

# FY 2021 Program Guidelines



190 N. Independence Mall West, America College of Physicians Building, Floor 8, Philadelphia, PA 19106-1520  
P: (215) 592-1800 ~ F: (215) 592-9125  
[www.dvrpc.org](http://www.dvrpc.org)



**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](http://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](http://www.dvrpc.org/GetInvolved/TitleVI), call (215) 592-1800, or email [public\\_affairs@dvrpc.org](mailto: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.

# Contents

Information Session .....	3
Highlights.....	4
What is the Transportation & Community Development Initiative?.....	5
Applicant Eligibility .....	5
Funding Availability .....	6
Use of TCDI Funds .....	6
Project Selection Criteria.....	7
Application Schedule .....	10
How to Apply .....	11
Application Checklist.....	11
Sample Resolution of Intent.....	12
TCDI Review Committee.....	13
Administrative Requirements .....	14
Sample Invoice Cover Letter for Reimbursement.....	19
Pre-Award Risk Assessment.....	20

## Information Session

DVRPC will hold an information session to explain the TCDI application process and administrative requirements. Attendance at this session is mandatory for prospective applicants and must be attended by a staff person, or an elected or appointed official. Consultants are not considered a representative of the community. In the case of a multi-municipal project, the lead municipality must attend. Please contact Karen Cilurso, [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) if you are unable to attend.

**Tuesday, January 14, 2020**  
**4:00-6:00 PM**  
**DVRPC**  
**Main Conference Center**  
**190 N. Independence Mall West**  
**8<sup>th</sup> Floor**  
**Philadelphia, PA 19106**

Registration is required. All attendees must check in with the security desk upon arrival.

## Highlights

Thank you for your interest in the FY 2021 Transportation and Community Development Initiative (TCDI). Please make sure the following elements have been addressed and are understood.

- 1. Applicant Eligibility:** Municipal and county governments and transit agencies<sup>1</sup> serving Greater Philadelphia.
- 2. Use of TCDI Funds:** Land use and transportation plans that implement DVRPC's long-range plan and provide a direct nexus to the transportation system. Eligible projects may include conceptual 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. Required Project Match:** 20% of total project cost; at least 5% of the total project cost must be in-kind services to cover administrative requirements.
- 6. 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. All awardees will need to agree to a statement of understanding of federal *Uniform Guidance 2 C.F.R. §200 Procurement Guidelines* and fill out a Risk Assessment Form.
- 7. Mandatory Information Meeting:** January 14, 2020, from 4:00-6:00 PM at DVRPC, 190 N. Independence Mall West, 8<sup>th</sup> Floor, Philadelphia, PA 19106. A local government or transit agency representative (staff, elected or appointed official) must attend. Consultants are not considered a representative of the community/agency.
- 8. Application/Supporting Materials Deadline:** February 21, 2020, at 5:00PM. Only resolutions will be accepted through March 31, 2020.
- 9. Application Link:** All applications must be submitted online at [www.dvrpc.org/TCDI](http://www.dvrpc.org/TCDI). Online application portal will open on January 15, 2020.
- 10. Questions:** All questions must be emailed to Karen Cilurso at [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org). Submitted questions and answers will be posted to [www.dvrpc.org/TCDI/](http://www.dvrpc.org/TCDI/).

---

<sup>1</sup> Eligible transit agencies include SEPTA, NJ Transit, and PATCO. TMAs are non-profit, member organizations that provide transportation services in a particular area, and are not eligible to be the lead applicant for TCDI funds.

## 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 2045\*](#), and enhance or improve the efficiency of the regional transportation system. This initiative focuses on linking land use and transportation planning 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.

## Applicant Eligibility

TCDI grants are available to all local (municipal and county) governments and transit agencies within the DVRPC region. County governments may apply as the administrative agent 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.

