

FY 2023
Pennsylvania Program Guidelines



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The Delaware Valley Regional Planning Commission is the federally designated Metropolitan Planning Organization for a diverse nine-county region in two states: Bucks, Chester, Delaware, Montgomery, and Philadelphia in Pennsylvania; and Burlington, Camden, Gloucester, and Mercer in New Jersey.



DVRPC's vision for the Greater Philadelphia Region is a prosperous, innovative, equitable, resilient, and sustainable region that increases mobility choices by investing in a safe and modern transportation system; that protects and preserves our natural resources while creating healthy communities; and that fosters greater opportunities for all.

DVRPC's mission is to achieve this vision by convening the widest array of partners to inform and facilitate data-driven decision-making. We are engaged across the region, and strive to be leaders and innovators, exploring new ideas and creating best practices.

TITLE VI COMPLIANCE | DVRPC fully complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related nondiscrimination 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. DVRPC public meetings are always held in ADA-accessible facilities, and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a public meeting. Requests will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DVRPC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DVRPC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DVRPC's Title VI program or to obtain a Title VI Complaint Form, please visit: www.dvrpc.org/GetInvolved/TitleVI, call (215) 592-1800, or email public_affairs@dvrpc.org.

DVRPC is funded through 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.

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Highlights

Thank you for your interest in the FY 2023 Transportation and Community Development Initiative (TCDI). Please make sure the following elements have been addressed and are understood before submitting an application.

1. **Applicant Eligibility:** Municipal and county governments, transit agencies and Transportation Management Associations (TMAs) located in DVRPC's five-county Pennsylvania region.
2. **Eligible Activities:** TCDI supports land use and transportation plans that implement the goals and principles outlined in DVRPC's long-range plan that provide a direct nexus to the transportation system. Eligible activities may include early-stage design, feasibility studies, travel demand management plans, marketing assessments, plans and ordinances.
3. **Ineligible Activities:** Acquisition of land or buildings, infrastructure or site preparation, preliminary and final engineering, bid/construction documentation, or general construction.
4. **Grant Amounts:** Soft minimum floor of \$50,000, soft maximum cap of \$100,000 for single municipal projects; maximum of \$175,000 for multi-municipal projects.
5. **Match Requirement:** No local match is required.
6. **Resolution of Intent:** All applicants are required to submit a Resolution of Intent as part of the application (sample resolution provided as Appendix A). If chosen for funding, the Resolution of Intent will serve as the "agreement" between DVRPC and the applicant.
7. **Informational Webinar:** Prospective Pennsylvania applicants are strongly encouraged to attend an informational webinar on February 14th at 9:30 am to review the TCDI application process and new administration procedures for FY23. [Registration](#) is required. The webinar will be recorded.
8. **Application Deadline:** April 27, 2022 at 5:00PM. Only resolutions will be accepted through May 31, 2022.
9. **Application Link:** All applications must be submitted online at www.dvrpc.org/TCDI . The online application portal will open on February 15, 2022.
10. **Questions:** All questions must be emailed to Spencer Gober at sgober@dvrpc.org.

What is the Transportation & Community Development Initiative?

As the designated metropolitan planning organization (MPO) for the nine-county region, DVRPC has the responsibility to determine the allocation of federal funds for transportation improvements in the region. These include roadway improvements, transit facilities, bicycle or pedestrian services, goods movement and freight projects, among others.

The Transportation and Community Development Initiative (TCDI) provides grants to undertake early-stage planning, analysis or design initiatives that implement the region's long-range plan, [Connections 2050](#), and enhance or improve the efficiency of the regional transportation system. This initiative focuses on linking land use and transportation planning and supports funding programs outlined in the 2021 [Infrastructure Bill](#) by:

- Supporting local plans in areas designated for growth or redevelopment;
- Improving the region's quality of life to retain and attract businesses and residents;
- Enhancing the efficiency of the transportation system between all modes for people and freight;
- Reducing congestion by promoting and encouraging the use of transit, bike, and pedestrian transportation modes and other travel demand management strategies;
- Improving the resiliency of the transportation system and mitigating stormwater impacts; and
- Protecting our environment through growth management, land preservation, and smart growth.

Building Regional Resilience

DVRPC's long-range plan, *Connections 2050*, is built on principles of equity, sustainability, and resiliency, as they apply to four focus areas: the environment, communities, the economy, and multimodal transportation. Even the most concerted global action will have little impact on the decades of unchecked emissions, which means the region will need to take more local action to become more resilient. Greater Philadelphia can expect increased episodes of extreme heat, more freeze-thaw cycles, fewer but more intense precipitation events, and sea-level rise in the coming decades. These changes are likely to amplify coastal, river and stream, and other inland flooding; harm coastal and inland ecosystems; disrupt fishing and farming; and increase human health risks. Responding to these changes may require difficult actions to harden our communities and their infrastructure systems or move them out of harm's way.

