



*Connect* Oregon VI

***Application Instructions***

***October 5, 2015***

# CONNECT OREGON VI APPLICATION INSTRUCTIONS

If you have not already done so, please sign up for the *ConnectOregon* electronic mailing list:  
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**Application Period Begins:**

**October 5, 2015**

**Application Period Ends:**

**4:00 PM, November 20, 2015**



The application is a PDF form and must be completed using Adobe Acrobat or Reader.  
Download the latest version of Adobe Reader: <https://get.adobe.com/reader/>

# **SECTION 1: APPLICATION FORM**

(Question by Question Instructions)

## **General Instructions:**

Save the application on your computer. You may work on the application at different times, saving your work as needed. Give it a filename as instructed in Section 3.

Please note: Due to a lack of support for various functions in other PDF viewers, the application must be completed using the Adobe Acrobat or Reader. Download the latest version of Adobe Reader: <https://get.adobe.com/reader/>.

The application is locked and will automatically limit the amount of text you can type in the spaces provided. To facilitate printability for project review and selection, the length of answers is limited. Application answers should be concise and to the point. There is one page of additional space in the Addenda if you wish to provide additional detail on a given topic. No additional pages other than those specifically requested in these instructions will be used for the review process.

An application checklist is included as part of the application. The purpose of the checklist is to assist each applicant with submitting the required forms and optional attachments. The checklist must be completed and submitted with the application. The required forms include:

- Application with box checked in Question 4
- Tax Declaration
- Department of Revenue Tax Certification
- Racial and Ethnic Impact Statement
- Railroad Certification (if applicable)

Failure to submit the aforementioned forms will result in a project being declared ineligible due to incompleteness. Instructions for the Tax Declaration and Department of Revenue Tax Certification are below in Question 10. Railroad Certification instructions are in Question 11. The Racial and Ethnic Impact Statement instructions are found in Question 43.

Please note that some projects have the potential to reduce the vehicle carrying capacity of a state highway. ORS 366.215 states that the OTC may not permanently reduce the vehicle carrying capacity of an identified freight route. Specific exceptions to this prohibition are allowed by statute. ODOT staff has developed guidance on this issue that is available at: [https://www.oregon.gov/ODOT/Planning/Documents/ORS\\_366.215\\_Implementation\\_Guidance.pdf](https://www.oregon.gov/ODOT/Planning/Documents/ORS_366.215_Implementation_Guidance.pdf).

Applicants are strongly encouraged to review the *ConnectOregon VI Instructions to Reviewers* document prior to completing the application. The Instructions to Reviewers provides insight into the application scoring and selection process and may assist applicants with forming appropriate answers to application questions.

Answers to all questions are required even if N/A. Applications that are determined incomplete may not move forward in the review process.

Be concise and descriptive with your answers. Reviewers must be able to easily identify what your project does. Failure to clearly answer a question may result in a lower score when reviewed.

Once the application is complete, submit the application to ODOT by following the directions outlined in Section 3 of these instructions.

## Project Summary and Certification

- Question 1:** Complete this information for the applicant. The contact person named here is the primary contact for this project. Other contact people will not be contacted unless the primary contact cannot be reached in an urgent situation. Additionally, the Organization Name must match the name used in the Department of Revenue Tax Certification. The applicant must provide its "Real and True Name" or "Registered Assumed Business Name". The applicant's organization must be registered with the Oregon Secretary of State's Corporation Division to do business in the State of Oregon by the time the agreement is written. ODOT cannot, by law, enter into a grant agreement with a company that is not registered in the State of Oregon. Registration of a parent corporation in Oregon will not count as registration for a subsidiary corporation if the subsidiary is listed in the application. Tax information for a parent corporation will not be accepted for a subsidiary company. For more information about registering with the Oregon Secretary of State, visit:  
<http://sos.oregon.gov/business/Pages/registering-your-business-name.aspx>.
- Question 2:** The project name should be brief, and clearly describe the project. The name you provide will be used in summary reports and other published materials. The project location should include the City and State where the project is physically located. If the project is located in a remote area, list the County and State where the project is physically located.
- Question 3:** Do not enter data in these fields. These fields will update automatically after you complete budget questions.
- Question 4:** The Certification is very important. The Applicant Organization listed in Question 1 must check the box and provide the date on the form. Applications that do not contain these items will be considered ineligible due to incompleteness.

## Project Description

- Question 5:** Provide a brief description of the proposed project to be funded. The description will be used in summary reports, ODOT web pages, and other published materials. The summary should include what the project will do or build and who will benefit from it.
- Question 6:** Provide a detailed project description. Describe the public benefits that will result from the project. Describe the transportation asset resulting from the proposed project. This description should be the equivalent of a project scope, defining the efforts needed for construction. Claims of project benefits should cite verifiable sources. Project maps must be included with the application. If any portion of the project is in the roadway right-of-way, the right-of-way must be clearly defined and an explanation of any project work in the right-of-way must be explained.

Descriptions should clearly define what it being constructed (e.g. Project will perform the rehabilitation of 5,300 feet of runway along with associated improvements such as 10,600 feet of underdrain, lighting rewiring, etc.).

- Question 7:** Provide the requested location information. Provide cross-streets, county and city information.

