depend on the prepayment provisions offered to the County and are subject to current market trends.

5. Interest Rates

Eligible applicants have the ability to obtain DCIB loans at rates subsidized by approximately 1.75% of the interest rate incurred by the County to provide funding. The interest rate on Tier 1 loans are equal to one-half of the United States Prime Rate as reported by the Federal Reserve, less the above subsidy of 1.75%. Tier 2 interest rates are based upon current market conditions and are not tied into any

specific index. Interest rates shown in the chart above are approximate based upon current market trends. The final interest rate will be determined prior to closing. Applicants should check the Dauphin County website for the current applicable interest rate.

Under all tiers, in the event of default, the interest rate will increase to a default rate equal to the current interest rate plus 6% per annum.

E. Security

All DCIB loans must be secured by the applicants. Security for the loans is flexible and will vary by applicant and project, which may include:

- a. Liquid fuels allocations
- b. Dedicated municipal revenue
- c. Letters of credit
- d. Loan guarantees
- e. Mortgage and Security Agreements related to real/personal property (private parties)

DCIB is unique by providing the additional benefit of a project performance bond ensuring the completion of all improvements funded through the DCIB “turnkey” process. The advantage of the DCIB provided performance bond could be reduced credit evaluation, collateral, and project costs required for each applicant.

SECTION 3 – COUNTY-DIRECTED PROJECT DELIVERY AND OTHER REQUIREMENTS

A. County-Directed Project Delivery

To ensure timely completion of projects funded by the DCIB, approved projects will be subject to a Dauphin County-led “turnkey” process. Dauphin County’s project management staff will oversee and lead the project delivery process from design through bidding, construction, and commissioning of the project. This turnkey process combines the project delivery capabilities of Dauphin County with applicant resources to ensure projects are completed in an efficient and cost effective manner. The delivery process will fulfill applicant project requirements and ensure adherence to both Dauphin County’s and applicant’s schedule, legal, and fiduciary requirements. Dauphin County will administer all phases of the project including design, bid document preparation, bidding, contracting, and commissioning. Dauphin County will administer contracts with the requisite vendors to complete the project.

Dauphin County’s engineer will assign a project manager who will coordinate the project delivery process. Project managers will provide the technical expertise, design, project management, and construction administration, and engage external consultants and vendors to provide supplemental services, as required.

The project manager will work with a team composed of a designated applicant’s representative, Dauphin County DCIB Program coordinator, design staff, and contracted vendors to deliver project value for both Dauphin County and the applicant. The project manager will collaborate with the project team to review, reconcile, and meet the project goals in the following areas:

-
- Approved Budget
 - Project Schedule and Milestones
 - Design Criteria
 - Operational Objectives
 - Regulatory and Permitting Compliance
 - ADA Compliance
 - Design Standards
 - Aesthetic Quality
 - Bidding and Contracting Requirements
 - Public Relations
 - Construction Administration
 - Legal Review

The applicant will be required to assign a designated representative to collaborate with the County’s team through each step of the project development lifecycle to ensure that the applicant’s goals and requirements will be addressed. The applicant may request additional qualified team members subject to Dauphin County’s review and approval of the additional team member’s qualifications. A detailed flowchart outlining the project delivery “turnkey” process is included in Appendix C.

B. Bidding

All projects must comply with applicable federal, state, and local laws and regulations dealing with bidding and procurement.

C. Pennsylvania Prevailing Wage Act

The Pennsylvania Prevailing Wage Act (43 P.S. §165-1 et seq.; 34 Pa. Code §9.101 et seq.) may apply to projects funded under the DCIB program. Prevailing Wage requirements are generally applicable to public funds for construction, demolition, reconstruction, alteration, repair work, renovations, and similar work receiving loan funds in excess of \$25,000. Applicants are encouraged to contact the Pennsylvania Department of Labor and Industry, Bureau of Labor Law Compliance/Prevailing Wage office at (717) 705-7256 for further information.

D. Project Records

The County will maintain full and accurate records with respect to the project during the project activity period. The applicant will have access to such records, as well as the ability to inspect all project work, materials, and other relevant records at reasonable times and places. Upon request, the County will provide all data, reports, contracts, documents, and other information relevant to the project.

E. Close-Out Report and Audit

No later than 90 days after the completion of the project, the County will issue a close-out report indicating that the use of funds is consistent with the requirements of the DCIB program. The close-out report will be accompanied by an audit completed by a Certified Public Accountant (CPA) licensed in Pennsylvania and listing all project costs. The opinion section of the audit must include a statement certifying that the DCIB funds were disbursed in accordance with the terms of the agreement.

