



Critical Oregon Airport Relief (COAR) Training September 17, 2025

Critical Oregon Airport Relief (COAR)

- Program Contacts
- Background
- Grant Cycle
- Grant Administration
- Grant Software Overview

Program Contacts

Andria Abrahamson

Program Coordinator

Grant application and execution
Milestone Progress Reports
Grant Closeout/Project Inspection



Ermie Buncal

Program Coordinator

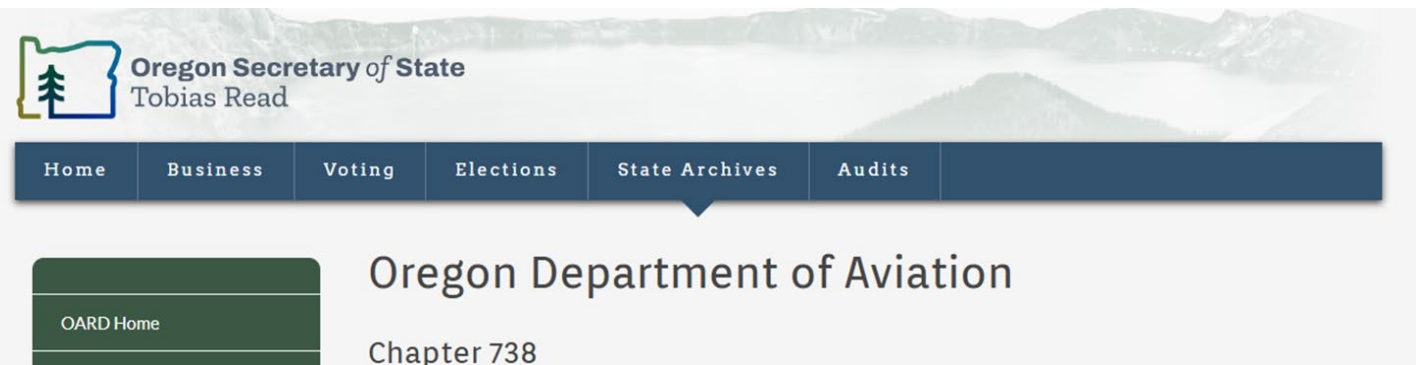
Grant application and execution
Request for Reimbursement
Grant Closeout/Project Inspection



Grants@ODAV.Oregon.Gov

ASAP Background

- Aviation System Action Program
 - 2015 HB2075/History of ASAP
 - Purposes of the program
 - SOAR, COAR, ROAR
 - Governed by
 - Oregon Revised Statute (ORS) 319.023
 - Oregon Administrative Rule (OAR) 738-124



ORS 319.023

- **Defines amount of fuel tax revenue received – must petition the legislature for increases to program revenue**
- **Defines minimum required match, ODAV responsibility**
 - Set minimum match requirements
 - Establish maximum grant amount
- **Institutes Aviation Review Committee (ARC)**
 - One member from each Area Commission on Transportation (ACT)
 - Confirmed by the State Aviation Board annually



ORS 319.023

- **Establishes criteria for ARC to base grant approval recommendations**
 - Six criteria in statute, provided to COAR grant applicants on the Statewide Impact form of the grant application
 - ARC scores applications based on answers provided in the Statewide Impact form
- **Describes how aviation fuel tax is appropriated for distribution by the ODAV**
 - Critical Oregon Airport Relief (COAR) – 3 priorities
 - FAA grant match
 - Emergency preparedness/Resiliency
 - Economic benefit

Oregon Administrative Rule 738-124

- Division 124 – Aviation System Action Program
 - Defines COAR application eligibility and requirements
 - Provides criteria and instruction for review and approval of COAR applications
 - Describes ODAV administration of COAR grants
 - Describes review, and approval of SOAR program projects
- Reviewed annually for updates in processes and efficiency

^ Division 124 - AVIATION SYSTEM ACTION PROGRAM FUND

AVIATION SYSTEM ACTION PROGRAM FUND

738-124-0010 Purpose

738-124-0015 Definitions

738-124-0020 COAR Application Requirements

738-124-0030 COAR Application Eligibility

738-124-0035 Board Review and Project Selection

738-124-0040 Maximum COAR Grant Award and Recipient Financial Matching Requirements