All applicants are required to show proof of internal coordination and understanding of the 20% match and other administrative requirements in the form of a Resolution of Intent (sample resolution provided on Page 12). Municipal and transit agency applicants must coordinate with respective county planning commission/departments through a meeting discussing the proposed project, and note the meeting date and participants in the application. County governments applying on behalf of municipalities must include a letter of support from each of the municipalities within the study area. Transit agency applicants must include a letter of support from the involved municipality(s). Applications that do not demonstrate coordination with all parties involved may not be considered.

## Using Partners

TCDI projects can be more impactful when done in collaboration with partners. While the TCDI application must be submitted by a local government or transit agency, DVRPC allows partnering with other organizations if beneficial. This can be done with a 501c3, including any of the Transportation Management Associations serving the DVRPC region. If an applicant deems the nonprofit partner uniquely qualified to complete all or a portion of the proposed project, the application must make this clear in the scope of work. The number of hours of all personnel to bill toward the project should be explained in the applicant capacity section of the application.

## 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 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. 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.

\* **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.

## Match Requirement

All TCDI applicants must demonstrate the ability to provide a minimum 20% match (total project cost) as cash, documented in-kind services or a combination. Note: a minimum of 5% of the total project cost must be in-kind for administrative activities. Required match is a percent of the total project cost, not the requested TCDI amount. 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 in-kind project match; however, a budget is required (refer to the Administrative Requirements for more information).

## Use of TCDI Funds

TCDI grants support early stage planning, conceptual design, and feasibility studies that promote smart growth and the efficiency and resiliency of the transportation network. TCDI funding may support ordinance changes, marketing assessments, local programs to facilitate new development,

or it may be used to 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 needed for the system, ways to increase non-automobile alternatives, or methods to reduce highway congestion. See the [TCDI](#) webpage for a list of past grant awards.

### **What Activities are NOT Eligible?**

Capital projects, acquisitions of Right of Way (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 2045* Plan.

## **Project Selection Criteria**

DVRPC will screen every application for completeness and eligibility. After it is determined that a proposed project meets the eligibility requirements, it will be reviewed by the TCDI selection committee (s) according to the following criteria. Projects will be scored on six criteria, each worth 20 points, for a possible total project score of 120.

### **1. Problem Identification**

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

### **2. Scope of Work and Methodology**

The scope of work should explain the approach to reach a proposed solution to the identified problem, including a well-thought out methodology, goals and objectives, schedule, and desired deliverable(s). Be sure to include measurable outcomes. The methodology should describe the tasks to be undertaken to achieve the goals outlined in the scope. Be sure to include materials, supplies, and activities that will be used during the project and identified in the submitted budget. Provide a short explanation of how finding an achievable solution to the identified problem implements one of the five key principles in *Connections 2045* and are consistent with county and state plans. Note: If



you are a New Jersey community participating in the State's Plan Endorsement program, be sure to include how this scope of work will be incorporated into the requirements of the program and how it will be implemented as part of the municipal Action Plan and/or the Plan Implementation Agreement.

### **3. Transportation Nexus**

A direct connection to the transportation network is a prerequisite for eligibility. The proposed solution will be evaluated based on the degree to which the proposal enhances transportation access (for modes such as transit, walking, and biking), improves safety, equity, quality of life or economic development in a community.

### **4. Public Outreach**

How will the proposed project impact different populations in your community? Explain how local officials will engage all members of the local community for the short-and long-term. Who are the stakeholders? All TCDI funded projects must involve a minimum of two public meetings, which may include regularly scheduled public meetings. Provide an explanation on how and when they will be conducted as well as the desired format, materials, outreach, and outcome.

### **5. Applicant Capacity**

Applicants must include an overview of all project roles, detailing the following information:

1. Name and title of the main point of contact in the community who will be directly managing the administrative and content-related aspects of the project;
2. Explain the point of contact's connection to the project;
3. Number of hours per month the point of contact will commit to grant administration; and
4. Description of administrative tasks to be completed by the point of contact.