Commitment to Equity

Executive Order 12898 mandates that federal agencies incorporate environmental justice (EJ) considerations and analysis in their policies, programs, and activities. EJ is the fair treatment and

meaningful involvement of all people, regardless of religion, race, ethnicity, income, or education level, in the planning and decision-making process. As such, DVRPC supports the principles of equity, which include accessibility, mode choice, affordability, safety, health, diversity, inclusion, living wages, and quality education through the TCDI grant program. When developing your TCDI project, DVRPC requires our planning and local government partners to use DVRPC's equity tools and data sources to further support and enhance equity at the local level.

DVRPC created a technical methodology, the Indicators of Potential Disadvantage (IPD), to identify disadvantaged populations in the region. Using the following indicators, Youth, Older Adults, Female, Racial Minority, Ethnic Minority, Foreign Born, Limited English, Proficiency, Disabled, and Low-Income, DVRPC's score calculation uses standard deviations relative to an indicator's average to classify each census tract's percentage of a given population into one of five bins: well below average; below average; average; above average; and well above average. This calculation better identifies the concentration of each of the population groups in each census tract in the region.

Using the following URL, www.dvrpc.org/webmaps/ipd, applicants should provide an explanation of the identified populations in the proposed study area. At a minimum, describe which, if any, of these populations exist in the proposed project area and what outreach will be provided specifically to that group. Applicants that demonstrate that the proposed project provides a direct positive impact on the identified population will receive priority funding.

Applicant Eligibility

TCDI grants are available to all Pennsylvania municipal and county governments, transit agencies and Transportation Management Associations (TMAs) located in DVRPC's five-county Pennsylvania region. (New Jersey program will take place in FY 2024.)

County governments may apply on behalf of one or several communities for individual projects, and for county-wide projects. Previous TCDI projects have successfully created new multi-municipal initiatives and such approaches are expressly encouraged, including city-suburban collaborations.

Coordination with Partners

All municipal or transit agency applicants must coordinate with their respective county planning commission(s)/department(s) through a meeting discussing the proposed project, and note the date of the meeting and participants in the application. The date is to be provided as part of the electronic application. County governments applying on behalf of municipalities should include a letter of support from each of the communities within the study area. In the case of the transit agency and TMA applicants, a letter of support from the involved municipality(s) must be provided.

Applications that do not demonstrate coordination with all parties involved may not be considered.

Eligible Activities

TCDI grants support early-stage planning, design, and feasibility studies that promote smart growth and the efficiency and resiliency of the transportation network, while implementing the goals of *Connections 2050*. TCDI funding may support ordinance changes, marketing assessments or local programs to facilitate new development or projects, or it may identify the need for specific transportation system improvements or enhancements. Activities undertaken with TCDI grants should support economic development through transportation improvements, enhance community character, protect and enhance the transportation environment, improve the resilience and reliability of the transportation system, and improve the overall quality of life for residents. In all cases, the proposed activities must identify ways to improve the efficiency of the regional transportation network through the identification of physical improvements to the system or ways to increase non-automobile alternatives, or methods to reduce highway congestion. Visit the [TCDI](#) webpage for a list of past grant awards.

What Activities are NOT Eligible?

Capital projects, acquisitions of ROW or buildings, infrastructure or site preparation, preliminary and final engineering, and bid/construction documentation are not eligible through TCDI; however, TCDI-funded plans or studies may lead to an engineering or capital project on the regional Transportation Improvement Program (TIP). DVRPC retains the right to declare a class of projects not eligible as a matter of policy, if it is determined that such use of funds would not be consistent with the *Connections 2050* Plan.

Pennsylvania Funding Availability

Up to \$1,200,000 is available in Pennsylvania for the FY 2023 program. There is a soft maximum cap* grant of \$100,000 for single municipal planning projects and \$175,000 for multi-municipal projects. Note: There is a soft minimum floor ** grant of \$50,000.

* Soft cap=most projects are expected to not exceed these amounts; however, higher requests may be made if the need for a larger dollar amount is well-documented. **Soft floor=project requests are expected to be higher than the dollar amount unless there is a good reason for the smaller amount. A soft floor is established because the administrative requirements stemming from use of federal funds make smaller grant awards cost-ineffective.

