

TCDI

Transportation & Community
Development Initiative

FY 2015 Program Application Guide



Application Contents

■ Highlights.....	3
■ Why TCDI?.....	4
■ Who is DVRPC?	4
■ Connections 2040 Plan for Greater Philadelphia.....	5
■ Who May Apply?	6
■ Eligible Activities.....	6
■ Available Funds	9
■ Calculating Match	9
■ Supporting Documentation	9
■ Contract Process	10
■ Implementing TCDI Plans	10
■ Application Evaluation Criteria	11
■ Application Requirements	12
■ Application Schedule	13
■ Pre-Application Meeting.....	13
■ Sample Resolution of Intent.....	14



The Delaware Valley Regional Planning Commission is dedicated to uniting the region's elected officials, planning professionals, and the public with a common vision of making a great region even greater. Shaping the way we live, work, and play, DVRPC builds consensus on improving transportation,

promoting smart growth, protecting the environment, and enhancing the economy. We serve a diverse region of nine counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia in Pennsylvania; and Burlington, Camden, Gloucester, and Mercer in New Jersey. DVRPC is the federally designated Metropolitan Planning Organization for the Greater Philadelphia Region — leading the way to a better future.



The symbol in our logo is adapted from the official DVRPC seal and is designed as a stylized image of the Delaware Valley. The outer ring symbolizes the region as a whole while the

diagonal bar signifies the Delaware River. The two adjoining crescents represent the Commonwealth of Pennsylvania and the State of New Jersey.

DVRPC is funded by a variety of funding sources including federal grants from the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the Pennsylvania and New Jersey departments of transportation, as well as by DVRPC's state and local member governments. The authors, however, are solely responsible for the findings and conclusions herein, which may not represent the official views or policies of the funding agencies.

DVRPC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. DVRPC's website (www.dvrpc.org) may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, if requested. For more information, please call (215) 238-2871.

Highlights

Thank you for your interest in the FY 2015 Transportation and Community Development Initiative (TCDI). To be considered for a TCDI grant, please make sure the following elements have been addressed and are understood.

- **Eligible areas:** All 352 municipalities and county governments within the DVRPC region.
- **Who May Apply:** Municipal or county governments.
- **Eligible Activities:** Planning, ordinances, design, preliminary engineering, market analyses, feasibility studies or capacity building activities that support the long-range plan and improve the efficiency of the regional transportation system.
- **Ineligible Activities:** Acquisition of land or buildings, infrastructure or site preparation, final engineering, bid/construction documentation, or general construction.
- **Maximum Award:** \$100,000 for single municipality; \$175,000 for multi-municipal project.
- **Required Match:** 20% of total project cost (can be cash, in-kind, or combination)
- **Contract Requirements:** All awardees must enter into a contract with DVRPC. If using an outside consultant, proof of a competitive process will be required.
- **Mandatory Pre-application Meeting:** March 18, 2014 from 4:00-6:00 PM at DVRPC, 190 N. Independence Mall West, 8th Floor, Philadelphia, PA 19106. A municipal official (staff, elected or appointed) must attend. Consultants are not considered a representative of the community.
- **Application/Supporting Materials Deadline:** May 30, 2014 at 5:00PM. Only resolutions will be accepted through June 30, 2104.
- **Application Link:** <http://www.dvrpc.org/TCDI>
- **Questions:** All questions must be emailed to Karin Morris, Manager, Office of Smart Growth, at kmorris@dvrpc.org. Submitted questions will be posted to <http://www.dvrpc.org/TCDI/>.

Why TCDI?

The Transportation and Community Development Initiative (TCDI) is an opportunity for the Delaware Valley Regional Planning Commission (DVRPC) to support smart growth in the individual municipalities of the Delaware Valley through initiatives that implement the region's long-range plan, *Connections 2040 Plan for Greater Philadelphia*. Central to this effort is to ensure greater quality of life choices by providing and maintaining essential infrastructure, supporting local and regional economic development, and linking land use and transportation planning, through:

- Supporting local planning projects that will lead to more residential, employment or commercial opportunities in areas designated for growth or redevelopment;
- Improving the overall character and quality of life within the region to retain and attract business and residents;
- Enhancing and utilizing the existing transportation infrastructure capacity to reduce demands on the region's transportation network;
- Reducing congestion by promoting the use of transit and bike and pedestrian transportation modes;
- Building capacity in our older suburbs and neighborhoods;
- Reinforcing and implementing improvements in identified Centers and;
- Protecting our environment through growth management and land preservation.