Provide GPS coordinates in Degrees and Decimal Degrees. (The federal government provides a conversion calculator at <https://www.fcc.gov/media/radio/dms-decimal>).

For linear projects such as railways and bicycle paths, provide starting and end point coordinates. Physical addresses are not necessary in these situations.

For mobile projects such as those associated with transit projects, provide the coordinates and address for the agency administrative facility.

Provide county tax parcel information for non-linear projects such as airports, marine ports, bus facilities, etc.

**Question 8:** Check the appropriate box for the primary mode of the project. You may not select more than one mode. The project must serve at least one of the listed modes to be eligible for *ConnectOregon* VI (CO VI) funds. You may provide additional mode information in the supplemental area.

**Question 9:** Check the appropriate box. You may not select more than one CO region. The CO VI regions are defined in Section 7 and in 2015 House Bill 5030.

If a project falls within more than one CO region, identify the primary region for the project. This will be the region assigned to the project during the project review period and OTC selection. For a CO Region map visit <https://www.oregon.gov/ODOT/Programs/TDD%20Documents/ConnectOregon-Regions-Map.pdf>.

**Question 10:** Check the appropriate box.

**As per OAR 731-035-0050(2)(b) to be eligible for *ConnectOregon* funding applicants must be current on all state and local taxes, fees and assessment. To verify currency ODOT will use a two part approach: (1) Department of Revenue Tax Certification and (2) *ConnectOregon* Tax Declaration from.**

**Each applicant that is responsible for state taxes (including withholding tax) must complete the Department of Revenue Tax Certification and attach to application.** Failure to submit the certification with the application will result in an ineligible application due to incompleteness. This form is necessary for **public**, **private**, and **non-profit** entities that have some sort of state tax liability including withholding taxes. Applicants must receive a statement from the Oregon Department of Revenue a Tax Compliance Certification. Non-compliance will result in an ineligible application.

To obtain Oregon Department of Revenue Tax Compliance Certification see the document titled DOR Tax Certification Instructions on the *ConnectOregon* website at <https://www.oregon.gov/ODOT/Programs/Pages/ConnectOregon.aspx>.

Applicants should submit the Certificate of Compliance to ODOT with the application as instructed in Section 3 below by November 20, 2015. To avoid any possible timelines issues applicants should request Department of Revenue Certification early in the application open period. The Certification received from the Department of Revenue should be submitted whether in compliance or non-compliance.

Applicants who receive a non-compliance certification from Oregon Department of Revenue will have until December 31, 2015 to obtain Compliance Certification. Applicants will need to work with Department of Revenue staff to determine the best course to obtain a Compliance Certification.

As the Oregon Department of Revenue does not monitor all taxes and fees, **each applicant (public, private, and non-profit) must also submit a completed Tax Declaration form.** The form is available on the website with the *Application*.

**Question 11:** All rail applicants must complete this question. If Yes is answered the applicant must complete and attach "Railroad Certification" form. Failure to do so will result in ineligibility due to incompleteness. The form is available on the website with the *Application*. The purpose of this form is to ensure that applicants comply with Section 6 of House Bill 2274 of the 2015 Oregon Legislature.

**Question 12:** Identify who will assume responsibility for the continued operation and maintenance of the project. The *Agreement* requires an applicant be responsible for operation of the project for the project's life.

The *Sample Draft Agreement* is available at:

<https://www.oregon.gov/ODOT/Programs/Pages/ConnectOregon.aspx>

**Question 13:** Identify the source(s) of funds for the continued operation and maintenance of the project.

**Question 14:** Identify whether the funding for the continued operation and maintenance of the project is currently secured or budgeted for the budget cycle when the project becomes operational as indicated in the project schedule. Provide an explanation for answer.

**Question 15:** Check the appropriate box.

If the real estate for the project is not owned solely in fee by the applicant, provide the *Property Owner Information* form and check the box. The in fee owner(s) must sign the form. The in fee owner will be required to file a Memorandum of Agreement and Acknowledgement of ODOT Assistance with the County in which the real property resides.

**Question 16:** Check the appropriate boxes.

**Question 17:** Check the appropriate boxes.

If a lease is required for the project, provide the requested information in Question 15 and signature for each owner of the property on the *Property Owner Information* form. Make sure that your submission includes the necessary signature(s). Include a copy of the lease, agreement, and/or deed.

**Question 18:** Provide any additional project area details that support the application. Please note that failure to demonstrate control of the project site will result in loss of points when reviewers score project readiness.

## **Project Budget and Schedule**

**Question 19:** a. Complete the total project cost including the grant request portion.

b. Complete the amount of any requested CO VI grant funds.

c. The applicant match must total at least 30% of the answer provided in a.

**Question 20:** Detail the source of the applicant's matching funds (i.e. city funds, FAA grant, etc.). Indicate when the funds will be available under "Date Available". Indicate if match funds will be expended prior to execution of a *ConnectOregon* grant agreement. See the *ConnectOregon Frequently Asked Questions* document for further explanation of eligible match.

