



Regional Partners — Regional Solutions

2 West Second Street Suite 800 | Tulsa, OK 74103 | 918.584.7526 | [www.INCOG.org](http://www.INCOG.org)

**2014 Request for Proposals for the  
2014 CONGESTION MITIGATION AND AIR QUALITY (CMAQ):**

**PUBLIC FLEET CONVERSION PROGRAM**

**Issued by:**

**INCOG and the Tulsa Area Clean Cities Coalition**

**January 23, 2014**



**TULSA AREA CLEAN CITIES**  
*a new energy for a new tomorrow*



**Project Proposal Deadline:**

**March 31, 2014**

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## **Funding Opportunity**

### **Background**

The Congestion Mitigation and Air Quality (CMAQ) Program provides a flexible funding source for state and local governments to fund transportation projects and programs to help meet the requirements of the Clean Air Act (CAA) and its amendments. CMAQ money supports transportation projects that reduce mobile source emissions. The funding provided by this program is intended to meet four primary goals:

1. Stimulate additional public/private sector investment in alternative fuel vehicles (AFVs) and infrastructure.
2. Further develop the Alternative Fuel Vehicle market in the INCOG region.
3. Reduce dependence on foreign oil.
4. Reduce air pollution from mobile source emissions, including hydrocarbons (specifically Volatile Organic Compounds or VOC), oxides of nitrogen (NOx), and carbon monoxide (CO).

The U.S. Department of Energy's Clean Cities program is a voluntary, locally based, government and private industry partnership whose goal is to expand the use of alternatives to gasoline and diesel fuel, accelerate the deployment of alternative fuel vehicles and build a local alternative fuel infrastructure. The Clean Cities program supports the Energy Policy Act of 1992 and the Clean Air Act and its 1990 Amendments, seeks to reduce national dependence on imported oil, and promotes the creation of commercial opportunities, new jobs and new businesses in the alternative fuels industry.

Since its 1997 designation, Tulsa Area Clean Cities' partners and stakeholders have consistently sought to advance alternative fuel technology and the deployment of alternative fuel vehicles. The program is a catalyst for economic development in the region. The relationship all partners and stakeholders maintain is one that advances not only U.S. Department of Energy goals, but also Oklahoma commerce and economic development goals. Tulsa Area Clean Cities Coalition is supported by INCOG, the Oklahoma Department of Commerce and the U.S. Department of Energy, and a coalition of dues paying private industry stakeholders.

The CMAQ program operates on a reimbursable basis. Funds are not provided until work is complete.

### **General Information**

The procedures and guidelines set forth in this announcement apply to the award of CMAQ funds attributed to the Indian Nations Council of Governments (INCOG) and the Tulsa Transportation Management Area (TTMA) (See Attachment I for boundary map) for the purpose of implementing a public fleet conversion grants program to be administered as a

competitive grant process. INCOG's Public Fleet Conversion Grants will allow local governments and public school districts (see Attachment II for a list of eligible school districts) to access CMAQ funds for fleet conversions to cleaner fuel technologies to include alternative fuel vehicles and hybrid vehicles and alternative fueling infrastructure.

The applicant cost share requirement is a minimum of 20% for all categories. All funded projects will be one (1) year contract grants, beginning the day of issuance. If reimbursement requests are not submitted before the one (1) year contract end date, funds will no longer be available for that project.

### **Who Can Apply?**

- Local units of government (cities towns and counties), and public entities located principally within the TTMA.
- Public school districts located principally within the TTMA boundaries. See Attachment II for a list of eligible public school districts.

Federal, state and fuel provider fleets covered under the Energy Policy Act of 1992 (EPA 1992) are NOT eligible to receive funding under this solicitation.

**This is a reimbursement program.** All applicants must demonstrate an ability to fund and manage activities at the time they are undertaken. Applicants must be able to demonstrate the ability to provide required matching funds as applicable. The applicant(s) must finance the entire project until the project is completed and federal share is released for reimbursement to INCOG (sometimes up to 90 days after applicant submission of final invoice to INCOG).

