



**FY 2023 and FY2024
Application Guidelines
Travel Options Program (TOP)**

Delaware Valley Regional Planning Commission
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www.dvrpc.org

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



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

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

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

DVRPC is funded through a variety of funding sources including federal grants from the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the Pennsylvania and New Jersey departments of transportation, as well as by DVRPC's state and local member governments. The authors, however, are solely responsible for the findings and conclusions herein, which may not represent the official views or policies of the funding agencies.

Table of Contents

I.	Information Session	page 2
II.	Program Highlights and Application Procedures	page 3
III.	What is TOP? (About the Grant Program)	page 5
IV.	Project Eligibility	page 6
V.	Eligible Activities	page 6
VI.	Funding Availability	page 7
VII.	Project Selection Criteria	page 8
VIII.	Project Application Schedule	page 10
IX.	TOP Project Review Committee	page 10
X.	Application Checklist	page 10
XI.	Directions for Completing TOP Project Application	page 11
XII.	Budget Requirements	page 11
XIII.	TOP Project Application Cover Sheet	page 14

I. Information Session

DVRPC conducted a *mandatory* information session (via webinar) for the Travel Options Program (TOP) grant program on January 12, 2022. The session took place during the TOP Expression of Interest (EOI) period (December 20, 2021-January 24, 2022), the first stage of the two-stage application process. Please alert DVRPC staff if you were unable to attend this session; you can view the recording of the session by using this [link](#). **Your agency or company must have submitted an EOI to be eligible to apply for the TOP grant.**

II. Program Highlights and Application Procedures

Thank you for your interest in TOP FY2023-FY2024. Prior to starting your application, please make sure the following elements are understood and addressed in your submission.

1. Eligible areas: Projects must be focused within DVRPC's service area of Southeastern Pennsylvania (Bucks, Chester, Delaware, Montgomery, and Philadelphia counties) and parts of Southern New Jersey (Burlington, Camden, Gloucester, and Mercer counties).

2. Applicant Eligibility: The TOP program is open to counties, municipalities, TMAs, public transportation service operators, and similar public and nonprofit organizations in DVRPC's service area that regularly deal with transportation and TDM issues in the region. TOP is a two-stage application process. Applicants must have submitted an EOI (first-stage); a select group of applicants will be invited to submit project proposals for the second stage (the longer and more detailed application) of the project selection process, based on response to the EOI.

Collaboration between applicants is encouraged, specifically for a project crossing county or state lines and/or to build on respective organizational strengths. It's preferable if the applicant(s) has or has had a contract with PennDOT or NJDOT to perform Transportation Demand Management (TDM) tasks; or has experience with applying, planning, and invoicing for federally-funded efforts; or partners with an organization that has this experience.

3. Eligible Activities: The primary funding source will be the Surface Transportation Block Grant Program (STBGP) dollars (also known as STU funds in PA). However, any projects selected that are in New Jersey but outside the Philadelphia PA--NJ--DE--MD Urbanized Area will be funded with Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. [Click here](#) to view the NJ Urbanized Area map to understand how this might apply to your project. If you are submitting a project idea serving Pennsylvania, this does not apply to you.

Interested parties should reference guidance, below and on the [TOP webpage](#), to ensure the project(s) fit with the program and funding source. These federal dollars require a 20 percent local match, and projects must be completed within the two-year contract period. Use these links to learn more about eligible projects: [STBGP under US Code](#), [STBGP Implementation Guidance under the Previous FAST Act](#), [STBGP and CMAQ Eligibility under the Current Infrastructure Investment and Jobs Act \(IIJA\)](#), and [FHWA CMAQ Policy and Guidance](#). This is also described further in Section V of this application.

4. Ineligible Activities: Projects that exceed the two-year grant cycle will not be considered. In addition, plans and projects that do not reflect the goals, outcomes, and strategies of DVRPC's Regional TDM Plan: A New Route to Better Travel for All, and do not meet STBGP and/or CMAQ eligibility requirements, will be considered ineligible.

5. Award Amounts: Project contracts will be for two fiscal years (July 1, 2022-June 30, 2024). There is a **minimum** floor of \$75,000, and a **maximum** ceiling of \$600,000 for a grant for any single project; these amounts include a required 20% match. Funds must be **spent and projects completed** before the close of FY 2024 (5/31/24 invoice submittal for 6/30/24 FY end).

6. Required Project Match: There is a 20 percent match required for TOP. The match *cannot* be made with other federal funds; however, it can be made with in-kind donations and services approved by DVRPC and the appropriate state DOT. Projects will be reimbursed at 80 percent.