To qualify as match, funds must meet specific requirements as follow:

- The source of matching funds must be identified on the completed application.
- Project costs include the elements necessary for the project to be implemented (e.g. design, land acquisition, excavation, permits, engineering, payroll, special equipment purchase, or rental.) Project costs that were paid for by the applicant prior to the Agreement's effective date can be used as match but are not eligible for reimbursement.
- The increment in value of an item (e.g. land or special equipment), is not part of the match. For example, if an applicant has a parcel of land purchased several years ago, the applicant's original purchase price must be used, not its present value.
- Non-cash donations made on behalf of a project have a zero match value (e.g., land, labor, and equipment donated for a project are not of value for match). These types of match are not a direct expenditure by the applicant. However, costs such as labor, rentals, etc. paid directly by the applicant are eligible.

Funds from any private or government source can be used as match for the CO VI project, except for State Highway Trust Fund moneys.

Explain when the match will be available. For example, FAA funds will become available Oct 2016 or General revenue funds are available immediately.

**Question 21:** If the proposed CO VI project is a part of a larger project, provide details of the larger project. Detail the total value of the whole project, including the CO VI component. Identify whether the CO VI portion of the project requires the completion of additional infrastructure or other projects prior to becoming operational.

**Question 22:** Check the appropriate box and provide explanation in space provided as appropriate. This question seeks to learn if there is urgency where the project will provide an immediate impact. Urgency issues include immediate closure of a major employer if the project is not complete; deterioration of transportation infrastructure that immediately affects a community or industrial area; cancellation of service, etc. Justification for an urgency claim must be provided and clearly explained.

**Question 23:** Check the appropriate box and provide explanation in space provided as appropriate. At its August 2015, the Oregon Transportation Commission provided the following definition for project construction readiness:

Whether a Project is ready to begin elements of work necessary to commence with construction in a reasonable timeframe, or if the Project does not involve construction, whether the Project is ready for implementation.

The following considerations, in addition to others, are used by staff when scoring project readiness:

- Applicant responses
- Permitting
- Match financing
- Plan inclusion where necessary
- Land use approval
- Applicant capacity

**Question 24:** Complete the table regarding the project current and projected milestones using the contract date as a start date. While six milestone spaces are provided, projects may have more or less than six milestones. These milestones will be used when developing the grant agreement should your project be selected for funding and you will be held accountable to the dates provided. Careful consideration should be given when developing timeframes. They will be used when developing grant Agreements should you receive funding. Grant recipients will be held accountable to the milestones.

Agreements are not usually signed before October. Milestone dates should be adjusted accordingly.

Standardized construction milestones are provided. For non-construction projects please propose equivalent milestones. Non-construction milestones may include such phases as purchase of materials, purchase of equipment, installation of equipment, etc. Non-construction projects should have "Project Completion" as their last milestone.

For Construction Milestones:

- a. Scoping and Planning means the development of the project size and scope, determination of operational requirements, and required public comment periods.
- b. Right-of-way and Land Acquisition means the process of securing land for the project site, including purchases, leases, eminent domain/condemnation, and the acquisition of required easements.
- c. Permits means the process of securing any required permits, approvals, or permission from any local, state, or federal agency.
- d. Final Plans/Bidding Engineering Documents means the development of any structural or operational documents required to build or implement the project.
- e. Construction Contract Award means the securing of a contract to build, install, or otherwise prepare the project for operations or use.
- f. Project Completion means construction or installation is complete and the project is ready for operation or use.

For Non-Construction Milestones:

Provide name of milestone and milestone start and end dates beginning with "Milestone 1." Briefly describe each milestone.

**Question 25:** Complete the tables:

Indicate the level of completion for each of the following:

Use "Don't Know" if the level of completion may be uncertain, or if you do not know if the specific task or document applies to the project. Each line must contain at least one checked box.

The following is not an exhaustive list of pre-construction items. Please identify any additional items as necessary.

## Environmental and Public Involvement

- a. A Categorical Exclusion (CE) determination is a level of analysis under the National Environmental Policy Act (NEPA) whereby an undertaking has been categorically excluded from a detailed environmental analysis if it meets certain criteria that a federal agency has previously determined as having no significant environmental impact. (For more information see: <http://www.epa.gov/compliance/nepa/index.html>.)
- b. An Environmental Assessment (EA) is a NEPA document prepared for projects or decisions (including project funding) by federal agencies that includes a written environmental analysis to determine whether a federal undertaking would significantly affect the environment. (For more information see: <https://www.epa.gov/nepa>)
- c. An Environmental Impact Statement (EIS) is a document, required under the National Environmental Policy Act (NEPA), prepared for projects or decisions (including project funding) by federal agencies, which includes a detailed environmental evaluation of the proposed action and possible alternative actions. (For more information see: <https://www.epa.gov/nepa>) Unless a required EIS is close to completion, needing one means a project is not construction ready.
- d. Air Quality Conformity Determination (AQCD) may be required under Oregon's air quality regulations, adopted by the Oregon Environmental Quality Commission under OAR 340-200-0040 and approved by the EPA. Oregon's air quality regulations establish rules and standards for determining air quality conformity for transportation plans, programs and projects within Oregon (OAR 340 Division 252). These regulations contain all federal requirements plus additional state standards. (For more information see: <http://www.oregon.gov/ODOT/GeoEnvironmental/Pages/Air.aspx>)
- e. Identify if in-water work permits are required for the project. More information can be found at the following websites: <http://www.oregon.gov/DSL/PERMITS/r-fintro.shtml> and <https://www.dfw.state.or.us/lands/inwater/>.
- f. Identify if United States Army Corps of Engineers (USACE) permits are required for the project. More information can be found at the following website: <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/>.
- g. Coordination with Native American tribal representatives is often required prior to construction. Projects located along or crossing borders may require coordination with jurisdictions and/or state agencies in bordering states.
- h. Stakeholder involvement means the involvement and coordination of all interested parties including elected officials, local citizens, business and industry representatives, modal representatives, etc.
- i. **Permits:** confirm if all other required permits have been obtained. Some potentially required permits involve wetlands, materials sources, fish passages, airport clearance, railroad clearances, waterways, and other federal, state and/or local requirements. **Planning and Land Use**
  - j. A Transportation System Plan (TSP) is a plan for one or more transportation facilities planned, developed, operated, and maintained in a coordinated manner to supply continuity of movement among modes, and within and between geographic and jurisdictional areas.

