

# TCDI

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## TRANSPORTATION AND COMMUNITY DEVELOPMENT INITIATIVE (TCDI)

### 2012 Program Guide and Grant Application Forms



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## Introduction

Thank you for your interest in the Transportation and Community Development Initiative (TCDI). For a municipality to be considered for a TCDI grant, 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 September 1, 2011. The 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. Meeting dates are listed on Page 17.
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 required match be cash.

For more information on the criteria, refer to the Application Directions on Page 15. All questions should be addressed to Karen P. Cilurso, [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) or 215-238-2876.

## Why TCDI?

The Transportation and Community Development Initiative (TCDI) is an opportunity for the Delaware Valley Regional Planning Commission (DVRPC) to support local development and redevelopment efforts in the individual municipalities of the Delaware Valley that implement municipal, county, state, and regional planning objectives. While the region continues to grow and prosper, there are still communities that face ongoing challenges and have lagged behind. Despite regional growth in population, employment and income, a number of older townships, boroughs, and cities have seen a loss of population or jobs, and now need directed investment to seed and support their redevelopment efforts.

The TCDI program is intended to reverse the trends of disinvestment and decline in many of the region's core cities and older suburbs by:

- ◆ Supporting local planning projects that will lead to more residential, employment or retail opportunities;
- ◆ Improving the overall character and quality of life within these communities to retain and attract business and residents, which will help to reduce the pressure for further sprawl and expansion into areas without infrastructure in place or planned;
- ◆ Enhancing and utilizing the existing transportation infrastructure capacity in these areas to reduce the demands on the region's transportation network; and
- ◆ Reducing congestion and improving the transportation system's efficiency.

TCDI provides a mechanism for these municipalities 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 regional plan. Pennsylvania and New Jersey, as well as a number of counties within the region, have programs now underway to support community revitalization. The regional Transportation and Community Development Initiative seeks to support and leverage those state and county programs, by providing funding in targeted areas of selected municipalities to undertake planning, analysis or design initiatives for projects or programs which enhance development or redevelopment 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 charged with the *"continuing, comprehensive, coordinated transportation, and regional planning"* of the region.

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 federal Safe, Accountable, Flexible, Efficient Transportation Act – A Legacy for Users (SAFETEA-LU) 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 Land Use and Transportation Plan: *Connections – The Regional Plan for a Sustainable Future*, and may include a broad range of activities including roadway improvements, transit facilities, bicycle or pedestrian services, goods movement or freight projects, or improved and expanded parking.

### What is the Regional Plan?

*Connections: The Regional Plan for a Sustainable Future* was adopted by the DVRPC Board in July 2009. It is a blueprint for the future growth and development of the Greater Philadelphia region, with an emphasis on the transportation system. The *Connections* Plan is developed around four key principles to achieve a sustainable future by the year 2035: managing growth and protecting resources; building an energy-efficient economy; modernizing the transportation system; and creating livable communities.

Central to this vision is the need to provide greater choices and equal opportunities, provide essential infrastructure, support local and regional economic development, and link land use and transportation planning. *Connections* divides the 352 municipalities of the region into Core Cities, Developed/Mature Communities, Growing Suburbs, and Rural Areas. In addition, more specific growth areas and a hierarchy of “centers” are identified. Identified centers are areas of concentrated residential, commercial, and industrial development where future infrastructure will be supported and targeted.

To implement the goals of the four key principles of *Connections*, the TCDI program is targeted toward the region’s Core Cities, Developed/Mature Communities, and identified Centers as well as particular socially or economically disadvantaged areas. For additional information on *Connections*, visit <http://www.dvrpc.org/Connections/>.

### How is the Regional Plan used?

While DVRPC has the responsibility to prioritize and allocate federal and state transportation funding across the metropolitan area, each of the region’s 352 individual municipalities have the responsibility and authority for local land use and economic development planning and projects. The diverse character and needs of the different communities that comprise Greater Philadelphia provide a wide range of choices for different lifestyles, transportation modes, housing stock, and community character.

