

FY 2017 TCDI Program Guidelines

Delaware Valley Regional Planning Commission

190 N. Independence Mall West

Philadelphia, PA 19106

215-592-1800

www.dvrpc.org/tcdi



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.

The Delaware Valley Regional Planning Commission (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 meeting. Requests made within seven days 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 call (215) 592-1800 or email public_affairs@dvrpc.org.

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Highlights

Thank you for your interest in the FY 2017 Transportation and Community Development Initiative (TCDI). Please make sure the following elements have been addressed and are understood.

- 1. Eligible areas:** All municipalities and counties within the nine-county DVRPC region.
- 2. Eligibility:** Municipal and county governments.
- 3. Eligible Activities:** Land use planning and transportation plans that implement the long-range plan and provide a direct nexus to the transportation system.
- 4. Ineligible Activities:** Acquisition of land or buildings, infrastructure or site preparation, preliminary and final engineering, bid/construction documentation, or general construction.
- 5. Award Amounts:** \$25,000 minimum; maximum soft cap of \$100,000 for single municipal projects; \$175,000 for multi-municipal projects.
- 6. Required Project Match:** 20% of total project cost (can be cash, in-kind, or combination).
- 7. Contract Requirements:** All awardees must enter into a contract with DVRPC. If using an outside consultant, proof of a competitive selection process will be required and verified. See Section 7.
- 8. Mandatory Pre-application Meeting:** March 15, 2016 from 4:00-6:00 PM at DVRPC, 190 N. Independence Mall West, 8th Floor, Philadelphia, PA 19106. A local government representative (staff, elected or appointed official) must attend. Consultants are not considered a representative of the community. **Potential applicants must RSVP for this meeting to kpcilurso@dvrpc.org**
- 9. Application/Supporting Materials Deadline:** April 22, 2016 at 5:00PM. Only resolutions will be accepted through May 27, 2016.
- 10. Application Link:** All applications must be submitted online at www.dvrpc.org/TCDI . Online application portal will open on March 16, 2016.
- 11. Questions:** All questions must be emailed to Karen Cilurso, Manager, Community Revitalization, at kpcilurso@dvrpc.org. Submitted questions and answers will be posted to www.dvrpc.org/TCDI/.

Section 1: What is the Transportation & Community Development Initiative?

The Transportation and Community Development Initiative (TCDI) is an opportunity for the Delaware Valley Regional Planning Commission (DVRPC) to support 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*. This initiative focuses on linking land use and transportation planning by:

- 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 and improving the transportation system's efficiency by promoting and encouraging the use of transit, bike, and pedestrian transportation modes;
- Building capacity in our older suburbs and neighborhoods;
- Reinforcing and implementing improvements in designated 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, *Connections 2040*. 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 early stage planning, analysis or design initiatives which implement the long-range plan and enhance or improve the efficiency of the regional transportation system.

Section 2: Applying for TCDI Funds

Who is Eligible to Apply?

TCDI grants are available to all municipal and county governments within the DVRPC region. County governments may apply for individual projects or on behalf of several communities in the case of a multi-municipal effort. Previous TCDI projects have successfully created new multi-municipal initiatives and such approaches are expressly encouraged, including city-suburban collaborations.

All TCDI applicants are required to coordinate with their county planning department representative prior to the application deadline. This meeting needs to be verified by providing the date the coordination took place on the application. The following are the county representatives on the TCDI Review Committee: Richard Brahler, rgbrahler@buckscounty.org (Bucks), Justin Smiley, jasmiley@chesco.org (Chester), Justin Dula, DulaJ@co.delaware.pa.us (Delaware), Matt Edmond, Medmond@montcopa.org (Montgomery), Eleanor Sharpe, eleanor.sharpe@phila.gov (Philadelphia), Ed Fox, efox@bcbridges.org (Burlington), Andrew Levecchia, andrewl@camdencounty.com (Camden), Theresa Ziegler, tziegler@co.gloucester.nj.us (Gloucester), and Matt Lawson, mlawson@mercercounty.org (Mercer).

Funding Availability

Up to \$1,800,000 may be available for TCDI grants: \$1,200,000 in Pennsylvania and \$600,000 in New Jersey. There is a maximum soft cap of \$100,000 for single municipality planning projects and \$175,000 for multi-municipal projects. Note: The minimum grant award is \$25,000. A brief cost estimate of the materials and tasks needed to accomplish the activities for which TCDI funds are being sought must be filled out as part of the application. Additional budget detail will be required if the project is chosen for funding.

