



THE BUREAU OF  
**PLANNING &  
SUSTAINABILITY**

## Transportation Decarbonization Form

Will the proposed project use PCEF funds for transportation decarbonization? [Yes/No conditional]

Yes  No

[If yes] **This form is required for your project, please fill out the fields below.**

[If no] **This form is not required for your application.**

### Section 1: General Information

1.1. How will the proposed project reduce emissions from transportation? [Multi-option checklist]

- Increase access to low-emissions or shared transportation modes
- Replace fossil-fueled vehicle with electric vehicles
- Encourage behavior change to low-emissions or shared transportation modes
- Reduce total vehicle miles travelled
- Installing infrastructure to increase access to secure storage and/or charging of EVs, E-bikes, or bikes
- Other (describe below)

If other selected, please describe: [1500-character text box, no formatting]

1.2. Is this project focused on increasing access, providing education, and/or encouraging the public about non- single occupancy vehicle travel (such as biking, walking, etc)? [Yes/No toggle]

Yes  No

1.3. Are you familiar with any existing government programs that are similar to the project/program that you are proposing in this grant application? [Yes/No conditional]

Yes  No

- [If yes] Please describe how your proposal differs or contributes to the existing government programs. [1500-character text box, no formatting]

1.4. Does this proposed project require construction or modifications in the public right-of-way or on property you do not own? (For example: sidewalk improvements, bike parking, traffic crossings, bike infrastructure, schools, etc.) [Yes/No conditional]

Yes  No

[If yes]:

- Have you identified who holds authority for the land and approving the work and have they agreed to the work being proposed? [Yes/No toggle]
- If available, please attach a letter of support from the property owner. [Optional upload link]
- Describe the transportation safety or access challenges that you are seeking to address. In your response include the types of improvement(s) needed to make this project successful, and where they would be located. Include intersection locations where appropriate. (The costs for these improvements do NOT need to be calculated in the grantee application budget.) [1500-character text box, no formatting]

1.5. Is this project possible without the right-of-way or other non-owned property elements?

[Yes/No/NA Toggle]

Yes  No  Not applicable

1.6. For the proposed project, how will you keep the emissions reductions past the life of the grant. Such as by utilizing an electric vehicle for programmatic work, or continue behavior change through walk or bike commuting for the next 5-10 years. [1500-character text box, no formatting]

## City Districts

The City of Portland recently created new district maps to match the new City Council structure. In this question we are asking you to estimate how much of your requested funding amount for the funding area covered in this form is going to each of Portland's four geographic districts. [Link to district map.](#)

1.7. Does all or part of the funding for activities covered in this funding area form provide benefits to specific parts of Portland? If you are proposing any of the following, select "Yes":

- Providing services, events, or programs (e.g. education, engagement) focused on reaching communities living in or organizations based in specific parts of Portland
- Implementing or maintaining physical improvements (e.g. gardens, building upgrades) in specific parts of Portland
- Providing physical assets (e.g. bikes, EVs) to individuals living in or organizations based in specific parts of Portland

Yes, funding is providing geographic benefits

No, funding is allocated city-wide or not sure

[If yes] Please fill out "Section 2-B: City Districts" below

[If No / Not sure] No further information is needed. Go to Section 3.

City Districts [Conditional logic to show if previous question is yes, hide if no]

For this funding area, use the fields below to estimate how much of your requested funding amount for the funding area covered in this form is going to each of Portland’s four geographic districts. The total must equal 100%. [Link to district map](#). [Numeric questions, all in the same line]

District 1	District 2	District 3	District 4	Total (Must equal 100%)
				[Auto calculated]

## Section 2: Organizational Vehicles/electric bicycles/bicycles

2.1. Will the proposed project involve the purchase of vehicles or bicycles for use by an organization? [Yes/No conditional]

Yes  No

[If no] Skip the rest of Section 2 and go to Section 3.

[If yes:]

- Please fill out sections 2-A and 2-B below, as they relate to your project.
- Describe the types of improvement(s) needed to make your project successful (e.g. site improvements, storage, etc.) The costs for these improvements do NOT need to be calculated in the budget if they are not part of your grant request. [1500-character text box, no formatting]
- If your estimated yearly mileage is under 7,000 miles, please describe why the vehicle is critical to your organization’s operations or programming. [1500-character text box, no formatting]

### Section 2-A: Vehicle Replacements Information

If vehicle purchases will be replacing gas or diesel-powered vehicles that will no longer be used, fill out this section. If you are **replacing** multiple of the same exact type of vehicle and the data in all columns are the same, you may combine all the vehicle **replacements** into one row.