The *Connections* plan provides the regional-scale view of future development patterns and presents a comprehensive long-range blueprint for moving people and goods safely and efficiently. The Plan seeks to “bend the trends” of disinvestment in urban areas and continuing sprawl by providing the transportation infrastructure that supports and maintains existing communities, while prudently allowing

for regional growth and community development. The goal of the plan is a growing, efficient, and sustainable region that is attractive as a place to live, work and visit. In seeking to build a successful collective vision for the future growth and development of the Greater Philadelphia region, better integration of local land use planning and regional transportation planning is essential.

### Who May Apply?

TCDI grants are available to municipal and county governments. TCDI applications must be made by the eligible municipality 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 2 to 4 municipalities may apply for a maximum of \$125,000 in TCDI funds. Projects involving 5 or more municipalities may apply for a maximum of \$150,000 in TCDI funds.

### Eligible Communities

TCDI grants are intended to support growth or redevelopment in the Core Cities, Developed/Mature Communities, and identified Centers as well as other communities that are socially or economically disadvantaged. Socially or economically disadvantaged areas are identified as census tracts with three or more “degrees of disadvantage (DOD),” as compared to the region. Factors analyzed include poverty rates, minority population, Hispanic population, elderly concentration, transit dependency, disabled population, limited English proficiency, and female head of household with children. In all cases, only those areas that are appropriate for future growth or redevelopment, as identified in the regional plan and environmental justice analysis are included. Areas identified as appropriate for future growth in the Plan include those areas with an existing concentration of development and the mix of jobs, residents, and services to be recognized as a center, as well as those suburban communities with adequate infrastructure to support future growth.

The communities and census tracts identified as eligible for TCDI grants are thus consistent with the *Connections* plan, as well as with DVRPC’s policy to proactively support the disadvantaged communities and population of the region in the context of Environmental Justice. Environmental Justice is the concept that programs and actions should not have a disproportionately negative impact on any racial, ethnic, or socio-economic group. DVRPC is using the TCDI program to provide additional resources and targeted investments in those communities identified as disadvantaged by the EJ analysis.

In recent years, a major policy focus for DVRPC as well as the New Jersey and Pennsylvania departments of transportation and transit providers, has been the promotion of transit-oriented development (TOD). TOD projects are a major policy focus of the region’s long-range plan, *Connections*. These types of projects not only forward the policies of DVRPC, but also support state, county, and local policies and are encouraged.

Areas eligible for TCDI projects are listed on Page 10. These areas may reflect an entire municipality, but in several municipalities, only selected census tracts are eligible. Previous TCDI projects have successfully created new multi-municipal initiatives and such approaches are expressly encouraged, including city-suburban collaborations. For multi-municipal projects, it is not essential that all areas included in the project are TCDI eligible areas, but the application must provide a documentation of need for the area as a whole. There are 233 municipalities or portions of municipalities eligible to participate in the 2012 TCDI program.

### Eligible Activities

TCDI grants will support planning, design, preliminary engineering, analysis or feasibility studies within the eligible communities that lead to public or private sector investment for growth and redevelopment. The TCDI program is an opportunity for eligible municipalities to undertake the preliminary planning or analysis needed to support local revitalization efforts. In some cases, these studies may lead to local ordinance changes, marketing assessments or local programs to promote or facilitate new development. In other cases, this analysis may identify the need for specific transportation system improvements or enhancements.

Although improving a road, sidewalk, or transit stop in a neglected neighborhood may not by itself revitalize the area, it may provide a focal point or catalyst for other redevelopment efforts. Transportation improvements can enhance access to employment opportunities and provide conditions favorable for investment. While transportation improvements may not be the sole engine for growth and redevelopment, they are a prerequisite and a potential catalyst for community growth and redevelopment.

