



## ADDENDUM TO DVRPC FY 2012 TRANSPORTATION AND COMMUNITY DEVELOPMENT INITIATIVE (TCDI)

DVRPC is conducting a second call for TCDI projects for eligible New Jersey census tracts/communities. See the 2012 Program Guide and Grant Application Forms document at <http://www.dvrpc.org/tcdi/pdf/2012TCDIProgramGuide.pdf> for complete details. For a municipality to be considered, all application requirements must be filled out in their entirety and be returned to the Delaware Valley Regional Planning Commission (DVRPC) by **5 pm on December 28<sup>th</sup>, 2011**. The New Jersey TCDI Review Committee will determine if all criteria have been met. An eligible municipality may only receive TCDI funds if all criteria have been achieved. They are as follows:

1. Attend a pre-application meeting with DVRPC staff. The pre-application meeting is mandatory and will take place on **Wednesday, November 30<sup>th</sup> from 4-6 pm** at the **Camden County Complex, 2311 Egg Harbor Road, Lindenwold NJ**. A municipal official must be present. Note: If you attended a pre application meeting in July, you do not need to attend.
2. Complete the TCDI application and budget form in their entirety.
3. Demonstrate the community capacity to manage federal dollars and finish the project in the 24-month timeframe.
4. Demonstrate that the proposed project will implement *Connections*, the long-range plan for the region as well as county and local planning goals and objectives.
5. Document that your project is ready to proceed.
6. Identify sources of the required local match of 20%. The match can be cash or in-kind services. DVRPC requires that at least 5% of the total project cost must be identified as cash match.
7. Eligible New Jersey census tracts and municipalities are listed on page 4 of this addendum.
8. All questions should be directed to Karen Cilurso, [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) or 215-238-2876.

### Directions for Completing the Application (refer to the 2012 Program Guide and Grant Application Forms document)

1. Submit a completed and signed **2012 Grant Application and Budget Form** (see attached, or download from [www.dvrpc.org/TCDI](http://www.dvrpc.org/TCDI))
2. An 8 1/2 x 11 inch map indicating the extent of the project area.(1 page)
3. A narrative description of the project, consisting of the following: (3 page limit)
  - a. Problem statement and purpose of the project;

- b. Scope of work, including proposed project approach;
  - c. Project outcomes and implementation approach; and
  - d. Schedule of activities and deliverables.
- 4. A description of the project area and affected population, including demographic, economic and physical conditions and trends and a discussion of how the project will benefit the identified disadvantaged population.(2 page limit)
- 5. Proposed approach to achieve public and private sector involvement and cooperation, including a list of specific stakeholders.(1 page limit)
- 6. An assessment of project consistency with the goals of TCDI, including: (2 page limit)
  - a. Relationship to transportation system and expected project impacts;
  - b. Ability to encourage redevelopment and investment;
  - c. Consistency with *Connections* and other state, county, and local plans;
  - d. Attainable implementation strategy;
  - e. Commitment and capacity of staff to complete the project in a timely fashion; and
  - f. Community participation and outreach strategy.
- 7. Supporting materials such as references to related plans or studies (1 page limit), letters indicating commitment of project partners and funding (1 page limit per letter), or other relevant documentation (1 page limit). **Do not include general endorsement letters of support.**

### Budget Requirements (Refer to the 2012 Program Guide)

- a. Project applicants must provide a minimum of 20% of the total project budget as either cash or documented in-kind services. At least 5% of the total project cost must be identified as cash match. Indicate the source, amount, and commitment schedule for the matching funds. Note that federal funds, other than CDBG (if project is CDBG eligible), may not be used as a project match. State, county, local, or private funds are permitted as match. Volunteer services are allowed for in-kind match; however, a budget is required.
- b. Applicants are encouraged to provide more than 20% of the project cost as match, if possible. The ability to leverage other funding will be used as one of the selection criteria in reviewing project applications.
- c. A maximum of \$100,000 in TCDI funds are available for any single project. Projects involving 2 to 4 municipalities may apply for a maximum of \$125,000 in TCDI funds.