If partnering with a nonprofit or another identified entity, all personnel must be listed with the same level of details outlined above.

### **6. Equity**

All Metropolitan Planning Organizations (MPOs) must meet certain requirements as mandated by the federal government. 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's technical methodology, the Indicators of Potential Disadvantage (IPD), identifies 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 website, [www.dvrpc.org/webmaps/ipd](http://www.dvrpc.org/webmaps/ipd), applicants are required to clearly explain the populations which will be affected by the proposed TCDI project in the scope of work and outreach sections of the application. This includes identifying any community groups or stakeholders in the project's geographic area, what efforts were done in the past in this specific area, and how this project will make a positive impact on the quality of life for identified residents.

## Application Schedule

Attendance at the information session on January 14, 2020, 4:00–6:00 pm, is mandatory for prospective applicants. Following the application deadline of February 21, 2020, all projects will be screened for completeness (resolutions can be submitted through March 31, 2020). The completed applications will then be prioritized by the TCDI review committee using the factors outlined in the project selection criteria. Final selection will take place on April 23, 2020. All applicants will be notified no later than April 24, 2020, of the Board’s action via email. *DVRPC reserves the right to alter the schedule.*

January 2, 2020	DVRPC distributes TCDI Program Guide
January 14, 2020	Mandatory pre-application meeting at DVRPC for applicants
January 15, 2020	Application portal opens
February 21, 2020	Applications and attachments due
March 31, 2020	Resolution submittal deadline
April 7, 2020	Recommended projects presented to Regional Technical Committee (RTC)
April 23, 2020	Applications approved at the DVRPC Board Meeting
July 1, 2020	Funds available
December 31, 2020	Contract execution deadline*
June 30, 2022	Project Completion deadline
August 31, 2022	Final invoice, progress report, and final deliverable due
December 31, 2022	Municipal or agency resolution of acceptance/adoption due**

\* Contract execution includes signatures by DVRPC and subrecipient.

\*\* DVRPC’s investment in community planning becoming community policy is important, and we will therefore track receipt of awardees’ submissions of resolutions showing adoption or acceptance of the TCDI project up to six months after the project completion deadline. Receipt of resolutions will be positively noted in all future DVRPC grant programs under the “Applicant Capacity” criterion. Failure of the awardee to adopt/accept the planning project may result in a lower score in future TCDI grant rounds.

## How to Apply

All applications and required supporting documents must be submitted using the [online application](#). To create a new TCDI application, all applicants 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. 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 Karen Cilurso at [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) or 215-238-2876. The system will lock down at 5 pm on February 21, 2020.

## Application Checklist

1. A completed FY 2021 grant application and budget through the online portal.
2. An 8.5 x 11 inch map indicating the extent of the project area. Be sure to highlight if the project includes any census tracts with disadvantaged populations as identified in DVRPC's IPD maps.
3. A resolution from the Governing Body (or local government or transit agency<sup>2</sup> authorized official) verifying support for the proposed project and understanding of the 20% match requirement (at least 5% of the total project cost must be administrative in-kind match) Applications that fail to supply the supporting resolutions will NOT be considered for funding. Resolutions submitted after February 21, 2020, must be sent via email to [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) no later than March 31, 2020. Note: All other portions of the application are due February 21, 2020. If applying for a multi-municipal project, all municipalities involved must submit individual resolutions.
4. Supporting materials such as letters indicating commitment of project partners and funding should be limited to 1 page per partner/community. Do not include general endorsement letters of support.
5. Note of date and participants attending coordination meeting with relevant county planning commission/department.
6. Required Risk Assessment and attachments. Note: applicants who have submitted a Risk Assessment to DVRPC within the past 12 months are not required to fill out another Risk Assessment for TCDI.
7. Attendance at the information session on January 14, 2020, from 4–6 pm.

---

<sup>2</sup> Eligible transit agencies include SEPTA, NJ Transit, and PATCO. TMAs are non-profit, member organizations that provide transportation services in a particular area, and are not eligible to be the lead applicant for TCDI funds.

