

A RESOLUTION TO APPLY TO THE OREGON DEPARTMENT OF ENERGY FOR BUSINESS ENERGY TAX CREDIT (BETC) PASS-THROUGH PROGRAM FUNDS TO SUPPLEMENT OPERATING COSTS OF ALBANY TRANSIT SYSTEM, THE LINN-BENTON LOOP TRANSIT SYSTEM, AND ALBANY PARATRANSIT SYSTEM

WHEREAS, Oregon Local Budget Law provides that expenditures in the year of receipt of grants, gifts, bequests or devices transferred to the local government in trust for a specific purpose may be made after enactment of a resolution or ordinance authorizing the expenditure (ORS 294.326(3)).

WHEREAS, the City of Albany is the operator of Albany Transit System, Linn-Benton Loop, Albany Paratransit; and

WHEREAS, the Oregon Department of Energy has made Business Energy Tax Credit (BETC) funds available to transit operators in conjunction with a pass-through partner; and

WHEREAS, the BETC program is available to fund transit operating expenses.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council authorizes staff to proceed with the Department of Energy BETC application for funding to offset the operating expenses of the City's public transportation options in the estimated amounts listed below and authorizes the Economic Development Director to sign the applications on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council authorizes staff to proceed with the Department of Energy BETC application for funding to be received in fiscal year 2008-09 to offset the operating expenses of the City's public transportation options in the estimated amounts listed below and further authorizes the Economic Development Director to sign the applications on behalf of the City:

Albany Transit System	\$17,753.61
Linn-Benton Loop Transit System	\$21,366.96
Albany Paratransit System	<u>\$17,588.37</u>
TOTAL	\$56,708.94

DATED AND EFFECTIVE THIS 11TH DAY OF JULY 2007.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

# Oregon Business Energy Tax Credit

## Application for Preliminary Certification for Transportation Projects

Business owners and others who invest in transportation projects that reduce miles traveled in Oregon may be eligible for a state tax credit. A tax credit recipient must have an Oregon tax liability. The tax credit is 35 percent of eligible project costs. The tax credit is filed over five years: 10 percent in the first and second years and 5 percent each year thereafter. For projects with eligible costs of \$20,000 or less, the tax credit may be taken in one year. Unused credits can be carried forward up to eight years.

### Eligible Applicants

An eligible applicant (a project owner) must meet the following three requirements:

1. Be a trade, business or rental property owner who files taxes for a business site in Oregon  
or  
Be an Oregon non-profit organization, tribe, or public entity that partners with an Oregon business or resident who has an Oregon tax liability;
2. Own or be the contract buyer of the project; and
3. Use the equipment yourself or lease it to another person or business in Oregon.

### Pass-through Option

Non-profit organizations, schools and other public entities that do not have an Oregon tax liability may participate in the Business Energy Tax Credit program by using the Pass-through Option. Project owners may “pass-through” or transfer their 35 percent tax credit project eligibility to a pass-through partner with an Oregon tax liability in exchange for a lump-sum cash payment. The Oregon Department of Energy determines the rate that is used to calculate the cash payment. Both the project owner and pass-through partner must sign the Application for Final Certification for Pass-through Projects before a Final Certification is issued to the pass-through partner. The same review, rules and standards apply to projects approved under the Pass-through Option as those using the regular Business Energy Tax Credit program. **Please note:** The Pass-through Option is also available to a project owner with an Oregon tax liability who chooses to transfer his or her tax credit.

### Timing

The Oregon Department of Energy must receive the Application for Preliminary Certification for Transportation Projects **BEFORE** the project owner start the transportation project. For example, an owner must apply before purchasing equipment. If a project owner starts a project and then decides to apply for the tax credit, the owner must submit a written request for a waiver with the application. The waiver request and application must be sent within 90 days of the project start date and must demonstrate an extenuating business circumstance that caused the delay in the application. Under extraordinary circumstances, the Director of the Department of Energy may extend the waiver period.

Work on the project must begin within three years of the approval date of the Preliminary Certificate or within three years of the approval date of any changes to the project. A project owner must receive a Final Certificate before the credit can be claimed on an Oregon tax return.

## Before you start your project:

1. A project owner must complete the Application for Preliminary Certification for Transportation Projects. Send the signed form, supporting documentation, and payment for review costs to the Oregon Department of Energy before the project begins. Incomplete applications will not be accepted. **Note:** If using Microsoft WORD version of the application, check the Web site to ensure the latest version is being used. (Dates are in the lower right-hand corner. )
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### Questions?

Call the Oregon Department of Energy at 1-800-221-8035 (toll-free in Oregon) or (503) 378-4040 (Salem). Or visit our Web site ([www.oregon.gov/energy](http://www.oregon.gov/energy)).

For questions on claiming the tax credit, contact the Oregon Department of Revenue ([www.oregon.gov/DOR](http://www.oregon.gov/DOR)) or call 1-800-356-4222.



# Application Document Checklist

This checklist is a tool to help make sure you have submitted all necessary information and will help us process your application as quickly as possible. Please attached the following document(s) with the application form

## **Bicycle Project**

- Cost estimate (e.g. vendor quotation, bids) of the bicycle/equipment to be purchased.

## **Carpool / Vanpool**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, project details and estimated number of vehicle miles reduced by the project.
- If the project owner is renting the vehicle(s) from a rental company to cover the program cost, please provide verification of an agreement with the vehicle rental company specifying the coverage period and total cost.
- If the project owner is operating the program in-house, please provide a detailed budget.
- To apply for final certificate, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and lessons learned.

## **Car Sharing**

- Detailed budget.

## **Commuter Pool Vehicles**

- For a commuter pool vehicle with special equipment, please provide a cost estimate (e.g. vendor quotation, bids) showing the additional cost between a regular vehicle and the vehicle with special equipment.

## **Financial Incentives**

- Financial incentive program plan.

## **Individualized Travel Behavior Change**

- Conduct a pre-project survey and submit a report with the survey result. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and lessons learned.

## **Parking Cash Out**

- Documentation to establish the value of the commuter parking space.  
Example: a) if the employee leases the parking space separate from the business premises, please provide documentation for the cost of leasing the parking space. b) if the employer owns the parking space, the employer may establish the value by documenting the cost of leasing a similar parking space within 250 yards of the employer's business premises.

## **Research Development and Demonstration (RD&D)**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced, the lessons learned and the feasibility of applying the same measure in the future.

### **Rideshare Matching Service**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and the lessons learned.

### **Telework**

- Cost estimate (e.g. vendor quotation, bids) of the equipment to be purchased.

### **Transit Passes**

- Copy of written agreement with a public, private or non-profit transportation provider to pay for transit passes. The agreement must contain the start and end date of the program, the cost of each transit pass and the number of transit passes to be purchased.

### **Transportation Management Services Fees**

- Verification of an agreement with the transportation provider for specific services/projects that reduce vehicle miles traveled.

### **Transportation Services**

- If the project owner is providing the service through a contractor, please provide verification of an agreement with the transportation provider.
- If the project owner is providing the service in-house, please provide a detailed budget.