7. Contract Requirements: All awardees must enter into a contract with DVRPC.

8. Mandatory Pre-application Activity: For each submission an EOI must be fully completed and submitted, and applicants must have subsequently received an invitation from DVRPC staff in order to apply. A staff member from each agency or affiliation was required to attend the mandatory informational webinar on January 12 (mentioned above) or confirmed to have watched the recording.

9. Application Deadline: **March 9, 2022.**

10. Application Submission: Applications must be submitted by email to both sbartels@dvrpc.org and abernknopf@dvrpc.org. A confirmation email will be sent upon receipt.

11. Questions: Questions must be emailed to Stacy Bartels at sbartels@dvrpc.org *and* abernknopf@dvrpc.org; all questions and answers will be shared with all applicants on the project [webpage](#). The deadline for submission of questions is **March 2, 2022.**

III. What is TOP?

In FY2020, DVRPC established a more coordinated Transportation Demand Management (TDM) program for the region. The program was guided by DVRPC's Long-Range Plan and developed by DVRPC staff and a newly formed bi-state Regional TDM Advisory Committee (See Appendix A for a list of members). This program of coordinated projects and activities (including TOP) will help DVRPC and its planning partners better address a fast-changing set of TDM needs and challenges.

TOP funds creative projects that will reduce the number of single occupancy vehicles on the region's roadways, and encourage and support choosing an alternative mode of travel. The program will fund planning and implementation projects that support the goals, outcomes, and strategies established in [A New Route to Better Travel for All: The Regional TDM Plan \(the Plan\)](#). Each project must address a TDM issue and solution, with some type of measurable results.

TOP grants span two fiscal years and work should focus on developing and funding projects that demonstrate new and fresh approaches to TDM efforts and tools, to manage demand, and create and cultivate new and accessible, affordable, climate responsive, equitable, and reliable mobility opportunities for the region's residents and workers.

TDM projects can be viewed as place-based or systemic. For this program, *place-based* strategies are either tangible and located in a specific place (e.g., a new bike facility or transit service), or less tangible but designed to benefit a specific place (e.g., promotion of carpool groups in a specific corridor). *Systemic* strategies are more regional (e.g., promotion of public transit in an entire media market). The Plan and TOP are intended to inform future TDM work in the DVRPC region. Specific principles to guide project selection decisions are:

- Any project proposed for funding should be designed to have *measurable*, positive impacts on travel behavior change, and a plan to document performance (e.g. user counts or surveys) if funded. There should be a proposed way to measure the cost effectiveness during an evaluation period following the conclusion of the project.
- While this plan can support both place-based and systemic TDM strategies, place-based strategies will be preferred and prioritized for funding. Projects should illustrate how they will match the cause of an issue or problem with a search for a solution or the solution itself.
- Any project proposed for funding should be designed to address at least 2 of the 5 core goals of the Plan.
- Any project proposed for funding should improve overall transportation system safety, or at minimum do no harm.

A set of five goals (below), along with outcomes and strategies, are identified in the Plan. Each proposal must fulfill at least two of the five goals. The outcomes and strategies in the document further explain how this can be developed and measured.

- *Climate Action and Air Quality improvement:* Contribute to air quality improvement and conformity for the region and respond to climate change by encouraging low/no-carbon travel and helping reduce total vehicle miles traveled.
- *Equity:* Improve access to opportunity for communities of concern, specifically racial and ethnic minorities, low-income households, and disabled persons.
- *Reliability:* Make trips by all modes more reliable, especially during peak travel times.
- *Freedom of choice:* Enable multiple, quality modal options for people to make each trip.
- *Affordability:* Improve affordability of non-SOV travel options, so that every option is a real option for everyone.

A performance-based and outcome-driven approach to undertaking and evaluating projects will help staff and stakeholders strengthen existing TDM programs.

IV. Project Eligibility

An EOI must have been submitted for each project idea and applicants must be invited to participate in this formal application phase of the selection process. No new projects will be considered.

Projects should be compatible with DVRPC's Regional TDM Plan and existing and relevant county and/or local TDM or transportation plans. *Prior to the application deadline all applicants are required to coordinate with a representative from the county planning department where the proposed project will be implemented. (A list of contacts is included in this document.) This coordination meeting must be noted on the application, by date and staff present.* No formal letter of support is required for this grant application, but coordination is essential and counties/cities will be asked to prioritize candidate projects within their jurisdictions.