Application Schedule

An informational webinar for Pennsylvania prospective applicants will be held on February 14, 2022 at 9:30 am. Attendance is strongly encouraged. Following the application deadline of April 27, 2022, all projects will be screened for completeness (resolutions can be submitted through May 31, 2022). Completed applications will be evaluated by the TCDI review committee using the factors outlined in the project selection criteria. Final project selection will take place on June 23, 2022 by the DVRPC Board.

All applicants will be notified no later than June 24, 2022, of the Board's action via email. Below is the application schedule. Note: *DVRPC reserves the right to alter the schedule.*

February 1, 2022	Pennsylvania TCDI Program Guide released
February 14, 2022	Program Information webinar
April 27, 2022	Applications and attachments due
May 31, 2022	Resolution submittal deadline
June 7, 2022	Recommended projects presented to Regional Technical Committee (RTC)
June 23, 2022	Project Selection by DVRPC Board
July 1, 2022	Funding available
June 30, 2024	Project Completion deadline
August 31, 2024	Final invoices and progress reports due
December 31, 2024	Resolution of acceptance/adoption due

Project Selection Criteria

DVRPC will review and screen every application for completeness and eligibility. After it is determined that a proposed project meets the eligibility requirements, it will be reviewed according to the following project selection criteria established by the Pennsylvania TCDI selection committee.

Projects will be scored using a basic formula that includes a maximum point allocation for each of the four selection criteria. The four individual criteria scores will then be summed to produce a total project score. Each section is worth a total of 25 points.

1. Problem Identification (25 points)

A direct connection to the transportation network is a prerequisite for funding eligibility. Describe the identified problem, citing quantitative and qualitative data. Include a description of the project area including physical conditions and population trends. For context, include an 8.5 x 11-inch map indicating the extent of the project area. Be sure to highlight census tracts with disadvantaged populations as identified in DVRPC's IPD analysis.

2. Scope of Work and Methodology (25 points)

The scope of work should explain the approach to reach a proposed solution to the identified problem, including the methodology, goals and objectives, schedule, and desired deliverable(s). Be sure to include measurable outcomes, and explain how the proposed solution will enhance transportation access (for modes such as transit, walking, and biking); and improve safety, equity, and quality of life or economic development in a community. Indicate the type of materials, supplies, and activities that will be used during the project.

3. Building Regional Resilience (25 points)

The proposed project should work to minimize the vulnerability of people and infrastructure to hazards and emerging threats. Applicants should discuss how this project will ensure that the region is more resilient to future upsets such as extreme weather, pandemics, recessions, and/or other shocks to economic, environmental, transportation, and land use systems; and the ability to manage and recover quickly from these threats and hazards when they do happen.

In a similar capacity, applicants should identify how the project will help the region advance its goal of becoming more sustainable. Explain how the project will impact the ability of the region to meet its present needs without compromising the ability of future generations to meet their needs, particularly by incorporating environmental, economic, and social considerations. For instance, bicycle and pedestrian plans help the region become more resilient during an economic recession by advancing efforts to increase access to low-cost multimodal transportation options. Such plans help the region become more sustainable as moving more trips to bicycle and walking reduces emissions, which helps improve air quality.

4. Commitment to Equity (25 points)

All TCDI funded projects must involve a minimum of two public meetings, which may include regularly scheduled public meetings. Applicants should provide an explanation of how the outreach and engagement requirements will be fulfilled as well as the desired format(s), materials, and outcomes, to implement an impactful engagement strategy. Applicants are expected to utilize DVRPC's Indicators of Potential Disadvantage (IPD) Webmaps¹ to determine which specific populations will be affected by the proposed scope of work, and how the proposed project will impact different populations in your community. The engagement strategy should outline how local officials will provide for equitable participation by all members of the local community, and identify any community groups or stakeholders that are specifically identified by an IPD. Projects that illustrate a commitment to diversity and that positively impact potentially disadvantaged communities will receive priority.

¹ www.dvrpc.org/webmaps/ipd.

Resolution of Intent

All applicants are required to submit a Resolution of Intent as part of the application (sample resolution provided as Appendix A). The resolution outlines the grant administration process and acknowledgement of the project sponsor's responsibilities. If chosen for funding, the Resolution of Intent will serve as the "agreement" between DVRPC and the project sponsor.

How to Apply

All applications and required supporting documents must be submitted using the online application portal: www.dvrpc.org/TCDI. To create a new TCDI application, you must first create an account. The user name is your email address. A password will be sent to the email provided. After you receive the password, you can log into the system to begin the application. The application can be saved, so you do not have to write the entire application in one sitting. While the application can be saved, only hit submit after all sections are completed. Please fill out the application in its entirety. If a section is left blank, you will get a reminder email. Once the application is submitted, no changes will be permitted.