Once Completed, then go to Section 2-B. If the vehicle is new to your organization and is not a replacement skip 2-A and instead complete Section 2-B.

#### Definition of “Category” options:

- Regular Bike: A vehicle which is designed to be operated on the ground on no more than three wheels. The wheels must measure at least 14” in diameter. The vehicle must have a seat for the rider and be propelled exclusively by human power.
- Electric Bike (E-bike): Bicycles that are operated by pedaling, but get an extra boost from an electric motor.

- Passenger Car: Four wheel, two axle vehicles, under 10,000 pounds, with the primary purpose of carrying passengers. Includes coupes, compacts, sedans, station wagons, and two-wheel drive SUVs. This does not include pickup trucks.
- Light Truck/Van: Four wheel, two axle vehicles, under 10,000 pounds. Includes pickups, vans, and sport utility vehicles (SUVs) that are four-wheel drive or above 6,000 pounds gross vehicle weight.
- Delivery/Single Unit Truck: Singleframe trucks with a gross vehicle weight rating of greater than 10,000 pounds or with two axles and at least six tires—colloquially known as “dualies.” This category includes (but not limited to) delivery, box, flatbed, cement mixers, and tow trucks.

Number of Vehicles to be <b>replaced</b> [Numeric, integer]	Make/Model of vehicle to be <b>replaced</b> (should be a gas or diesel-powered vehicle) [Short text]	Category [Single-select Drop down: Regular Bike, Electric Bike (E-bike), Passenger Car, Light Truck/Van, Delivery/Single Unit Truck, Other]	Fuel [Drop down: Gasoline, Diesel, Electricity, Other, please specify]	Current Primary Use [single-select drop down: Transport program participants, Transporting goods/ supplies or providing services]	Average annual miles traveled <b>per vehicle</b> [Numeric response]

## Section 2-B: Vehicle Purchases Information

If you are purchasing electric vehicle(s) or bike(s), fill out this section. If you are **purchasing** multiple of the same exact type of vehicle and the data in all columns are the same, you may combine all the **purchases** into one row.

\*Customization examples: watering equipment, ladder racks, bike hooks, shelving, tool storage, ADA lifts, vehicles software or telematics, vehicle wraps, etc.

Definition of “Category” options: - See above

Is this vehicle(s) New to the Org or replacing another vehicle? [Drop down: Replacement, New to the organization]	Number of Vehicles [Numeric, integer]	Make/Model of the vehicle to be <b>purchased</b> [Short text]	Category [Single select Drop down: Regular Bike, Electric Bike, Passenger Car, Light Truck/Van, Delivery/Single Unit Truck, Other]	Fuel [Drop down: Gasoline Diesel Electricity Other, please specify]	Intended Primary Use [single-select drop down: Transport program participants, Transporting goods/ supplies or providing services]	Anticipated average annual miles traveled <b>per vehicle</b> [Numeric response]	Will this vehicle require specialty equipment or customization*? [Drop down: Yes, No]

### Section 3: Electric Vehicle (EV) Charger Information

4.1. Will you be using PCEF funds to buy chargers to support your vehicle purchase? [Yes/No conditional]

Yes  No

[If no] Please provide a plan for keeping the vehicle charged and in use. [1500-character text box, no formatting]

[If yes]

- o Please fill out section "3-A: Charger Description." Provide an entry for each location and charger level where a charger will be installed as part of the proposed project.
- o Describe your plan to maintain the chargers installed during and after the grant period. [1500-character text box, no formatting]

o Have you contacted your utility about the scope of work you are proposing? [Yes/No Conditional]

Yes  No

- [If yes] Describe if the utility identified any concerns and your plan to address these concerns. [1500-character text box, no formatting]
- [If no] Describe your plan to contact your utility to understand the feasibility of the project. [1500-character text box, no formatting]

### Section 3-A: Charger Description

Examples: Retractable cords, lights, cameras, fencing, signage, ADA Accessible standards for charging stations, etc.

Address of where chargers will be installed [Short text]	Charger Level [Drop down: Level 1, Level 2, DC Fast Charging]	Number of Ports (charger heads) [Numeric response]	Who can access the chargers? [Drop down: Tenants/Customers, Grant recipient staff, Public]	Is this in PacPower or PGE territory? [Drop down: PacPower, PGE, Don't know]	Will these chargers include safety, security and/or accessibility considerations?* [Drop down: Yes, No]

### Section 4: Community and/or Participants' Behavior Change

3.1. Will the proposed project include any other change to your community and/or participants' transportation behavior? Such as walking, biking, or using public transit. [Yes/No conditional]

Yes  No

- [If yes] Please fill out sections 4-A and 4-B below, as they relate to your project.
- [If no] Skip the rest of Section 4 and go to Section 5.