Activities undertaken with TCDI grants should serve to improve the climate for redevelopment 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 for revitalization 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. The planning, design, or feasibility studies proposed for TCDI funding are intended to supplement or complement the ongoing activities of a municipality. TCDI funding cannot be used to pay for existing personnel or services that are funded through another source. Projects may be undertaken for a given site, a neighborhood, a corridor, or community-wide, as appropriate. Recommended activities are listed on Page 9. Other proposed activities not identified that meet the selection criteria will also be considered.

### Implementation

TCDI grants are intended for early stage planning, feasibility analyses, market studies, economic analyses, site design, and preliminary project design. These early planning activities are often difficult to fund through other sources. While eligible TCDI projects are not required to lead to capital

improvements, many projects often require small scale capital investments such as highway or transit improvements to initiate the revitalization of their communities. 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 Enhancements (TE), Congestion Mitigation and Air Quality (CMAQ), and Home Town Streets/Safe Routes to School (HTS/SRS) programs.

Although TCDI - funded projects will receive priority consideration for implementation funds, all projects must undergo the application and selection process that is mandated through the TE, CMAQ, or HTS/SRS programs. Since the TCDI program differs from these programs, additional information and analysis regarding the impact of the project on the municipality and region may be required. All requirements from these programs must still be satisfied.

For all projects, the applicant should identify the proposed strategy to implement the plans or results of the TCDI project. While the TE, CMAQ, or HTS/SRS programs may be appropriate types of projects, other initiatives may not be eligible or may not be able to be funded through these particular funding streams. The applicant should develop and describe the intended strategy, including other potential funding sources, to move the TCDI-funded planning project to reality.



## **Project Types**

### **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

Traditional Neighborhood Design Ordinances (TND)

Transfer of Development Rights (TDR) Ordinances

Form-Based Codes, including hybrids

### **Financial Programs**

Capital Improvement Programs (CIP)

Tax Increment Financing (TIF)

Impact Fee Ordinances

### **Multi-Municipal Planning Activities**

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

## **Historic Preservation Planning**

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 Plans**

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 Plans**

Bicycle and Pedestrian Plans

Traffic Calming

Road Connectivity Plans

Right Sizing/Road Diets

Community and Mobility Elements

Transportation Demand Reduction Measures

### **Wayfinding Plans**

Streetscape Plans

Gateways

Parking Management Studies

Scenic Byway Plans

### **Sustainability Planning**

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

## Eligible Municipalities and Census Tracts

### 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

Bucks County

Bensalem Township  
Bristol Borough  
Bristol Township  
Chalfont Borough  
Doylestown Borough  
Doylestown Township  
Dublin Borough  
Falls Township  
Hulmeville Borough  
Ivyland Borough  
Langhorne Borough  
Langhorne Manor Borough  
Lower Makefield Township  
Lower Southampton Township  
Middletown Township  
Morrisville Borough  
New Britain Borough  
New Britain Township – 1020.03\*, 1020.04\*  
New Hope Borough  
Newtown Borough  
Northampton Township  
Penndel Borough  
Perkasie Borough  
Quakertown Borough  
Richlandtown Borough  
Riegelsville Borough  
Sellersville Borough  
Silverdale Borough  
Telford Borough  
Trumbauersville Borough  
Tullytown Borough  
Upper Southampton Township  
Warminster Township  
Yardley Borough

Chester County

Avondale Borough  
Caln Township – 3042.01\*, 3042.02\*,  
Coatesville City  
Downingtown Borough  
East Caln Township – 3040\*  
Easttown Township – 3002.01\*  
East Whiteland Township – 3021.02\*  
Honey Brook Borough  
Lower Oxford Township - 3079  
Kennett Square Borough  
Kennett Township - 3033  
Malvern Borough