- d. Projects involving 5 or more municipalities may apply for a maximum of \$150,000 in TCDI funds.
- e. TCDI funds may be used for design, preliminary engineering, feasibility, analysis, or planning studies only. TCDI funds may not be used for the acquisition of land or buildings, infrastructure or site preparation, final engineering, bid/construction documentation, or general construction.
- f. The purchase of any materials, supplies, or equipment necessary to complete the project must be specified and explained.
- g. TCDI funds may not be used to pay for existing personnel or services that are funded through another source, but may serve to supplement those personnel or services beyond existing funding.
- h. If selected, project costs will be reimbursed based on submittal of invoices documenting costs.
- i. If selected, the applicant will be subject to the Standard Articles of Agreement as part of a contract agreement with DVRPC. (See <http://www.dvrpc.org/asp/Consultant/files/>). The Standard Articles of Agreement must be executed within 6 months of the project award date.

### Application Submittals

- **All applications must be delivered to DVRPC no later than 5 p.m. on Wednesday, December 28, 2011.**
- Faxes will not be accepted.
- Applications received after the due date and time will not be considered. Only applications received from municipalities who attended the pre-application meeting will be considered. Selected New Jersey projects will be designated by the DVRPC Board at their meeting on February 23, 2012.
- Applications must be submitted in the format of a single PDF document via email to [kpcilurso@dvrpc.org](mailto:kpcilurso@dvrpc.org) **OR** by mailing one hard copy of your application. If you mail in your application, it must include a PDF of the application on a CD.

## Eligible New Jersey Census Tracts and Municipalities

Burlington County  
Beverly City  
Bordentown City  
Bordentown Township –  
7015.01\*  
Burlington City  
Burlington Township -  
7011.04\*  
Chesterfield Township -  
7018.02  
Cinnaminson Township  
Delanco Township  
Delran Township  
Edgewater Park Township  
Fieldsboro Borough  
Florence Township –  
7013.02\*, 7013.03\*  
Mansfield Township –  
7014.01\*  
Maple Shade Township  
Medford Lakes Borough  
Moorestown Township  
Mount Holly Township  
Mount Laurel Township  
New Hanover Township  
Palmyra Borough  
Pemberton Borough  
Pemberton Township –  
7022.03, 7022.04, 7022.05,  
7022.06, 7022.07  
Riverside Township  
Riverton Borough  
Washington Township - 7035  
Willingboro Township  
Wrightstown Borough

Camden County  
Audubon Borough  
Audubon Park Borough  
Barrington Borough  
Bellmawr Borough  
Berlin Borough  
Berlin Township  
Brooklawn Borough  
Camden City  
Cherry Hill Township  
Chesilhurst Borough – 6090  
Clementon Borough  
Collingswood Borough  
Gibbsboro Borough  
Gloucester City  
Gloucester Township  
Haddon Township  
Haddon Heights Borough  
Haddonfield Borough  
Hi-Nella Borough  
Laurel Springs Borough  
Lawnside Borough  
Lindenwold Borough  
Magnolia Borough  
Merchantville Borough  
Mount Ephraim Borough  
Oaklyn Borough  
Pennsauken Township  
Pine Hill Borough  
Pine Valley Borough  
Runnemede Borough  
Somerdale Borough  
Stratford Borough  
Tavistock Borough  
Voorhees Township

Waterford Township –  
6089.01\*  
Winslow Township – 6092.02  
Woodlynne Borough

Gloucester County  
Deptford Township  
Glassboro Borough –  
5014.02, 5014.03  
National Park Borough  
Newfield Borough  
Paulsboro Borough  
Pitman Borough  
Swedesboro Borough  
Washington Township  
Wenonah Borough  
West Deptford Township  
Westville Borough  
Woodbury City  
Woodbury Heights Borough

Mercer County  
East Windsor Township –  
44.05  
Ewing Township  
Hamilton Township  
Hightstown Borough  
Hopewell Borough  
Lawrence Township  
Pennington Borough  
Princeton Borough  
Princeton Township  
Trenton City  
West Windsor Township