- k. Comprehensive Plan means a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including but not limited to sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs.
- l. A Regional Transportation Plan (RTP) is a 20-year plan prepared by a Metropolitan Planning Organization (MPO) that identifies needed transportation projects and funding sources.
- m. A zoning amendment is a formal changing of the land use, which requires approval and adoption by the pertinent local government.
- n. A Goal Exception is a decision to exclude certain land from the requirements of one or more applicable statewide goals. (For a list of Statewide Planning Goals see: <https://www.oregon.gov/LCD/Pages/goals.aspx>)

Include any references to the proposed project in a plan. Include the specific page, paragraph and/or map that includes the project. Do not provide the entire plan, just the page or map with the specific reference to the project.

### **Design and Specification**

- o. Engineering and/or design services contracted means whether the applicant has secured a contract for services of an appropriate engineering or design professional.
- p. 30% Design means that detailed project design documents are 30% complete. These documents include structural plans, engineering studies, erosion controls, wetland mitigation plans and the like.
- q. 60% Design means that detailed project design documents are 60% complete. These documents include structural plans, engineering studies, erosion controls, wetland mitigation plans and the like.
- r. 90% Design means that detailed project design documents are 90% or nearly complete. These documents include structural plans, engineering studies, erosion controls, wetland mitigation plans and the like.
- s. Final Design means that detailed project design documents are complete. These documents include structural plans, engineering studies, erosion controls, wetland mitigation plans and the like.
- t. Plans and Specifications means a complete set of documents required for construction bidding, and for the preparation of construction contract documents.

Other: Identify any other pre-construction steps that may be required prior to construction.

**Question 26:** Describe where the proposed project is consistent with or identified in a public or corporate planning document. Provide the portion of the document that applies. Public documents can include but are not limited to statewide, regional, and local transportation plans, statewide modal transportation plans (e.g. Oregon Rail Plan), transportation topic plans (e.g. Oregon Freight Plan), corridor plans, facility plans, strategic plans, Regional Solution Committee plan, etc. Private entity plans can include Capital Improvement Plans, strategic plans, business plans, all public documents noted for public entities, federal plans, etc.

Check the box to indicate that you have included the appropriate portions of documents in Question 44.

**Question 27:** Indicate if the project has any seasonal environmental limitations on construction at the project site. Note limitations for a “yes” answer.

**Question 28:** Indicate if the project has the support of public agencies that must approve the project. If coordination with approving agencies has started, but is not complete check the “yes, started but not complete” box.

Detail any required approval in the space provided.

Check the box if additional documentation is provided and recorded in Question 44.

**Note:** CO VI projects are required to meet state and local standards for design, construction and safety. All projects must conform to local and state requirements for environmental protection, property acquisition, consultant selection, labor and civil rights, and procurement of materials. Each applicant needs to work with its local city and/or county regarding applicable building codes and other land use and permitting requirements.

**Question 29:** Provide any additional detail regarding construction readiness or implementation issues.

**Question 30:** Indicate the level of risk involved with meeting the provided schedule.

- a. Explain why you provided the level of risk indicated. Discuss the length of any required permitting processes, property acquisition, or other parts of the project schedule that are subject to a high level of uncertainty.
- b. Provide names and employers of professionals who determined the project schedule (i.e. Engineer, certified construction project manager, etc.). Detail his/her level of expertise.

## Project Details

Each applicant is responsible for providing as much detail as possible in the space provided. Do not skip questions. If they clearly do not apply, check “N/A” on the Application Checklist. Due to the potential variety of eligible projects, ODOT anticipates that some applicants will not be able to answer all of these questions. The variety of questions is provided to address the needs of different projects. A significant portion of project review will be based on the answers to the questions in this part of the application.

**Question 31:** Provide the projects useful life in years. Useful life pertains to the main element of the project. Explain how this figure was calculated and cite documents that explain useful life. These documents may include industry standards, previously documented projects (e.g. bus purchases), research papers, etc.

In some cases, a project may have a documented useful life that is different from the common actual life. For instances, airfield lighting and signage may have FAA designated useful life of 10 years; however, due to exceptional maintenance and other conditions, the historical useful life has been 20 years. Applicants should document this difference and explain.