You will receive an email if your application is submitted correctly. If you do not receive this email, please contact Spencer Gober at sgober@dvrpc.org. The application system will lock down at 5 PM on April 27, 2022.

Application Checklist

1. A completed FY 2023 grant application at www.dvrpc.org/tcdi.
2. An 8.5 x 11-inch map indicating the extent of the project area. Be sure to highlight census tracts with disadvantaged populations as identified in DVRPC's IPD maps and outlined in the project scope.
3. A resolution from the Governing Body (or local government, transit agency, or TMA authorized official) verifying support for the proposed project and understanding that this resolution will serve as a Memorandum of Understanding (MOU) between the applicant and DVRPC if the project is selected for funding. Applications that fail to supply the supporting resolutions will NOT be considered for funding. Resolutions submitted after April 27, 2022 must be sent via email to sgober@dvrpc.org. Resolutions must be submitted no later than May 31, 2022. Note: All other portions of the application are due April 27, 2022. Supporting materials should be limited to 5 pages per applicant. Do not include general endorsement letters of support.
4. Notation in application of date and participants attending coordination meeting with relevant county planning commission/department.

Appendix A: Sample Resolution of Intent

RESOLUTION OF: (insert municipality/county/transit agency/TMA name)

County of _____

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

WHEREAS, (insert municipality/county/transit agency/TMA) fully understands that DVRPC will provide project management and oversight of the planning grant, if chosen for funding; and

WHEREAS, (insert municipality/county/transit agency/TMA) fully understands the application requirements including county coordination and attachments; and

WHEREAS, (insert municipality/county/transit agency name/TMA) fully understands that DVRPC will provide project management and oversight for the grant and advise on the qualifications-based procurement process, if required; and

WHEREAS, (insert municipality/county/transit agency name/TMA) fully understands that DVRPC will contract directly with a consultant chosen through a fair and open procurement process on behalf of the project sponsor; and

WHEREAS, that (insert municipality/county/transit agency/TMA) hereby authorizes (municipality/county/transit agency) to submit an application to DVRPC for a TCDI planning grant; and

NOW, THEREFORE, BE IT RESOLVED, that (insert municipality/county/transit agency/TMA) agrees to, if selected for the TCDI grant, to 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 of the final deliverable by the governing body through a resolution that must be submitted no later than December 31, 2024 to DVRPC.

Adopted this day ____ of _____, 20____

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

BY: _____ Secretary/Clerk of
_____)

Appendix B: Administrative Requirements

If awarded the grant, applicants agree to allow DVRPC staff to manage the TCDI grant procurement process and contract with a qualified consultant on their behalf. DVRPC will administer these grants, as outlined in *Uniform Guidance 2 C.F.R. § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. All questions regarding TCDI grant administration should be addressed to sgober@dvrpc.org. (*DVRPC reserves the right to modify any of the information presented in this document.*)

Project sponsors can: 1) use full-time staff to conduct the tasks in the scope of work in lieu of a consultant, 2) use an existing municipal planning or engineering consultant, but only if that consultant was previously selected through a competitive selection process within the past five years and they are prequalified through DVRPC's prequalification process, or 3) go through a competitive selection process for a consultant.

DVRPC REQUIRES ALL CONSULTANTS TO BE PREQUALIFIED BEFORE RESPONDING TO RFPs FOR TCDI PROJECTS. Only consultants that have met DVRPC's qualification requirements are eligible to conduct TCDI projects. If the project sponsor has a consultant on retainer that is not prequalified, visit [Consultant Database](#) start the process.

DVRPC staff will work with the project sponsor to prepare a RFP and conduct a consultant selection process in accordance with federal procurement standards. All project sponsors are required to fill out and upload a Competitive Selection Certification Form if using a consultant. This form certifies the project sponsor is fully aware of the following federal procurement rules:

1. All procurement was conducted in a manner providing full and open competition.
2. Requests for proposals identified all evaluative factors and weights.
3. Proposals were solicited from an adequate number of qualified sources.
4. Contracts were awarded to the firm(s) whose proposals were most advantageous to the project.
5. Records sufficient to the history of the procurement have been maintained.

Important Note: A consultant (not under retainer) that is involved in writing or preparing a TCDI application or writing or preparing a request for proposal for said application is not eligible to compete for the project in a RFP/RFQ process.

Contracting and Invoicing

As previously discussed, project sponsors may choose to either use full-time staff or a consultant to execute the work funded through TCDI. However, the chosen approach will determine the applicable contracting, invoicing, and progress reporting processes, as outlined below.