## Sample Resolution of Intent

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

County of \_\_\_\_\_

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

**WHEREAS**, (insert municipality/county/transit agency) understands the grant amount requested must provide a 20% local match of the total project cost while at least 5% must cover administration of the grant through in-kind services; and

**WHEREAS**, (insert municipality/county/transit agency) fully understands the application requirements including mandatory meetings and attachments; and

**WHEREAS**, (insert municipality/county/transit agency name) fully understands the federal contracting process and rules as outlined in *Uniform Guidance 2 C.F.R.200* if awarded the planning grant dollars; and

**WHEREAS**, (insert municipality/county/transit agency name), fully understands that noncompliance with federal procurement rules and DVRPC contracting parameters will result in the loss of TCDI funds; therefore

**WHEREAS**, that (insert municipality/county/transit agency) 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) 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; 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, 2022 to DVRPC.

Adopted this day \_\_\_\_ of \_\_\_\_\_, 20\_\_

By a vote of: \_\_\_\_ in favor \_\_\_\_ against \_\_\_\_ abstain

BY: \_\_\_\_\_ Secretary/Clerk of  
\_\_\_\_\_)

## TCDI Review Committee

### New Jersey

Marc Remsa, Burlington County Department of Economic Development & Regional Planning, [mremsa@bcbridges.org](mailto:mremsa@bcbridges.org)

Andrew Levecchia, Camden County Planning Department, [andrewl@camdencounty.com](mailto:andrewl@camdencounty.com)

Theresa M. Ziegler, Gloucester County Public Works/Planning Division, [TZIEGLER@co.gloucester.nj.us](mailto:TZIEGLER@co.gloucester.nj.us)

Matthew Lawson, Mercer County Planning Department, [mlawson@mercercounty.org](mailto:mlawson@mercercounty.org)

Monica Etz, New Jersey Department of Transportation (NJDOT), [monica.etz@dot.state.nj.us](mailto:monica.etz@dot.state.nj.us)

Megan Massey, NJ TRANSIT, [mmassey@njtransit.com](mailto:mmassey@njtransit.com)

Barbara Holcomb, DRPA, [b\\_holcomb@drpa.org](mailto:b_holcomb@drpa.org)

Benjamin Saracco, DVRPC's Public Participation Task Force (NJ), [bsaracco1@gmail.com](mailto:bsaracco1@gmail.com)

Donna Rendeiro, NJ Office of Planning Advocacy, [Donna.Rendeiro@sos.nj.gov](mailto:Donna.Rendeiro@sos.nj.gov)

### Pennsylvania

Richard Brahler, Bucks County Planning Commission, [rgbrahler@buckscounty.org](mailto:rgbrahler@buckscounty.org)

Kevin Myers, Chester County Planning Commission, [kmyers@chesco.org](mailto:kmyers@chesco.org)

Tom Shaffer, Delaware County Planning Department, [shaffert@co.delaware.pa.us](mailto:shaffert@co.delaware.pa.us)

Matt Popek, Montgomery County Planning Commission, [mpopek@montcopa.org](mailto:mpopek@montcopa.org)

Eleanor Sharpe, Philadelphia City Planning Commission, [eleanor.sharpe@phila.gov](mailto:eleanor.sharpe@phila.gov)

Angela Dixon, City of Philadelphia's Office of Transportation, Infrastructure, and Sustainability, [angela.e.dixon@phila.gov](mailto:angela.e.dixon@phila.gov)

James Mosca, PennDOT, [jmosca@pa.gov](mailto:jmosca@pa.gov)

Jennifer Dougherty, SEPTA, [JDougherty@septa.org](mailto:JDougherty@septa.org)

Aliyah Stranger, PA DCED, [astanger@pa.gov](mailto:astanger@pa.gov)

Laura Connell Pyott, DVRPC's Public Participation Task Force (PA), [lpoyott@wcupa.edu](mailto:lpoyott@wcupa.edu)

## Administrative Requirements

This section outlines the administrative requirements for all project sponsors<sup>3</sup> in order to receive federal funds and highlights federal procurement rules that must be followed, as outlined in *Uniform Guidance 2 C.F.R. §200, Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. (DVRPC reserves the right to modify any of the information presented in this document)

The following steps are required to receive TCDI funds.