Review the Sample Draft Agreement to ensure the project design will be able to meet the contractual useful life. The Sample Draft Agreement identifies the useful life of a construction

project as 20 years; non-construction projects should have a comparable useful life.  
<https://www.oregon.gov/ODOT/Programs/Pages/ConnectOregon.aspx>

**Question 32:** Check the appropriate boxes and explain.

Indicate if the project creates a new transportation connection or if it improves an existing connection.

Indicate if the project links multiple modes of transportation. These links can include links to portions of the transportation system that are not specifically eligible for *ConnectOregon* funds.

Indicate if the project improves or creates links to a transportation network outside Oregon. Detail the international or interstate destination or source. Explain any benefits to Oregon's economy. Explain how this project improves or creates linkages to markets outside Oregon.

**Question 33:** Indicate what the measurement of success is for the project. Include the calculation methodology for determining the projected success rate. Be concise in your answer. Cite industry accepted standards to justify the answer. Attach additional justification documents as necessary and cite those documents in Question 44 of the application. Please provide only the relevant pages that pertain to the project site in the Supplemental Information. Each page of Supplemental Information should include the document author, title and refer to the question number.

Grant recipients will be required to supply ODOT with a report regarding these measures within 18 months of project completion. ODOT will likely share the information obtained with the Oregon Legislature. Applicants should carefully consider these measures used in this section to ensure an ability to accurately report in the future.

Documentation may include, but is not limited to, the following:

- Industry accepted methodology
- State, local, or federal planning documents
- Quantitative analysis provided by consultants
- White papers
- Academic or university studies
- Corporate/agency strategic planning documents
- Annual or quarterly reports
- Safety records

The measurement of success for the project should be a quantifiable expression of the amount, cost, or result of the project that indicates how much, how well, and at what level, products or services are provided during a given time period. Measures should focus on the utilization and/or efficiency of the project.

Measures of success may be:

- Speeds
- Flow Rates
- Capacity Measures

- Safety Measures
- Financial Returns
- Measures of Customer Satisfaction
- Measures of Public Benefit

Depending on the scope of a project, multiple measures may be identified.

- Indicate the current level of success as defined above.
- Indicate the expected level of success once the project is fully operational.

Examples:

Rail

Measurement: Track speed

Current level: 10 mph

Expected level: 25 mph

Aviation

Measurement: Daily aircraft operations

Current level: 4,000

Expected level: 8,000

Bicycle

Measurement: Bicycle counts in AM and PM peak commute period

Current level: 50 riders

Expected level: 100 riders

The purpose of this question is to ascertain how well a project will meet requirements of ORS 367.084 concerning “whether a proposed transportation project is a critical link connecting elements of Oregon’s transportation system that will measurably improve utilization and efficiency of the system.” Success refers to the measurable improvements in use and/or efficiency that each project will achieve once it is “fully operational.” “Fully operational” is when the *ConnectOregon* project is complete and in service. The Sample Grant Agreement contains language that requires each *ConnectOregon* grant recipient to report on future use and efficiency measurements at 18 months after project completion. The Sample Grant Agreement is available at: <https://www.oregon.gov/ODOT/Programs/Pages/ConnectOregon.aspx>

**Question 34:** Check the appropriate boxes.

A “New Connection” is when the project implements a new transportation service or facility between the industrial or employment center and some other origin/destination or transportation system, where the connection does not currently exist.

An “Improvement to an Existing Connection” is when the project generates benefits for an existing connection but does not implement a “New Connection”.

An “Industrial Center” is a concentrated area used primarily for Manufacturing and Warehousing.

An "Employment Center" is a concentrated area used primarily for commercial, office, research or other non-manufacturing/warehousing uses.

Check the box if the project is located on a State of Oregon Certified Industrial Site. Under the Oregon Certified Industrial Site program, industrial sites are certified by the state's Business Development Department as being ready for construction within 180 days after a development decision has been made. A list of Certified Sites is maintained online at <http://www.oregonprospector.com/>.

**Question 35:** Explain which residential and employment areas are linked.

a. Check the appropriate box to identify the mode.

b. Indicate the number of new workers expected to use the new service when opened (or when improvement is complete) on the average day, over and above the number of workers currently using this service. Limit this figure to the number of new workers who are expected to directly use the new or improved service.

Example calculation: A transit agency that currently serves 1,000 riders per day has an existing Park and Ride facility with 100 spaces. After a study of the Park and Ride facility's use, the agency noted that the facility is currently at capacity and it estimated that 80% of this Park and Ride facility's users were commuters (i.e., workers) based on the time of day they use the facility. The agency proposes to add an additional 50 spaces, bringing the total to 150, and they expect that 30 of the new spaces are needed to satisfy demand in the opening year (with an additional 20 built to accommodate future demand). Further, the agency expects that commuters will continue to use 80% of the total spaces. In this example, the number of new workers expected to use the service per day when opened is  $30 \text{ (spaces)} \times 80\% \text{ (workers)} = 24 \text{ new workers}$ .

The basis for estimating the number of new workers who would use the service should also be explained. Calculations and any assumptions should be noted, and if a detailed study was used to develop the estimate, the name of that study should be referenced. Reviewers will take into account the reasonableness of the estimates in evaluating the estimates provided.

c. Describe the demographics or other relevant characteristics of the residential areas that gain new or improved access to jobs as a result of this project. Explain if these areas are low income, disadvantaged or other significant characteristics.

d. Check the appropriate box to identify the geographic service level.