Grant Type	Grant Amount	Required Match
Single Planning Projects	Soft cap* \$100,000	20% (of total project cost) in-kind, cash or some combination
Multi-Municipal Projects	Soft cap* \$175,000	20% (of total project cost) in-kind, cash or some combination

** 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.*

Calculating Match

Project sponsors must provide a minimum 20% percent match as cash, documented in-kind services or a combination. Required match is a percent of the total project cost, not the requested TCDI amount. Thus, requesting \$100,000 in TCDI funds requires a match of \$25,000, for a total project cost of \$125,000 (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 project match. Volunteer services are allowed for project match; however, a budget is required (See Section 7 for additional information).

Section 3: Project Eligibility

TCDI grants support early stage planning, design, feasibility studies, and capacity building activities that promote smart growth and enhanced efficiency of the transportation network.

Sample Eligible Activities for TCDI

The studies proposed for TCDI funding are intended to supplement or complement the ongoing activities of a local government. Other proposed activities not identified below that meet the evaluation criteria may also be considered. Below are sample types of projects that **are eligible** for TCDI funding:

- Land Use Regulations (zoning, SALDO, official maps) promoting compact, transit-supportive, mixed-use development
- Multi-Municipal Planning, Multi-Modal Corridor Plans, or Growth Management Plans
- Revitalization/Redevelopment Plans
- Transit-Oriented Development (TOD), Transit Station Plans, or TRID Plans
- Walkability Audits
- Bicycle, Pedestrian, and Trail Plans
- Traffic Calming Plans
- Road Connectivity Plans
- Right Sizing/Road Diet Plans
- Community and Mobility Elements of Master Plans
- Transportation Demand Management (TDM) Plans
- Wayfinding Plans
- Green Fleets/Car Sharing Policies and Plans
- Parking Studies

What Activities are NOT Eligible for TCDI funding?

As a general rule, any activity that is eligible for funding through the Transportation Improvement Program (TIP) **is not an eligible** activity through TCDI. However, TCDI-funded plans or studies may lead to a capital project on the TIP. Activities included as **not eligible** for TCDI are the acquisition of land or buildings, infrastructure or site preparation, preliminary and final engineering, bid/construction documentation, or general construction. 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 in the best interest of the region.

Section 4: Project Selection

DVRPC will review and screen every application for completeness and eligibility. A direct nexus to the transportation network is a prerequisite for eligibility. After it is determined that a proposed project meets the eligibility requirements, it will be reviewed according to the following criteria established by DVRPC and the selection committee. Following careful review and analysis, projects will be recommended to the DVRPC Board for final selection. Steps to be taken by the project sponsor after the project is selected are outlined in Section 6.

Project Selection Criteria

The selection criteria and point allocations are described below. Projects will be scored using a basic formula that includes a maximum point allocation for each of the five selection criteria. The five individual criteria scores will then be summed to produce a total project score.

1. Community Need (Points=25/100)

Describe the identified problem, citing quantitative and qualitative data. Include a brief description of the project area and affected population, including demographic, economic and physical conditions and trends.

2. Project Scope and Methodology (Points=30/100)

The project scope should explain the solution to the identified problem and include goals and objectives, schedule, and deliverables. Describe the short and long term vision and measurable outcomes. Include a brief explanation of how the proposed solution will implement one or more of the four key principles of the long-range plan, *Connections 2040*. The methodology should describe the tasks to be undertaken to achieve the goals outlined in the scope. Be sure to include people, materials, supplies, and activities that will be used during the project. In the event of partial funding availability, applicants should indicate what or whether strategies can be moved to another planning phase.

3. Transportation Nexus (Points=25/100)

Although a direct connection to the transportation network is a prerequisite for eligibility, the degree to which that connection is demonstrated will be ranked. For example, explain how the proposal enhances access to a range of travel modes such as transit, walking, and biking.

4. Outreach (Points=10/100)

Explain how the local community will be engaged for the short and long term. Who are the stakeholders? Does this project area affect the underserved? The project must include at least two public meetings, which could include regularly scheduled public meetings. Provide an explanation on how and when they will be conducted.

5. Sponsor Capacity (Points=10/100)

Consideration will be given to factors such as project readiness, ability of applicant to manage DVRPC-funded grants, and extent of local contribution (project match).

Section 5: Submitting the Application

What Information Must Be Supplied?