### **Project Categories**

For the purposes of this CMAQ-funded grant opportunity, and in keeping with current federal guidelines as outlined in the [CMAQ Interim Program Guidance](#) published by the Federal Highway Administration on November 12, 2013, funds may be awarded in the following categories:

- 1. New Alternative Fuel Refueling or Recharging Infrastructure**  
Upgrades or maintenance of existing facilities are not eligible for CMAQ funding. All construction projects must comply with National Energy Policy Act (NEPA) requirements.
- 2. Dedicated Alternative Fuel Vehicles (AFV's) and Hybrid Vehicles**  
All vehicle conversions must comply with applicable state and federal requirements governing vehicle conversion. Purchases of new police cruisers, fire trucks, and transit buses are not eligible for CMAQ funding; however converting an existing vehicle to an alternative fuel source is eligible.
- 3. Dedicated Alternative Fuel Off-Road Equipment**

Eligible equipment includes electric, propane, or compressed natural gas commercial mowers, forklifts, aircraft tow motors, baggage handlers, etc.

#### **4. Idle Reduction Technologies**

Idle reduction technologies are available for police and fire vehicles, as well as work trucks, ambulances, and others.

### **Additional Project Requirements**

- Removal of one or more gasoline or diesel powered vehicles from its fleet. Fleet size is reduced or remains the same. (Conversions are exempt from this requirement).
- Visibly marking the project vehicle (or infrastructure) in such a way that promotes alternative fuels, clean air, and the Tulsa Area Clean Cities program. Tulsa Area Clean Cities will provide a sticker and guidelines on how the sticker should be placed on a CMAQ funded vehicle.
- Conversion of a vehicle must be to a less polluting fuel type for ozone causing pollutants.
- Vehicles in proposed projects must be “right-sized” to the task it will perform; i.e. a half ton truck should not be requested when a sedan could accomplish the task.
- Upon request provide INCOG with periodic reporting which may include odometer readings, fuel consumption records, maintenance records, and written documentation of all other costs associated with the vehicle.
- Provide yearly petroleum reduction records to Tulsa Area Clean Cities on the 1<sup>st</sup> of February and continuing yearly thereafter for 3 years.

### **Funding Ratios**

Eligible participant projects may be funded at a ratio up to 80% federal CMAQ funds and 20% local funds. The applicant cost share requirement is a minimum of 20% for all categories however additional points will be given to those projects that provide a higher amount. See criteria scoring guide for further information.

Eligible public-private partnerships (PPP) infrastructure projects may be funded at the same ratio as public sector projects, however, all applicable federal and state incentives that will accrue to the private sector entity and/or any federal or state credits that may be partially or wholly transferred to the public sector must be disclosed.

### **Utilization of Funds and Project Timeline**

Approximately \$300,000 is available under this solicitation. INCOG anticipates making 5-8 awards. A single application receiving the full amount is unlikely, unless an extremely unique, innovative, or effective project is proposed. All awarded projects under the 2014 INCOG Public Fleet Conversion Grant Solicitation must be complete, invoiced with backup documentation, and received by INCOG no later than one year from the signed contract date.

## Limitations on Funds

For public fleet alternative fuel vehicles providing a **dominant transportation function**, the full cost of the vehicle is eligible for CMAQ funding (subject to a minimum 20% local match). Vehicles providing a “dominant transportation function” include school buses, paratransit vehicles, freeway courtesy vans/tow trucks, incident management patrol vehicles, refuse haulers, and others. Vehicles not providing a dominant transportation function are only eligible for CMAQ funding covering the incremental cost difference between a standard vehicle and an alternative fuel vehicle. For example, if a CNG pick-up truck is to be purchased as an administrative vehicle, then only the difference, or incremental, cost between the standard truck and the CNG truck would be eligible for funding. However, if a CNG paratransit vehicle is purchased, then the full value of the vehicle is eligible for CMAQ funding. All projects still require a **minimum** 20% local match.

Eligible local governments, public entities and public school districts located principally within the TTMA may apply for funding for 2014 INCOG Public Fleet Conversion Grant funding for which local match funds have been identified. Other federal grant funding or funds of federal origin generally cannot be utilized as matching funds. Additionally, if other awards, incentive, rebates, transferred tax credit or pass-through incentives will be utilized in a project, that amount of financial assistance and its purpose must be disclosed.

INCOG reserves the right to negotiate the amount of a grant award.

## Evaluation and Project Scoring

Each proposal will be rated under a points system based on a total of 100 points as described in detail in Attachment III: Criteria Scoring Guide. Bonus points may be given to proposals dramatically improving air quality and/or demonstrating an innovative and effective approach to improving air quality. Awards will be made on a competitive basis. Only complete project applications submitted by the application deadline will be considered. A review committee consisting of INCOG staff will review each proposal and will assign points to each, based on the criteria described in Attachment III. Proposals will then be ranked by point totals and funding recommendations made, according to ranking, to the INCOG board for approval.