TCDI provides a mechanism for local governments to undertake locally-directed actions to improve their communities, which in turn implements their local and county comprehensive plans and supports the goals and vision of the region's long-range plan. Pennsylvania and New Jersey, as well as a number of counties within the region, have current programs to support community development. TCDI seeks to support and leverage those state and county programs, by providing funding to undertake planning, analysis or design initiatives which implement the long-range plan and enhance or improve the efficiency of the regional transportation system.

Who is DVRPC?

The Delaware Valley Regional Planning Commission (DVRPC) is the federally-designated Metropolitan Planning Organization (MPO) for the Philadelphia-Camden-Trenton metropolitan area, defined as the City of Philadelphia and the surrounding counties of Bucks, Chester, Delaware, and Montgomery in Pennsylvania; and Burlington, Camden, Gloucester and Mercer in New Jersey. DVRPC was created in 1965 through an agreement between the two states and is dedicated to uniting the region's elected officials, planning professionals, and the public with a common vision of making a great region even greater.

As the designated MPO for the nine-county region, DVRPC has the responsibility to determine the allocation of federal funds for transportation improvements in the region. The current federal surface transportation act, MAP-21, *Moving Ahead for Progress in the 21st Century Act*, directs MPOs to

program and administer funds and prioritize projects on a regional basis. These projects are drawn from and must be consistent with DVRPC's recently adopted long-range plan, *Connections 2040 Plan for Greater Philadelphia*.

Connections 2040 Plan for Greater Philadelphia

Connections 2040 Plan for Greater Philadelphia was adopted by the DVRPC Board in July 2013, and serves as a blueprint for the future growth and development of the Greater Philadelphia region. Central to this vision is the need to provide greater choices and equal opportunities, provide and maintain essential infrastructure, support local and regional economic development, and link land use and transportation planning.

Connections 2040 is developed around four key principles: manage growth and protect the environment; create livable communities; build the economy; and establish a modern, multi-modal transportation system. Projects funded through the TCDI program must implement the goals of the long range plan as appropriate. Key principles and goals are listed below:

Manage Growth & Protect the Environment	Create Livable Communities	Build the Economy	Establish a Modern Multimodal Transportation System
<ul style="list-style-type: none"> • Preserve open space • Manage stormwater and improve water quality • Reduce greenhouse emissions • Prepare for the impacts of climate change • Improve air quality • Increase local food production • Preserve historic resources 	<ul style="list-style-type: none"> • Invest in Centers • Promote affordable housing • Enhance community design • Promote green infrastructure • Invest in parks and recreation 	<ul style="list-style-type: none"> • Develop a more energy-efficient economy • Support and promote the growth of key economic sectors • Enhance the climate for business growth • Improve efficiencies in government • Foster a productive workforce • Increase innovation • Expand the region's connection to the global economy 	<ul style="list-style-type: none"> • Ensure transportation investments support the long range plan goals • Rebuild and maintain transportation infrastructure • Create a safer and more secure transportation system • Increase accessibility and mobility • Reduce congestion • Limit transportation impacts on the environment • Improve transportation operations • Foster a multimodal transportation system

For additional information on *Connections 2040* and its core principles and goals, visit

<http://www.dvrpc.org/Connections2040/>.

Who May Apply?

TCDI grants are available to all municipal and county governments within the DVRPC region. TCDI applications must be made by the local government or county. Municipalities may apply for a maximum of \$100,000 in TCDI funds for any single project. County governments may also apply for individual projects or on behalf of several communities in the case of a multi-municipal effort. Projects involving two or more municipalities may apply for a maximum of \$175,000 in TCDI funds.

Eligible Activities

TCDI grants support planning, ordinances, design, preliminary engineering, market analyses, feasibility studies or capacity building activities that lead to public or private sector investment for smart growth. TCDI is an opportunity to undertake the preliminary planning or analyses needed to support specific transportation system improvements or enhancements, new ordinance language, and/or new or different programmatic efforts that will spur local revitalization and smart development. Transportation improvements can enhance access to employment opportunities and provide conditions favorable for investment. Activities undertaken with TCDI grants must serve to improve the climate for smart development, revitalization, or growth management in their communities, enhance community character, and improve the overall quality of life for residents. In all cases, the proposed activities must improve the potential development market and enhance or improve the efficiency of the regional transportation network, through physical improvements to the system, either by increasing non-automobile alternatives, or by reducing highway congestion to improve efficiency.

