

FY 2026  
New Jersey Program Guidelines



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### **The Delaware Valley Regional Planning Commission**

is the federally designated Metropolitan Planning Organization for the Greater Philadelphia region, established by an Interstate Compact between the Commonwealth of Pennsylvania and the State of New Jersey. Members include Bucks, Chester, Delaware, Montgomery, and Philadelphia counties, plus the City of Chester, in Pennsylvania; and Burlington, Camden, Gloucester, and Mercer counties, plus the cities of Camden and Trenton, in New Jersey.

DVRPC serves strictly as an advisory agency. Any planning or design concepts as prepared by DVRPC are conceptual and may require engineering design and feasibility analysis. Actual authority for carrying out any planning proposals rest solely with the governing bodies of the states, local governments or authorities that have the primary responsibility to own, manage or maintain any transportation facility.



**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 mandates 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 usually be made available in alternative languages and formats, if requested. DVRPC's public meetings are always held in ADA-accessible facilities, and held in transit-accessible locations whenever possible. Translation, interpretation, or other auxiliary services can be provided to individuals who submit a request at least seven days prior to a public meeting. Translation and interpretation services for DVRPC's projects, products, and planning processes are available, generally free of charge, by calling (215) 592-1800. All 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 must 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.



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## Highlights

Thank you for your interest in the FY 2026 New Jersey round of the 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 four-county New Jersey region.
2. **Eligible Activities:** TCDI supports land use and transportation plans that advance the goals and principles outlined in DVRPC's long-range plan, [\*Connections 2050: Plan for Greater Philadelphia\*](#) (Connections 2050), and that have a direct nexus to the transportation system. Eligible activities may include early-stage design, feasibility studies, travel demand management plans, marketing assessments, plans and transportation-related 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 \$60,000, 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 (ROI) as part of the application (sample resolution provided as Appendix A). If chosen for funding, a separate memorandum of understanding (MOU) may also be required. Refer to Appendix B for additional details on the MOU.
7. **Informational Webinar:** Prospective New Jersey applicants are strongly encouraged to attend an informational webinar on January 8, 2025 at 2:30 PM to review the TCDI application process and administration procedures for FY26. [Registration](#) is required. The webinar will be recorded.
8. **Application Deadline:** Monday, March 31, 2025 at 5:00 PM. Only ROIs will be accepted through April 30, 2025.
9. **Application Link:** All applications must be submitted online at [www.dvrpc.org/TCDI](http://www.dvrpc.org/TCDI) . The online application portal will open on Thursday, January 9, 2025.
10. **Questions:** All questions must be emailed to Spencer K. Gober at [sgober@dvrpc.org](mailto:sgober@dvrpc.org).

## What is the Transportation & Community Development Initiative?

As the designated metropolitan planning organization (MPO) for the nine-county, Greater Philadelphia 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.

TCDI is a competitive grant opportunity that funds local planning initiatives that also advance the goals of the region's long-range plan, [Connections 2050](#), which is built on principles of equity, sustainability, and resilience. To that end, TCDI focuses on linking land use, transportation, and economic development planning that:

- Builds municipal capacity;
- Enhances the transportation network;
- Fosters greater regional resilience;
- Improves overall quality of life;
- Promotes and encourages the use of transit, bike, and pedestrian transportation modes; and
- Protects the environment.

## FY26 Programmatic and Administrative Details

### Application Schedule

An informational webinar for prospective applicants in New Jersey will be held on January 8, 2025, at 2:30 PM. Attendance is strongly encouraged. Following the application deadline of March 31, 2025, all projects will be screened for completeness (ROIs can be submitted through April 30, 2025). 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 May 22, 2025, by the DVRPC Board. All applicants will be notified via email no later than May 23, 2025, of the Board's action. Below is the application schedule. Note: *DVRPC reserves the right to alter the schedule.*

January 6, 2025	FY26 NJ TCDI Program Guidelines released
January 8, 2025	Program Information webinar
January 9, 2025	Online application portal opens
March 31, 2025	Applications and attachments due
April 30, 2025	Resolution submittal deadline
May 6, 2025	Recommended projects presented to Regional Technical Committee (RTC)

May 22, 2025	Project Selection by DVRPC Board
July 1, 2025	Funding available
June 30, 2027	Project Completion deadline
August 31, 2027	Final invoices and progress reports due
December 31, 2027	Final deliverable, and resolution of acceptance/adoption due

### Applicant Eligibility

TCDI grants are available to all New Jersey municipal and county governments, transit agencies and Transportation Management Associations (TMAs) located in DVRPC’s four-county New Jersey region.