INCOG reserves the right to reject any or all proposals or to make fewer awards than anticipated. In appropriate circumstances, INCOG reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If INCOG decides to partially fund a project, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, thereby maintaining the integrity of the competition and selection process.

## **Grant Award Contract Dates and Process**

Notification of awarded projects is anticipated on or before May 15, 2014. Award recipients will be notified by telephone and/or email.

Project award recipients will enter into an executable contract with INCOG prior to any project activity or purchase. This contract process may be 30 to 60 days after award notification. The executable grant award contracts will be twelve months in length, define reimbursement terms, record-keeping obligations and all requirements pursuant to the use of CMAQ funds.

**Please submit Project Proposals electronically (PDF's only) to [ajaynes@incog.org](mailto:ajaynes@incog.org)**

Adriane Jaynes  
Tulsa Area Clean Cities Co-Coordinator, INCOG  
2 West Second Street Suite 800, Tulsa, OK 74103  
(918) 579-9494

**Proposals are due March 31, 2014**



## Attachment II: List of Eligible Public Schools

- Anderson
- Allen-Bowden
- Berryhill Public Schools
- Bixby Public Schools
- Broken Arrow Public Schools
- Catoosa Public Schools
- Central Technology Center - Sapulpa
- Claremore Public Schools
- Collinsville Public Schools
- Coweta Public Schools
- Glenpool Public Schools
- Jenks Public Schools
- Justice-Tiawah
- Keystone
- Kiefer Public Schools
- Liberty Mounds
- Lonestar
- Mounds Public Schools
- Northeast Technology Center – Claremore
- Owasso Public Schools
- Pretty Water
- Prue
- Sand Springs Public Schools
- Sapulpa Public Schools
- Sequoya
- Skiatook Public Schools
- Sperry Public Schools
- Tulsa Public Schools
- Tulsa Technology
- Union Public Schools
- Verdigris Public Schools

## ATTACHMENT III: Criteria Scoring Guide

Projects submitted for consideration will be evaluated by INCOG staff and receive a score from zero (0) to one hundred (100) based on the factors shown below. INCOG reserves the right to cap the number of certain project types to ensure a diverse portfolio of projects within the region.

### A. **Project Feasibility and Likelihood of Long-term Success**

Project applicant must demonstrate ability to complete the proposed project. In addition, the proposal narrative should demonstrate that the applicant has the financial means to carry out the project; an administrative and management plan that includes identification of key personnel, milestones, and timelines; commitment from stakeholders affected by the project (attach letters of support as appropriate); relationships with key partners who may enhance the success of the project; long term goals of the project and how these goals fit into the goals of the organization(s) involved; and a viable plan for long term maintenance of the proposed project.

*Maximum Factor Score = 30 points*

### B. **Miles Traveled**

Alternative fuel vehicles that travel greater distances will produce more positive air quality and fuel displacement benefits than those that travel less miles when they replace a vehicle using petroleum fuels. Additional points will be awarded for higher mileage vehicles.

*Maximum Factor Score = 15 points*

### C. **Project Visibility and Public Awareness**

One of the best ways to promote the use of alternative fuel vehicles is to have them prominently displayed and used in public. In this way the vehicles are seen as workable, practical and tangible in the same manner as conventional vehicles. Proposals should include a plan to increase the visibility of their alternative fuel vehicles.

*Maximum Factor Score = 15 points*

### D. **Alternative Fueling/Charging Capacity**

Applications will be reviewed on the proximity of the proposed alternative fuel vehicle to existing alternative fuel refueling infrastructure (if needed), and the project's potential to expand public access to alternative fueling infrastructure.

*Maximum Factor Score = 10 points*

### E. **Air Quality/Energy Conservation Benefits**

Vehicle/fuel combinations will be prioritized based on the amount of air quality and energy conservation benefits expected by the vehicle compared to the incremental cost of the vehicle. Factors affecting air quality and energy conservation benefits include vehicle miles traveled, fuel economy, and emissions reductions. Proposals should present benefits both quantitatively (where available) and qualitatively.

*Maximum Factor Score = 20 points*

F. **Geographic Distribution**

This program seeks to ensure funding is distributed widely within the INCOG region. Therefore, applications will be reviewed based on the degree to which the project contributes to geographic distribution and avoids concentration in a small geographic area.

*Maximum Factor Score = 5 points*

G. **Matching Funds**

In order to maximize the effectiveness of these funds, points will be awarded to applications providing local matching funds higher than the 20% minimum.

*Maximum Factor Score = 5 points*