V. Eligible Activities

Unlike with the first round of TOP funding, the primary source of funding for TOP is now the Surface Transportation Block Grant Program (STBGP). However, any projects selected that are in New Jersey but outside the Philadelphia (PA--NJ--DE--MD) Urbanized Area will be funded through the Congestion Mitigation Air Quality (CMAQ) program. [Click here](#) to view the NJ Urbanized Area map to understand how this might apply to your project. CMAQ-eligible projects located within the NJ portion of the Philadelphia Urbanized Area may also be funded using NJ CMAQ funds. If you are submitting a project idea serving Pennsylvania, this does not apply to you.

Please refer to the [STBGP under US Code STBGP Implementation Guidance](#), [STBGP and CMAQ Eligibility under the Current Infrastructure Investment and Jobs Act \(IIJA\)](#), and [FHWA CMAQ Policy and Guidance](#) to learn more about eligible projects. For examples of eligible projects provided please visit the [TOP website](#).

As mentioned above, the proposed project ideas must respond to the goals, outcomes, and strategies established in the [Regional TDM Plan](#). Submissions should propose a way to estimate the number of vehicle trips reduced and/or positive impacts related to the goals of the TDM Plan. Projects must be **completed and all expenses must be incurred** by May 31st, 2024.

In addition, DVRPC retains the right to declare a class of projects not eligible as a matter of policy, if it is determined that such use of funds would not be consistent with the Connections 2050 Plan and the Regional TDM Plan.

VI. Funding Availability

Up to \$2,293,900 is available for projects in Pennsylvania, and \$500,000 for projects in New Jersey, for use over a two-year period (both FY2023 and FY2024). These numbers include a minimum 20% match requirement for each project proposal (see Matching Funds requirement below). Each project proposal must have a minimum cost of \$75,000 and a maximum of \$600,000, total. These funds are expected to be available to be used over an approximate 24-month period of time, although proposed projects could be completed in less time, if appropriate. A cost estimate of the materials and tasks needed to accomplish the activities for which the funds are being sought must be submitted as part of the application (see section XII Budget Requirements). Additional budget detail may be required if the project is chosen for funding.

Matching Funds

Applicants will need to explain how they will cover the 20 percent required match; *the source(s) of the match funds must be disclosed and included in the application*. In addition, if there are other funds being used to complete or continue this project, this should be disclosed in the application. Similarly, the applicant should describe all preliminary work performed to prepare the project for implementation (such as design or engineering), if any, and quantify cash contributions and in-kind services dedicated to the project. In-kind donations/services can be used toward the required match, but an explanation of where the funding comes from and how it fits into the budget must be included in the application.

VII. Project Selection Criteria

DVRPC will establish a project review panel to assist with scoring and evaluating projects. Participants will include staff from multiple units within DVRPC, as well as volunteer representatives from the Regional TDM Advisory Committee and DVRPC's Public Participation Task Force (PPTF). This panel will review and screen every application for completeness and eligibility. County and city planning partners will also prioritize candidate projects within their jurisdictions. After it is determined that a proposed project meets the eligibility requirements, it will be reviewed according to the following criteria established by the Regional TDM Advisory Committee. Selected projects will be recommended to the DVRPC Regional Technical Committee (RTC) and Board for final approval.

Projects will be scored using a basic formula that includes a maximum point allocation for each of the three (3) selection criteria listed below. The three individual criteria scores will then be summed to produce a total project score. The project scope of work submitted should address each of these areas:

1. Project Need - 35%

Describe the identified problem or challenge, citing quantitative and qualitative data, and a brief description of the project location. Quantitative data might include traffic counts, pedestrian counts, bicycle counts, Level of Service (LOS), bicycle Level of Stress (LTS), potential number of employees or residents served, surveys, and/or a project's location in a Congestion Management Process (CMP) [corridor](#). Applicants must explain *why* this project is needed to solve this problem. In addition, applicants must explain which two (minimum) or more of the five goals from the Regional TDM plan this project is fulfilling, and how.

2. Projected Project Effectiveness - 35%

Explain the proposed solution to the identified problem, including well-planned goals and objectives, method(s), schedule, and deliverable(s). Explain *how* the approach will be effective in solving the problem explained in the project need section. Applicants should include *projected measurable outcomes and outputs* including but not limited to a proposed way to estimate the number of vehicle trips reduced if the project is implemented.

The applicant should describe the tasks to be undertaken to achieve the project's goals and objectives. Be sure to include materials, supplies, and activities that will be used or planned during the project and identify these in the submitted budget. Provide an explanation of how the proposed solution to the identified problem will address goals within the Regional TDM Plan and DVRPC's *Connections 2050* long range plan. Applicants must explain how they plan

to address the outcomes and strategies of the two (minimum) of five goals they will be fulfilling from the Regional TDM Plan.

