USDOT/PHMSA FY23 NGDISM Grant Application Checklist

Cover Letter

1. Does the application's cover letter include all of the following?
    a. The name and title of the NOFO;
    b. your organization/natural gas system's name;
    c. a brief overview of the governance structure of your organization/system and/or natural gas system's leadership;
    d. your organization's/system's experience and capacity, or the ability to obtain experience and capacity, to manage Federal grant programs.
2. Does the application's cover letter include sufficient contact information for the project representative and the authorized representative?

Applicant Eligibility and Statement of Authority and Pipeline Infrastructure Safety and Modernization Capabilities

3. Did the application include a statement verifying/affirming they are a municipal- or community-owned gas distribution utility and have the legal authority and capability to perform pipeline infrastructure repairs, rehabilitation, or replacement, in accordance with 49 CFR § 192, and to purchase equipment?

Project Summary and Detailed Project Description

4. Does the application include a project summary that provides a high-level view of the overall project/equipment needed to repair, rehabilitate, or replace the natural gas distribution pipeline system and its major components?
5. Does the application include project prioritization?
6. Does the application identify the project location?
7. Does the application include a project schedule that identifies all major project milestones from start to completion?
8. Does the application identify how the project is eligible for funding under this NOFO?
9. Does the application include a project funding table?
10. Does the application include a detailed project description?

Projected Outputs and Objectives

11. Does the application provide quantifiable and measurable outputs planned for the grant's period of performance?
12. Does the application sufficiently address the four output criteria?
    a. Output Criteria #1: Safety
    b. Output Criteria #2: Climate Change and Sustainability
    c. Output Criteria #3: Workforce Development, Job Quality, and Wealth Creation
    d. Output Criteria #4: Equity

Project Implementation and Management

13. Does the application provide a description of the monitoring and quality assurance plan to ensure successful project completion within the period of performance?

Statement Certifying Compliance with Equity Requirement

14. Does the application include a statement certifying compliance or future compliance with EO 13985?

Domestic Preference/Buy America

15. Does the application include a statement certifying they will comply with Domestic Preference/Buy America and/or include an assessment of materials, products, or manufactured products that would require an exception or waiver of the Buy America provisions?

Budget Narrative

16. Does the application's budget narrative appear to be consistent and completed properly?
17. Does the application's budget narrative align with the corresponding SF-424A or SF-424C?
18. Does the application's budget narrative provide an explanation, breakout, or itemization of project costs for each applicable line-item category?

Equipment Costs

19. Are the application's equipment cost(s) reasonable?
20. Does the application include quotes for equipment?

Contingency Costs

21. If applicable, are the application's contingency costs at or below 10-precent?

Additional Considerations

22. Consistent with 2 CFR § 200, are the application's program activities allowable, allocable, necessary, and reasonable?

USDOT/PHMSA FY23 NGDISM Grant Administration Priorities

After completing the merit review, among projects of similar merit, DOT will prioritize projects that...

Safety:

- Provide positive safety benefits for all users.
- Not negatively impact safety for all users.

Climate Change and Sustainability:

- Significantly reduce greenhouse gas emissions in the transportation sector.
- Incorporate evidence-based climate resilience measures or features.
- Reduce the lifecycle greenhouse gas emissions from the project materials.
- Address the disproportionate negative environmental impacts of transportation on disadvantaged communities
- Avoid adverse environmental impacts to air or water quality, wetlands, and endangered species.

Equity:

- Conducted or propose a plan to conduct meaningful public involvement[1], inclusive of underserved communities throughout the project lifecycle.

Workforce Development, Job Quality, and Wealth Creation:

- Include project labor agreements.[2]
- Expand strong labor standards, including not only compliance with good paying wage requirements but also non-construction labor provisions that are relevant to the project such as Buy America protections.
- Include high-quality workforce development programs with supportive services to help train, place, and retain people in good-paying jobs.
- Demonstrate clear utilization of local and economic hiring preferences that ensure workers on the project come from economically disadvantaged communities.[3]
- Include Local inclusive economic development and entrepreneurship such as the utilization of Disadvantaged Business Enterprises, Minority-owned Businesses, Women-owned Businesses, or 8(a) firms.
- Describe a state/regional/local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and ensure that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity. including:
    - Affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law and proactive partnerships with the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) to promote compliance with the requirements of Executive Order 11246, Equal Employment Opportunity;

[1] https://www.transportation.gov/priorities/equity/promising-practices-meaningful-public-involvement-transportation-decision-making

[2] These agreements may include pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project.

[3] These preferences may include goals for contractors based on geographic areas, geographic areas defined by economic distress, or individual characteristics of workers that make them economically disadvantaged. Project sponsors ask contractors to report data on project work hours, disaggregated across the different groups covered in local and economic hiring preferences. Alternatively, the project applicant may have documented agreements or other policy or ordinance in place to hire from economically disadvantaged groups.

- No discrimination in the use of criminal background screens and taking affirmative steps to recruit and include those with prior convictions, in accordance with the Fair Chance Act and equal opportunity requirements;
- Efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, ability, and national origin;
- The inclusion of training on anti-harassment and third-party reporting procedures, and robust anti-retaliation measures, covering employees and contractors.