

Oregon Department of Transportation

**CMAQ  
Compressed Natural Gas Infrastructure  
2014 Call for Projects**

**Application Instructions**

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**Due Date: April 18, 2014**

## OVERVIEW

This instruction packet is for applicants seeking Congestion Mitigation & Air Quality (CMAQ) funds for the installation of natural gas fueling stations. Please see the “Compressed Natural Gas Infrastructure—2014 Call for Projects” announcement at <http://oregon.gov/ODOT/TD/AT/Pages/CMAQ.aspx> for information on the program requirements, available funds, and timeline.

## APPLICATION PROCESS

**Contents of Application** – The application has two parts:

**Part 1—Application form in three sections:** (1) project summary/status, (2) narrative, and (3) letters, maps and graphics. Follow the specific instructions given with the form, and follow the format and submittal requirements below.

**Part 2—Other Attachments:** This includes signatures, commitment letters, or other documents that verify your authority to proceed with the project. See Part 2 - Supporting Documents Checklist on page 8 to determine what to include. These attachments are for review by ODOT staff, but are not seen by the Scoring Committee unless they specifically request the information.

**Format** – Required for all sections of Part 1. Optional but preferred for Part 2.

- Letter-size paper (A4 or 8½ x 11). No over-size or folded pages. No covers or bindings.
- Font size 12 or larger for all text. Margins 1-inch or more on all sides.
- Black-and-white or color pages are acceptable, but ODOT will copy in black-and-white.
- Part 1 has specific areas or page limits for each response. Content of Part 2 depends on the project. Keep the sections of Part 1 in order. Do not intermix Part 1 and Part 2.

**Submittal** – Choose one of the three delivery options below.

### *1. Email*

Send one transmittal with no more than three attached PDF documents (one or two files for Part 1 and a separate file for Part 2). Maximum email size: 5 MB including all attachments.

- The subject line should read “CMAQ Application” and your agency or company name.
- Email to: [AT\\_Applications@odot.state.or.us](mailto:AT_Applications@odot.state.or.us)

**2. Mail (postal or parcel service)**

- Two copies of the application Part 1 (includes: Summary/Status, Narrative, and Letters/Maps/Graphics) + One copy of the Part 2 Supporting Documents
- Address to: CMAQ-CNG Infrastructure Proposals  
ODOT Active Transportation Section  
555 13<sup>th</sup> Street NE, Suite 2  
Salem OR 97301-4178

**3. Hand Delivery** – same as for mail option. Deliver to address shown above.

**Due Date: April 18, 2014**

Applications due no later than 4.30 pm.

Submit all materials together at the same time by mail, hand delivery, or email.

No fax submittals or place-holders.

Applications that are late or incomplete will be disqualified.

Do not expect time to make corrections after the due date.

Contact ODOT staff in advance if you have questions on how to submit your application.

## SCORING CRITERIA

25	<p><b>PUBLIC USE BENEFITS</b></p> <ul style="list-style-type: none"> <li>• <u>Availability</u>: the extent the fueling station is (listed below in order of significance):             <ul style="list-style-type: none"> <li>▪ Available for Public Use,</li> <li>▪ Available for publically-owned fleets, and/or</li> <li>▪ Serve multiple fleets.</li> </ul> </li> <li>▪ <u>Use</u>: scope and extent of anticipated use of fueling station, including daily or weekly use and transportation served.</li> <li>▪ <u>Location</u>: geographic area served, existing fueling options in the area, and existing or future users of CNG in the area.</li> <li>▪ <u>Renewable use</u>: ability to provide renewable natural gas, or demonstrate intent to convert to renewable gas in the future.</li> </ul>
25	<p><b>ENERGY AND ENVIRONMENTAL BENEFITS</b></p> <ul style="list-style-type: none"> <li>▪ <u>Air Emissions Reductions</u> – Extent of reduction of criteria pollutants (provide quantitative measures, if available)</li> <li>▪ <u>Greenhouse Gas Reductions</u> – Estimated reduction of greenhouse gas emissions in the future, taking into consideration expected use of fueling infrastructure. (provide quantitative measures, if available)</li> <li>▪ <u>Energy Benefits</u> – Contribution to accelerating the market transition in Oregon to a more efficient transportation system, consistent with the Governor’s 10-Year Energy Plan.</li> </ul>
20	<p><b>TECHNICAL MERIT</b></p> <ul style="list-style-type: none"> <li>▪ Clear and reasonable scope of work.</li> <li>▪ Schedule and cost estimate are thorough and realistic. Demonstrated ability to obtain necessary permits and approvals needed.</li> </ul>
20	<p><b>READINESS and CAPACITY</b></p> <ul style="list-style-type: none"> <li>▪ Adequate level of planning and coordination.</li> <li>▪ Necessary agreements in place (e.g., easements, leases)</li> <li>▪ Ability to maintain the infrastructure.</li> <li>▪ Ability and commitment to deliver the project on time, within budget.</li> <li>▪ Organizational and/or community support for deployment of CNG.</li> </ul>
10	<p><b>SUPPORT</b></p> <ul style="list-style-type: none"> <li>▪ Financial commitment, including investment to date, availability and reliability of matching funds, including the overall percentage of contribution to the project.</li> <li>▪ Demonstrated commitment of ownership, purchase, conversion or retrofit of applicant’s fleet for CNG or identification of similar fleets who would use the project.</li> </ul>
100	<p><b>TOTAL</b></p>

