



ADDENDUM TO DVRPC FY 2012 TRANSPORTATION AND COMMUNITY DEVELOPMENT INITIATIVE (TCDI)

DVRPC is conducting a second call for TCDI projects for eligible New Jersey census tracts/communities. See the 2012 Program Guide and Grant Application Forms document at <http://www.dvrpc.org/tcdi/pdf/2012TCDIProgramGuide.pdf> for complete details. For a municipality to be considered, all application requirements must be filled out in their entirety and be returned to the Delaware Valley Regional Planning Commission (DVRPC) by **5 pm on December 28th, 2011.** The New Jersey TCDI Review Committee will determine if all criteria have been met. An eligible municipality may only receive TCDI funds if all criteria have been achieved. They are as follows:

1. Attend a pre-application meeting with DVRPC staff. The pre-application meeting is mandatory and will take place on **Wednesday, November 30th from 4-6 pm** at the **Camden County Complex, 2311 Egg Harbor Road, Lindenwold NJ**. A municipal official must be present. Note: If you attended a pre application meeting in July, you do not need to attend.
2. Complete the TCDI application and budget form in their entirety.
3. Demonstrate the community capacity to manage federal dollars and finish the project in the 24-month timeframe.
4. Demonstrate that the proposed project will implement *Connections*, the long-range plan for the region as well as county and local planning goals and objectives.
5. Document that your project is ready to proceed.
6. Identify sources of the required local match of 20%. The match can be cash or in-kind services. DVRPC requires that at least 5% of the total project cost must be identified as cash match.
7. Eligible New Jersey census tracts and municipalities are listed on page 4 of this addendum.
8. All questions should be directed to Karen Cilurso, kpcilurso@dvrpc.org or 215-238-2876.

Directions for Completing the Application (refer to the 2012 Program Guide and Grant Application Forms document)

1. Submit a completed and signed **2012 Grant Application and Budget Form** (see attached, or download from www.dvrpc.org/TCDI)
2. An 8 1/2 x 11 inch map indicating the extent of the project area.(1 page)
3. A narrative description of the project, consisting of the following: (3 page limit)
 - a. Problem statement and purpose of the project;

- b. Scope of work, including proposed project approach;
 - c. Project outcomes and implementation approach; and
 - d. Schedule of activities and deliverables.
- 4. A description of the project area and affected population, including demographic, economic and physical conditions and trends and a discussion of how the project will benefit the identified disadvantaged population.(2 page limit)
- 5. Proposed approach to achieve public and private sector involvement and cooperation, including a list of specific stakeholders.(1 page limit)
- 6. An assessment of project consistency with the goals of TCDI, including: (2 page limit)
 - a. Relationship to transportation system and expected project impacts;
 - b. Ability to encourage redevelopment and investment;
 - c. Consistency with *Connections* and other state, county, and local plans;
 - d. Attainable implementation strategy;
 - e. Commitment and capacity of staff to complete the project in a timely fashion; and
 - f. Community participation and outreach strategy.
- 7. Supporting materials such as references to related plans or studies (1 page limit), letters indicating commitment of project partners and funding (1 page limit per letter), or other relevant documentation (1 page limit). **Do not include general endorsement letters of support.**

Budget Requirements (Refer to the 2012 Program Guide)

- a. Project applicants must provide a minimum of 20% of the total project budget as either cash or documented in-kind services. At least 5% of the total project cost must be identified as cash match. Indicate the source, amount, and commitment schedule for the matching funds. Note that federal funds, other than CDBG (if project is CDBG eligible), may not be used as a project match. State, county, local, or private funds are permitted as match. Volunteer services are allowed for in-kind match; however, a budget is required.
- b. Applicants are encouraged to provide more than 20% of the project cost as match, if possible. The ability to leverage other funding will be used as one of the selection criteria in reviewing project applications.
- c. A maximum of \$100,000 in TCDI funds are available for any single project. Projects involving 2 to 4 municipalities may apply for a maximum of \$125,000 in TCDI funds.

- d. Projects involving 5 or more municipalities may apply for a maximum of \$150,000 in TCDI funds.
- e. TCDI funds may be used for design, preliminary engineering, feasibility, analysis, or planning studies only. TCDI funds may not be used for the acquisition of land or buildings, infrastructure or site preparation, final engineering, bid/construction documentation, or general construction.
- f. The purchase of any materials, supplies, or equipment necessary to complete the project must be specified and explained.
- g. TCDI funds may not be used to pay for existing personnel or services that are funded through another source, but may serve to supplement those personnel or services beyond existing funding.
- h. If selected, project costs will be reimbursed based on submittal of invoices documenting costs.
- i. If selected, the applicant will be subject to the Standard Articles of Agreement as part of a contract agreement with DVRPC. (See <http://www.dvrpc.org/asp/Consultant/files/>). The Standard Articles of Agreement must be executed within 6 months of the project award date.

Application Submittals

- **All applications must be delivered to DVRPC no later than 5 p.m. on Wednesday, December 28, 2011.**
- Faxes will not be accepted.
- Applications received after the due date and time will not be considered. Only applications received from municipalities who attended the pre-application meeting will be considered. Selected New Jersey projects will be designated by the DVRPC Board at their meeting on February 23, 2012.
- Applications must be submitted in the format of a single PDF document via email to kpcilurso@dvrpc.org **OR** by mailing one hard copy of your application. If you mail in your application, it must include a PDF of the application on a CD.

Eligible New Jersey Census Tracts and Municipalities

Burlington County

Beverly City
Bordentown City
Bordentown Township – 7015.01*
Burlington City
Burlington Township - 7011.04*
Chesterfield Township - 7018.02
Cinnaminson Township
Delanco Township
Delran Township
Edgewater Park Township
Fieldsboro Borough
Florence Township – 7013.02*, 7013.03*
Mansfield Township – 7014.01*
Maple Shade Township
Medford Lakes Borough
Moorestown Township
Mount Holly Township
Mount Laurel Township
New Hanover Township
Palmyra Borough
Pemberton Borough
Pemberton Township – 7022.03, 7022.04, 7022.05, 7022.06, 7022.07
Riverside Township
Riverton Borough
Washington Township - 7035
Willingboro Township
Wrightstown Borough

Camden County

Audubon Borough
Audubon Park Borough
Barrington Borough
Bellmawr Borough
Berlin Borough
Berlin Township
Brooklawn Borough
Camden City
Cherry Hill Township
Chesilhurst Borough – 6090
Clementon Borough
Collingswood Borough
Gibbsboro Borough
Gloucester City
Gloucester Township
Haddon Township
Haddon Heights Borough
Haddonfield Borough
Hi-Nella Borough
Laurel Springs Borough
Lawnside Borough
Lindenwold Borough
Magnolia Borough
Merchantville Borough
Mount Ephraim Borough
Oaklyn Borough
Pennsauken Township
Pine Hill Borough
Pine Valley Borough
Runnemede Borough
Somerdale Borough
Stratford Borough
Tavistock Borough
Voorhees Township

Waterford Township – 6089.01*

Winslow Township – 6092.02
Woodlynne Borough

Gloucester County

Deptford Township
Glassboro Borough – 5014.02, 5014.03
National Park Borough
Newfield Borough
Paulsboro Borough
Pitman Borough
Swedesboro Borough
Washington Township
Wenonah Borough
West Deptford Township
Westville Borough
Woodbury City
Woodbury Heights Borough

Mercer County

East Windsor Township – 44.05
Ewing Township
Hamilton Township
Hightstown Borough
Hopewell Borough
Lawrence Township
Pennington Borough
Princeton Borough
Princeton Township
Trenton City
West Windsor Township