



## **2022 - MODAL Review Committee – Review Instructions**

**The Aviation Board is the Modal Review Committee for the Aviation Projects.**

- **Each Board member is being requested to rank all aviation projects (1-19).**
- **Please use the excel spreadsheet included and rank projects (priority ranking of 1 through 19) and email back to Heather Peck at ([heather.peck@ODAV.oregon.gov](mailto:heather.peck@ODAV.oregon.gov)) no later than Monday March 7, 2022.**
- **The individual spreadsheets sent back to ODA staff will be averaged into 1 final combined spreadsheet for use at the March 10 Final Modal Committee Meeting. All Board members will receive a copy of that spreadsheet in advance of the March 10, 2022 meeting at which time the Board will have the opportunity to hear an up to 5 minute presentation from each applicant. These presentations will assist the board with the final aviation project rankings. Please note, in the past 4 Connect Oregon programs we have only offered the applicant a 2 minute presentation time. It is our analysis that 5 minutes will be sufficient time for an informative presentation by an applicant.**
- **Due to time constraints there will not be time for questions during the applicant's presentations unless it is within the applicant's 5 minute time allotment. The Board can discuss the applications at the end of all presentations when the Board collectively ranks the projects.**
- **Included on the Workday site will be the following:**
  - **a full copy of each application submittal materials**
  - **A brief project summary overview (included on the scoring sheet)**
  - **A copy of the entire Connect Oregon Instruction to Reviewers Packet.**

**\*\*\*Please note: when ranking your projects, the projects must remain in the Tiers as provided in the spreadsheet. These Tiers were finalized by ODOT and multiple technical evaluations prior to Modal and ACT reviews.**

**When the Aviation Board convenes as the MRC after the presentations on March 10, 2022 the Board will be ranking the projects in real time. IF the Board would like to move a project into another tier, the Board will need to provide formal comments to ODOT staff and OTC with the agreed upon justification for why the new tiering should be considered.**

**It is absolutely OK to for you to rank projects differently, however staff is now required to include your additional justification in the final submittal when they move from the original tiers. Please note: the Modal review committee may NOT change or amend applicant's scope or project funding request.**

- If you have any questions please contact Heather Peck at 503-378-3168 or via email at [heather.peck@ODAV.oregon.gov](mailto:heather.peck@ODAV.oregon.gov)**

**The following is an excerpt from the ODOT Connect Oregon Packet – Instruction to Reviewers – Modal & Regional Committees**

### ***Prioritize the Projects***

*Each Modal Review Committee (MRC) and Regional Review Committee (RRC) will assign a number to each prioritized project, with priority 1 indicating the committee's first choice, priority 2 indicating the second choice, and so on, until all prioritized projects are assigned a number. If a committee reviews 19 projects, the prioritization should be from 1 to 19.*

### ***Modal and Regional Review Committee Chair Responsibilities***

*The MRC and RRC Chairs shall preside over all meetings, including calling the meeting to order, ensuring members participate appropriately, minutes are taken and approved, and the committee completes its work as outlined in this document.*

### ***Modal and Regional Review Committee Staff Responsibilities***

#### ***Preparation and Transmittal of Reviews***

*MRC and RRC staff will complete and prepare for publication the following:*

*Review Matrix,*

*Review Committee Report, and Meeting Minutes.*

Neither the Modal Review Committees or Regional Review Committees make the final decision on final project prioritization. The MRCs and RRCs provide guidance to the Final Review Committee and OTC to allow for an informed final project recommendation. To ensure the preferences of each MRC and RRC are presented to the OTC, the Review Committee Matrix from each MRC and RRC will be forwarded to the OTC along with the Final Review Committee's Final Recommendation Report.

### **Representatives to the Final Review Committee**

Representatives from each MRC and RRC will be invited to participate on the Final Review Committee. These representatives will be asked to present their MRC's or RRC's prioritization, discuss project merits and collaborate with other members of the Final Review Committee to reach a consensus.

The final review committee process treats the inputs from each MRC and RRC equally. This is necessary as each MRC and RRC approaches projects from a different prospective. Due to the time constraints placed on the Final Review Committee, representatives from each MRC and RRC may not have the opportunity to consult with other MRC and RRC members during the consensus process.