**Question 36:** Explain what residential and medical, social service, and/or shopping areas are linked to improved facilities or service.

a. Check the appropriate box to identify the passenger mode.

b. Indicate the number of new users expected to use the new or improved service when opened (or when improvement is complete) on the average day, over and above the number of users currently using this service. Limit this figure to the number of new users who are expected to directly use the new or improved service.

Example calculation: A transit agency that currently serves 1,000 riders per day has an existing Park and Ride facility with 100 spaces. After a study of the Park and Ride facility's use, the agency noted that the facility is currently at capacity. The agency proposes to add

an additional 50 spaces, bringing the total to 150. All additional spaces are expected to be used. In this example, the number of new passengers expected to use the service per day when opened is 50.

The basis for estimating the number of new users who would use the service should also be explained. Calculations and any assumptions should be noted, and if a detailed study was used to develop the estimate, the name of that study should be referenced. Reviewers will take into account the reasonableness of the estimates in evaluating the estimates provided.

c. Describe the demographics or other relevant characteristics of the residential areas that gain new or improved access to medical, social service, and/or shopping areas as a result of this project. Explain if these areas are low income, disadvantaged or other significant characteristics.

d. Check the appropriate box to identify the geographic service level.

**Question 37:** Check all boxes that apply.

- Increases in system capacity may include improvements that allow for the movement of more units of cargo, persons, or vehicles, through the transportation system or a specific portion thereof.
- The relief of a bottleneck or congestion point includes projects that improve the movement of cargo, persons, or vehicles across or through an area that is currently providing substandard service.
- For the purposes of this application, “gap” means an area that lacks service between two existing elements of the transportation system.
- The removal of barriers to transportation may include improvements that eliminate legal or physical restrictions on movements of goods or persons.
- The reduction of conflicts includes any removal or reductions of negative interactions among different elements of the transportation system. This includes conflicts between users within the same mode, or conflicts among modes. This also includes removal or reductions of negative interactions between the transportation system and other social, economic or environmental systems (e.g. transportation/land use conflicts).
- Geometrics improvements include those that specifically address geometric constraints or geometric design that inhibits access, safety or mobility.
- The implementation of technology includes computer software, signals or traffic controls, communications or information exchange, or other equipment.

Provide details in the explanation box for answers that are checked.

**Question 38:** Identify if the project will serve one or more of Oregon’s “Statewide Business Clusters”.

For the purposes of this question, the service provided by the project either should reduce transportation costs for Oregon businesses or improves access to labor.

Oregon’s “Statewide Business Clusters” are identified by the Oregon Business Development Department. Definitions of Oregon “Statewide Business Clusters” (Key Industries) are available at (<http://www.oregonbusinessplan.org/Industry-Clusters/The-Industry-Cluster-Network/>).

In the space provided, explain how the project reduces transportation costs or improves access to labor for the selected business cluster(s). Detail if possible, any specific businesses, the

number of businesses, and how the project will provide cost savings (e.g. time savings, provision of an alternate route, provides access to a new mode). Detail, if possible, any specific businesses that will be connected to residential areas and how the project will improve their connection to sources of labor (e.g. traveler time savings, provision of an alternate route, provision of direct access between residential areas and commercial/industrial areas).

**Question 39:** Check the appropriate box. If you answer "yes," answer the additional questions.

**a.** The intent of this question is to identify projects which result in businesses being able to stay in Oregon (retain long-term jobs) or locate/expand in Oregon (add long-term jobs). Identified jobs should be a direct result of the project improvements. Do not include jobs that will be shifted from one location in Oregon to another within the state, indirect or induced job estimates (multiplier effects), or (short-term) construction jobs.

**b.** Indicate the approximate average annual wage of the long-term jobs created by the project.

**c.** Identify the businesses that will be able to stay in Oregon or locate/expand in Oregon as a direct result of the project.

**d.** Indicate the amount of private investment that would be made if and only if the project is implemented.

Include letters of commitment detailing the number of long-term (non-construction) jobs or the amount of additional private investment the project would generate. Commitment letters from businesses or organizations must state their intention to operate in Oregon and their intentions regarding job creation and private investment plans over a specified period.

In the explanation box, limit the discussion of economic benefit to the project's impact on the state's ability to attract or retain business or industry.

**Question 40:** Complete a through c as instructed below.

**a.** Complete as indicated in the Application.

**b.** Provide the year for which costs were estimated. Also, provide if a number of different estimates (with different inflated dollar years) were done. Identify the year of the cost estimate for the project element that represents the largest proportion (in dollars) of work yet to be done.

**c.** In Field 1 "Project Costs" the total project costs from Question 45 will auto-populate this field. Do not fill in this field.

For Field 2 "Inflation Adjustment":

Job impact multipliers are developed based on the economy in a specific year (the job impact number for the application assumes that spending will occur in 2014). As a result, project costs need to be adjusted to approximate the costs for that same year. The table provides project cost adjustments that allow conversion of project estimate dollars to 2013 dollars. To use this table, select the year for which project spending is estimated (your answer to Question 40b), then select the adjustment amount next to that year (which will be available as a drop down selection in the second field).