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.

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 link land use, transportation, and economic development; promote the efficiency and resilience of the transportation network; and advance 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, protect and enhance the environment, improve the resilience and reliability of the transportation system, and improve the safety and 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*.

### 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.

### New Jersey Funding Availability

Up to \$600,000 is available in New Jersey for the FY 2026 program. There is a soft maximum cap<sup>1</sup> grant of \$100,000 for single municipal planning projects and \$175,000 for multi-municipal projects. Note: There is a soft minimum floor<sup>2</sup> grant of \$60,000.

### Resolution of Intent

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

## Project Selection

DVRPC will review and screen every application for completeness and eligibility, and consider the equitable distribution of funds based on project impacts on, and benefits to, historically disadvantaged populations. All eligible projects will be scored according to specific project selection criteria established by the New Jersey TCDI Review Committee.

### 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.

Applicants that demonstrate that the proposed project is located within a disadvantaged community as identified by DVRPC's [Indicators of Potential Disadvantage](#) (IPD) analysis, and/or the [Justice40 Initiative](#), and that it provides a direct positive impact on the disadvantaged population(s) may receive priority funding.

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<sup>1</sup> 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.

<sup>2</sup> 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.



## DVRPC's Indicators of Potential Disadvantage

Our planning and local government partners are required to use DVRPC's equity tools and data sources to further support and enhance equity at the local level.

To facilitate this requirement, DVRPC created a technical methodology, the IPDs, to identify potentially 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.

When developing a TCDI project, applicants should identify the impacted populations in the proposed study area by using DVRPC's IPD tool at [www.dvrpc.org/webmaps/ipd/#map](http://www.dvrpc.org/webmaps/ipd/#map).

## Justice40 Initiative

The federal government's [Justice40 Initiative](#) was created through Executive Order 14008, and it aims to have 40 percent of the benefits of certain investments go to disadvantaged communities that are marginalized, underserved, or overburdened by pollution. To facilitate the identification of Justice40 communities, census tracts that are overburdened and underserved are highlighted as being disadvantaged on the map provided in the [Climate and Economic Justice Screening Tool](#) (CEJST).

## Selection Criteria and Scoring

Projects will be scored using a basic formula that includes a maximum point allocation for each of the four selection criteria questions. The four individual scores will then be summed to produce a total project score. The maximum total project score available is 34 points.

## Scoring Guide

The response to each question will be scored based on a series of Evaluation Criteria relevant to that question.

**0** = Respondent fails to answer the question, or the project will not address the specific issue.

**1** = For non-binary questions, the respondent somewhat answers the question, but lacks specificity. Additional details and/or clarification may be needed, or relevance to stated project goals and objectives may be unclear. The project itself may or may not actually address the issue.

**2** = Respondent clearly and effectively answers the question, and/or the project will undoubtedly address the issue.

### **1. Problem Statement: What is the problem that needs to be solved?**

Provide a concise explanation of the problem that needs to be solved, and explain the project's nexus to the transportation network. Explain why TCDI is an appropriate and relevant funding source.

Include measurable data that help demonstrate the extent of the problem.

Identify the municipality or municipalities in which the project is located, and describe the project area, including its physical condition. Be specific about the geographic area, and list the exact census tracts that fall within the project geography.

Include an 8.5 x 11-inch map indicating the extent of the project area. Be sure to illustrate municipal boundaries, specific census tracts, and transportation layers.

#### Evaluation Criteria (Maximum 10 points):

- *Has a clear and direct nexus to the transportation network, as this is a prerequisite for funding eligibility. (0-2 pts)*
- *Relates to the principles of regional sustainability, resilience, and/or equity. (0-2 pts)*
- *Links issues of land use, transportation, and community and economic development, and provides sound rationale for TCDI funding. (0-2 pts)*
- *Includes quantifiable data that supports / validates the claim. (0-2 pts)*
- *Explains the problem clearly and effectively. (0-2 pts)*

### **2. Project Execution: How will the project be completed?**

Detail the project scope of work, methodology, preliminary schedule, and desired deliverable(s).

Indicate whether the tasks will be completed by planning staff or by a consultant. If a consultant will be used, specify whether you plan to use a consultant already on retainer, or if you will be looking to hire a new consultant through a competitive selection process.

Indicate innovative or mission critical activities, materials, and/or supplies that will be used during the project.