F. Nondiscrimination

No financial assistance will be awarded unless the applicant certifies to Dauphin County that it shall not discriminate against any employee or against any person seeking employment because of race, religion,

color, handicap, national origin, age, or sex. All contracts for work to be paid for with DCIB loan proceeds must contain the Commonwealth's official nondiscrimination clause.

SECTION 4 – APPLICATION PROCESS

A. Pre-Application Procedures

Applicants interested in funding through DCIB must request a pre-application conference with the program consultants and/or staff of the Dauphin County Department of Community & Economic Development. Pre-application conferences are designed to provide potential applicants with an overview of the program, application process, and assistance with budget development to assure the completeness of the project application for formal submission and review.

During the pre-application conference, the County's DCIB program consultants and/or staff will discuss the proposed project with the applicant, answer DCIB program questions, and gather additional project details.

An important outcome of the pre-application conference will be the development of the Project Budget for the DCIB Program Application. The County's engineering consultant will review the project budget and provide confirmation or recommended changes for both the applicant's and the County's consideration and concurrence when processing the application. The mutually concurred Project Budget will serve as the basis for determining the project's financing need.

To schedule a pre-application conference, email Autumn Gruzlewski at agruzlewski@dauphinc.org requesting a DCIB pre-application conference. Please contact Autumn Gruzlewski at (717) 780-6250 with any questions.

B. Application Procedures

1. Complete DCIB Application (attached)

Applicants should prepare and submit the following:

- Exhibit 1 – DCIB Program Application (Certified)
- Exhibit 2 – Project Description
- Exhibit 3 – Municipal Resolution or Sponsorship Letter
- Exhibit 4 – Sources of Funding Documentation
- Exhibit 5 – Local Support
- Exhibit 6 – Financial Statements
- Exhibit 7 – Liquid Fuels Statement (If Applicable)
- Exhibit 8 – Alternative Engineer Qualifications (If Applicable)

Additional details for requirements for each exhibit are provided in Section 5 Application Exhibits. Please contact Autumn Gruzlewski at (717) 780-6250 with any questions.

2. Municipal Sponsorship

All applicants must include written evidence in the application packet that the application is sponsored by an eligible municipal applicant. Written evidence may include an adopted resolution from the municipality authorizing sponsorship, or a letter from the municipality. Any application without documentation demonstrating eligible sponsorship by the application deadline will be deemed ineligible. A sample municipal sponsorship letter is included as Appendix F.

3. Certified Application Submission

The current application deadline for the DCIB program will be posted on the program website at http://www.dauphincounty.org/government/departments/community_and_economic_development/industrial_development_authority/infrastructure_bank.php. Applicants should submit five (5) paper copies and one (1) electronic copy of the certified final application and all required exhibits to the DCIB Loan Program, c/o Dauphin County Department of Community & Economic Development, 112 Market Street, 7th Floor, Harrisburg, PA 17101. Applications to the DCIB Program must be delivered or postmarked by the currently published due date. Applications must include all required application exhibits, as outlined in Section 5.

4. Review Process

The Board of Commissioners and Dauphin County Department of Community & Economic Development staff will complete a 60-day review to confirm eligibility requirements established by the DCIB Program Guidelines. Any questions regarding eligibility can be directed to the Dauphin County Department of Community & Economic Development.

5. Public Presentation of Eligible Applicants

Applicants will be required to make a public presentation. Presentations will be made during public hearings scheduled by the Dauphin County Department of Community & Economic Development before the Board of Commissioners. The general public will have an opportunity to comment at each hearing on projects of interest. Written comments will also be accepted. Applicants will be notified by Dauphin County of the date and time of the public presentation.

Following public presentations, Dauphin County reserves the right to schedule follow-up hearings or request additional information. Such hearings would be held to ensure all questions about applicants and projects are addressed. Additional hearings will not be seen as a positive or negative when rendering final decisions. The Dauphin County Department of Community & Economic Development will establish a deadline for submitting written comments or materials.

6. Final Review and Recommendations

After public presentations have been completed and all written responses have been received, the final review process will take approximately 30 days to complete. The Board of Commissioners will use the evaluation criteria, as outlined in Section 6, to evaluate and rank projects.

7. Award Announcement

Loan awards will be announced during a public meeting of the Dauphin County Commissioners.

8. Timing

For planning purposes, the following time frames should be anticipated between the time the application is submitted until the loan closing:

Tier 1- Approximately 10 to 12 months

Tier 2- Approximately 6 to 8 months

C. Procedures for Accessing Funds

1. Commitment Letter

Upon approval of an application, a commitment letter will be issued to the applicant that outlines the terms and conditions of the loan. The commitment letter must be signed and returned within 30 days or the offer may be withdrawn.