1. Complete and submit a Pre-Award Risk Assessment. This form is used to collect information about the project sponsor's capacity to manage federal grant funds prior to the issuance of a grant award. Information will be used to monitor activities and/or to identify technical assistance needed to strengthen operations. High risk project sponsors are required to submit monthly progress reports; medium risk project sponsors are required to submit quarterly progress reports; and low risk project sponsors are required to submit semi-annual progress reports. DVRPC will notify all TCDI awardees of the assessment results prior to contract execution.
2. Enter into a contract with DVRPC by December 31, 2020. Failure to enter into a contract within this time frame will result in the loss of project funds. All project tasks must be completed by June 30, 2022. TCDI projects will not receive a No Cost Time Extension (NCTE).
- 3) If applicable, conduct an open, competitive consultant selection process in accordance with federal procurement standards or complete and upload the Competitive Selection Certification Form to verify if your previous selection process meets federal procurement rules, as set forth in *Uniform Guidance 2 C.F.R. §200*. The following attachments must be submitted to DVRPC:
  - a) Scope of work for all consultant and in-kind tasks (prior to contract);
  - b) Proposed consultant and in-kind budget (prior to contract);
  - c) Competitive Selection Certification Form (prior to reimbursement); and
  - d) Detailed consultant budget and in-kind budget (prior to reimbursement).
4. Adhere to the progress reporting and invoicing requirements defined in the contract between DVRPC and project sponsor.

---

<sup>3</sup> Also known as "TCDI Awardee."

## **Request for Proposals (RFP) Process**

TCDI project activities may be undertaken by the project sponsor staff or an outside consultant or team of consultants or a combination. The use of volunteers is allowed. (*Volunteer rates and eligibility is further outlined under Section IV: Budget Requirements*) DVRPC requires all consultants to be chosen through a competitive process. 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. This includes any consultant that is a sub to the prime consultant.

All project sponsors are required to fill out and upload a Competitive Selection Certification Form. This form certifies the project sponsor is fully aware of the following federal procurement rules:

- All procurement must be conducted in a manner providing full and open competition.
- Requests for proposals were publicized and identified all evaluative factors and weights.
- Proposals were solicited from an adequate number of qualified sources.
- Contracts were awarded to the firm(s) whose proposals were most advantageous to the program.
- Records sufficient to the history of the procurement have been maintained.
- There were written protocols established for conducting the technical evaluations of the proposals received and for selecting the final recipient.

**Important Note:** A consultant (not under retainer chosen through a competitive process) 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 an RFP/RFQ process.

## **Scope of Work**

The TCDI contract requires a scope of work for all TCDI cash (consultant) and in-kind match services (project sponsor). The scope-of-work (SOW) is the area of the contract where the work to be performed is described. The SOW should contain any milestones, reports, and deliverables that are expected to be provided in the final deliverable.

## **Budget Proposal**

The budget proposal submitted by the project sponsor at the time of application will be used for the contract between DVRPC and the project sponsor. All TCDI projects must provide a minimum 20% percent match as cash, documented in-kind services or a combination. Note: a minimum of 5% of the total project cost must be in-kind to cover administrative tasks.

Required match is a percent of the total project cost, not the requested TCDI amount. 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. For a service to be eligible as match it must be:

- a) Be necessary and reasonable for the accomplishment of the project;
- b) Not be included as contributions for any other Federal Award;
- c) Be verifiable from the Project Sponsor's records, as described in the Risk Assessment (i.e. timesheets, payroll register, etc.); and
- d) Be allowable under federal cost principles.