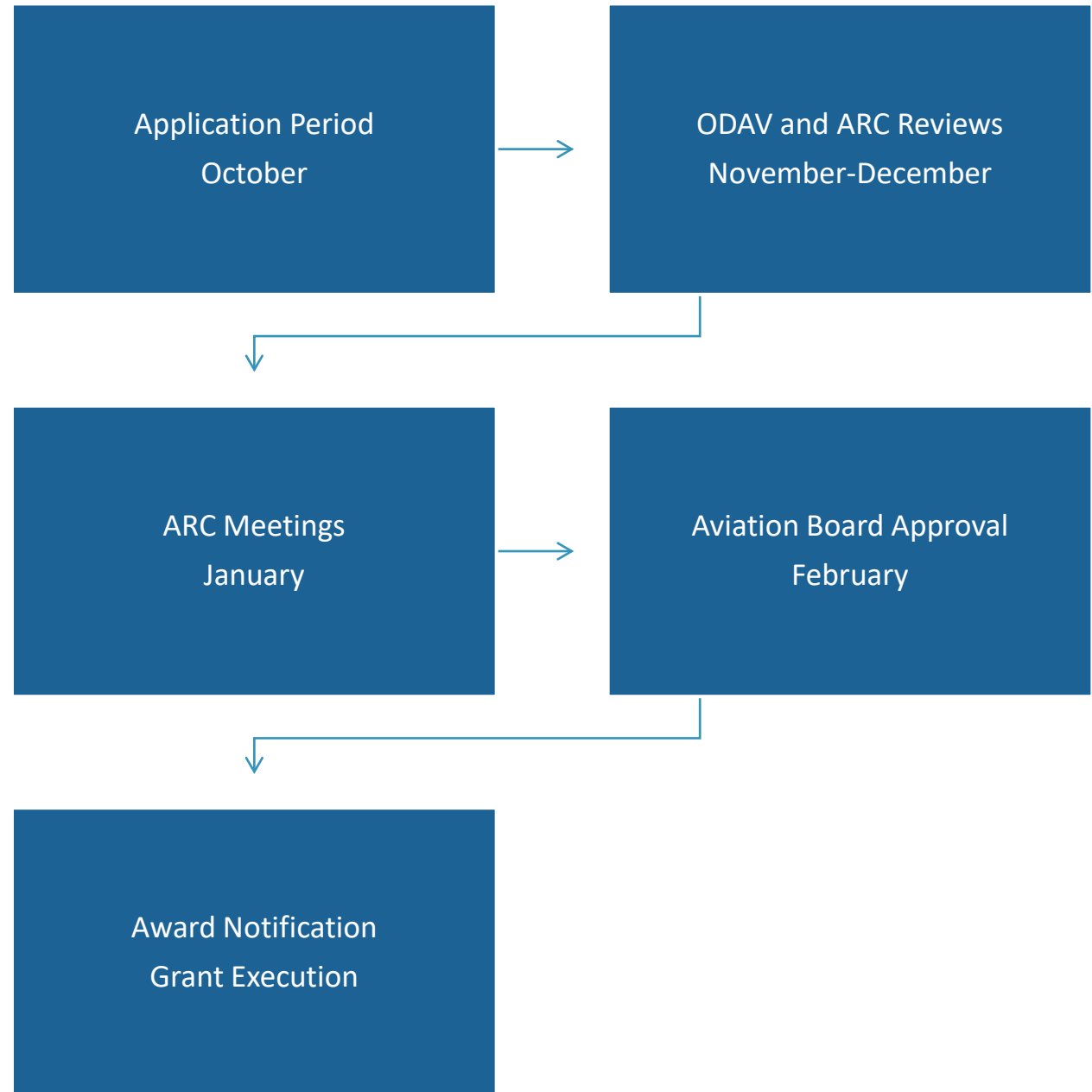
738-124-0050 Department Review of COAR Applications

738-124-0060 ARC Review and Recommendation of COAR Applications

738-124-0080 COAR Program Administration

738-124-0090 SOAR Program

COAR Grant Cycle Timeline



COAR Application

- Application period runs each October for 3 weeks
- Application training provided, Instructions to Applicants
- Completed and submitted through grant software system IGX

▼ Application Forms	
General Project Information	✓
Project Documentation	✓
Statewide Impact	✓
Budget	✓
Miscellaneous Uploads	✓

Application consists of five forms:

- **General Project Information**
 - Priority/Type of project
 - General questions regarding project
- **Project Documentation**
 - ALP, NEPA, Permits
- **Statewide Impact**
 - Statutory criteria adopted by the Oregon Legislature
 - Aviation Review Committee scores applications based on this form
- **Budget**
 - FAA, other grant funding, sponsor match, COAR grant request
- **Miscellaneous Uploads** – not required
 - letters of support
 - CIP documents
 - other budget related documentation
 - other project related documentation

Application Internal Review

- Performed by ODAV COAR program coordinators
- Not review based on content, only if questions have been answered
- May reach out to applicants to modify application if filled out incorrectly – missing documentation, incorrect priority or project type selected, etc
- Prepare and give application packets to Aviation Review Committee/Schedule ARC meetings

Internal Review Sheet

Required fields are marked with a red asterisk (*)

Category	Applicant Response	Internal Review Score *
NPIAS or Non-NPIAS Airport	Non-NPIAS	25
Type of Project	Program Implementation	10
Project Category	Assistance with FAA grant match	15
Is there an existence of Airport Zoning?	Yes	5
MINIMUM Match Percentage:	10 %	90
Total applicant matching funds:	\$477,500.00 / 96 %	86
Funding request to ODAV:	\$22,500.00 / 5 %	30
Total project cost:	\$500,000.00 / 100 %	

Aviation Review Committee (ARC)

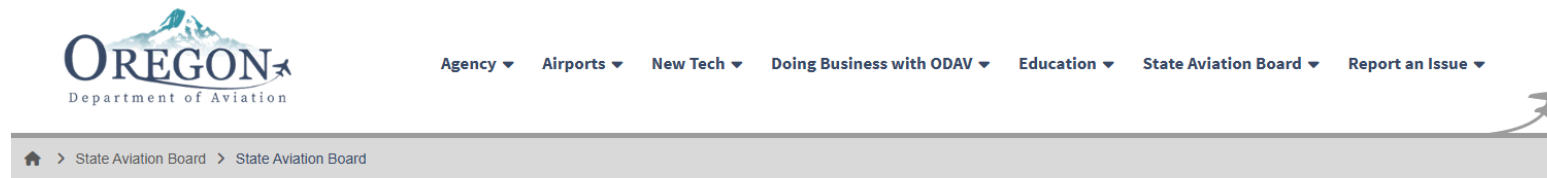
- Per statute ORS 319.023 – ARC shall be comprised of one member from each of ODOT's Area Commissions on Transportation (ACTs)
- ARC members submitted by ACTs, confirmed by State Aviation Board
- ARC members grouped into pairs and given 1/6 of applications for initial review and scoring
- Scoring based on Statewide Impact questions
- All ARC scores combined and one list of applications ranked by score submitted to ARC for review
- Full ARC meeting to discuss scoring and recommendation to Aviation Board
- ARC Chair to attend Aviation Board meeting to present recommendation for approval and answer any questions from Board

Aviation Board Approval

COAR grants approved at annual February Aviation Board meeting

Per OAR 738-124-0035 the State Aviation Board approval is based on the following:

- Recommendation by the Aviation Review Committee
- Priorities established in statute and described in administrative rule
- Criteria found in statute and administrative rule



State Aviation Board

The 7 member State Aviation Board advises the Oregon Department of Aviation on policy issues, develops recommendations on key aviation issues and provides guidance to ODAV.

The State Aviation Board has seven members who are appointed by the Governor. Each member of the board represents aviation and community interests from the public and private sectors statewide. The board also provides recommendations for programs such as Connect Oregon.

Grant Administration in IGX

- Grant Agreement Execution
- Monthly Milestone Progress Reports (MPRs)
- Amendment
- Request for Reimbursement (RFR)
- Grant Closeout

Grant Administration

- **Grant Agreement.**

Once applications are approved by the State Aviation Board award notifications are sent and, grant agreement execution may begin. Grantees provide updated project costs, project start and end dates, and project milestone dates. Program Coordinators create the grant agreement, and once signatures are obtained the grant agreement is executed.

- **Milestone Progress Report (MPR).**

MPRs are required to be completed monthly once the grant agreement is executed. MPRs initiate automatically, and Grantees will receive an email notification when it is ready to be completed. Grantee will report any progress on project and notify Program Coordinators if an amendment to extend project dates is needed.

- **Amendment**

Amendments are required for any change to scope, timeline, or costs of project. Amendment form is initiated in IGX and executed by the same process as the original agreement.

Grant Administration

- **Request for Reimbursement (RFR).**

RFRs may be submitted a maximum of one per month. An RFR will not be processed without a corresponding MPR for the same time period as the reimbursement request. Program Coordinators may request any documentation necessary to verify the costs requested for reimbursement. Five percent retainage is withheld from all RFRs and paid at grant closeout.

- **Grant Closeout.**

Once the project is complete the grantee will submit the following items:

- Final RFR
- COAR Project Closeout Report
- Final document if project is design, study, master plan, etc
- Photos, if project is construction, equipment, etc
- FAA project acceptance letter if Priority I COAR grant
- Any other documentation as requested by Program Coordinators to close out the grant file

Once all closeout documentation is verified Program Coordinators will process Release of Retainage. If physical inspection of project is required Program Coordinators will reach out to Grantees to schedule.

IGX Grant Software

- Site Overview
- Application Form
- Grant Execution
 - Amendment
- Monthly Milestone Progress Reports (MPRs)
- Request for Reimbursement (RFR)
- Grant Closeout

Oregon Department of Aviation (ODAV) COAR Grants

Welcome to the ODAV e-Grants system, where you may apply for and manage your ODAV grant applications and reports. For an overview of the grant opportunities available through e-Grants please visit the [ODAV Website](#).

Steps to Get Started:

For New Users within Existing Organizations:

- Contact an existing Program Manager within your organization to have them add you to the organization with the appropriate permissions.
- For more information please consult the [ODAV Grantee Manual](#).

For New Organizations:

- Initial registration for an organization must be completed by ODAV staff. Please complete the [e-Grants Organization Registration Request](#) and e-mail it to asap@aviation.state.or.us.
- ODAV will then add a Program Manager to the organization and communicate the proper login credentials to that individual.

If you have any questions or concerns regarding registering for the Oregon ODAV e-Grants system, please contact Program Coordinators at asap@aviation.state.or.us.

Login

Username

Password



Log In

[Forgot Username/Password?](#)

IGX Grant Software

Site Overview:

Dashboard

Profile

Organization

Grant Application

Grant Administration



Status Options Progression – Application Submission

Home Searches -

COAR-2026-NRML-00007

▼ Forms

▼ Application Forms

General Project Information ☐

Project Documentation ☐

Statewide Impact ☐

Budget ☐

Miscellaneous Uploads ☐

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

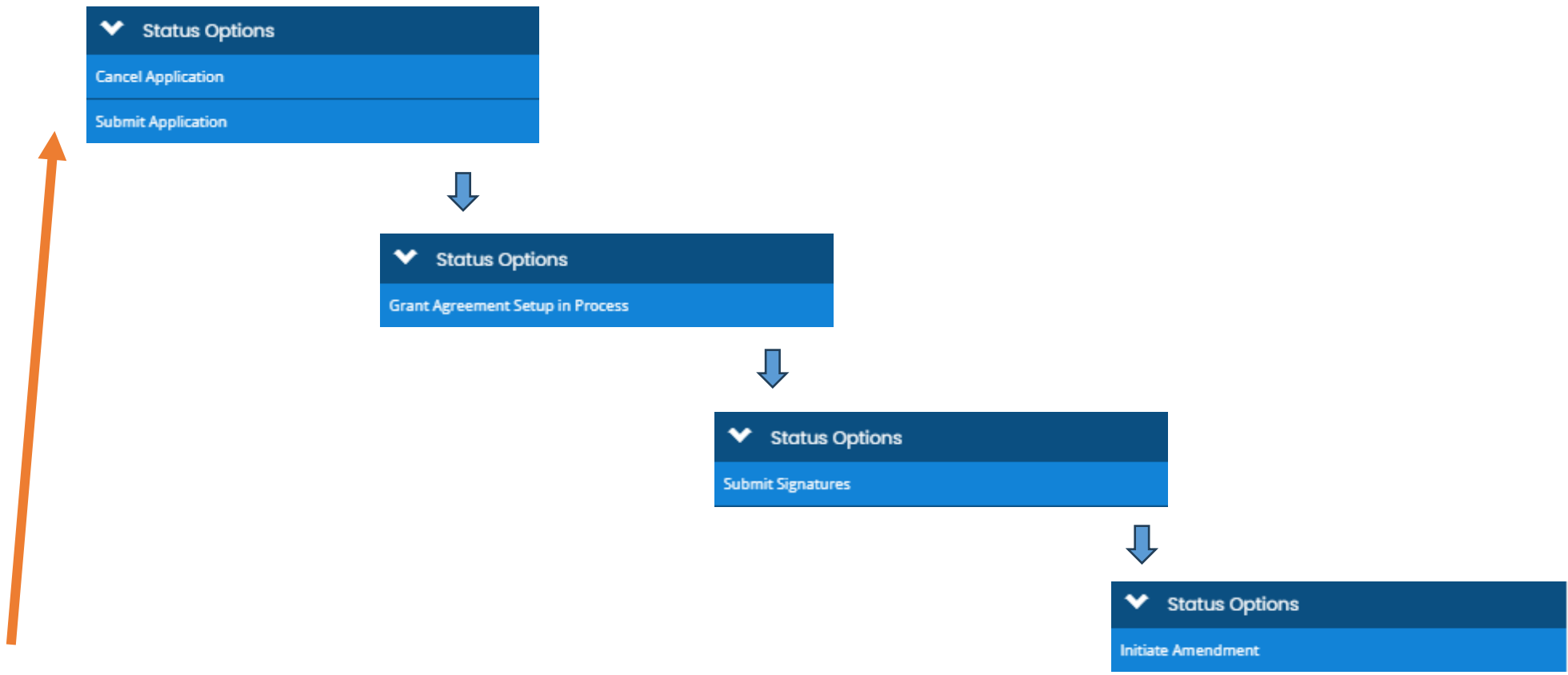
▼ Status Options

Cancel Application

Submit Application

▼ Related Documents

Initiate Related Doc





Status Options Progression – Executed Grant Amendment

Home Searches -

COAR-2025-OTH-00025

▼ Forms

▼ Application Forms

General Project Information

Project Documentation

Statewide Impact

Budget

Miscellaneous Uploads

▼ Grant Agreement

Grant Agreement/Amendments

▼ Tools

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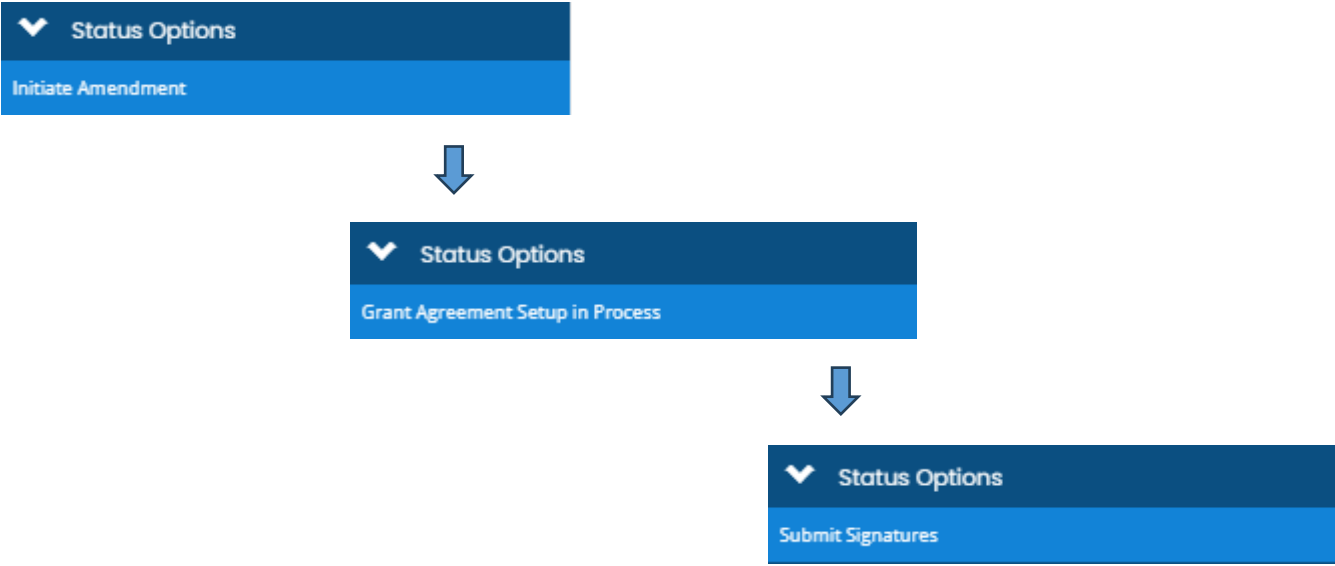
▼ Status Options

Initiate Amendment

▼ Related Documents

Initiate Related Doc

Progress Reports





Home Searches -

COAR-2025-OTH-00025

▼ Forms

▼ Application Forms

General Project Information

Project Documentation

Statewide Impact

Budget

Miscellaneous Uploads

▼ Grant Agreement

Grant Agreement/Amendments

▼ Tools

Landing Page

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Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

Initiate Amendment

▼ Related Documents

Initiate Related Doc

Progress Reports

Status Options Progression – Request for Reimbursement

▼ Related Documents

Initiate Related Doc

Progress Reports



Request for Reimbursement

Provided By:

Oregon - Department of Aviation

Provided To:

Coos County Airport District

Request for Reimbursement Availability Dates:

2/6/2025 12:00:00 AM -

Due Date:

N/A

Agreement Language:

Are you sure you would like to initiate a new request for reimbursement?

Agree

Decline



▼ Status Options

Submit

Cancel RFR

or

▼ Status Options

Reimbursement Request Submitted



Thank you!

Program Coordinators

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