**Question 40: Field 2.**

<b>Year</b>	<b>% Adjustment</b>
2012	116.0%
2013	112.0%
2014	108.0%
2015	104.0%
2016	100%
2017	96.0%
2018	92.0%
2019	88.0%
2020	84.0%
2021	80.0%
2022	76.0%
2023	72.0%
2024	68.0%
2025	64.0%
2026	60.0%

Note: \*Micropolitan Statistical Areas

Source: Bureau of Labor Statistics, data for August 2014 - July 2015, pulled September 8, 2015.

In Field 3 will self populate with the total of the Project Costs multiplied by the Inflation Adjustment Factor (Field 1 x Field 2). Do not fill in this field.

In Field 4 will self populate with the factor from dividing Field 3 by the new dollar-spending amount by 1,000,000 (Field 3/1,000,000). Do not fill in this field.

Field 5 will self populate with the total of Field 4 multiplied by the job multiplier of 10.3 (Field 4 x 12.5). Do not fill in this field.

*Example:*

<u>Field 1</u>	<u>Field 2</u>	<u>Field 3</u>	<u>Field 4</u>	<u>Field 5</u>
\$1,500,000	.84 (2016)	1,260,000	1.26	15.75

**Question 41:** To help detail this aspect of the project's economic benefit to the state, identify the 12-month average unemployment rate of the county/jurisdiction where the project is physically located. A listing of unemployment rates for each county/jurisdiction in the state is available below.

## 12 Month Average Unemployment Rate by County/Jurisdiction (Aug. 2014 - July 2015)

Counties	Rate
Baker	7.4%
Benton	4.8%
Clackamas	5.6%
Clatsop	5.9%
Columbia	7.6%
Coos	8.1%
Crook	9.0%
Curry	9.2%
Deschutes	6.6%
Douglas	8.3%
Gilliam	6.8%
Grant	9.6%
Harney	8.1%
Hood River	4.9%
Jackson	7.5%
Jefferson	7.8%
Josephine	8.4%
Klamath	8.6%
Lake	8.5%
Lane	6.4%
Lincoln	7.2%
Linn	7.3%
Malheur	7.0%
Marion	6.6%
Morrow	6.3%
Multnomah	5.4%
Polk	6.1%
Sherman	6.9%
Tillamook	6.1%
Umatilla	7.0%
Union	6.6%
Wallowa	8.6%
Wasco	6.1%
Washington	5.1%
Wheeler	5.8%
Yamhill	5.8%

Other Jurisdictions	Rate
Albany	6.7%
Astoria*	5.9%
Beaverton	4.8%
Bend	5.5%
Brookings*	9.2%
Coos Bay*	8.1%
Corvallis	4.7%
Eugene	5.7%
Grants Pass	7.5%
Gresham	6.0%
Hillsboro	5.0%
Hood River*	4.9%
Keizer	6.2%
Klamath Falls*	8.6%
La Grande*	6.6%
Lake Oswego	4.6%
McMinnville	5.8%
Medford	6.9%
Newport*	7.2%
Ontario OR-ID*	6.0%
Oregon City	6.0%
Pendleton-Hermiston*	6.9%
Prineville*	9.0%
Portland	5.2%
Redmond	7.0%
Roseburg*	8.3%
Salem	6.5%
Springfield	6.7%
The Dalles*	6.1%
Tigard	4.7%
Tualatin	4.8%
West Linn	4.7%
Oregon	6.1%

Source: Based on the 4% annual inflation rate preferred by Federal Highway Administration (FHWA) for planning and programming level project cost estimates (if more specific state information is not available); [https://www.fhwa.dot.gov/planning/guidfinconstr\\_qa.cfm](https://www.fhwa.dot.gov/planning/guidfinconstr_qa.cfm), Q& A Item #6

If applicable, provide additional information that describes special circumstances demonstrating near-term economic need in the project location (e.g., recent manufacturing or construction job losses).

**Question 42:** Check the appropriate box.

If you answer "yes," provide documentation as described in the application form and detail the number and type of incidents (within a specified timeframe) that the project will address. Safety improvements may include physical or operational changes that reduce risk of injury or death of

people or animals, or damage to property. Non-highway projects that reduce vehicle miles traveled along ODOT-designated Safety Corridors are eligible.

## Other Considerations and Information

**Question 43:** A completed Racial and Ethnic Impact Statement form must be completed for application to be considered complete. The form is available at: <https://www.oregon.gov/ODOT/Programs/TDD%20Documents/COVI-Racial-Ethnic-Impact.pdf>.

**Question 44:** Provide on the application form a list of your supporting documents and include them in the hard copy submission. For each additional supporting document, indicate which application item the document supports.

*ODOT staff will not provide letters of support to project applicants. However, when ODOT permits or right-of-way actions are necessary for projects, ODOT staff can work with applicants to determine appropriate costs, timelines, etc.*

Photos should reproduce well in black and white, and all sheets should be 8 ½" x 11" format. (Maps must be no larger than 11"x17" but may be smaller.)