Previous TCDI projects have successfully created new multi-municipal initiatives and such approaches are expressly encouraged, including city-suburban collaborations. The studies proposed for TCDI funding are intended to supplement or complement the ongoing activities of a municipality. Other proposed activities not identified that meet the selection criteria may also be considered.

Sample Eligible Project Activities

Marketing and Outreach

- Charrettes/Visioning
- Marketing Downtown/Communities

Land Use Regulations

- Ordinances promoting mixed-use, roadway connectivity, and alternative modes of transportation (pedestrians, bicycles, and transit)
- Official Maps (for all or a portion of a community)
- Traditional Neighborhood Design Ordinances (TND)
- Transfer of Development Rights Ordinances (TDR)
- Noncontiguous Parcel Clustering Ordinances
- Form-Based Codes, including hybrids

Financial Programs

- Capital Improvement Programs (CIP)
- Tax Increment Financing (TIF)
- Impact Fee Ordinances

Multi-Municipal Planning

- Area or Corridor Plans
- Area Growth Management Plans
- Shared Services Feasibility
- Intergovernmental Cooperative Agreements

Community and Economic Development

- Business Improvement Districts (BID)
- Neighborhood Improvement Districts (NID)
- Neighborhood Plans
- Revitalization/Redevelopment Plans

Adaptive Reuse and Brownfields

- Brownfield and/or Greyfield Plans
- Feasibility and real estate market analyses
- Brownfield/Greyfield/Vacant Land Inventory and Management

Capacity Building

- Circuit Rider Programs

Historic Preservation

- Historic Preservation Zoning Districts
- Historic Site Inventories

Transit -Oriented Development (TOD)

- Transit Station Improvement Plans
- TOD Plans and Ordinances
- Real Estate Market Assessments
- Transit Revitalization Investment Districts (TRID)

Housing

- Infill Housing Feasibility
- Live/Work Plans and Ordinances
- Universal Design Standards (Aging in Place)
- Accessory Unit Zoning Ordinances
- Compatible Residential Infill Ordinances
- Neighborhood Conservation District Plans/Ordinances

Transportation

- Bicycle and Pedestrian Plans
- Traffic Calming Plans
- Road Connectivity Plans
- Right Sizing/Road Diets
- Community and Mobility Elements
- Transportation Demand Reduction Measures

Wayfinding

- Streetscape Plans
- Gateway Plans
- Parking Management Studies
- Scenic Byway Plans

Sustainability

- Sustainability/Green Building Master Plan Elements
- Planning for Local Food Production/Distribution
- Green Fleets/Car Sharing Policies and Programs
- Green Building Ordinances
- Green Infrastructure Plans

Available Funds

Up to \$2,200,000 may be available for TCDI grants: \$1,200,000 in Pennsylvania and \$1,000,000 in New Jersey. Projects will be selected on a competitive basis, based on a review of the application using the Evaluation Criteria (Page 11). A review committee of county, state, regional, and other representatives will conduct the initial assessment, with final selection by the DVRPC Board.

Grant Type	Grant Amount	Required Match
Planning Grants	Up to \$100,000	20% (of total project cost) in-kind, cash or some combination
Multi-Municipal Grants	Up to \$175,000	20% (of total project cost) in-kind, cash or some combination

Calculating Match

Local governments may apply for a maximum of \$100,000 in TCDI funds for any single project. County governments may apply for county-wide efforts or for multi-municipal efforts. Multi-municipal projects involving two or more municipalities may apply for a maximum of \$175,000 in TCDI funds. Project applicants must provide the minimum 20% percent match as cash, documented in-kind services or a combination. Note: Required match is a percent of the total project cost, not the requested TCDI amount. Thus, requesting \$125,000 in TCDI funds requires a match of \$31,250, for a total project cost of \$156,250. (The required 20% match can be calculated by simply multiplying your grant amount request by 25%.) 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.

Supporting Documentation

All applications must provide a resolution from the Governing Body (or local government authorized official) that supports the proposed project and required match. In the case of a multi-municipal application, resolutions must be submitted from all local governments involved in the TCDI project. To accommodate meeting schedules, applicants will have an additional month to submit resolutions. **Applicants must provide this documentation by June 30, 2014, or the application will not be considered.** Additional supporting documentation for the proposed project will only be accepted if pertinent and must be submitted at the time of the original application on May 30, 2014. General letters of support are not required and will not be accepted.