- A completed **FY 2017 Grant Application and Budget Form** online at www.dvrpc.org/tcdi/
- An 8.5 x 11 inch map indicating the extent of the project area.
- A narrative description of the project consisting of the following five selection criteria outlined on page 7. Note: The online application has a 1,700 word limit.
- 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 after April 22 must be sent via email to kpcilurso@dvrpc.org. Resolutions must be submitted no later than May 27, 2016. Note: All other portions of the application are due April 22, 2016. If applying for a multi-municipal project, all municipalities involved must submit individual resolutions.
- If pertinent to the proposed project, supporting materials such as 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.

When is the Mandatory Information Session?

DVRPC will conduct one information session to answer questions about the application process. Attendance at this session is mandatory for prospective applicants. **A local government representative (staff or elected or appointed official) must attend.** Consultants are not considered a representative of the community. If a community representative is not present for the meeting, the application will not be considered for funding. In the case of a multi-municipal project, the lead municipality must attend. **Potential applicants must RSVP to kpcilurso@dvrpc.org.** Should an applicant not be able to attend the scheduled meeting, the applicant should contact DVRPC as soon as possible. The information session will be held:

March 15, 2016

4:00-6:00 PM

DVRPC

190 N. Independence Mall West

8th Floor

Philadelphia, PA 19106

How Should the Application Be Submitted?

All applications must be submitted using the application portal online at www.dvrpc.org/TCDI.

Submission of applications will open on March 16, 2016. 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. Once you are in the system, please fill out each of the five tabs in their entirety. If a section is left blank, you will get a reminder email. Only hit submit after all sections are completed. 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 Karen Cilurso at kpcilurso@dvrpc.org or 215-238-2876. The system will lock down at 5 PM on April 22.

What is the Application Schedule?

DVRPC will allow approximately 7 weeks for applications to be completed and submitted. Following the application deadline of April 22, 2016, all projects will be screened for completeness (resolutions can be submitted through May 27, 2016). The completed applications will then be evaluated by the TCDI review committee using the factors outlined in the project selection criteria. Final selection will take place in June 2016 by the DVRPC Board of Directors. All applicants will be notified no later than June 27th of the Board's action via email. If selected, grantees are required to attend a contract meeting with DVRPC staff from 2:00-4:00 PM on July 7, 2016 at DVRPC. Below is the application schedule. DVRPC reserves the right to alter the schedule.

March 1, 2016	DVRPC distributes TCDI Program Guide
March 15, 2016	Mandatory pre-application meeting at DVRPC
March 16, 2016	Application portal opens
April 22, 2016	Applications and attachments due to DVRPC portal
May 27, 2016	Resolutions must be received
May-June 2016	Review by TCDI Review Committee(s)
June 23, 2016	Selected applicants approved by DVRPC Board
July 7, 2016	Contract Review Meeting at DVRPC
December 31, 2016	RFP Process must be completed (if applicable to project)
March 31, 2017	Contracts with project sponsors must be executed
June 30, 2018	Project tasks must be completed

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 competitive 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 August 31, 2018 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

Section 6: Managing the TCDI Contract

1. If the project is selected for funding by the DVRPC Board, the local government must comply with the DVRPC Standard Articles of Agreement as part of a contract agreement with DVRPC. (See www.dvrpc.org/asp/Consultant/files/ArticlesOfAgreement.pdf). 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/RFQ 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.**

2. Once a contract is fully-executed between the applicant and DVRPC, the applicant is obligated to provide all project tasks and deliverable products by June 30, 2018. 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.

3. 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.

4. 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 August 31, 2018. DVRPC will reserve the payment of the last 10% of the grant award until such resolution and final deliverable is received.*

Section 7: Administrative and Fiscal Requirements

Outlined below are the administrative and fiscal requirements for all TCDI awardees.

Contract Process

Projects selected for TCDI funding by the DVRPC Board require a contract with DVRPC. In order to receive a contract the Project Sponsor must, working with the assigned DVRPC Project Manager, complete the following steps:

1. Prepare an RFP and conduct a consultant selection process in accordance with federal procurement standards (OR) complete a Competitive Selection Certification Form, if your previous selection process met the stated criteria.
2. Submit a copy of the contract, scope of work, and budget between the consultant and the Project Sponsor.
3. If the Project Sponsor is providing services as match, a scope of work and budget must be submitted. Volunteers are allowed to be used as part of the match requirement.

Awardees will have until **December 31, 2016** to conduct the RFP process and until **March 31, 2017** to enter into a contract with DVRPC. Failure to complete the RFP process and enter into a contract within these time frames may result in the loss of project funds. All project work must be completed by **June 30, 2018**.

Contract Requirements

1. Competitive Selection Certification Form
2. Consultant Contract, Scope of Work, and Budget
3. Project Sponsor Scope of Work and Budget (to document matching services if required)