3. Organizational Experience and Capacity – 30%

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

1. Name, title, and relevant experience of the main point of contact in the organization who will be directly managing the administrative and project-nature aspects of the project, and their expected number of hours/month committed to the project.
2. Names, titles, relevant experience, and estimated hours of proposed project team members.
3. The company's or organization's direct experience with projects similar to this, including any that were federally-funded (and what type of federal funds were used), the reason for and outcome of completed project(s), and how that experience will lend itself to successfully implementing the proposed TOP project. Applicants will be evaluated on past performance, including success in delivering PennDOT, NJDOT, municipality, and/or DVRPC projects, and fully expending funds from these other grant programs.
4. Explain how taking on this project will not interfere with carrying out existing tasks in other TDM-related and federally-funded work program(s), if applicable.

Note: Collaboration between agencies is encouraged; if partnering with any other entities on a project, all involved personnel must be listed with the same level of detail outlined above.

Applicants must also submit a proposed budget and timeline for the project, including:

- Estimated breakdown of labor/non-labor expenses and relevant overhead costs (forms can be found in the Resources section of the [TOP website](#) or via this [link](#));
- Estimated consultant costs if required; and
- A timeline from award to completion with all tasks of the project, including final report.

After careful review, and guidance from the TOP review committee, DVRPC intends to present the recommended selection of projects to the DVRPC RTC and Board in April, 2022. *Not all projects invited to submit a full application will receive funding*; this stage is also competitive. A timeline will then be provided to the companies and organizations whose projects were selected, with the necessary steps and dates to meet the set implementation schedule. **All project work must be completed by May 31, 2024.**

Selected applicants receiving grants from DVRPC as sub-awards are considered DVRPC's Subrecipients and will be subject to DVRPC's Subrecipient Monitoring Policy. All Subrecipients must complete a Pre-award Risk Assessment form. 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 the success and outcome of the project. The Pre- award risk assessment form will be uploaded to the TOP website before March 9th to be completed by the selected applicant and emailed to subrecipient@dvrpc.org.

VIII. Project Application Schedule

The EOI forms were due by January 24, 2022. Agencies with projects selected to move onto the formal application cycle will be alerted no later than **February 17, 2022**. Following the application deadline of **March 9 at 5PM**, all projects will be screened for completeness. Applications will then be prioritized by DVRPC staff and the TOP review committee using the factors outlined in the Project Selection Criteria section (VII). DVRPC intends to notify all applicants of their selection status by no later than **April 29, 2022**. All notifications and responses will be handled via email.

IX. TOP Review Committee

DVRPC staff will determine initial eligibility by reviewing submissions for completeness and adherence to TOP and federal fund source requirements. Next, each application will be evaluated based on the criteria listed in section VII of this document, and given one score by at least two TOP review committee members, as well as at least two DVRPC staff coordinating this effort. The scores for each application will be averaged and the projects ranked accordingly. The scoring is the baseline for TOP review committee discussion and is not binding.

The Regional TDM Advisory Committee will confirm which projects will be presented to receive funding, as recommended by the TOP review committee. As part of the TDM Advisory Committee, NJDOT, PennDOT, and FHWA will be consulted before final decisions are made. DVRPC staff intend to forward selected projects to the DVRPC Regional Technical Committee (RTC) and the DVRPC Board for review and official approval in April, 2022.

X. Application Checklist

1. An invitation from DVRPC staff to submit a program application, following submission and review of an Expression of Interest (EOI) form.
2. A completed grant application, including cover sheet information, a budget, and a timeline, as well as an 8.5 x 11 inch map indicating the extent of the project area.

3. If pertinent to the proposed project, supporting documents as listed in section XI may be included.

Applications should be submitted as a PDF attachment to sbartels@dvrpc.org and abernknopf@dvrpc.org.

XI. Directions for Completing the TOP Project Application

A complete TOP Application *must* include the components listed below. Note that one page is considered a single-side page, and that typeface may not be smaller than 10 points with line spacing of at least 1.15.

1. Cover sheet with required information, below. (1 page limit)
2. A narrative description of the project, consisting of the following: (5 page limit)
 - a. Identification of the issue to be addressed and purpose of the project (as it relates to the Regional TDM Plan and federal fund source criteria);
 - b. Scope of work that includes tasks to address the defined issue, with proposed approach;
 - c. Expected project outcomes (measurables) and any deliverables;
 - d. How the submitting organization will handle the work (proposed staffing and/or subcontractors), including a list of all personnel who will be working on the project; and
 - e. Proposed timeline of activities and deliverables.
3. An 8-1/2 x 11 inch map indicating the extent of the project area. (1 page limit)
4. 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 letters of support or endorsement.*
5. A budget, per the requirements, below. A budget template is provided with the Application email and is also available on the TOP website or by request (1 page limit).
6. Proposals should be submitted electronically, in the format of a **single** PDF document.