Modena Borough  
Oxford Borough  
Parkesburg Borough  
Penn Township – 3070  
Pennsbury Township – 3105  
Phoenixville Borough  
South Coatesville Borough  
Spring City Borough  
Tredyffrin Township – 3001.03\*, 3001.04\*,  
3001.08\*, 3001.09\*  
West Bradford Township – 3038.02\*  
West Chester Borough  
West Grove Borough  
West Whiteland Township – 3022.02\*, 3022.03\*,  
3022.04\*  
Willistown Township – 3003.03\*

Delaware County

Aldan Borough  
Aston Township  
Brookhaven Borough  
Chester City  
Chester Township  
Clifton Heights Borough  
Collingdale Borough  
Colwyn Borough  
Darby Borough  
Darby Township  
East Lansdowne Borough  
Eddystone Borough  
Folcroft Borough  
Glenolden Borough  
Haverford Township  
Lansdowne Borough  
Lower Chichester Township  
Marcus Hook Borough  
Marple Township  
Media Borough  
Middletown Township  
Millbourne Borough  
Morton Borough  
Nether Providence Township  
Norwood Borough  
Parkside Borough  
Prospect Park Borough  
Radnor Township  
Ridley Township  
Ridley Park Borough  
Rose Valley Borough

Rutledge Borough  
 Sharon Hill Borough  
 Springfield Township  
 Swarthmore Borough  
 Tinicum Township  
 Trainer Borough  
 Upland Borough  
 Upper Chichester Township  
 Upper Darby Township  
 Upper Providence Township  
 Yeadon Borough  
 Montgomery County  
 Abington Township  
 Ambler Borough  
 Bridgeport Borough  
 Bryn Athyn Borough  
 Cheltenham Township  
 Collegeville Borough  
 Conshohocken Borough  
 East Greenville Borough  
 East Norriton Township  
 Green Lane Borough  
 Hatboro Borough  
 Hatfield Borough  
 Hatfield Township – 2007.03\*, 2007.04\*  
 Jenkintown Borough  
 Lansdale Borough  
 Lower Gwynedd Township – 2012.01\*, 2012.03\*,  
 2012.04\*  
 Lower Merion Township  
 Lower Moreland Township  
 Montgomery Township – 2006.02\*, 2006.03\*  
 Narberth Borough

Norristown Borough  
 North Wales Borough  
 Pennsburg Borough  
 Plymouth Township  
 Pottstown Borough  
 Red Hill Borough  
 Rockledge Borough  
 Royersford Borough  
 Schwenksville Borough  
 Souderton Borough  
 Springfield Township  
 Telford Borough  
 Trappe Borough  
 Upper Dublin Township  
 Upper Gwynedd Township – 2010.03\*, 2010.04\*,  
 2010.06\*  
 Upper Merion Township  
 Upper Moreland Township  
 West Conshohocken Borough  
 West Norriton Township  
 West Pottsgrove Township  
 Whitemarsh Township  
 Whitpain Township  
 Philadelphia County  
 City of Philadelphia

\* - Census Tracts within ½ miles of a train station

## Available Funds

Up to \$2,200,000 is available for TCDI grants in the region: \$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 (see application form and required attachments) using the Evaluation Criteria (see page 15). A review committee of county, state, regional, and other representatives will conduct the initial assessment, with final selection by the DVRPC Board.

## Contract Process

Once the project is selected for funding by the DVRPC Board, applicants must then enter into a contract with DVRPC. DVRPC contracts require applicants to utilize a planning/engineering professional that has been competitively selected. Therefore, if an applicant wishes to conduct an open search for a consultant, this must be done prior to the signing of the contract. Applicants will have 6 months from the date of project selection to conduct the request for proposal process and contract execution with DVRPC. Failure to complete the RFP and contracting procedures within this timeframe will result in the removal of your project funds.

Once a contract is fully-executed between the applicant and DVRPC, the applicant must provide all project tasks and deliverable products within 24-months of the contract date. Quarterly progress reports and invoices must be submitted to DVRPC during the term of the contract. Selected applicants will be expected to meet with DVRPC staff after selection to review and refine the scope of work needed for a contract. Applicants may also be requested to meet with DVRPC staff during the term of the contract to review progress.