## Application Form Instructions

1. Read the Call for Projects announcement and Scoring Criteria first, to make sure your project is eligible for CMAQ funding and that it fits the intent and timeline for this selection cycle.
2. Complete sections 1 through 3 according to the instructions below. **Do not exceed the response area or page limit for each section.** Use the Supporting Documents Checklist (Page 8) to make sure your application is complete, with all required supporting documents and attachments.
3. **Compile and submit** materials as noted on page 2, above. For Part 1, use letter-size paper for all pages. Use 12-point or larger font for all text that you type in. Make sure all maps are clear. If submitting color pages, make sure they are legible when copied in black-and-white.

### Section 1 - Project Summary & Status

**Applicant and Co-applicant:** Applicant is the public agency or private entity that will take legal and financial responsibility for the project. Co-applicant is an agency or entity that makes a tangible contribution to the project (financial commitment, property, materials or staff services).

**Project Name & Description:** Enter a project name and a one-line statement of proposed work.

**Location:** Use street address, milepost or cross street, business or site name, and city/county.

**Size/Quantity:** Enter an appropriate measure of quantity (dimensions, number of fuel sites, etc.).

**Cost Summary:** Enter total project cost. To determine the CMAQ fund request, first subtract costs for any non-eligible work, then subtract matching funds from the subtotal.

**Relation to Other Projects:** Mark appropriate boxes.

**Certification:** Must be signed by an officer or manager with direct authority over budget and work priorities.

**Proposed Schedule:** Enter dates for each task or checkpoint related to your project. Indicate if any of the tasks are already complete or not applicable. Change task names as needed. Mark boxes for any tasks you intend to complete with company or agency staff.

**Note:** Approval to use agency or company staff to perform installation construction or project administration will depend on the type of project. Projects with little or no ground disturbance may qualify as procurement rather than construction projects. Those with excavation, grading and other ground disturbance must be treated as construction subject to full environmental review. These projects will require design, construction and administration by ODOT's pre-qualified consultants or a Certified Local Agency.

**Project Readiness:** Enter a one- or two-line statement for each activity. Enter “Not started” or N/A as appropriate. You may rename the activity titles as appropriate for your project.

**Matching Funds:** Enter amounts for cash and in-kind contributions that are part of the project cost estimate. Provide commitment letters or equivalent for contribution from any source other than the applicant. Use the box labeled “Prior or Related Investment” to describe other costs or commitments that are not part of this project (costs that are not included in your cost estimate).

**Ownership Status:** Mark appropriate boxes. Enter a brief description of the ownership status, partnerships, and anticipated need to acquire property or easements, or enter legal agreements.

**Cost Estimate:** Use the form provided, or a similar format that shows work items, quantities and per-item costs. Include appropriate amounts for mobilization, contingency, contract administration, and ODOT administrative costs. If estimate includes any indirect/overhead costs, you must list those costs separately and attach appropriate verification of the indirect/overhead rate.

## Section 2 - Narrative

Address the seven items below, using the subject headings listed. **LIMIT: 3 pages.**  
See the Scoring Criteria (page 4) to make sure your answers address the evaluation factors.