XII. Budget Requirements

Up to \$2,293,900 total is available for projects in Pennsylvania, and \$500,000 total for projects in New Jersey, for use over the course of the two-year grant period (both FY2023 and FY2024). These numbers include a minimum 20% match requirement for each project proposal. Use of all federal funds *is not guaranteed* and depends on the eligibility and quality of the proposals submitted. No one applicant can or will receive the full amount of

available funds (see limits, below). All submissions are *not* guaranteed to be selected for funding.

1. A maximum of \$600,000 is available for any *single project* submitted by a *respondent and/or partner respondents*. A minimum budget of \$75,000 is required for submission. (These amounts include a required 20% match by the applicant.)
2. Project applicants must show how the required 20 percent match amount will be covered with non-federal funds from outside of this contract. In-kind matches or cash matches are permitted.
3. The purchase and estimated cost of any materials, supplies, or equipment necessary to complete the project must be specified and explained.
4. The budget must include an estimated division of labor vs. non-labor costs, as well as the submitting agency's current overhead rate.
5. *Projects should be developed to be scalable, if necessary*. For instance, the Regional TDM Advisory Committee may find an estimated budget of a preferred project excessive for the amount of funding available, so the submitting agency may be asked to reduce the budget and/or associated tasks. Likewise, only one component of a proposal may be selected, so the original budget would have to be adjusted accordingly.
6. Consideration will also be given to whether a project can be implemented elsewhere in the region where a similar challenge or issue exists. One of the purposes of these projects is to help determine TDM Best Practices for the DVRPC region.
7. An Excel template budget sheet is available for download on the [TOP webpage](#), under the Resources section, and can also be found using this [link](#).

Budget completion instructions

1. Complete each section of the budget proposal tab. The file will auto-populate calculations and totals.
2. Enter total project cost in cell B6.
3. List all employees with payroll rates anticipated to work on the project in Section 1.
4. Add your fringe and overhead rates in Sections 2 and 3.
5. List all direct expenses (materials, supplies, equipment, travel expenses) in Section 4.
6. Enter the totals for any partner agency collaborating on the project in Section 5. If the budget of the partner agency is over \$10,000 you must complete a separate tab (consultant/partner proposal) included in the Excel file for that partner agency.
7. If a consultant is needed on the project, enter the total in Section 5 as an estimate. Note that some grantees may have to complete a competitive selection process/RFP before they can select and enter a contract with a consultant. Please identify if you plan to use a consultant in your application so we can take the required steps to

prepare for this in our Accounting and Procurement Departments. Following the competitive selection/RFP process the consultant/partner proposal tab will need to be completed if the consultant budget is over \$10,000.

8. The calculated total in cell D40 must equal the total project cost in cell B6.
9. Submit the completed budget via email to William Laidlaw, DVRPC's Accounting Manager, via email: wlaidlaw@dvrpc.org.

NOTE: For selected projects, project costs will be reimbursed at 80 percent based on invoice submissions. Invoice submission frequency will be determined based on the Pre-award risk assessment review and risk level assignment. A brief narrative of activities during the invoice period must also be included.

XIII. TOP Application Cover Sheet

Please submit this sheet with the following information with your application.

1. Applicant (Organization Name):
2. Address:
3. City, State, and Zip:
4. Phone:
5. Fax:
6. Name of main contact for the proposal:
7. Email address of main contact:
8. Proposed Project Title (from EOI):
9. Proposed Total Budget:
10. Does this project involve more than one organization or company? Yes No
11. If yes, please provide the name of the partnering organization or company involved:
12. Name and email address of the main contact for the aforementioned partner:
13. Date of meeting with County Planning Department/Commission staff:
14. Names of those present at the above meeting:

County/City Planning Commission/Department Contacts

Pennsylvania:

Bucks

Rich Brahler	rgbrahler@buckscounty.org
Christian Regosch	cpregosch@buckscounty.org

Chester

Brian Styche	bstyche@chesco.org
Brian Donovan	bdonovan@chesco.org

Delaware

Tom Shaffer	shaffert@co.delaware.pa.us
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Matt Popek	mpopek@montcopa.org

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David Kanthor	David.Kanthor@phila.gov
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Camden

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Mercer

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City of Camden

Ed Williams	EdWillia@ci.camden.nj.us
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Trenton City

Michael Kolber	mkolber@trentonnj.org
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