**The TCDI program is based on the reimbursement of costs only.** DVRPC will only provide reimbursement upon the receipt of documentation of costs expended.

## Bidding and the Use of Consultants

Proposed project activities may be undertaken by the municipal staff, the existing municipal planning or engineering consultant, an outside consultant or team of consultants, or some combination of the above as appropriate. Existing municipal planning or engineering consultants may only be used if that consultant was previously selected through a competitive selection process. If an outside consultant is sought, selection must be on a competitive basis in accordance with all state and federal requirements. DVRPC can assist the applicant by posting Requests for Proposals (RFPs) on the DVRPC website and providing technical assistance in consultant selection.

## Application Evaluation Criteria

The following seven (7) weighted criteria are mandatory and must be addressed by all proposals.

1) The proposed project must have a direct relationship to the regional transportation network (20%)

Does your project demonstrate the following?

- ◆ Will there be improved or enhanced transportation facilities or services?
- ◆ Will there be quantifiable reduction in highway congestion?
- ◆ Will there be increased transit usage?
- ◆ Does the project result in increased bicycle or pedestrian trips?

2) To what degree will project encourage community development and revitalization? (20%) Does your project demonstrate the following?

- ◆ Will there be an increase in housing, employment, or shopping opportunities?
- ◆ Will the project result in an increase in the density and intensity of the area to support transit and other modes of transportation?
- ◆ Will the project enhance the community character and quality of life?

3) Is your project consistent with the goals and policies of the DVRPC *Connections* Plan (as described herein) and county, state, or local plans and programs? The project must implement one of the four key principles from the *Connections* plan, as well as county and local goals. (15%)

4) Does your application demonstrate the local match commitment? All TCDI projects must provide twenty percent (20%) of total project budget as local match (cash and/or documented in-kind services). At least 5% must be cash. 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. Applicants are encouraged to provide more than 20% of the project cost as match. (10%)

5) 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. Discuss if your project is leveraging other funds for implementation. (10%)

6) Does your application provide for community involvement and participation, particularly for underserved populations? The project must provide for at least two public meetings throughout the planning process. (10%)

7) 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). (15%)

## Directions for Completing the Application

1. Submit a completed and signed **2012 Grant Application and Budget Form** (see attached, or download from [www.dvrpc.org/TCDI](http://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.**
8. Hard copies of your application must include a PDF of the application on a CD.
9. Email submittals should be in the format of a single PDF document.

## Budget Requirements

- 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 required match must be cash. 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. Projects involving 5 or more municipalities may apply for a maximum of \$150,000 in TCDI funds.
- d. 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.
- e. The purchase of any materials, supplies, or equipment necessary to complete the project must be specified and explained.
- f. 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.
- g. If selected, project costs will be reimbursed based on submittal of invoices documenting costs.
- h. 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 and Selection Schedule

**All applications must be delivered to DVRPC no later than 5 p.m. on Thursday, September 1, 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 projects will be designated by the DVRPC Board at their meeting on December 1, 2011.



<b>June 27, 2011</b>	DVRPC distributes TCDI Program Guide
<b>July 2011</b>	Mandatory pre-application Meetings
<b>September 1, 2011</b>	TCDI applications and attachments due at DVRPC
<b>September- November 2011</b>	Review by TCDI Review Committees
<b>December 1, 2011</b>	Selected applicants approved by DVRPC Board
<b>June 1, 2012</b>	Projects must have selected consultant and executed contract with DVRPC
<b>June 2012 - December 31, 2013</b>	Submission of quarterly progress reports and invoice
<b>December 31, 2013</b>	All tasks and products must be completed

### Pre-Application Meetings

Prior to submitting a completed TCDI application, applicants must attend at least one informational pre-application meeting. DVRPC staff will provide instructions on the application process, project evaluation, project selection, and contracting process. Meetings will be held 4 pm - 6 pm at the following locations (except for Philadelphia):