2. Loan Closing and Disbursement

Following the acceptance of an offer by the applicant and upon satisfaction of any special conditions, including, if applicable, the approval of the Pennsylvania Department of Community and Economic Development, a loan closing will be scheduled. DCIB staff and the applicant will finalize the terms of the loan agreement, including collateral, repayment schedule, and the process for use of non-DCIB funds towards project construction. Dauphin County's engineering consultant will certify during construction that the expenses were incurred in accordance with the final design plans approved by the applicant and Dauphin County.

All vendor contracts will be executed between the applicant and contractor. During the project activity period, Dauphin County will receive and review invoices, and release DCIB loan proceeds directly to all contracted vendors in no less than 30-day intervals. The applicant will be responsible for loan payments to the County in accordance with the terms negotiated during the loan closing.

SECTION 5 – APPLICATION EXHIBITS

Application Exhibits include:

1. Exhibit 1 – DCIB Program Application (Final Certified)
2. Exhibit 2 – 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. Detailed project schedule for the following project phases: preliminary engineering/environmental review, final design, utilities, right-of-way, construction, and construction engineering/inspection;
- d. Detailed list of all required permits and the status of each;

-
- e. Description of project outcomes, such as: project’s impact on traffic congestion; impact on public safety; economic development benefits; new jobs to be created; and
 - f. Project renderings, site plans, and similar documentation as available.

3. Exhibit 3 – Municipal Resolution or Sponsorship Letter

Municipal Applicants: Provide a resolution duly adopted by the applicant’s governing board that formally requests the loan and designates an official to execute all documents, and briefly describe the project scope and identify the requested loan amount. A sample resolution is included in Appendix E.

Non-Municipal Applicants and Municipal Authorities: Include a letter of sponsorship from the governing municipality or municipalities where the project is physically located. The letter must acknowledge that the municipality understands the applicant is requesting funding through the DCIB Program for the project, and state the amount of the request. A sample letter is included in Appendix F.

4. Exhibit 4 – Sources of Funding Documentation

Provide a funding commitment letter (such as a term sheet, grant award notification, etc.) for each identified source, if available. Letters should include terms, rates, and collateral conditions for loan financing.

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.

6. Exhibit 6 – Financial Statements

Include the most recent three (3) years of audited financial statements of the applicant.

7. Exhibit 7 – Liquid Fuels Statement (Municipal Applicants)

Include a statement showing the current balance of Liquid Fuels funding available.

8. Exhibit 8 – Alternative Engineer Qualifications (If Applicable)

An alternative Engineer should be a qualified transportation engineer with experience in delivering transportation plans, specifications, and estimates in PennDOT format. To demonstrate this capability the applicant must submit a Consultant Qualifications Package consisting of:

- a. General Information (company info, number of employees, services);
- b. Project Experience (no more than 5 pages);
- c. Resumes (2 pages per individual); and
- d. Quality Management Plan.

Acceptable formats include PennDOT ECMS qualifications package; a SF254/255; or SF330.

SECTION 6 – EVALUATION CRITERIA

The Board of Commissioners has established the criteria by which all applicants seeking DCIB Program funding will be recommended to the Dauphin County Board of Commissioners. This summary is intended to serve as a starting point for evaluating projects. Each project will be evaluated based on its ability to meet the following Program objectives:

1. Attendance at the pre-application conference.
2. Demonstrate high level of Applicant credit worthiness.
3. Level of non-County funds secured and available to the project.
4. Duration of the DCIB loan repayment term requested.
5. Project readiness.
6. Ability of the project to demonstrate local support.
7. Support small municipal governments that may have limited borrowing capacity with commercial lenders.
8. Facilitate the creation of a funding source for rural communities.
9. Improve mobility within rural communities and promote economic development in low- to moderate-income areas that have limited access to major job markets.
10. Incentivize and support major economic development projects.
11. Incentivize and support new or existing tourism initiatives.
12. Upgrade interchanges, intersections, corridors, intermodal facilities, and paratransit services and their connections to operate safely at acceptable levels of service.
13. Reduce the number of accidents and fatalities that occur on roadways and intersections listed on Dauphin County's high-accident list, as well as on the transportation network at-large.
14. Improve railway/highway crossings and eliminate at-grade crossings, where possible.
15. Reduce traffic through high congestion areas and improve safety and mobility.
16. Facilitate multi-municipal efforts to coordinate traffic signals and traffic flow along priority corridors.
17. Support access management efforts, and promote better coordination of Highway Occupancy Permits between PennDOT and municipalities to reduce unnecessary access and potential conflict points.
18. Support signage/rerouting to encourage trucks to use limited access, nonlocal roadways.
19. Eliminate low clearances, narrow widths, and bottleneck areas.
20. Encourage collaborative public- and private-sector partnerships in funding transportation improvements.
21. Balance build-out and/or reuse potential with transportation infrastructure needs and design.

SECTION 7 – PROGRAM INQUIRIES

Program inquiries and application submissions should be directed to:

DCIB Loan Program

c/o Autumn Gruzlewski

Dauphin County Department of Community & Economic Development

112 Market Street, 7th Floor

Harrisburg, PA 17101

Phone: 717-780-6250

E-mail: agruzlewski@dauphinc.org

DCIB Program guidelines may be periodically amended. Please visit www.DauphinCounty.org for the most recent version.

APPENDIX A – EXHIBIT 1 - DCIB PROGRAM APPLICATION

I. Applicant Profile

Contact Information		Applicant Information	
Entity		<input type="checkbox"/> Municipality <input type="checkbox"/> Authority <input type="checkbox"/> School District	<input type="checkbox"/> County <input type="checkbox"/> Private Entity <input type="checkbox"/> Other _____
Contact Name		FEIN #	
Title		PA Revenue Tax Box #	
Address		Sponsoring Municipality*	
City			
State	Pennsylvania		
Zip Code		Applicant Industry Type:	
Phone		<input type="checkbox"/> Government	<input type="checkbox"/> Authority
E-mail		<input type="checkbox"/> Developer	<input type="checkbox"/> Commercial
Fax		<input type="checkbox"/> Healthcare	<input type="checkbox"/> Industrial
		<input type="checkbox"/> Education	<input type="checkbox"/> Other
Pre-Application Conference Attendance Date			

II. Project Site Location

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

* Municipal and redevelopment authorities, private entities, and school district applicants require a municipal sponsorship letter. A sample sponsorship letter is included in Appendix F.

III. Project Type

Road Ownership	
Road Ownership	<input type="checkbox"/> Local <input type="checkbox"/> State
Scope of Work	
Proposed Scope of Work <i>(Please provide a brief description of the proposed scope of work):</i>	
Liquid Fuels Eligibility	
Attach Completed Eligible Projects and Expenditure Checklist (included in Appendix D)	

IV. Project Budget

Project Budget	Amount	Year(s) of Expenditure
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	Amount (\$)
Source	Amount (\$)
Local Contributions	
Private Contributions	
Other Financing	
Other	
DCIB Request	
TOTAL	
Tier Preference	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2

VI. Certification

I, the undersigned representative of the Applicant, certify on behalf of the Applicant that the information contained in and provided with this DCIB 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 Exhibit 1 – DCIB Program Application along with the required additional exhibits to:

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

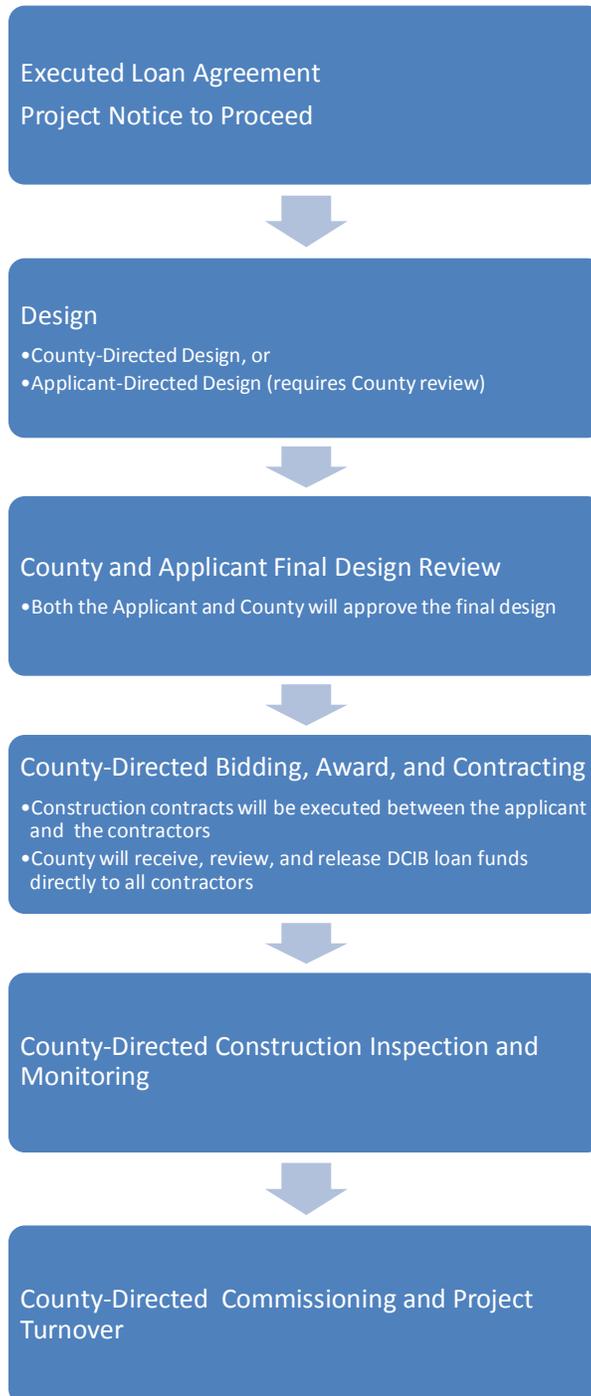
All applicants are required to submit the following application exhibits at the time of application, as outlined in the DCIB Program Guidelines:

- Exhibit 1 – DCIB Program Application
- Exhibit 2 – Project Description
- Exhibit 3 – Municipal Resolution or Sponsorship Letter
- Exhibit 4 – Sources of Funding Documentation
- Exhibit 5 – Local Support
- Exhibit 6 – Financial Statements
- Exhibit 7 – Liquid Fuels Statement
- Exhibit 8 – Alternative Engineer Qualifications (if applicable)

APPENDIX B – DCIB APPLICATION PROCESS FLOWCHART



APPENDIX C – PROJECT DELIVERY “TURNKEY” PROCESS FLOWCHART



APPENDIX D – ELIGIBLE PROJECT AND EXPENDITURE CHECKLIST (COMPLETED BY APPLICANT)



Dauphin County Infrastructure Bank
Eligible Projects and Expenditure Checklist
 (to be completed by the Applicant)

Instructions: Please identify the proposed project type. Final concurrence will be determined by the Dauphin County Infrastructure Bank staff. Note that routine maintenance, private property drives, sidewalks, sewer, water or other utility relocations or construction not directly associated with a road or bridge construction or reconstruction project ***are not eligible under this program***. Additionally, parks, municipal buildings, playgrounds, police expenditures, fire department expenditures, historic civic or charitable expenditures likewise ***are not eligible under this program***.

Eligible Project Types on an Existing or New Municipal Road	Applicant (Please indicate with a check mark)	DCIB Program Manager Concurrence (This column completed by DCIB Staff)
Roadway Construction or Reconstruction (routine maintenance overlays are ineligible)		
Construction, Reconstruction, or Rehabilitation of a Municipal Bridge (routine maintenance is ineligible)		
Construction or Reconstruction of Culverts		
Drainage Improvement Projects.		
Improvements required by Highway Occupancy Permits		
Road or Bridge Work ordered by the Public Utility Commission		
Installation or Upgrade of Traffic Signals		

APPENDIX E – SAMPLE MUNICIPAL RESOLUTION (MUNICIPAL APPLICANTS ONLY)

RESOLUTION NO. ____

A Resolution of [INSERT MUNICIPAL APPLICANT'S NAME] authorizing the filing of an application for a Dauphin County Infrastructure Bank loan 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 Dauphin County Infrastructure Bank to support the Project;

NOW THEREFORE BE IT RESOLVED, that [INSERT MUNICIPAL APPLICANT'S NAME] hereby authorizes the filing of an application for a Dauphin County Infrastructure Bank loan 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]

APPENDIX F – SAMPLE MUNICIPAL SPONSORSHIP LETTER

Sample Municipal Sponsorship Letter

(Non-Municipal Applicants Only)

[DATE]

Dauphin County Infrastructure Bank Loan Program
c/o Autumn Gruzlewski
Dauphin County Department of Community and
Economic Development
112 Market Street, 7th Floor
Harrisburg, PA 17101
Email: agruzlewski@dauphinc.org

RE: Request for Municipal Sponsorship of DCIB Project

Dear Ms. Gruzlewski:

On behalf of [INSERT MUNICIPALITY NAME], I am writing as evidence of our sponsorship for the Dauphin County Infrastructure Bank funding request of [INSERT AMOUNT OF REQUEST] submitted by [INSERT NON-MUNICIPAL ENTITY'S NAME].

We understand the [INSERT NON-MUNICIPAL ENTITY'S NAME] projected includes [INSERT A BRIEF DESCRIPTION OF THE PROJECT].

Please advise if additional information is required.

Sincerely,

[OFFICER OF MUNICIPALITY]