#### Evaluation Criteria (Maximum 8 points):

- *Proposes appropriate methodology and deliverable(s) for the identified problem, and they align with TCDI eligibility requirements and programmatic focus. (0-2 pts)*
- *Conveys a clear vision for the project. (0-2 pts)*
- *Understands the steps required to go from project kick-off to completion. (0-2 pts)*
- *Indicates how the project will be completed within the FY26 TCDI timeline. (0-2 pts)*

### **3. Outreach and Engagement: How will you engage stakeholders and the public?**

Provide details on the outreach and engagement efforts planned for this project. Identify any population groups that warrant additional or more tailored outreach, such as Justice40 communities and/or potentially disadvantaged populations.

A minimum of two public meetings is required, but the total number of meetings, and approach to public engagement, should be appropriate for the scope of work.

Evaluation Criteria (Maximum 6 points):

- *Demonstrates a commitment to engaging all communities, and specifies appropriately tailored outreach to under-represented and potentially disadvantaged populations. (0-2 pts)*
- *The total number of and approach to the public meetings is appropriate for the proposed scope of work. (0-2 pts)*
- *Includes a minimum of two public meetings. (0-2 pts)*

**4. Anticipated Outcomes: What are the intended results of the planning project, and/or of its findings and recommendations?**

Describe the anticipated benefits and outcomes of this project, and/or of the findings and recommendations that will come from this effort.

Explain how you will measure success, and determine if the project effectively resolved the identified problem.

Outline potential next steps following project completion that will be needed to ensure that anticipated outcomes are realized.

Evaluation Criteria (Maximum 10 points):

- *Clearly communicates the next steps required to ensure anticipated outcomes are realized. (0-2 pts)*
- *Achieves one or more of the following benefits and/or outcomes (1 pts each):*
  - *Advances efforts to rebuild or maintain the transportation network.*
  - *Increases safety within the transportation network.*
  - *Improves reliability and reduces congestion in the transportation network.*
  - *Enhances and/or expands multimodal transportation options.*
  - *Impacts the environment in a positive way, and/or addresses issues related to climate change.*
  - *Makes communities more livable, and/or leads to increased economic development.*
  - *Serves, benefits, or addresses the needs of under-represented and/or disadvantaged communities.*
  - *Advances regional resilience and/or sustainability.*

## How to Apply

All applications and required supporting documents must be submitted using the online application portal: [www.dvrpc.org/TCDI](http://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 K. Gober at [sgober@dvrpc.org](mailto:sgober@dvrpc.org).

**The application system will lock down at 5:00 PM on March 31, 2025.**

### Application Checklist

1. A completed FY 2026 grant application at [www.dvrpc.org/tcdi](http://www.dvrpc.org/tcdi).
2. An 8.5 x 11-inch map indicating the extent of the project area. Be sure to highlight specific census tracts, and notate census tracts with potentially 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 March 31, 2025, must be sent via email to [sgober@dvrpc.org](mailto:sgober@dvrpc.org). Resolutions must be submitted no later than April 30, 2025. Note: All other portions of the application are due March 31, 2025. 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 (DVRPC); 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.

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

BE IT FURTHER RESOLVED, that (insert municipality/county/transit agency/TMA) agrees to provide all documentation and records that may be required by DVRPC to ensure proper allocation of costs and resources.

BE IT FURTHER RESOLVED, that (insert municipality/county/transit agency/TMA) agrees to 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, 2027 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, when applicable, 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 Spencer K. Gober at [sgober@dvrpc.org](mailto: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 municipal planning or engineering consultant already on retainer, 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 DVRPC-administered competitive selection process for a consultant.

DVRPC REQUIRES ALL CONSULTANTS TO BE PREQUALIFIED BEFORE RESPONDING TO TASK ORDERS FOR TCDI PROJECTS. Only consultants that have met DVRPC's qualification requirements are eligible to conduct TCDI projects. A list of prequalified firms is updated quarterly, and available at [www.dvrpc.org/business](http://www.dvrpc.org/business). If the project sponsor has a consultant on retainer that is not prequalified, the consultant should visit the [Consultant Qualification System](#) to start the process.

DVRPC staff will work with the project sponsor to prepare a task order 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/Task Order 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 TCDI Direct to complete the report. The project sponsor will be required to submit their own invoices through TCDI Direct 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 DVRPC will draft and execute an MOU with the project sponsor that will serve as the post-award contract 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 [TCDI Direct](#) 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 TCDI Direct 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 [TCDI Direct](#) 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, 2025 and June 30, 2027. 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, 2027 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, 2027.

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.

Both the final deliverable and the resolution of acceptance must be submitted no later than December 31, 2027. These items can be uploaded with the final invoice, or at any point between August 31 and December 31, 2027.