**You are not required to submit this checklist with the application form.**

**Business Energy Tax Credit  
Application for Preliminary Certification**

**Transportation Projects**

(Other than Alternative Fuel Projects)

Bicycle, Carpool/ Vanpool, Car Sharing, Commuter Pool Vehicle, Financial Incentive, Individualized Travel Behavior Change program, Parking Cash Out, Research, Development and Demonstration, Rideshare Matching Service, Telework, Transit Passes, Transportation Management Services Fees, and Transportation Services

**Are you eligible?**

Yes No

- Have you submitted this application before starting this transportation project?
- If no, have you attached a request for a waiver?
- Are you interested in using the Pass-through Option?\*

\*The Pass-through Option will allow you to transfer your tax credit project eligibility to another business or individual (a pass-through partner) with an Oregon tax liability in exchange for a lump-sum payment. The payment amount is calculated using the pass-through rate (25.5%). To use the Pass-through Option, check the Yes box above, complete this application form and send the form to the Oregon Department of Energy.

**For office use only**

Application #:

Date received:

**1. Project owner information (We will send all correspondence to this person.)**

Project owner's name: **City of Albany operator of Albany Transit System**

Tax I.D. # or SSN\*: **93-6002114**

Phone: **541-917-7638**

E-mail: **ted.frazier@cityofalbany.net**

Business name: **Albany Transit System**

Mailing address: **P.O. Box 490**

City/state/zip: **Albany, OR. 97321**

Principal business activity (or SIC, if known): **Public Transit (Municipal Government)**

Contact person for project (Who can answer technical questions about the project?) **Ted Frazier**

Title: **Transit Services Supervisor**

Phone: **541-917-7638**

E-mail: **ted.frazier@cityofalbany.net**

Company/organization CPA or CFO:  
(If interested in Pass-through Option)

Title: **Richard R. Ebbert**

Phone: **541-917-7639**

E-mail:

\*OAR 330-090-0130 authorizes the Oregon Department of Energy to use your federal tax identification or social security number as an identification number in maintaining internal records and may be shared with the Department of Revenue to establish the identity of an individual in order to administer state tax law.

<b>2. Vendor or contractor for project</b>	
Firm name of vendor or contractor: <b>N/A</b>	
Address:	Phone:
City/state/zip:	
Phone:	E-mail:

<b>3. Project site</b>		
Business name: <b>City of Albany/Albany Transit System</b>		
Site address: <b>333 Broadalbin St.</b>		
City: <b>Albany</b>	County: <b>Linn</b>	Zip: <b>97321</b>

<b>4. Estimated dates for start and completion of project</b>	
Estimated start date: <b>July 2, 2007</b>	Estimated completion date: <b>June 30, 2008</b>

<b>5. May the Oregon Department of Energy publicize your project to promote efficiency to other businesses?</b>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>6. How did you learn of the Business Energy Tax Credit Program?</b>
<input type="checkbox"/> Associate <input type="checkbox"/> Advertisement <input type="checkbox"/> Workshop <input type="checkbox"/> Utility <input type="checkbox"/> Vendor <input checked="" type="checkbox"/> Other:

<b>7. Project Types</b> —To qualify for the tax credit, transportation projects must meet the requirements below. Check the project(s) you are applying for and attach required documents.
<input type="checkbox"/> <b>Bicycle Project</b> – Purchase bicycles or equipment used to store bicycles for riders to reduce miles driven a minimum of 45 working days per calendar year. Maximum eligible cost for a bicycle light and bicycle with bolted equipment is \$800.
<input type="checkbox"/> <b>Carpool/Vanpool</b> – The cost of providing a transportation service for registered members to carpool at least 150 calendar days per year. Eligible cost includes vehicle operation cost, but does not include the cost of the vehicle.
<input type="checkbox"/> <b>Car Sharing</b> – A program in which drivers pay to become members in order to have joint access to a fleet of cars. Eligible cost for car sharing includes the cost of operating a car sharing program, including the fair market value of parking spaces used to store the cars available for the program, but does not include the cost of the fleet cars. It does not include operations conducted by a car rental agency.

<input type="checkbox"/> <b>Commuter Pool Vehicles</b> - Purchase vehicles for transporting three or more riders. Vehicle must reduce vehicle miles traveled at least 150 days per calendar year. Applicants receiving partial funding from federal dollars will only receive a tax credit for the required match amount. Transportation districts, mass transit districts, and metropolitan service districts within communities of 50,000 or more people are not eligible. <input type="checkbox"/> Vehicle(s) is/are equipped with special equipment which is required to serve riders (describe) : _____ <input type="checkbox"/> Total additional cost of the special equipment \$ _____
<input type="checkbox"/> <b>Financial Incentives</b> – Financial incentives paid to riders to reduce vehicle miles driven at least 45 days per calendar year.
<input type="checkbox"/> <b>Individualized Travel Behavior Change</b> – Program to reduce vehicle miles traveled through one-on-one contact with participants in a specific geographical area. Pre- and post-project surveys must be conducted and reported to qualify for a tax credit.
<input type="checkbox"/> <b>Parking Cash Out</b> – A cash allowance or a transit pass given to an employee in lieu of offering or providing the employee a free or subsidized commuter parking space for a commuter vehicle. Eligible cost for parking cash out includes the cost of providing a commuter parking space.
<input type="checkbox"/> <b>Research, Development and Demonstration (RD&amp;D)</b> – An innovative travel reduction project that reduces vehicle miles traveled. The applicant must conduct pre- and post-project surveys that measure travel reduction and submit a report of the results with the application for final certification. Transportation districts, mass transit districts, or metropolitan service districts within communities of 50,000 or more people may not qualify for more than \$2 million annually in eligible costs for RD&D projects.
<input type="checkbox"/> <b>Rideshare Matching Service</b> – Program that provides rideshare matching services to registered members to find shared rides for commuting on a regular basis. Eligible costs include capital expenditures, administrative and communication cost. Pre- and post-project surveys must be conducted and reported to qualify for a tax credit.
<input type="checkbox"/> <b>Telework</b> – Equipment purchased that allows an employee to work from home or an office closer to home at least 45 working days per calendar year <b>OR</b> purchase of equipment that reduces employees' business-related travel by at least 25 percent.
<input type="checkbox"/> <b>Transit Passes</b> – Transit passes purchased for riders. Monthly pass participants must use transit at least 45 working days per calendar year. The total contract cost of a group pass program is eligible. Equipment used as a shelter for people waiting for transit may qualify.
<input type="checkbox"/> <b>Transportation Management Services Fees</b> – Fees paid to a Transportation Management Association (TMA) or non-profit organization for providing services to riders that reduce the number of vehicle miles driven. Projects must be able to demonstrate travel reduction or be part of a qualifying transportation project. The fee cannot exceed the cost of the transportation project.
<input checked="" type="checkbox"/> <b>Transportation Services</b> – The cost of providing transportation services for riders. Eligible cost includes vehicle operation cost but does not include the cost of the vehicles. Transportation districts, mass transit districts, and metropolitan service districts in communities with 50,000 or more people are not eligible.

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**8. Project description**—Describe your transportation project in detail. Attach additional sheets if necessary.

This project is for fixed route transportation services within the Albany city limits. Albany Transit System (ATS) provides approximately 72,000 rides per year. ATS operates Monday through Friday, 6:30a.m.- 6:00p.m. All ATS buses are wheelchair accessible. An estimated 33 -percent of ATS riders are senior or disabled. The daily mileage is approximately 300 miles per day, or 75,600 miles per year.

ATS operates as a general public fixed route system. There are no restrictions as to who may ride.

**9. Travel reduction**

Average number of one-way trips per day	X	Average miles per one-way trip	X	Approximate days of service	=	Total vehicle miles reduced (VMR)
286	X	1.05	X	252	=	75,676

**Important:** if you are applying for more than one project, please calculate #9 for each project. Attach additional copies of the page if necessary.

**10. Travel information** (please complete this section except for bicycle purchase or RD&D project)

The vehicle(s) is/are run on gasoline.

The vehicle(s) is/are run on diesel.

The vehicle(s) is/are run by fuel other than gasoline or diesel. Please specify \_\_\_\_\_

Project travel time distribution:

Urban area peak hours \_\_\_\_\_% Urban area non-peak hours \_\_\_\_\_%

Rural area 100 % (Total must be 100%)

The purpose of the project is for  Personal  Work

- Personal: Travel during non-work hours. For example, commuting to work, going shopping or to the dentist
- Work: Travel during work hours. For example, using the company shuttle for work meetings at two different work sites.

**11. Estimated costs** – Itemize costs for each project. State the brand name and model of each major piece of equipment. Attach additional sheets if necessary.

If you are receiving federal funds for all or a portion of the cost of a **Commuter Pool Vehicle**, the eligible project cost is the portion of the local match.

Except RD&D, bicycle purchase and commuter pool vehicles with special equipment, all transportation projects are subject to the cost-per-vehicle-mile-reduced criteria. The final eligible cost cannot exceed the cost-per-vehicle mile driven by a single-occupant vehicle multiplied by the total estimated vehicle miles reduced (VMR) shown in #9. Calculation of cost-per-vehicle mile driven by a single-occupant vehicle is available on the Web at: <http://www.oregon.gov/ENERGY/TRANS/transhm.shtml> or by calling the Oregon Department of Energy.

The 2007-08 line item budget is attached	\$480,800
<b>Total expense:</b> <ul style="list-style-type: none"> <li>• We anticipate providing approximately 72,000 rides at a cost of \$6.67 per one way ride.</li> <li>• Albany Transit System anticipates receiving a Federal Transit Administration (FTA) Section 5311 grant in the amount of \$210,100 in the current fiscal year. This grant amount is passed through the Oregon Department of Transportation, Public Transit Division.</li> <li>• ATS will receive \$4,500 in Special Transportation Formula Program funding from ODOT. This grant is passed through Linn County.</li> </ul>	
<b>Subtotal</b> (do not include Business Energy Tax Credit fees)	\$480,800
<b>Subtract any federal grants or tax credits</b> (ORS 315.356 states: If a taxpayer obtains a grant or tax credit from the federal government other than an investment tax credit or a low income housing tax credit in connection with a facility which has been certified by the Director of the State Department of Energy, the certified cost of the facility shall be reduced on a dollar for dollar basis.)  Central Services Charges (Admin.)	- \$210,100 - \$57,500  - \$24,900
<b>Subtract any employee contributions for transit passes.</b>	- 0.00
<b>Total project cost</b>	\$ 188,300 (a)
<b>Total eligible cost: <u>0.92 x 75,676</u></b> Cost-per-vehicle mile driven by a single-occupant vehicle x Total estimated project VMR (from item 9)	\$ 69,622 (b)
<b>Final eligible cost = (a) or (b), whichever is lower</b>	<b>\$ 69,622</b>

**12. Fuel saved**

$$\frac{75,676}{\text{(Total vehicle miles reduced per year from \#9)}} \div \frac{25^1}{\text{(vehicle miles per gallon)}} = \underline{3,015} \text{ gallons of fuel saved per year}$$

**13. Business Energy Tax Credit review cost**

Applications will **not** be reviewed until review cost is paid in full.

Total eligible project cost (See 11) \$69,622 x .0075 = **\$ 522.17**

Minimum payment required is \$30. Make check payable to the Oregon Department of Energy and include with this application. You may also pay by Visa or MasterCard.

I want to pay by Visa/MasterCard. Please contact me at this phone number: \_\_\_\_\_.

If all or a portion of your application is denied, or if a change in your project results in lower costs, a portion up to 75 percent of this payment may be refunded within two years of pre-certification. If you add to your approved project, you must send a written description of the additions and the costs to be eligible for a tax credit. If the Oregon Department of Energy approves the additional eligible costs, an additional payment may be required. For more information, see Oregon Administrative Rule 330-90-0150(2).

OVER

<sup>1</sup> From Transportation Energy Data Book, U.S. Department of Energy, 2006 edition

**14. Read the statement below, sign and date.**

- The Oregon Department of Energy is required by law to disclose information in this application to the public on request. Proprietary information may be exempt from disclosure. Mark on each page any information that you want kept confidential. The director of the Oregon Department of Energy will make any decisions regarding public disclosure of information in this application.
- I understand that Oregon Department of Energy approval and certification of my project is for tax credit purposes only. The Oregon Department of Energy does not guarantee or in any way ensure the performance of any equipment, the quality of any system or the reliability of any dealer.
- The project will comply with all local, state and federal requirements. I will obtain all necessary permits.
- I will permit the Oregon Department of Energy or its agents to inspect the project at its discretion to make sure the project qualifies for the tax credit. I understand that if I give false information about the project, or if I refuse to permit the Oregon Department of Energy to inspect the project, I will not get the tax credit.
- I hereby release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims, demands, or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to the Oregon Department of Energy's issuance or failure to issue any pre-certification or final certification for a Business Energy Tax Credit, or any party's inability to obtain a Business Energy Tax Credit.
- I understand that the sum of all financial incentives and the tax credit can not exceed the total eligible project cost.
- I have completed this form to the best of my knowledge.
- I have enclosed a check to the Oregon Department of Energy or will pay by Visa or MasterCard for the review costs.
- I verify that the organization does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.
- I certify that I am the owner or the authorized agent.

Signature: \_\_\_\_\_ Title: Economic Development Director

Printed Name: Richard R. Ebbert Date: \_\_\_\_\_

Send completed application with payment to:

**Oregon Department of Energy**  
**625 Marion St. NE**  
**Salem, OR 97301-3737**

If you have questions, call: **1-800-221-8035 (toll-free in Oregon) or (503) 378-4040**

Or visit our Web site: **[www.oregon.gov/energy](http://www.oregon.gov/energy)**

## Oregon Business Energy Tax Credit

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### Questions?

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OREGON  
DEPARTMENT OF  
ENERGY

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- Cost estimate (e.g. vendor quotation, bids) of the bicycle/equipment to be purchased.

## **Carpool / Vanpool**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, project details and estimated number of vehicle miles reduced by the project.
- If the project owner is renting the vehicle(s) from a rental company to cover the program cost, please provide verification of an agreement with the vehicle rental company specifying the coverage period and total cost.
- If the project owner is operating the program in-house, please provide a detailed budget.
- To apply for final certificate, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and lessons learned.

## **Car Sharing**

- Detailed budget.

## **Commuter Pool Vehicles**

- For a commuter pool vehicle with special equipment, please provide a cost estimate (e.g. vendor quotation, bids) showing the additional cost between a regular vehicle and the vehicle with special equipment.

## **Financial Incentives**

- Financial incentive program plan.

## **Individualized Travel Behavior Change**

- Conduct a pre-project survey and submit a report with the survey result. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and lessons learned.

## **Parking Cash Out**

- Documentation to establish the value of the commuter parking space.  
Example: a) if the employee leases the parking space separate from the business premises, please provide documentation for the cost of leasing the parking space. b) if the employer owns the parking space, the employer may establish the value by documenting the cost of leasing a similar parking space within 250 yards of the employer's business premises.

## **Research Development and Demonstration (RD&D)**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced, the lessons learned and the feasibility of applying the same measure in the future.



### **Rideshare Matching Service**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and the lessons learned.

### **Telework**

- Cost estimate (e.g. vendor quotation, bids) of the equipment to be purchased.

### **Transit Passes**

- Copy of written agreement with a public, private or non-profit transportation provider to pay for transit passes. The agreement must contain the start and end date of the program, the cost of each transit pass and the number of transit passes to be purchased.

### **Transportation Management Services Fees**

- Verification of an agreement with the transportation provider for specific services/projects that reduce vehicle miles traveled.

### **Transportation Services**

- If the project owner is providing the service through a contractor, please provide verification of an agreement with the transportation provider.
- If the project owner is providing the service in-house, please provide a detailed budget.

**You are not required to submit this checklist with the application form.**

## Business Energy Tax Credit Application for Preliminary Certification

### **Transportation Projects**

(Other than Alternative Fuel Projects)

Bicycle, Carpool/ Vanpool, Car Sharing, Commuter Pool Vehicle, Financial Incentive, Individualized Travel Behavior Change program, Parking Cash Out, Research, Development and Demonstration, Rideshare Matching Service, Telework, Transit Passes, Transportation Management Services Fees, and Transportation Services

#### Are you eligible?

Yes No

- Have you submitted this application before starting this transportation project?
- If no, have you attached a request for a waiver?
- Are you interested in using the Pass-through Option?\*

\*The Pass-through Option will allow you to transfer your tax credit project eligibility to another business or individual (a pass-through partner) with an Oregon tax liability in exchange for a lump-sum payment. The payment amount is calculated using the pass-through rate (25.5%). To use the Pass-through Option, check the Yes box above, complete this application form and send the form to the Oregon Department of Energy.

#### For office use only

Application #:

Date received:

#### 1. Project owner information (We will send all correspondence to this person.)

Project owner's name: **City of Albany operator of Linn-Benton Loop**

Tax I.D. # or SSN\*: **93-6002114**

Phone: **541-917-7638**

E-mail: **ted.frazier@cityofalbany.net**

Business name: **City of Albany/Linn-Benton Loop**

Mailing address: **P.O. Box 490**

City/state/zip: **Albany, OR. 97321**

Principal business activity (or SIC, if known): **Public Transit (Municipal Government)**

Contact person for project (Who can answer technical questions about the project?) **Ted Frazier**

Title: **Transit Services Supervisor**

Phone: **541-917-7638**

E-mail: **ted.frazier@cityofalbany.net**

Company/organization CPA or CFO:  
(If interested in Pass-through Option)

Title: **Richard R. Ebbert**

Phone: **541-917-7639**

E-mail:

\*OAR 330-090-0130 authorizes the Oregon Department of Energy to use your federal tax identification or social security number as an identification number in maintaining internal records and may be shared with the Department of Revenue to establish the identity of an individual in order to administer state tax law.

<b>2. Vendor or contractor for project</b>	
Firm name of vendor or contractor: <b>N/A</b>	
Address:	Phone:
City/state/zip:	
Phone:	E-mail:

<b>3. Project site</b>		
Business name: <b>City of Albany/Linn-Benton Loop</b>		
Site address: <b>333 Broadalbin St.</b>		
City: <b>Albany</b>	County: <b>Linn</b>	Zip: <b>97321</b>

<b>4. Estimated dates for start and completion of project</b>	
Estimated start date: <b>July 2, 2007</b>	Estimated completion date: <b>June 30, 2008</b>

<b>5. May the Oregon Department of Energy publicize your project to promote efficiency to other businesses?</b>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>6. How did you learn of the Business Energy Tax Credit Program?</b>
<input type="checkbox"/> Associate <input type="checkbox"/> Advertisement <input type="checkbox"/> Workshop <input type="checkbox"/> Utility <input type="checkbox"/> Vendor <input checked="" type="checkbox"/> Other:

<b>7. Project Types</b> —To qualify for the tax credit, transportation projects must meet the requirements below. Check the project(s) you are applying for and attach required documents.
<input type="checkbox"/> <b>Bicycle Project</b> – Purchase bicycles or equipment used to store bicycles for riders to reduce miles driven a minimum of 45 working days per calendar year. Maximum eligible cost for a bicycle light and bicycle with bolted equipment is \$800.
<input type="checkbox"/> <b>Carpool/Vanpool</b> – The cost of providing a transportation service for registered members to carpool at least 150 calendar days per year. Eligible cost includes vehicle operation cost, but does not include the cost of the vehicle.
<input type="checkbox"/> <b>Car Sharing</b> – A program in which drivers pay to become members in order to have joint access to a fleet of cars. Eligible cost for car sharing includes the cost of operating a car sharing program, including the fair market value of parking spaces used to store the cars available for the program, but does not include the cost of the fleet cars. It does not include operations conducted by a car rental agency.

<input type="checkbox"/> <b>Commuter Pool Vehicles</b> - Purchase vehicles for transporting three or more riders. Vehicle must reduce vehicle miles traveled at least 150 days per calendar year. Applicants receiving partial funding from federal dollars will only receive a tax credit for the required match amount. Transportation districts, mass transit districts, and metropolitan service districts within communities of 50,000 or more people are not eligible. <input type="checkbox"/> Vehicle(s) is/are equipped with special equipment which is required to serve riders (describe) : _____ <input type="checkbox"/> Total additional cost of the special equipment \$ _____
<input type="checkbox"/> <b>Financial Incentives</b> – Financial incentives paid to riders to reduce vehicle miles driven at least 45 days per calendar year.
<input type="checkbox"/> <b>Individualized Travel Behavior Change</b> – Program to reduce vehicle miles traveled through one-on-one contact with participants in a specific geographical area. Pre- and post-project surveys must be conducted and reported to qualify for a tax credit.
<input type="checkbox"/> <b>Parking Cash Out</b> – A cash allowance or a transit pass given to an employee in lieu of offering or providing the employee a free or subsidized commuter parking space for a commuter vehicle. Eligible cost for parking cash out includes the cost of providing a commuter parking space.
<input type="checkbox"/> <b>Research, Development and Demonstration (RD&amp;D)</b> – An innovative travel reduction project that reduces vehicle miles traveled. The applicant must conduct pre- and post-project surveys that measure travel reduction and submit a report of the results with the application for final certification. Transportation districts, mass transit districts, or metropolitan service districts within communities of 50,000 or more people may not qualify for more than \$2 million annually in eligible costs for RD&D projects.
<input type="checkbox"/> <b>Rideshare Matching Service</b> – Program that provides rideshare matching services to registered members to find shared rides for commuting on a regular basis. Eligible costs include capital expenditures, administrative and communication cost. Pre- and post-project surveys must be conducted and reported to qualify for a tax credit.
<input type="checkbox"/> <b>Telework</b> – Equipment purchased that allows an employee to work from home or an office closer to home at least 45 working days per calendar year <b>OR</b> purchase of equipment that reduces employees' business-related travel by at least 25 percent.
<input type="checkbox"/> <b>Transit Passes</b> – Transit passes purchased for riders. Monthly pass participants must use transit at least 45 working days per calendar year. The total contract cost of a group pass program is eligible. Equipment used as a shelter for people waiting for transit may qualify.
<input type="checkbox"/> <b>Transportation Management Services Fees</b> – Fees paid to a Transportation Management Association (TMA) or non-profit organization for providing services to riders that reduce the number of vehicle miles driven. Projects must be able to demonstrate travel reduction or be part of a qualifying transportation project. The fee cannot exceed the cost of the transportation project.
<input checked="" type="checkbox"/> <b>Transportation Services</b> – The cost of providing transportation services for riders. Eligible cost includes vehicle operation cost but does not include the cost of the vehicles. Transportation districts, mass transit districts, and metropolitan service districts in communities with 50,000 or more people are not eligible.

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**8. Project description**—Describe your transportation project in detail. Attach additional sheets if necessary.

The Linn-Benton Loop System is an intercity connector service between Albany and Corvallis. It operates Monday through Saturday, excluding major holidays, from 6:30 a.m. – 6:35 p.m. There are 11 runs daily. All daily runs average approximately 300 miles.

Service is limited to a fixed-route in Albany and Corvallis and along the Highway 20 and 34 corridors between the two cities. There are no restrictions on who may ride.

The system operates under intergovernmental agreements and is supported financially by the cities of Albany and Corvallis, Benton County (general fund and STFP funds). Pass programs are established with Linn-Benton Community College, Oregon State University, and Hewlett-Packard Company.

**9. Travel reduction**

Average number of one-way trips per day	X	Average miles per one-way trip	X	Approximate days of service	=	Total vehicle miles reduced (VMR)
280	X	1.07	X	304	=	91,078

Important: if you are applying for more than one project, please calculate #9 for each project. Attach additional copies of the page if necessary.

**10. Travel information** (please complete this section except for bicycle purchase or RD&D project)

- The vehicle(s) is/are run on gasoline.
- The vehicle(s) is/are run on diesel.
- The vehicle(s) is/are run by fuel other than gasoline or diesel. Please specify \_\_\_\_\_

Project travel time distribution:

Urban area peak hours 50 % Urban area non-peak hours \_\_\_\_\_ %  
Rural area 50 % (Total must be 100%)

The purpose of the project is for  Personal  Work

- Personal: Travel during non-work hours. For example, commuting to work, going shopping or to the dentist
- Work: Travel during work hours. For example, using the company shuttle for work meetings at two different work sites.

**11. Estimated costs** – Itemize costs for each project. State the brand name and model of each major piece of equipment. Attach additional sheets if necessary.

If you are receiving federal funds for all or a portion of the cost of a **Commuter Pool Vehicle**, the eligible project cost is the portion of the local match.

Except RD&D, bicycle purchase and commuter pool vehicles with special equipment, all transportation projects are subject to the cost-per-vehicle-mile-reduced criteria. The final eligible cost cannot exceed the cost-per-vehicle mile driven by a single-occupant vehicle multiplied by the total estimated vehicle miles reduced (VMR) shown in #9. Calculation of cost-per-vehicle mile driven by a single-occupant vehicle is available on the Web at: <http://www.oregon.gov/ENERGY/TRANS/transhm.shtml> or by calling the Oregon Department of Energy.

<p>The 2007-08 line item budget is attached.</p> <p><b>Total Expenses:</b></p> <ul style="list-style-type: none"> <li>• We anticipate providing approximately 85,000 rides at a cost of \$3.88 per one way ride.</li> <li>• The Linn-Benton Loop anticipates receiving a Federal Transit Administration (FTA) Section 5311 grant in the amount of \$153,000 in the current fiscal year. This grant amount is passed through the Oregon Department of Transportation, Public Transit Division.</li> <li>• ATS will receive \$11,300 in Special Transportation Formula Program funding from ODOT. This grant is passed through Linn and Benton County.</li> </ul>	<p>\$330,100</p>
<p><b>Subtotal</b> (do not include Business Energy Tax Credit fees)</p>	<p>\$330,100</p>
<p><b>Subtract any federal grants or tax credits</b></p> <p>(ORS 315.356 states: If a taxpayer obtains a grant or tax credit from the federal government other than an investment tax credit or a low income housing tax credit in connection with a facility which has been certified by the Director of the State Department of Energy, the certified cost of the facility shall be reduced on a dollar for dollar basis.)</p> <p>Central Services Charges (Admin.)</p>	<p>- \$153,000</p> <p>- \$29,400</p> <p>- \$17,700</p>
<p><b>Subtract any employee contributions for transit passes.</b></p>	<p>- 0.00</p>
<p><b>Total project cost</b></p>	<p>\$ 130,000 (a)</p>
<p><b>Total eligible cost: <u>0.92 x 91,078</u></b></p> <p>Cost-per-vehicle mile driven by a single-occupant vehicle x Total estimated project VMR (from item 9)</p>	<p>\$ 83,792 (b)</p>
<p><b>Final eligible cost = (a) or (b), whichever is lower</b></p>	<p><b>\$ 83,792</b></p>

**12. Fuel saved**

$$\frac{91,078}{\text{(Total vehicle miles reduced per year from \#9)}} \div \frac{25^1}{\text{(vehicle miles per gallon)}} = \frac{3,643}{\text{gallons of fuel saved per year}}$$

**13. Business Energy Tax Credit review cost**

Applications will **not** be reviewed until review cost is paid in full.

Total eligible project cost (See 11) \$83,792 x .0075 = **\$ 628.44**

Minimum payment required is \$30. Make check payable to the Oregon Department of Energy and include with this application. You may also pay by Visa or MasterCard.

I want to pay by Visa/MasterCard. Please contact me at this phone number: \_\_\_\_\_.

If all or a portion of your application is denied, or if a change in your project results in lower costs, a portion up to 75 percent of this payment may be refunded within two years of pre-certification. If you add to your approved project, you must send a written description of the additions and the costs to be eligible for a tax credit. If the Oregon Department of Energy approves the additional eligible costs, an additional payment may be required. For more information, see Oregon Administrative Rule 330-90-0150(2).

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<sup>1</sup> From Transportation Energy Data Book, U.S. Department of Energy, 2006 edition



**14. Read the statement below, sign and date.**

- The Oregon Department of Energy is required by law to disclose information in this application to the public on request. Proprietary information may be exempt from disclosure. Mark on each page any information that you want kept confidential. The director of the Oregon Department of Energy will make any decisions regarding public disclosure of information in this application.
- I understand that Oregon Department of Energy approval and certification of my project is for tax credit purposes only. The Oregon Department of Energy does not guarantee or in any way ensure the performance of any equipment, the quality of any system or the reliability of any dealer.
- The project will comply with all local, state and federal requirements. I will obtain all necessary permits.
- I will permit the Oregon Department of Energy or its agents to inspect the project at its discretion to make sure the project qualifies for the tax credit. I understand that if I give false information about the project, or if I refuse to permit the Oregon Department of Energy to inspect the project, I will not get the tax credit.
- I hereby release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims, demands, or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to the Oregon Department of Energy's issuance or failure to issue any pre-certification or final certification for a Business Energy Tax Credit, or any party's inability to obtain a Business Energy Tax Credit.
- I understand that the sum of all financial incentives and the tax credit can not exceed the total eligible project cost.
- I have completed this form to the best of my knowledge.
- I have enclosed a check to the Oregon Department of Energy or will pay by Visa or MasterCard for the review costs.
- I verify that the organization does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.
- I certify that I am the owner or the authorized agent.

Signature: \_\_\_\_\_ Title: Economic Development Director

Printed Name: Richard R. Ebbert Date: \_\_\_\_\_

Send completed application with payment to:

**Oregon Department of Energy**  
**625 Marion St. NE**  
**Salem, OR 97301-3737**

If you have questions, call: **1-800-221-8035 (toll-free in Oregon) or (503) 378-4040**

Or visit our Web site: **[www.oregon.gov/energy](http://www.oregon.gov/energy)**

# Oregon Business Energy Tax Credit

## Application for Preliminary Certification for Transportation Projects

Business owners and others who invest in transportation projects that reduce miles traveled in Oregon may be eligible for a state tax credit. A tax credit recipient must have an Oregon tax liability. The tax credit is 35 percent of eligible project costs. The tax credit is filed over five years: 10 percent in the first and second years and 5 percent each year thereafter. For projects with eligible costs of \$20,000 or less, the tax credit may be taken in one year. Unused credits can be carried forward up to eight years.

### Eligible Applicants

An eligible applicant (a project owner) must meet the following three requirements:

1. Be a trade, business or rental property owner who files taxes for a business site in Oregon  
or  
Be an Oregon non-profit organization, tribe, or public entity that partners with an Oregon business or resident who has an Oregon tax liability;
2. Own or be the contract buyer of the project; and
3. Use the equipment yourself or lease it to another person or business in Oregon.

### Pass-through Option

Non-profit organizations, schools and other public entities that do not have an Oregon tax liability may participate in the Business Energy Tax Credit program by using the Pass-through Option. Project owners may "pass-through" or transfer their 35 percent tax credit project eligibility to a pass-through partner with an Oregon tax liability in exchange for a lump-sum cash payment. The Oregon Department of Energy determines the rate that is used to calculate the cash payment. Both the project owner and pass-through partner must sign the Application for Final Certification for Pass-through Projects before a Final Certification is issued to the pass-through partner. The same review, rules and standards apply to projects approved under the Pass-through Option as those using the regular Business Energy Tax Credit program. **Please note:** The Pass-through Option is also available to a project owner with an Oregon tax liability who chooses to transfer his or her tax credit.

### Timing

The Oregon Department of Energy must receive the Application for Preliminary Certification for Transportation Projects **BEFORE** the project owner start the transportation project. For example, an owner must apply before purchasing equipment. If a project owner starts a project and then decides to apply for the tax credit, the owner must submit a written request for a waiver with the application. The waiver request and application must be sent within 90 days of the project start date and must demonstrate an extenuating business circumstance that caused the delay in the application. Under extraordinary circumstances, the Director of the Department of Energy may extend the waiver period.

Work on the project must begin within three years of the approval date of the Preliminary Certificate or within three years of the approval date of any changes to the project. A project owner must receive a Final Certificate before the credit can be claimed on an Oregon tax return.

## Before you start your project:

1. A project owner must complete the Application for Preliminary Certification for Transportation Projects. Send the signed form, supporting documentation, and payment for review costs to the Oregon Department of Energy before the project begins. Incomplete applications will not be accepted. **Note:** If using Microsoft WORD version of the application, check the Web site to ensure the latest version is being used. (Dates are in the lower right-hand corner. )
2. A project owner may start the project when he or she receives a Preliminary Certificate. The Oregon Department of Energy usually takes four to six weeks to review an application provided all necessary information is submitted. Incomplete or inadequate information may result in a delay in approval or in denial of the application. Please note: A project owner may begin the project before receiving a Preliminary Certificate, however, there is no guarantee the project will be approved.
3. If vital characteristics of the project change after receiving the Preliminary Certificate, the project owner should submit a signed, written, detailed description of the changes to the project and energy savings estimates. An increase in cost only does not qualify as a project change. If the Department of Energy approves a project change, a project owner may be required to pay an additional review cost.

## After you complete the project:

1. Apply to the Oregon Department of Energy for final certification. If project costs are \$50,000 or more, an owner must send a letter from a certified public accountant (not employed by the project owner) stating that he or she has reviewed the project costs. If project costs are less than \$50,000, the project owner should send copies of the dated invoices, canceled checks or receipts that are marked "paid." For application of Carpool, Vanpool, Individualized Travel Behavior Change, Research, Development and Demonstration or Rideshare Matching Service, please submit a report with post-project survey results.
2. The Oregon Department of Energy will review the final application and may issue a Final Certificate. The Oregon Department of Energy can not approve more than 10 percent above the amount of estimated project costs shown on the Preliminary Certificate unless the project was amended in writing and received approval before completion. The sum of all financial incentives and the tax credit may not exceed the total eligible project costs.
3. A project owner may file the tax credit over five years (10 percent for years one and two; 5 percent for years three, four and five). If the eligible project costs are \$20,000 or less, a project owner may file for the tax credit in one year. A project owner may begin claiming the tax credit the year the project is finished or the year the Oregon Department of Energy issues the Final Certificate. A project owner should include a copy of the Final Certificate with his or her tax return each year.

### Questions?

Call the Oregon Department of Energy at 1-800-221-8035 (toll-free in Oregon) or (503) 378-4040 (Salem). Or visit our Web site ([www.oregon.gov/energy](http://www.oregon.gov/energy)).

For questions on claiming the tax credit, contact the Oregon Department of Revenue ([www.oregon.gov/DOR](http://www.oregon.gov/DOR)) or call 1-800-356-4222.



OREGON  
DEPARTMENT OF  
ENERGY

# Application Document Checklist

This checklist is a tool to help make sure you have submitted all necessary information and will help us process your application as quickly as possible. Please attached the following document(s) with the application form

## **Bicycle Project**

- Cost estimate (e.g. vendor quotation, bids) of the bicycle/equipment to be purchased.

## **Carpool / Vanpool**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, project details and estimated number of vehicle miles reduced by the project.
- If the project owner is renting the vehicle(s) from a rental company to cover the program cost, please provide verification of an agreement with the vehicle rental company specifying the coverage period and total cost.
- If the project owner is operating the program in-house, please provide a detailed budget.
- To apply for final certificate, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and lessons learned.

## **Car Sharing**

- Detailed budget.

## **Commuter Pool Vehicles**

- For a commuter pool vehicle with special equipment, please provide a cost estimate (e.g. vendor quotation, bids) showing the additional cost between a regular vehicle and the vehicle with special equipment.

## **Financial Incentives**

- Financial incentive program plan.

## **Individualized Travel Behavior Change**

- Conduct a pre-project survey and submit a report with the survey result. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and lessons learned.

## **Parking Cash Out**

- Documentation to establish the value of the commuter parking space.  
Example: a) if the employee leases the parking space separate from the business premises, please provide documentation for the cost of leasing the parking space. b) if the employer owns the parking space, the employer may establish the value by documenting the cost of leasing a similar parking space within 250 yards of the employer's business premises.

## **Research Development and Demonstration (RD&D)**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced, the lessons learned and the feasibility of applying the same measure in the future.

### **Rideshare Matching Service**

- Conduct a pre-project survey and submit a report with the survey results. The report must contain the project objectives, methodology in reducing vehicle miles traveled by single occupancy vehicles, estimated number of vehicle miles that will be reduced by the project and a detailed budget.
- To apply for final certification, the project owner must conduct a post-project survey and submit a report with the survey results. The report must contain the project results in terms of vehicle miles reduced and the lessons learned.

### **Telework**

- Cost estimate (e.g. vendor quotation, bids) of the equipment to be purchased.

### **Transit Passes**

- Copy of written agreement with a public, private or non-profit transportation provider to pay for transit passes. The agreement must contain the start and end date of the program, the cost of each transit pass and the number of transit passes to be purchased.

### **Transportation Management Services Fees**

- Verification of an agreement with the transportation provider for specific services/projects that reduce vehicle miles traveled.

### **Transportation Services**

- If the project owner is providing the service through a contractor, please provide verification of an agreement with the transportation provider.
- If the project owner is providing the service in-house, please provide a detailed budget.

**You are not required to submit this checklist with the application form.**

# Business Energy Tax Credit Application for Preliminary Certification

## **Transportation Projects**

(Other than Alternative Fuel Projects)

Bicycle, Carpool/ Vanpool, Car Sharing, Commuter Pool Vehicle, Financial Incentive, Individualized Travel Behavior Change program, Parking Cash Out, Research, Development and Demonstration, Rideshare Matching Service, Telework, Transit Passes, Transportation Management Services Fees, and Transportation Services

### Are you eligible?

Yes No

- Have you submitted this application before starting this transportation project?
- If no, have you attached a request for a waiver?
- Are you interested in using the Pass-through Option?\*

\*The Pass-through Option will allow you to transfer your tax credit project eligibility to another business or individual (a pass-through partner) with an Oregon tax liability in exchange for a lump-sum payment. The payment amount is calculated using the pass-through rate (25.5%). To use the Pass-through Option, check the Yes box above, complete this application form and send the form to the Oregon Department of Energy.

### For office use only

Application #:

Date received:

### 1. Project owner information (We will send all correspondence to this person.)

Project owner's name: **City of Albany operator of Albany Paratransit**

Tax I.D. # or SSN\*: **93-6002114**

Phone: **541-917-7638**

E-mail: **ted.frazier@cityofalbany.net**

Business name: **City of Albany/Albany Paratransit**

Mailing address: **P.O. Box 490**

City/state/zip: **Albany, OR. 97321**

Principal business activity (or SIC, if known): **Public Transit (Municipal Government) senior & disabled transportation only.**

Contact person for project (Who can answer technical questions about the project?) **Ted Frazier**

Title: **Transit Services Supervisor**

Phone: **541-917-7638**

E-mail: **ted.frazier@cityofalbany.net**

Company/organization CPA or CFO:  
(If interested in Pass-through Option)

Title: **Richard R. Ebbert**

Phone: **541-917-7639**

E-mail:

\*OAR 330-090-0130 authorizes the Oregon Department of Energy to use your federal tax identification or social security number as an identification number in maintaining internal records and may be shared with the Department of Revenue to establish the identity of an individual in order to administer state tax law.

2. Vendor or contractor for project	
Firm name of vendor or contractor: N/A	
Address:	Phone:
City/state/zip:	
Phone:	E-mail:

3. Project site		
Business name: City of Albany/Albany Paratransit		
Site address: 333 Broadalbin St.		
City: Albany	County: Linn	Zip: 97321

4. Estimated dates for start and completion of project	
Estimated start date: July 2, 2007	Estimated completion date: June 30, 2008

5. May the Oregon Department of Energy publicize your project to promote efficiency to other businesses?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

6. How did you learn of the Business Energy Tax Credit Program?
<input type="checkbox"/> Associate <input type="checkbox"/> Advertisement <input type="checkbox"/> Workshop <input type="checkbox"/> Utility <input type="checkbox"/> Vendor <input checked="" type="checkbox"/> Other:

7. Project Types —To qualify for the tax credit, transportation projects must meet the requirements below. Check the project(s) you are applying for and attach required documents.
<input type="checkbox"/> <b>Bicycle Project</b> – Purchase bicycles or equipment used to store bicycles for riders to reduce miles driven a minimum of 45 working days per calendar year. Maximum eligible cost for a bicycle light and bicycle with bolted equipment is \$800.
<input type="checkbox"/> <b>Carpool/Vanpool</b> – The cost of providing a transportation service for registered members to carpool at least 150 calendar days per year. Eligible cost includes vehicle operation cost, but does not include the cost of the vehicle.
<input type="checkbox"/> <b>Car Sharing</b> – A program in which drivers pay to become members in order to have joint access to a fleet of cars. Eligible cost for car sharing includes the cost of operating a car sharing program, including the fair market value of parking spaces used to store the cars available for the program, but does not include the cost of the fleet cars. It does not include operations conducted by a car rental agency.

<input type="checkbox"/> <b>Commuter Pool Vehicles</b> - Purchase vehicles for transporting three or more riders. Vehicle must reduce vehicle miles traveled at least 150 days per calendar year. Applicants receiving partial funding from federal dollars will only receive a tax credit for the required match amount. Transportation districts, mass transit districts, and metropolitan service districts within communities of 50,000 or more people are not eligible. <input type="checkbox"/> Vehicle(s) is/are equipped with special equipment which is required to serve riders (describe) : _____ <input type="checkbox"/> Total additional cost of the special equipment \$ _____
<input type="checkbox"/> <b>Financial Incentives</b> – Financial incentives paid to riders to reduce vehicle miles driven at least 45 days per calendar year.
<input type="checkbox"/> <b>Individualized Travel Behavior Change</b> – Program to reduce vehicle miles traveled through one-on-one contact with participants in a specific geographical area. Pre- and post-project surveys must be conducted and reported to qualify for a tax credit.
<input type="checkbox"/> <b>Parking Cash Out</b> – A cash allowance or a transit pass given to an employee in lieu of offering or providing the employee a free or subsidized commuter parking space for a commuter vehicle. Eligible cost for parking cash out includes the cost of providing a commuter parking space.
<input type="checkbox"/> <b>Research, Development and Demonstration (RD&amp;D)</b> – An innovative travel reduction project that reduces vehicle miles traveled. The applicant must conduct pre- and post-project surveys that measure travel reduction and submit a report of the results with the application for final certification. Transportation districts, mass transit districts, or metropolitan service districts within communities of 50,000 or more people may not qualify for more than \$2 million annually in eligible costs for RD&D projects.
<input type="checkbox"/> <b>Rideshare Matching Service</b> – Program that provides rideshare matching services to registered members to find shared rides for commuting on a regular basis. Eligible costs include capital expenditures, administrative and communication cost. Pre- and post-project surveys must be conducted and reported to qualify for a tax credit.
<input type="checkbox"/> <b>Telework</b> – Equipment purchased that allows an employee to work from home or an office closer to home at least 45 working days per calendar year <b>OR</b> purchase of equipment that reduces employees' business-related travel by at least 25 percent.
<input type="checkbox"/> <b>Transit Passes</b> – Transit passes purchased for riders. Monthly pass participants must use transit at least 45 working days per calendar year. The total contract cost of a group pass program is eligible. Equipment used as a shelter for people waiting for transit may qualify.
<input type="checkbox"/> <b>Transportation Management Services Fees</b> – Fees paid to a Transportation Management Association (TMA) or non-profit organization for providing services to riders that reduce the number of vehicle miles driven. Projects must be able to demonstrate travel reduction or be part of a qualifying transportation project. The fee cannot exceed the cost of the transportation project.
<input checked="" type="checkbox"/> <b>Transportation Services</b> – The cost of providing transportation services for riders. Eligible cost includes vehicle operation cost but does not include the cost of the vehicles. Transportation districts, mass transit districts, and metropolitan service districts in communities with 50,000 or more people are not eligible.

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**8. Project description**—Describe your transportation project in detail. Attach additional sheets if necessary.

**The system operates within three-quarters of a mile outside the Albany City limits. Albany Paratransit/Call-A-Ride provides transportation for all elderly and ADA eligible passengers to essential services, jobs, doctors, therapy, social service agencies, grocery stores, etc. Individuals must be able to board the Paratransit/Call-A-Ride van or sedan with limited assistance from the driver. Clients may require mobility aids or personal attendants. Because of the social service offices located in Albany, there is a large population of frail and elderly individuals as well as individuals with disabilities who use the Paratransit/Call-A-Ride service. Transportation is available through Paratransit/Call-A-Ride for some evening and weekend activities such as concerts in the park, public hearings, city council meetings, etc. The number of rides provided has increased significantly during the past year. Albany Paratransit/Call-A-Ride also provides transportation to the Senior Services elderly nutrition site presently located at the Albany Senior Center. This service is provided Monday through Friday, between the hours of 10 a.m. and 1:30 p.m.**

**The Albany Paratransit/Call-A-Ride service uses a corps of volunteers, along with limited staff to provide transportation services. Volunteers serve as drivers utilizing City of Albany sedans and vans in order to provide curb-to-curb service to clients. Volunteers staff 3 driving shifts per day. Additionally, volunteers work as dispatchers scheduling rides, determining special service needs, dispatching vehicles, and act as customer service representatives with riders. One staff person coordinates volunteers, schedules vehicle maintenance and repairs, administers budget, completes appropriate paper work, etc. Three part-time staff members provide early morning transportation, late afternoon transportation, and special needs transportation for particularly frail clients.**

9. Travel reduction						
Average number of one-way trips per day	X	Average miles per one-way trip	X	Approximate days of service	=	Total vehicle miles reduced (VMR)
59	X	4.18	X	304	=	74,972

Important: if you are applying for more than one project, please calculate #9 for each project. Attach additional copies of the page if necessary.

**10. Travel information** (please complete this section except for bicycle purchase or RD&D project)

The vehicle(s) is/are run on gasoline.  
 The vehicle(s) is/are run on diesel.  
 The vehicle(s) is/are run by fuel other than gasoline or diesel. Please specify \_\_\_\_\_

Project travel time distribution:  
 Urban area peak hours \_\_\_\_\_% Urban area non-peak hours \_\_\_\_\_%  
 Rural area 100 % (Total must be 100%)

The purpose of the project is for  Personal  Work

- Personal: Travel during non-work hours. For example, commuting to work, going shopping or to the dentist
- Work: Travel during work hours. For example, using the company shuttle for work meetings at two different work sites.

**11. Estimated costs** – Itemize costs for each project. State the brand name and model of each major piece of equipment. Attach additional sheets if necessary.

If you are receiving federal funds for all or a portion of the cost of a **Commuter Pool Vehicle**, the eligible project cost is the portion of the local match.

Except RD&D, bicycle purchase and commuter pool vehicles with special equipment, all transportation projects are subject to the cost-per-vehicle-mile-reduced criteria. The final eligible cost cannot exceed the cost-per-vehicle mile driven by a single-occupant vehicle multiplied by the total estimated vehicle miles reduced (VMR) shown in #9. Calculation of cost-per-vehicle mile driven by a single-occupant vehicle is available on the Web at: <http://www.oregon.gov/ENERGY/TRANS/transhm.shtml> or by calling the Oregon Department of Energy.

<p>The 2007-08 line item budget is attached</p> <ul style="list-style-type: none"> <li>We anticipate providing approximately 18,000 rides at a cost of \$12.23 per one way ride, annually.</li> <li>The Albany Paratransit program applied for \$21,200 in Special Transportation Formula Program funding (STF) from ODOT.</li> </ul> <p>NOTE: Albany Paratransit receives on average \$24,000.00 annually from STF funding.</p> <p>NOTE: All the above grant dollars are State or local funds (NOT federal).</p>	<p>\$220,100</p>
<p><b>Subtotal</b> (do not include Business Energy Tax Credit fees)</p>	<p>\$220,100</p>
<p><b>Subtract any federal grants or tax credits</b></p> <p>(ORS 315.356 states: If a taxpayer obtains a grant or tax credit from the federal government other than an investment tax credit or a low income housing tax credit in connection with a facility which has been certified by the Director of the State Department of Energy, the certified cost of the facility shall be reduced on a dollar for dollar basis.)</p> <p>Central Services Charges (Admin.)</p>	<p>- \$45,500</p> <p>- \$11,700</p>
<p><b>Subtract any employee contributions for transit passes.</b></p>	<p>- 0.00</p>
<p><b>Total project cost</b></p>	<p>\$ 162,900 (a)</p>
<p><b>Total eligible cost: <u>0.92 x 74,972</u></b></p> <p>Cost-per-vehicle mile driven by a single-occupant vehicle x Total estimated project VMR (from item 9)</p>	<p>\$ 68,974 (b)</p>
<p><b>Final eligible cost = (a) or (b), whichever is lower</b></p>	<p><b>\$ 68,974</b></p>

**12. Fuel saved**

$$\frac{74,972}{\text{(Total vehicle miles reduced per year from \#9)}} \div \frac{25^1}{\text{(vehicle miles per gallon)}} = \frac{2,999}{\text{gallons of fuel saved per year}}$$

**13. Business Energy Tax Credit review cost**

Applications will **not** be reviewed until review cost is paid in full.

Total eligible project cost (See 11) \$68,974 x .0075 = **\$ 517.31**

Minimum payment required is \$30. Make check payable to the Oregon Department of Energy and include with this application. You may also pay by Visa or MasterCard.

I want to pay by Visa/MasterCard. Please contact me at this phone number: \_\_\_\_\_.

If all or a portion of your application is denied, or if a change in your project results in lower costs, a portion up to 75 percent of this payment may be refunded within two years of pre-certification. If you add to your approved project, you must send a written description of the additions and the costs to be eligible for a tax credit. If the Oregon Department of Energy approves the additional eligible costs, an additional payment may be required. For more information, see Oregon Administrative Rule 330-90-0150(2).

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<sup>1</sup> From Transportation Energy Data Book, U.S. Department of Energy, 2006 edition

**14. Read the statement below, sign and date.**

- The Oregon Department of Energy is required by law to disclose information in this application to the public on request. Proprietary information may be exempt from disclosure. Mark on each page any information that you want kept confidential. The director of the Oregon Department of Energy will make any decisions regarding public disclosure of information in this application.
- I understand that Oregon Department of Energy approval and certification of my project is for tax credit purposes only. The Oregon Department of Energy does not guarantee or in any way ensure the performance of any equipment, the quality of any system or the reliability of any dealer.
- The project will comply with all local, state and federal requirements. I will obtain all necessary permits.
- I will permit the Oregon Department of Energy or its agents to inspect the project at its discretion to make sure the project qualifies for the tax credit. I understand that if I give false information about the project, or if I refuse to permit the Oregon Department of Energy to inspect the project, I will not get the tax credit.
- I hereby release the State of Oregon and its commissions, agencies, officers, employees, contractors, and agents, and agree to defend and indemnify the foregoing from and against any claims, demands, or costs (including attorney and expert witness fees at trial and on appeal) arising from or in any way related to the Oregon Department of Energy's issuance or failure to issue any pre-certification or final certification for a Business Energy Tax Credit, or any party's inability to obtain a Business Energy Tax Credit.
- I understand that the sum of all financial incentives and the tax credit can not exceed the total eligible project cost.
- I have completed this form to the best of my knowledge.
- I have enclosed a check to the Oregon Department of Energy or will pay by Visa or MasterCard for the review costs.
- I verify that the organization does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.
- I certify that I am the owner or the authorized agent.

Signature: \_\_\_\_\_ Title: Economic Development Director

Printed Name: Richard R. Ebbert Date: \_\_\_\_\_

Send completed application with payment to:

**Oregon Department of Energy**  
**625 Marion St. NE**  
**Salem, OR 97301-3737**

If you have questions, call: **1-800-221-8035 (toll-free in Oregon) or (503) 378-4040**

Or visit our Web site: **[www.oregon.gov/energy](http://www.oregon.gov/energy)**