Volunteer services may be counted towards in-kind matching requirements if the services are an integral and necessary part of the project. Rates for volunteer services must be consistent with those paid for similar work.

### **Detailed Consultant Budget**

Once a consultant is chosen (if applicable), the project sponsor must submit a detailed consultant budget that provides the following detail:

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

The detailed consultant budget and detailed in-kind match must be submitted through [TCDirect](#) and is subject to approval by DVRPC accounting staff. The detailed consultant budget(s) can be submitted after the contract with DVRPC is executed. DVRPC will not process any invoices until the consultant details are approved.

### **Progress Reports**

Submittal of progress reports is mandatory. The first progress report for low risk project sponsors is due January 31, 2021, and covers completed tasks from July 1 through December 31, 2020. The first progress report for medium risk project sponsors is due October 31, 2020, and covers completed tasks from July 1 through September 30, 2020. Finally, the first progress report for high risk project sponsors is due August 31, 2020, and covers completed tasks incurred from July 1-31, 2020. Project sponsors must log into [TCDirect](#) to fill out the progress report and answer the following questions:

Q1. Compare actual accomplishments to the objectives outlined in the scope of work for this period addressing:

- Include a statement on the objectives for the reporting period. Refer to the timeline and tasks described in your approved grant applicant. 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?
- If any procurement activities were completed during the reporting period, provide an overview of the process including an overview of solicitations issued, proposal received, and an outline of the selection process, selection made, scoring qualifications, and the awarded contract. Attach the copies of the RFP.
- NOTE: the Q8 or M24 final progress report must comment on the activities of the last report period as well as the overall grant period (24 months).

Q2. 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.

Q3. Provide additional information, as appropriate.

- Provide any additional information about project activities, changes in scope, anticipated personnel changes, etc. Any changes to the scope of work should be included in this section. 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: the Q8 or M24 final progress report must address if the entire budget was not spent or there was an increase in spending.

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.

### **Invoice Reimbursement**

The FY 2021 TCDI grant program will cover costs incurred between July 1, 2020 and June 30, 2022. The submittal of invoices is mandatory for the reimbursement of funds. Invoices should be submitted with progress reports through [TCDIdirect](#) by the project sponsor but they will also be accepted at any time during the length of the contract. (Only progress reports are required to be filled out based on the results of the risk assessment). Project sponsor and consultant expenses must be invoiced on their respective letterheads. All invoices must be submitted to DVRPC by the project sponsor and include the level of detail indicated below:

Required Details for Invoices:

1. Signed cover letter from the project sponsor verifying all costs incurred and approving payment;
2. Name and title of staff working on the project;
3. Hourly payroll rate (billable rates will not be accepted);
4. Approved indirect rate;
5. Profit percentage (10% maximum of Labor & Indirect); and
6. Non-Labor detail (travel (15% of total budget), supplies, etc.)

Failure to adhere to the reimbursement requirements will result in delayed or non-payment.

**Grant Close-out**

Costs incurred after June 30, 2022, are no longer reimbursable. To close the grant, project sponsors must fill out the required Q8 or M24 progress report and address the entire grant report period. Final invoices must be uploaded to [TCDIdirect](#) by August 31, 2022.

To ensure the goals and strategies of *Connections 2045* are implemented, all plans and studies funded through TCDI are required to be adopted or 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 December 31, 2022. This can be uploaded with the final invoice or submitted by email to [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) up to the deadline. DVRPC's investment in community planning becoming community policy is important, and we will therefore track receipt of awardees' submissions of resolutions showing adoption or acceptance of the TCDI project up to six months after the project completion deadline. Receipt of resolutions will be positively noted in all future DVRPC grant programs under the "Applicant Capacity" criterion. Failure of the awardee to adopt/accept the planning project may result in a lower score in future TCDI grant rounds.