**July 6, 2011** – Gloucester County Library, Room A, 389 Wolfert Station Rd., Mullica Hill, NJ

**July 7, 2011** – Delaware County Courthouse, Council Chambers, 201 W. Front St., Media, PA

**July 12, 2011** – Bucks County Free Library, Bensalem Branch, 3700 Hulmeville Rd., Bensalem, PA

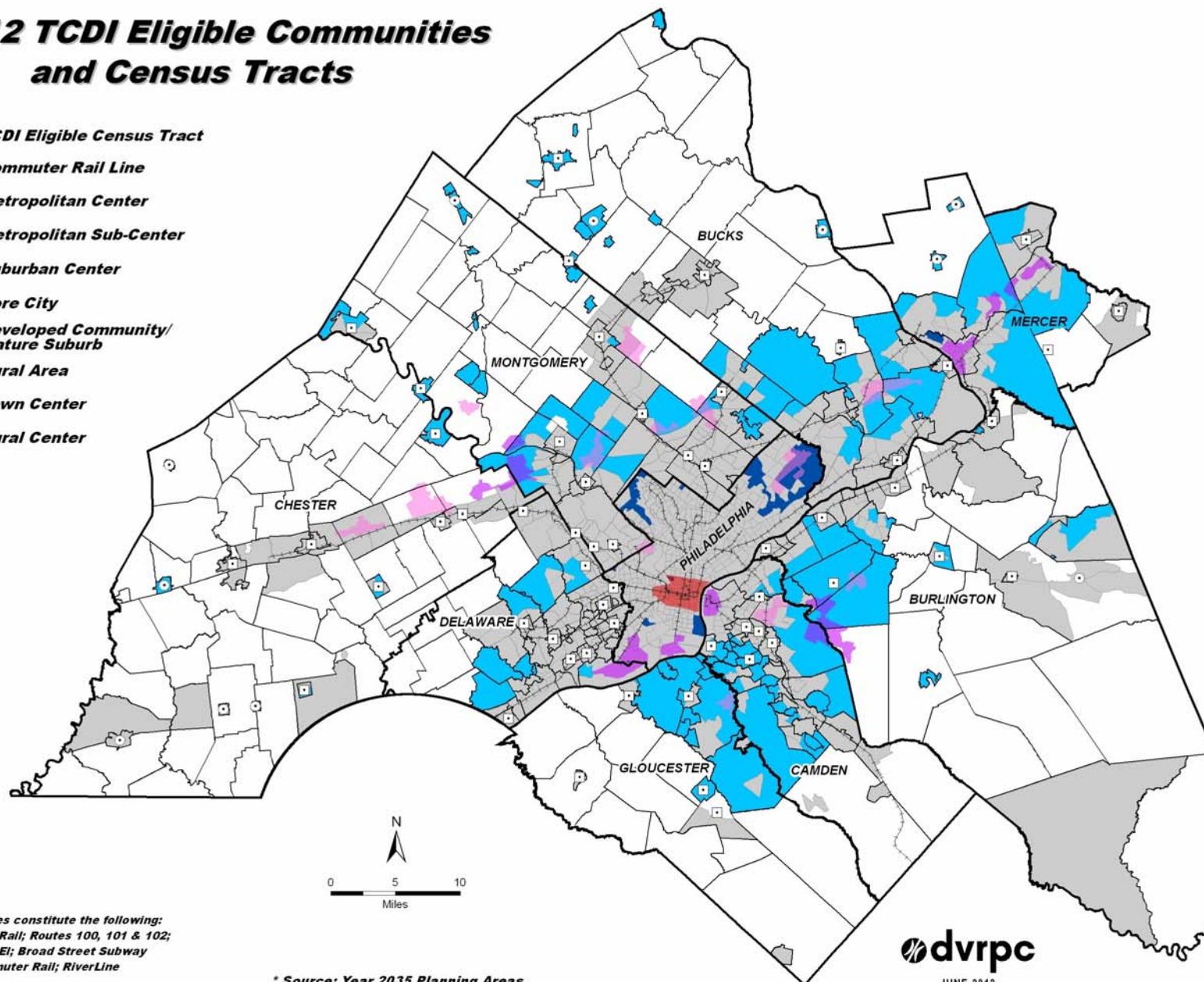
**July 14, 2011** – Burlington County Complex, Freeholder Board Room, 49 Rancocas Rd., Mt. Holly, NJ