Contract Process

If the project is selected for funding by the DVRPC Board, the local government must then enter into the Standard Articles of Agreement as part of a contract agreement with DVRPC. (See <http://www.dvrpc.org/asp/Consultant/files/>). Proposed project activities may be undertaken by the local government staff or an outside consultant or team of consultants. Existing municipal planning or engineering consultants may only be used if that consultant was previously selected through a competitive selection process within the past five years. **Note: DVRPC contracts require all consultants to have been chosen through a competitive process. Proof of the competitive process must be submitted to DVRPC at the time of contracting.** If using an outside consultant, the RFP consultant selection process must be done prior to the signing of the contract between the local government and DVRPC. Awardees will have 6 months from the date of Board approval to conduct the Request for Proposal process. Contract execution must be completed within 9 months from the date of Board approval. **Failure to complete the RFP and contracting procedures within this timeframe could result in the removal of your project funds.**

Once a contract is fully-executed between the applicant and DVRPC, the applicant is obligated to provide all project tasks and deliverable products within **24 months of the contract date**. Awardees will be expected to meet with DVRPC staff after selection to review and refine the scope of work needed for a contract. DVRPC will assign a staff project manager to be the liaison during the study process. Awardees must invite DVRPC staff and county planning agency staff to project advisory committee meetings.

The TCDI program is based on the reimbursement of costs only. Project costs will be reimbursed based on submittal of invoices and progress reports documenting costs. Invoices and progress reports documenting all labor and in-kind services must be submitted on a quarterly basis.

Implementing TCDI Plans

To insure the goals and strategies of *Connections 2040* are implemented, **all plans and studies funded through TCDI are required to be accepted by the Governing Body**. Proof of adoption or acceptance by the Governing Body is required through a resolution that must be submitted no later than June 30, 2017. DVRPC will reserve the payment of the last 10% of the grant award until such resolution and final deliverable is received.

While eligible TCDI projects are not required to lead to capital improvements, many projects often require small scale capital investments such as street or transit improvements to initiate revitalization. These smaller investments must then compete with larger capital projects for federal dollars. Therefore, in order to help municipalities implement these important plans, eligible capital improvements from TCDI projects will receive priority consideration when applying for implementation funding through existing transportation programs contained in DVRPC's Transportation Improvement

Program (TIP), including the Transportation Alternatives Program (TAP) in Pennsylvania and the Transportation Alternatives and Safe Routes to School in NJ. If applying for implementation funding through one of these programs, all applicants must undergo the selection process that is mandated through such programs. Since the TCDI program differs from these initiatives, additional information and analysis regarding the impact of the project on the municipality and region may be required, as well as additional local matching funds.

Application Evaluation Criteria

- 1) Does your project have a direct impact on the regional transportation network? Does your project demonstrate improved or enhanced transportation facilities or services, a quantifiable reduction in highway congestion, an increase in transit usage or an increase in nonmotorized trips?
- 2) Does your project demonstrate implementation of DVRPC's long-range plan, *Connections 2040*, as well as state, county, or local plans and programs? The project must illustrate how it will implement the key principles and specific goals and strategies from the *Connections 2040 Plan* as well as state, county and local goals. *Connections 2040* emphasizes reinvestment in Core Cities and designated Centers. Proposals that address these areas will be given priority consideration. Information about *Connections 2040* can be downloaded at <http://www.dvrpc.org/Connections2040>.
- 3) Does your application provide the required supporting resolution from the Governing Body that demonstrates both support for the project and the local match commitment? All TCDI applications must provide the resolutions of support and required match. 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.
- 4) Does your application have a clear and attainable implementation strategy including future funding sources and timeline? The implementation strategy should detail the implementation approach in terms of phasing and possible funding sources.
- 5) Does your application provide for community involvement and participation, including public and private stakeholders, particularly for underserved populations? The project must provide for at least two public meetings during the planning process.
- 6) Does your application provide information regarding your community capacity to manage federal grant funds and complete the project in the 24-month timeline? The application should indicate the record of performance with other grants as well as coordination with adjoining municipalities (if applicable).