**Purpose and Need:** Describe the problem, need or opportunity behind this request for funding. Focus on why the project is needed and what difference it will make, not what work is proposed.

**Project Description/Solution:** Describe the proposed facility or solution, and why it’s preferred over other solutions considered. Clearly identify what aspects of the total project will be covered by the requested CMAQ funds.

**Public Use Benefits:** Explain how the CMAQ-funded facilities will provide benefits to the public in the state of Oregon. Describe direct and indirect benefits according to the four categories identified in the Scoring Criteria: Availability, Use, Location, and Renewable Use.

**Energy and Environmental Benefits:** Explain how the CMAQ-funded facilities will provide direct and indirect benefits in Oregon, based on the three categories in the Scoring Criteria: Air Emissions Reduction, Greenhouse Gas Reductions, and Energy Benefits.

**Technical Merit:** Explain how the project conforms to accepted standards and specifications for CNG facilities. What is the basis for the location, type and configuration of the proposed facility?

**Support:** Describe financial support committed to the project (source, type, and value of matching funds). Also describe what support or approval the project has from local agencies, regulatory agencies or potential users.

**Readiness & Capacity:** Describe any planning, coordination or preparation that make the project ready to proceed. Explain how your agency or company will be able to start and advance this project on time, considering other workload and other nearby projects.

### **Section 3 - Letters, Maps and Graphics**

Follow application instructions, Section 3: Letters, Maps and Graphics, page 7.

Support Letters: Any letters that you want all reviewers to see must go in this section. Letters that verify a commitment or statement in the application belong in Part 2.

Maps and Graphics: Show critical dimensions such as widths and cross-sections. Make sure all maps and photos show clearly when copied in black-and-white.

**PART 2 – Supporting Documents Checklist**

Use the checklist below to determine what documents are needed for your project. Get signatures on the “Endorsements” page (as needed) or provide separate letter or document. Submit one set of supporting documents as Part 2 of your application.

**Project within MPO area**

- Signature on “Part 2 Endorsements” page or a separate record of MPO decision to endorse the project.

**Use of public or tribal property not owned by the applicant**

- ODOT Region or Area Manager approval for use of state highway right-of-way.
- Tribe or Agency manager approval for use of property.
- If applicant has long-term lease: provide a copy of the lease or a signed statement that summarizes the terms of the lease.

**Project involving railroad property or within 500 feet of a railroad crossing**

- Summary of coordination with the railroad regarding lease, purchase or entry onto railroad property.
- For a trail in an active rail corridor: submit summaries of completed feasibility study and environmental analysis and a signed statement showing the railroad’s knowledge of the project and willingness to negotiate use of the railroad corridor.
- Record of contact with ODOT Rail Division for work within 500 ft. of a RR crossing.

**Matching Funds other than cash from Applicant**

- Cash or in-kind match from sources other than Applicant: letter or other written commitment stating the type and value of the contribution.
- All non-cash match: Draft copy of ODOT “Initial Donation/Contribution” form

**Project maintenance or management by entities other than the applicant**

- Copy of maintenance agreement (if available) or a signed commitment to provide long-tem maintenance or management.

**PART 2 - Endorsements**

Complete all sections relevant to your project, or attach separate letters and documents.

<b>Metropolitan Planning Organization</b> ( <i>required</i> for projects within MPO jurisdiction)	
Name:	Title:
Signature:	Date:
<b>Public Agency or Indian Tribe Approval</b> (for project on public or tribal land not owned by applicant)	
Name:	Title:
Signature:	Date:
<b>ODOT Area Manager Approval</b> (if <u>non-ODOT applicant</u> proposing project in state highway right-of-way)	
Name:	Title:
Signature:	Date:
<b>Matching Funds from Other Than Applicant</b>	
Name:	Title:
Signature:	Date:
<b>Railroad Endorsement</b> (aware and willing to accommodate project adjacent to or crossing RR property)	
Name:	Title:
Signature:	Date:
<b>ODOT Rail Division Record of Contact</b> (for project within 500 feet of a railroad crossing)	
Name:	Title:
Signature:	Date:
<b>Maintenance Endorsement</b> (commitment for long-term maintenance by other than applicant agency)	
Name:	Title:
Signature:	Date: