
Congestion Mitigation and Air Quality (CMAQ) Project Prioritization & Selection Process

For the Tulsa Urbanized Area

Issued: September 17, 2021

Project Proposal Deadline:

November 12, 2021



Congestion Mitigation and Air Quality (CMAQ) Project Prioritization and Selection Process For the Tulsa Urbanized Area

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 which reduce mobile source emissions. The funding provided by this program is intended to meet four primary goals.

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

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 B for boundary map) for the purpose of implementing a clean air grants program to be administered as a competitive grant process. **Projects must be located within the TTMA boundary.**

The applicant cost share requirement is a minimum of 20% for all categories. All funded projects must be completed within two years from the date of contract issuance. If reimbursement requests are not submitted before the two (2) year contract end date, funds will no longer be available for the project, unless INCOG agrees to extend the timeline for implementation.

Eligible Applicants that may secure CMAQ funding include:

- **Local Public Agencies (Cities & Counties)**
- **Tribal Transportation Entities**
- **Public Schools**
- **Non-Profits (involved in transportation)**
- **Public Transit Agencies**
- **Public / Private Partnerships**

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:

- **Public Fleet Conversion or Replacement ***
- **Alternative Fuel Infrastructure**
- **Idle Reduction**
- **Traffic Technologies**
- **Traffic Engineering Infrastructure**
- **Bicycle and Pedestrian Infrastructure**
- **Bike Share**

Proposed projects will be evaluated by staff for eligibility and ranked based on a 100-point grading system. Recommended projects will be presented for approval to the Transportation Technical and Policy Committees and the INCOG Board of Directors. The selected projects will be included in the Transportation Improvement Program (TIP) for the Tulsa Transportation Management Area (TMA).

*Vehicles for which award funds are made available must be replacement vehicles and require the removal of a like diesel or gasoline powered vehicle from the fleet. Fleet size must be reduced or remain the same

Funding Availability & Terms

Approximately \$3.0 Million is available under this solicitation. All applications must be completed and submitted on time to be considered. There will be no limit to the number of projects that may be submitted but no entity will have more than three projects selected for funding. Submission of a complete application does not guarantee funding. All awarded projects must submit complete invoices with backup documentation and be received by INCOG no later than two years from the signed contract date before payment can be issued. This is a reimbursement program upon satisfactory completion and invoicing by eligible entities.

Eligible participant projects may be funded at a ratio up to 80% federal CMAQ funds and 20% local funds. Local funds cannot be of federal origin. The applicant cost share requirement is a minimum of 20% for all categories. See criteria scoring guide for further information. Maximum award is limited to \$500,000 in federal funds per project.

Projects funded under this program are subject to NEPA review. INCOG will assist the grantee under this program regarding the NEPA Clearance as needed.

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.

Instructions for Project Submittals

A project sponsor wishing to submit a project for implementation using Tulsa Urbanized Area CMAQ funds must complete a Transportation Project Rating Form (Attachment C) for each proposed project. The Transportation Project Rating form will be used to establish project eligibility and to score projects proposed for funding. The prioritization resulting from the form's scoring system will allow fair competition and selection based on a projects individual characteristics, status, and local commitment relative to other proposed projects.

Proposed projects will be evaluated on the following characteristics:

Selection Criteria:

| | | |
|-----------------------|---------|------------|
| A. Demand | Maximum | 20 points |
| B. Cost Effectiveness | Maximum | 20 points |
| C. Schedule | Maximum | 20 points |
| D. Budget | Maximum | 20 points |
| E. Feasibility | Maximum | 20 points |
| | <hr/> | |
| | Total | 100 points |

The prioritization scoring will serve as the initial screening used to select projects for funding with Urbanized Area CMAQ funds.

INCOG Project Contact for CMAQ Application Submittals:

Final applications should be electronically submitted to INCOG by 5 PM, November 12th, 2021.

For project related questions and final submissions contact Braden Cale at:

Braden Cale
INCOG Transportation Programs Coordinator
bcale@incog.org
(918) 579-9419

Tentative Schedule

| Activity | Target Date |
|--|--------------------|
| Solicit Applications | Sep 17, 2021 |
| Applications Due | Nov 12, 2021 |
| INCOG Board approval of projects (Tentative) | Dec 14, 2021 |

ATTACHMENT A

Resolution to Request Programming of Tulsa Urbanized Area Congestion Mitigation & Air Quality Funds

WHEREAS, Congestion Mitigation and Air Quality Program Urbanized Area funds have been made available for transportation improvements within the Tulsa Transportation Management Area; and

WHEREAS, The [PROJECT SPONSOR] has selected a project described as follows:

_____ ; and

WHEREAS, the selected project is consistent with the local comprehensive plan, including applicable Major Street and Highway Plan Element, and the Regional Transportation Plan; and

WHEREAS, the sponsors preliminary estimate of cost is \$ _____, and Federal participation under the terms of the Congestion Mitigation and Air Quality (CMAQ) Program funds are hereby requested for funding of ____ percent of the project cost; and

WHEREAS, the [PROJECT SPONSOR] proposes to use [SOURCE] funds for the balance of the project costs; and

WHEREAS, the [PROJECT SPONSOR] agrees to provide for satisfactory maintenance after completion, and to furnish the necessary right-of-way clear and unobstructed; and

WHEREAS, the [PROJECT SPONSOR] has required matching funds available and further agrees to submit invoice to INCOG within thirty (30) days of the completion of the project.

NOW, THEREFORE, BE IT RESOLVED: That the Indian Nations Council of Governments is hereby requested to program this project into the Transportation Improvement Program for the Tulsa Transportation Management Area, if the project is selected by INCOG; and

BE IT FURTHER RESOLVED: That upon inclusion in the Transportation Improvement Program, the Oklahoma Transportation Commission is hereby requested to concur in the programming and selection of this project and to submit the same to the Federal Highway Administration for its approval.

ATTEST:

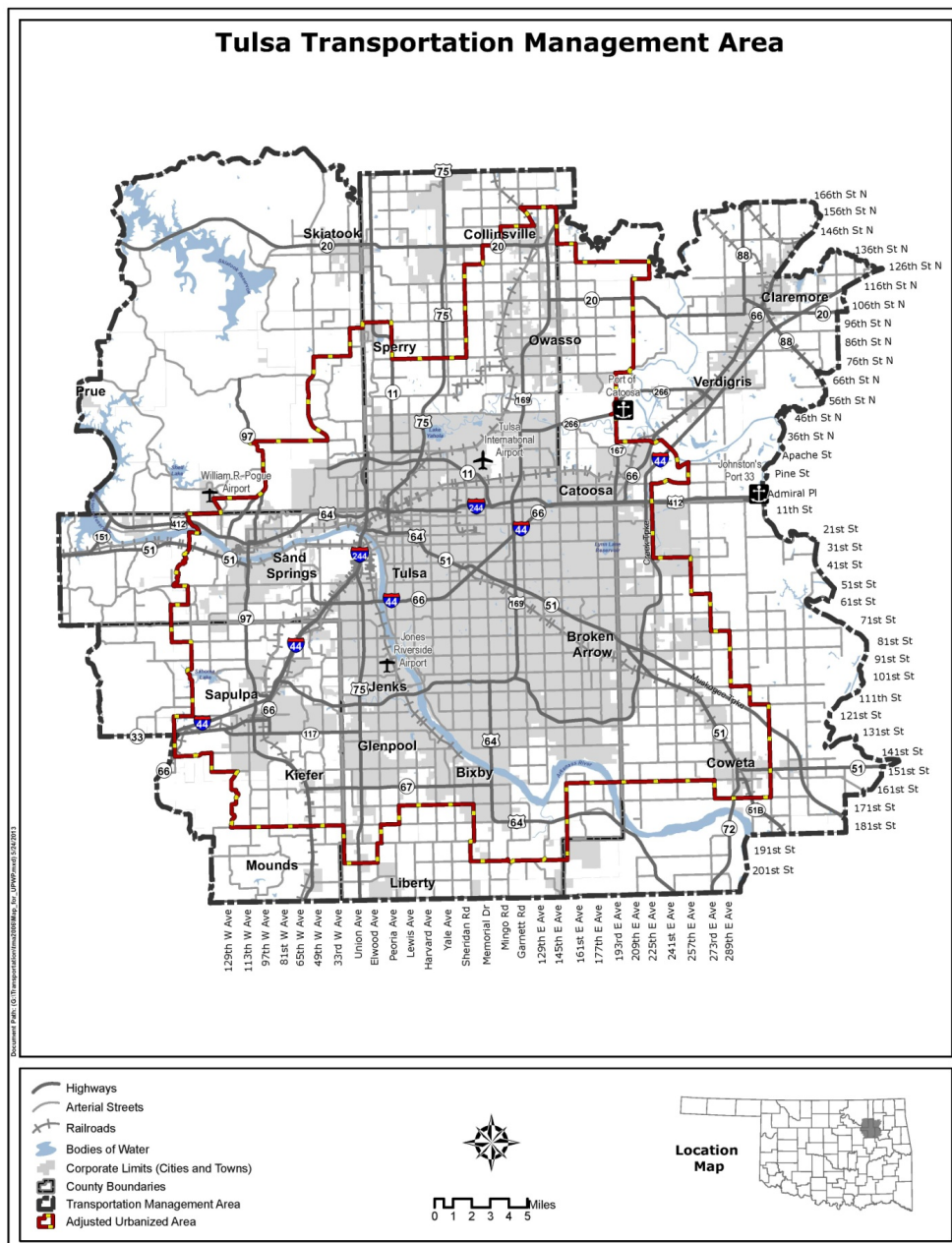
(Chief Elected Official or local governing body)

(Clerk/Secretary/Attorney)

ATTACHMENT B

Tulsa Transportation Management Area

The following map is based on the 2010 Census defined Tulsa Urbanized Area boundary, a statistical geographic entity consisting of a central core and adjacent densely settled territory that together contain at least 50,000 people with an overall population density of at least 1,000 people per square mile. For Functional Classification purposes, the Tulsa Urbanized Area boundary was modified in cooperation with ODOT to create the Tulsa Adjusted Urbanized Area.



ATTACHMENT C

Tulsa Urbanized Area Congestion Management & Air Quality (CMAQ)
Project Rating Form



FY 2022 Tulsa Urbanized Area CMAQ Program

Project Rating Form

The following information must be completed for all proposed Urbanized Area CMAQ projects. INCOG staff will use the reported information to assign points to proposed projects. The established project eligibility and the project scores will then be used by the Staff to present to the INCOG Board of Directors to program projects to be funded with the CMAQ Urbanized Area funds. Please attach the cost estimate from the appropriate licensed professional and a map/drawing of the proposed project.

Project Information

Project Purpose: _____

Project Name and Location: _____

Project Description (please include all information necessary for the extent of the project you would like to be rated in the criteria that follows): _____

Project Sponsor/Jurisdiction: _____

Project Manager/Engineer (if applicable): _____

Contact Person: (Name) _____

Email address: _____ Phone: _____

Please attach detailed budget to include inflation adjusted costs and fill out the following table.

| Project Costs | CMAQ Funds Requested <i>Maximum \$500,000 per project</i> | Other Funds (Local and other federal funds) Min. 20% |
|-----------------------------|--|--|
| Total Project Cost: | | |
| Contingency: _10_% | | |
| Other Costs: | Not Eligible | |
| Planning/Engineering | | |
| Right-of-Way | | |
| Utility Relocation | | |
| Non-participating component | | |
| Grand Total: | | |

A. Demand – Maximum 20 points

Based on the use expectation or the demand for the project, it can receive up to 20 points for this category. INCOG may use quantitative data to assess projects

Please provide a description in the space provided next to each applicable criterion.

| Evaluation Criteria | Points | Provide Description |
|--|----------------|---------------------|
| Describe how the project will reduce single occupant automobile travel. | Up to 5 Points | |
| Describe the usage, need and demand of the proposed project. | Up to 5 Points | |
| Describe how the project will relieve congestion. | Up to 5 Points | |
| Describe how the project would help reduce crashes and incidents | Up to 5 Points | |
| Describe potential air quality benefits of the project. For vehicle replacement projects, use http://afleet.es.anil.gov/afleet/ to calculate air quality benefit. Contact ajaynes@incog.org for assistance. | Up to 5 Points | |
| TOTAL: | | |

Comments: _____

B. Cost Effectiveness – Maximum 20 Points

Describe the cost effectiveness of the proposed project. Please provide a description in the space provided next to each applicable criterion.

| Evaluation Criteria | Points | Provide Description |
|--|-----------------|---------------------|
| Provide estimated users for the proposed project (as applicable). <ul style="list-style-type: none"> • Potential users/customers • Number of locations • Any other way/ways to measure the use of the proposed project. | Up to 10 Points | |
| Provide a qualitative and/or quantitative description of the emission reductions from reducing dependency on automobiles and/or contributing positively to air quality benefits that are expected from the project. | Up to 10 Points | |
| TOTAL | | |

Comments: _____

C. Schedule - Maximum 20 Points

Please provide a detailed project implementation schedule for the proposed project identifying key milestones. For each application INCOG would like to review an estimated quarterly schedule. Please provide a description in the space provided.

| Evaluation Criteria | Points | Provide Description |
|--|-----------------|----------------------------|
| Describe how the project can be completed within a 2-year period. | Up to 10 Points | |
| Describe any project based risks that can be identified that would delay the project and how you plan to mitigate those risks. | Up to 10 Points | |
| TOTAL | | |

Comments: _____

D. Budget - Maximum 20 points

Please provide a detailed budget for the proposed CMAQ project by major line items where applicable. The budget must be feasible for the time and funding that is available within this call for projects.

| Evaluation Criteria | Points | Provide Description |
|---|-----------------|----------------------------|
| Specific line-item budget that is based on current fiscal year. | Up to 10 Points | |
| Include within the budget a contingency of up to 20% | Up to 10 Points | |
| Please provide an Engineer's estimate where applicable. | Up to 10 Points | |
| TOTAL | | |

Comments: _____

E. Feasibility**Maximum 20 points**

Please indicate the technical feasibility and what public awareness will be included within the proposed CMAQ project. Technical feasibility and public awareness will need to be addressed to receive up to 20 points for this category.

| Evaluation Criteria | Points | Provide Description |
|--|----------------|----------------------------|
| Indicate where equipment will be installed and if necessary, right-of-way is available. If the location is not owned or controlled by the applicant, a letter from controlling entity is required. | Up to 5 Points | |
| Specify clearly where the fleet/vehicle or mobile equipment will be located and/or used. | Up to 5 Points | |
| Describe any public awareness component that will be included with the project. | Up to 5 Points | |
| Describe timeliness of availability of capital items requested for funding | Up to 5 Points | |
| Does the proposed project meet Buy America requirements? INCOG staff will research this part if a specific question upon request for funding if it is relevant based on the funding request. | Up to 5 Points | |
| TOTAL | | |

Comments: _____