Application Requirements

1. Submit a completed FY 2015 Grant Application and Budget Form online at <http://www.dvrpc.org/TCDI/>
2. An 8.5 x 11 inch map indicating the extent of the project area.
3. A narrative description of the project, consisting of the following: (up to 1700 words)
 - a. Problem statement, description of project area and affected population, including demographic, economic and physical conditions and trends, and purpose of the project;
 - b. Scope of work, including proposed project approach;
 - c. Quantifiable project outcomes and implementation approach; and
 - d. Schedule of activities and deliverables.
 - e. Proposed approach to public and private sector involvement, including a list of specific stakeholders.
 - f. An assessment of project consistency with the goals of TCDI, including the relationship to the transportation system and ability to encourage smart redevelopment and investment.
 - g. Consistency with implementation goals of *Connections 2040* and other state, county, and local plans.
4. A resolution from the Governing Body (or local government authorized official) verifying support for the proposed project and understanding of the 20% match requirement. (Sample resolution is attached). Applications that fail to supply the supporting resolutions will NOT be considered for funding. Resolutions submitted before the May 30 deadline should be submitted as part of the electronic application, and after that they will be accepted by email to kmorris@dvrpc.org before June 30, 2014. **Resolutions must be submitted no later than June 30, 2014.** Note: All other portions of the application are due May 30, 2014.
5. If pertinent to the proposed project, 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.**

Application Schedule

All applications and pertinent supporting materials must be submitted to DVRPC via the online platform no later than 5 p.m. on Friday, May 30, 2014. Only supporting resolutions will be accepted through June 30, 2014. Applications received after the due date and time will not be considered. Only applications received from local or county governments who attended the pre-application meeting will be considered. Selected projects will be designated by the DVRPC Board at their meeting in September 2014.

March 3, 2014	DVRPC distributes TCDI Program Guide
March 18, 2014	Mandatory pre-application meeting at DVRPC
May 30, 2014	Applications and attachments electronically due to DVRPC
June 30, 2014	All resolutions must be received
June - August 2014	Review by TCDI Review Committee
September 25, 2014	Selected applicants approved by DVRPC Board
March 31, 2015	RFP Process completed
June 30, 2015	Contract executed between DVRPC and local/county government
June 30, 2017	Project completed and final product delivered to DVRPC (note: costs incurred after this date are not eligible for reimbursement)

Pre-Application Meeting

Prior to submitting a completed TCDI application, applicants must attend the informational pre-application meeting*. DVRPC staff will provide instructions on eligibility, the application process, project evaluation, and project selection. The pre-proposal meeting will be held **4pm-6pm, Tuesday, March 18, 2014 at DVRPC Offices, 8th Floor of ACP Building, 190 N. Independence Mall West, Philadelphia, PA 19106**. All attendees must RSVP for the meeting to kpcilurso@dvrpc.org.

*A local government official (staff, elected and appointed) may represent the municipality or county. Consultants to the local governments are not considered representatives for this meeting.

Sample Resolution of Intent

Participation in the Delaware Valley Regional Planning Commission's Transportation & Community Development Initiative (TCDI) Grant Program

RESOLUTION OF: (insert municipality/county name)

County of _____

WHEREAS, (insert municipality/county name) supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission; and

WHEREAS, (insert municipality/county name) understands the grant amount requested must provide 20% of the total project cost as match in local, county, state, or private funds or documented in-kind services; and

WHEREAS, (insert municipality/county name) fully understands the application requirements and contracting process if awarded the planning grant dollars; and

NOW, THEREFORE, BE IT RESOLVED, that (insert municipality/county) **HEREBY AUTHORIZES** (local government authorized official) to submit an application to DVRPC for a TCDI planning grant; and

BE IT FURTHER RESOLVED, that (insert municipality/county) agrees to, if selected for the TCDI grant, to:

- Engage in contracting procedures including the Request for Proposals and budget allocation;
- Sign grant agreement documents;
- Agree to submit reimbursement invoices and progress reports along with necessary supporting documentation on a quarterly basis;
- Take all necessary action to complete the project associated with the grant agreement within the 24 month timeframe, and submit the final deliverable to DVRPC; and

Provide proof of adoption or acceptance by the governing body through a resolution that must be submitted no later than June 30, 2017 to DVRPC. DVRPC will reserve payment of the last 10% of the grant award until such resolution and the final deliverable is received.

Adopted this day ____ of _____, 20____

By a vote of: ____ in favor ____ against ____ abstain

BY: _____ Secretary/Clerk of _____