

PROCEDURE

A. ASAP COAR Grant process

PROCEDURES FOR PROCESSING AGREEMENTS INVOLVING GRANT APPLICATIONS FOR ASAP COAR Grants.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>	<u>DATE</u>
Oregon Dept. of Aviation	1	<u>Announce grant cycle and method of application</u> <u>Direct grant application process</u>	Ongoing
Applicant	2	<u>Submit Grant application to Oregon Department of Aviation</u> to determine the feasibility of the transfer.	09/12/16 – 10/14/16
ODA	3	Creates Intergovernmental Agreement (IGA) Submits to department of Justice (creates template for future use)	09/2016
Department of Justice	4	Approves IGA (and template)	09/2016 - TBD
ODA	5	Review Applications for completeness	10/17/16 – 10/21/16
ODA	6	<u>Send applications to designated ACT Representative</u>	10/24/2016
ACT Representative	7	<u>ACT Representative reviews and collaborates with other ACT members, Regional Solutions, Chambers of Commerce and other regional stakeholders.</u> <u>ACT Representative reviews projects in region and forwards evaluation justifications to ODA.</u>	10/24/16 – 12/23/16
ODA	8	<u>Reviews applications and collates all ACT regions into database. Sends collated list of project summaries and scores to ACT representatives for review.</u>	12/27/16 – 12/30/16

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>	<u>DATE</u>
	6	<u>ODA convenes telephone conference or meeting with ACT representatives and reviews projects.</u>	01/2017
ODA	9	<u>Takes consolidated list of regional projects and schedules Aviation Board Public Meeting to review and approve projects</u>	02/2017
Aviation Board	10	Convenes, reviews and approves ASAP projects <i>If Board has questions regarding a project and the applicant is present at the Board meeting, Board invites testimony from the applicants</i>	02/2017
ODA	11	Publishes approved projects	03/2017
ODA and Applicant	12	Signs IGA ODA Administers grants to selected applicants	03/2017
Applicant	13	Completes project as required by IGA or contract. Provides monthly progress reports.	TBD
ODA	14	Monitors applicant performance and provides phased funding distribution.	Monthly
Applicant	15	Sends completion report with attached economic impact report	Upon Project Completion