**July 15, 2011** – 9:30 AM - DVRPC Conference Room, 190 N. Independence Mall West, Philadelphia, PA

Completed applications should be sent to Karen P. Cilurso, Senior Regional Planner, Delaware Valley Regional Planning Commission, 190 North Independence Mall West, Philadelphia, PA 19106 or via email to [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org). Applications received after the due date will not be accepted. Faxes will not be accepted. For application questions, please contact Karen P. Cilurso at 215-238-2876 or [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org).

## FY2012 TCDI Eligible Communities and Census Tracts

-  TCDI Eligible Census Tract
-  Commuter Rail Line
-  Metropolitan Center
-  Metropolitan Sub-Center
-  Suburban Center
-  Core City
-  Developed Community/  
Mature Suburb
-  Rural Area
-  Town Center
-  Rural Center



Commuter rail lines constitute the following:  
 SEPTA - Regional Rail; Routes 100, 101 & 102;  
 Market/Frankford El; Broad Street Subway  
 NJ Transit - Commuter Rail; RiverLine  
 PATCO

\* Source: Year 2035 Planning Areas

  
 JUNE 2012

## 2012 TCDI Application Form

### DELAWARE VALLEY REGIONAL PLANNING COMMISSION

#### General Information

1. Applicant: \_\_\_\_\_

2. Municipality and County: \_\_\_\_\_

3. Chief Elected Official and Title: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. City, State, and Zip: \_\_\_\_\_

6. Phone: \_\_\_\_\_

7. Fax: \_\_\_\_\_

8. Email: \_\_\_\_\_

9. Proposed Project Title: \_\_\_\_\_

10. Does this project involve more than one municipality? Yes No

If yes, please provide the name of the communities and contact persons.

\_\_\_\_\_  
\_\_\_\_\_

12. Project Type: (See list of eligible activities) \_\_\_\_\_

Signature of Chief Elected Official:

\_\_\_\_\_

### Applicant Capacity

1. Have you received TCDI funds in the past? \_\_\_\_\_

If yes, please provide the title of the grant, the year awarded, and the project status.

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2. Have you received other federal or state grants in the past 5 years?

If yes, please provide the agency awarding the grant, the year awarded, and the project status.

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3. If awarded the TCDI grant, will your community utilize an existing borough planner/engineer or need to elicit Requests for Proposals through an open process? \_\_\_\_\_

4. Provide the name, title, and contact information of the lead project manager for the municipality.  
(Note: this person must be a staff employee)

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5. Briefly explain the readiness to proceed for this project. Is this part of a larger planning project?

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## 2012 Grant Budget Form

Category		Total Project Cost (Include TCDI plus match)
DIRECT LABOR COST (1)		

Materials and Supplies (2)		
Travel (3)		
Printing/Postage (4)		
Other Direct Costs (5)		
Subtotal of Non Labor Costs (6) (Sum of lines 2+3+4+5)		

Overhead (7)		
Consultants (8)		
Total Project Cost (Sum of lines 1+6+7+8)		

1. Provide the total project budget and the amount of TCDI funds requested. Note: TCDI grant funds can be no more than 80% of the total budget.

Total Budget \_\_\_\_\_ TCDI Grant Funds Requested \_\_\_\_\_

2. Provide the source of the required matching funds. Note: At least 5% must be cash match.

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3. If using in-kind match, please provide information on what type of services will be used.

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