## Sample Invoice Cover Letter for Reimbursement

**Date:**

**To:**

**From:**

**Re:** Master Trail Plan, Upper Township, Invoice Reimbursement Request

Please find the attached invoices from XXXX Firm for work completed on the Master Trail Plan for January 1, 2020– March 31, 2020 in the amount of \$35,460. Additional invoices are provided for in-kind match services in the amount of \$4,300 by Karen Smith, Director, Community Development for services related to the project. The invoice and hours submitted have been reviewed and recommended for payment in the total of \$39,760.

Thank you,

## Pre-Award Risk Assessment

In accordance with *Uniform Guidance* 2 C.F.R. § 200, this form must be completed by any entity planning to enter into a subrecipient relationship with DVRPC. The purpose of this form is to collect information about your entity's capacity to manage federal grant funds prior to issuance of a grant award document. Information may also be used as part of sub-award monitoring activities and/or to identify technical assistance needed to strengthen operations. An online version is available in the TCDI Application Portal. Applicants who have submitted this assessment in the past 12 months do not need to resubmit.

<b>1. Subrecipient Contact Information:</b>	
Entity Name:	DUNS Number:
Address:	Employer ID Number (EIN):
Contact Name/Title:	
Phone:	
Email:	
<b>2. Type of Entity (check one):</b>	
<input type="checkbox"/> State Government	<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Local Government	<input type="checkbox"/> Other
<b>3. Fiscal year (month and year):</b>	
<b>4. Has your entity received federal grant award within the last 3 years?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. Within the last 12 months, has your entity had any organizational changes, new management (Executive Director, Comptroller, Program Director) or any new personnel who would be working on this proposed subaward?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain:	

<b>6.</b>	<b>In the last 12 months, has your entity implemented new or substantially changed systems related to its federal grant management?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain:	
<b>7.</b>	<b>Is your entity currently or previously been suspended or debarred from receiving federal grants?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain.	
<b>8.</b>	<b>Does your entity have an approved indirect (F&amp;A) cost rate?</b>
<input type="checkbox"/> Yes (If yes, please attach a copy of your current approved indirect cost rate agreement.)  Name of designated cognizant agency: _____ _____  <input type="checkbox"/> No (If no, please provide the documentation to substantiate the proposed indirect rate.)	
<b>9.</b>	<b>Has your entity completed a recent annual audit in accordance with 2 C.F.R. §200 Subpart F Audit Requirement? (Required if subrecipient expends \$750,000 or more in federal awards in a fiscal year.)</b>
<input type="checkbox"/> Yes (If yes, please provide a copy of the audited statements.)  <input type="checkbox"/> No  Fiscal year Completed (month and year): _____  External Auditor Contact Name and Title: _____ _____  Auditee Name Filed Under: _____ (Legal name under which your audit report is filed in the Federal Audit Clearinghouse)	
<b>10.</b>	<b>Did your entity have any audit findings from your last 3 years of annual audit reports?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, list audit findings and applicable corrective actions taken:	

11.	Does your entity have a financial management system that provides records that can identify the source and application of funds for award-supported activities, including indirect costs?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12.	Does the financial system provide for the control and accountability of project funds, properties, and other assets?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
13.	Have the staff assigned to manage the grant had prior work experience managing federal grants?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
14.	Does your entity have formal, written policies that are in compliance with the standards set forth in 2 C.F.R.§200 that address the following:		
	Time and Attendance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Travel	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Purchasing/Procurement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Property and Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Accounting System	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p><b>Authorized Official Certification:</b></p> <p>I hereby acknowledge and confirm submittal of responses to this pre-award risk assessment information is true and correct and that we accept responsibility for maintaining a financial system to comply with the provisions of the applicable federal acts and other related requirements for federal funds.</p>	
<p>_____</p> <p><b>Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p>_____</p> <p><b>Name and Title (PRINT)</b></p>	
<p>Phone: _____</p>	
<p>Email: _____</p>	