Reviewers have limited time. **Please limit submission of supplemental material to 1-4 pages per item.** Letters should be one (1) page long. Select 1 to 4 relevant pages from reports or plans. To assist reviewers, you may underline relevant passages of supporting documents. Do not highlight passages, as highlighting may not show up well, or render a passage unreadable when photocopied. When submitting supplemental information ensure the page(s) has an appropriate citation to the source, title and author.

**Question 45:** Provide any additional text that you feel will support future selection of your project.

## Mode Specific Budgets

**Question 46:** CO VI requires the submittal of mode specific budgets.

Complete the appropriate modal budget template for the primary project mode.

The application will not be considered complete unless the mode specific budget is attached to the application.

## Addenda

This space is for additional text for previously answered questions. Indicate for which question the additional text applies. For example, "For Question 6 continued, the project will support the transportation system by improving connections between residents and transit, etc." Only additional text contained on this page will be considered as part of this application. Additional pages will not be considered.

## Additional property owners/lessors

The Certification of Additional Owners/Lessors is very important. Signature(s) must be provided by the legally responsible party(ies). Make sure that your hard copy submission includes the required signature(s). If necessary, make copies of this page for additional signatures and attach to application.

## **SECTION 2: QUESTIONS AND COMMUNICATION**

### **Email Notice List**

All applicants and interested parties should sign on to the Email Notice List:

[https://public.govdelivery.com/accounts/ORDOT/subscriber/new?topic\\_id=ORDOT\\_135](https://public.govdelivery.com/accounts/ORDOT/subscriber/new?topic_id=ORDOT_135)

ODOT will use this Email Notice List to update applicants and interested parties with notices, information, and any program and application updates.

### **Website**

Interested parties can check the CO website: <http://www.oregon.gov/ODOT/Programs/Pages/ConnectOregon.aspx>.

### **Questions**

All questions should be emailed to [connectoregon@odot.state.or.us](mailto:connectoregon@odot.state.or.us). Individual questions will be answered via email and then the answer will be posted on the website's Program Information & Frequently Asked Questions (FAQs) for the benefit of all other applicants: <https://www.oregon.gov/ODOT/Programs/TDD%20Documents/COVI-FAQ.pdf>.

ODOT will provide as much assistance as possible. However, because ODOT is administering the project selection process, ODOT cannot provide individual project-specific advice to applicants. General help will continue to be posted on the website.

### **Public Records Note**

Basic information on all projects under consideration will be posted on the CO website.

All information submitted may be posted on the website. Applicants may request confidentiality protection of matters that the law allows a state agency to protect. For assistance see ORS 367.800 to 367.826, the Public Records law; ORS 192.410 to 192.505, the Uniform Trade Secrets Act; ORS 646.461 to 646.475.

### **Additional information**

For additional information including a copy of House Bill 2274, the Draft Revised Rule, and Frequently Asked Questions please refer to the CO VI website.

### **Schedule**

The CO VI schedule including the timing of the above steps is posted on the CO website.

## **SECTION 3: SUBMISSION INSTRUCTIONS**

Applications, checklists, and all support materials must be received by **4:00 p.m.** on **Friday, November 20, 2015**. Late and incomplete applications will not be accepted. Use one of the following methods to submit your electronic application.

### **Electronic Submission via ODOT FTP Site**

All applications may be submitted via the ODOT FTP site; electronic applications (including all support materials) larger than 10 megabytes must use the FTP site.

1. All electronic submissions must contain additional forms and signatures where instructed.
2. Create a new folder using the following naming format: (Applicant)\_(Project Name) and place your application and all support materials there.
3. Using Internet Explorer, go to the ODOT FTP site: <ftp://ftp.odot.state.or.us/incoming/ConnectOregon/>.
4. Open the FTP site in Windows Explorer by pressing Alt, clicking View from the menu bar, and then selecting Open FTP Site in Windows Explorer.
5. Drag and drop or copy and paste your application folder in the FTP window.
6. Once your upload is complete, notify us via email: [ConnectOregonApps@odot.state.or.us](mailto:ConnectOregonApps@odot.state.or.us). Include in the e-mail a contact name and telephone number.
7. An e-mail verification will be sent to you if the application materials were received successfully. This is not an automated response and may take up to one (1) business day. Keep this verification as your receipt.

### **Electronic Submission via E-mail**

Applications (including all support materials) that are smaller than 10 megabytes may be submitted via e-mail.

1. All electronic submissions must contain signatures where instructed.
2. Save the application with the following name format: (Applicant)\_(Project Name).
3. Attach the application and all support materials to an e-mail addressed to [ConnectOregonApps@odot.state.or.us](mailto:ConnectOregonApps@odot.state.or.us). Include in the e-mail body a contact name and phone number and a listing of the attachments.
4. Do not send more than one (1) e-mail for each application. If the combined file size of your application and support materials is larger than 10 megabytes, use the above ODOT FTP submission process.

### **Hard Copy Submission via Postal Mail or In Person**

Applications and all support materials may be submitted in person or via postal mail. All hard copy submissions must be signed where appropriate. Hard copy submissions must be submitted to ODOT by the due date. Postmarks and late applications will not be accepted.

Submit hardcopy applications to:

Chris Cummings  
ODOT Freight Planning Unit  
555 13th Street NE, Suite 2  
Salem OR 97301-3871  
Attn: *ConnectOregon* Program