IF USING FULL-TIME STAFF

If a project sponsor chooses to use full-time staff, in lieu of a consultant, then a separate contract between DVRPC and the project sponsor will be required in addition to the Resolution of Intent.

Additionally, before funds will be awarded, the project sponsor must undergo DVRPC's Risk Assessment process. The purpose of the Risk Assessment is to collect information about the project sponsor's capacity to manage federal grant funds prior to issuance of a grant award document. Information will be used as part of sub-award monitoring activities and/or to identify technical assistance needed to strengthen operations.

As a result of the Risk Assessment, the project sponsor will be assigned a Risk Level of either High, Medium, or Low. The Risk Level will dictate both the invoicing and progress reporting requirements.

Submittal of progress reports is mandatory and it is the project sponsor's responsibility to log into TCDIdirect to complete the report. The project sponsor will be required to submit their own invoices through TCDIdirect for DVRPC review and approval. Invoice frequency will be dependent upon the project sponsor's identified Risk Level as follows:

High Risk = Monthly

Medium Risk = Quarterly

Low Risk = Bi-Yearly

All invoices must include the name and title of the staff working on the project and hourly payroll rate.

IF USING A QUALIFIED CONSULTANT

DVRPC will contract directly with the chosen consultant on behalf of the project sponsor, and the Resolution of Intent will serve as the MOU between DVRPC and the project sponsor.

The scope of work and consultant detail budget must be submitted and approved by DVRPC prior to contract execution. In order to do so, the chosen consultant must submit a detailed consultant budget that provides the following detail:

1. Name & title of staff working on the project

2. Hourly payroll rate (billable rates will not be accepted)
3. Approved indirect rate
4. Profit % (10% maximum of Labor & Indirect)
5. Non-Labor detail (travel (15% of total budget), supplies, etc.)

The detailed consultant budget must be submitted through [TCDIdirect](#) and is subject to approval by DVRPC accounting staff.

All project sponsors using a qualified consultant, whether on retainer or selected anew, will be required to fill out and upload a Competitive Selection Certification Form to verify that the selection process meets federal procurement rules, as set forth in *Uniform Guidance 2 C.F.R. § 200*.

Invoices may be submitted by the consultant at any time through TCDIdirect and are subject to approval from DVRPC administration and the project sponsor before funds will be dispersed. All Invoices must include the following details and are non-negotiable:

1. Name & title of staff working on the project
2. Hourly payroll rate (billable rates will not be accepted)
3. Approved Indirect rate
4. Profit % (10% maximum of Labor & Indirect)
5. Nonlabor detail (travel (15% of total budget), supplies, etc.)

Submittal of quarterly progress reports is mandatory. Progress reports can be submitted by the consultant and will be subject to approval by the project sponsor and DVRPC administration. Consultants will be required to log into the [TCDIdirect](#) to fill out the progress report.

WHETHER USING FULL-TIME STAFF OR A QUALIFIED CONSULTANT

The TCDI grant program is based on the reimbursement of costs incurred between July 1, 2022 and June 30, 2024. DVRPC will not process any invoices until the applicable details outlined above have been approved and finalized.

All Progress Reports must provide the following information:

- Compare actual accomplishments to the objectives outlined in the scope of work for this period. Include a statement on the objectives for the reporting period. Refer to the timeline and tasks described in your approved grant application. What did you hope to accomplish during this

reporting period? What did you actually accomplish during this reporting period? What activities did you undertake that advanced the project's objectives?

- Provide reasons if the established objective(s) were not met. If you did not meet your objectives, provide an explanation. Be sure to include if there was no activity for the month or quarter.
- Provide additional information, as appropriate. Provide any additional information about project activities, changes in scope, anticipated personnel changes, etc. Changes to the scope include any revision to the scope or objectives or a change in methodology. If the change in scope is outside of the original grant application, DVRPC approval is required.

NOTE: A stop work order may be issued when progress reports are not submitted to DVRPC within sixty (60) days of the end of the required reporting period beginning with the execution date of the contract with the project sponsor. The final progress report must comment on the activities of the last report period as well as the overall grant period (24 months), and address if the entire budget was not spent or there was an increase in spending.

Grant Close-out

All TCDI contracts will close on June 30, 2024 and costs incurred after this date are no longer reimbursable. To close the grant, consultants must fill out a final progress report and address the entire grant report period. Final invoices must be uploaded to the TCDI Management Portal by August 31, 2024.

To ensure the goals and strategies of *Connections 2050* 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 August 31, 2024. This can be uploaded with the final invoice or at a later time.