- [If yes] Please list any assumptions used to develop the before and after trip or mileage estimates: [1500-character text box, no formatting]

#### Section 4-A: Pre-Participation: Community/Participant/Client Travel Behavior Grant is attempting to change

Currently, how do your potential or actual program participants travel? Please only enter information for the travel mode and/or trip type that you are attempting to change. For example: Your grant will be focusing on program participants' commute, therefore, the below table only needs to contain information about participants' commute trips.

Definitions for Trip Type:

- Commute: Individual trips to and from primary work site(s) or school. If they use a ride-hailing mobile application or taxi service for commuting, choose "Ride Hailing" as Trip Type.
- Other Personal Travel: Individual trips. Includes social/recreation, personal errands, taking others to their activities, and shopping. If they use a ride-hailing mobile application or taxi service for personal travel, choose "Ride Hailing" as Trip Type.
- Ride Hailing: Individual trip (including work commutes) for personal travel ordered from a ride-hailing mobile application or taxi service
- Business Operations: Trips that involve transporting cargo, transporting program participants or clients, or transporting staff to work-related activities

When filling this out, there are two steps:

Step 1: Assess the current mode of travel and the trip type (purpose of the trip) amongst your potential or actual program participants. Note the number of participants who use the same mode for the same purpose.

Step 2: Repeat as needed if you are working with participants who use different modes and/or take trips for different purposes.

*Examples Below Explained:*

Your organization has 20 program participants that will be participating in your grant where you will be focusing on shifting the model of travel for commute and personal trips. Each of the 20 participants commute using their fossil fuel powered car. 15 of those same participants mostly use their fossil fuel-powered car and occasionally walk for personal trips. 5 of the participants only use their fossil fuel-powered car for personal trips.

Number of expected participants	Trip Type [Commute, Other Personal Travel, Ride Hailing, Business]	Mode of travel taken most often (dropdown) [Fossil Fuel Light Truck/Van, Fossil Fuel Passenger Car, Fossil Fuel Delivery/ Single Unit Truck, Public Transit, Regular Bike, Walking]	Secondary mode of travel (dropdown) [Fossil Fuel Light Truck/Van, Fossil Fuel Passenger Car, Fossil Fuel Delivery/ Single Unit Truck, Regular Bike, Electric

	Operations, N/A (all trip types)]		Bike, Public Transit, Walking, Electric Light Truck/Van, Electric Passenger Car, Electric Delivery/Single Unit Truck, N/A]
Ex. 20	Commute	Fossil Fuel Passenger Car	N/A
Ex. 15	Personal	Fossil Fuel Passenger Car	Walking
Ex. 5	Personal	Fossil Fuel Passenger Car	N/A

4A-1: Looking at the table above, please explain your reasoning for the expected participants' travel behavior before engaging with your grant/project. (Ex. The first row assumes 20 expected participants are driving their work commute by fossil fuel passenger car due to surveys that an applicant had done to research need for EV vanpool services.)

#### Section 4-B: During/Post Participation: Community and/or Participants' Behavior Change

Due to this grant, you expect the travel behavior of your program participants to change. Please use the below table to estimate how you expect them to travel going forward.

Number of expected participants	Trip Type [multi-select: Commute, Other Personal Travel, Ride Hailing, Business Operations, N/A (all trip types)]	Mode of travel taken most often (dropdown) [Electric Bike, Regular Bike, Walking, Public Transit, Electric Light Truck/Van, Electric Passenger Car, Electric Delivery/Single Unit Truck]	Secondary mode of travel (dropdown) [Fossil Fuel Light Truck/Van, Fossil Fuel Passenger Car, Fossil Fuel Delivery/ Single Unit Truck, Electric Bike, Regular Bike, Walking, Public Transit, Electric Light Truck/Van, Electric Passenger Car, Electric Delivery/Single Unit Truck, N/A]
Ex. 20	Commute	Electric Bike	
Ex.15	Personal	Electric Bike	Fossil Fuel Passenger Car
Ex. 5	Personal	Electric Bike	N/A

4B-1. Looking at the above table, please explain your reasoning for the expected participants' travel behavior change after engaging with your grant/project