Instructions to Reviewers
COAR GRANT PROGRAM
Aviation System Action Program Fund

Funding Cycle II (2017-2018)
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Introduction

Thank you for your participation in evaluating the 2017-18 COAR Grant Applications.

The purpose of this document is to provide instructional guidance on the review and recommendation processes required by agency staff, the Oregon Area Commission on Transportation (ACTs), the Aviation Review Committee (ARC), and the State Aviation Board.

The applications are for consideration of grant funding from the Critical Oregon Airport Relief Grant Program, or COAR, which is funded through monies from the Aviation System Action Program (ASAP) Fund. The COAR Grant Program is a funding-program available to eligible public-use airports in Oregon.

The application review process includes the following steps:

1. APPLICATION SUBMITTAL PERIOD
   Submittal Period for Grant Applications: September 1 – October 2, 2017

2. AGENCY STAFF REVIEW
   Completeness Review: October 3 – October 13, 2017

3. ACTs COMMITTEE REVIEW
   Statutory Considerations Review by the ACTs: October 16 – December 22, 2017 Aviation Review Committee Meeting: January - February 2018

4. STATE AVIATION BOARD
   Final Public Meeting and Selection of projects to fund: March 2018*

*The exact dates, time, and locations of public meetings will be posted on the Oregon Department of Aviation website once they are available.

The State Aviation Board and ODA reserve the right to modify review dates. ODA will provide accurate and up-to-date information on the Department’s website. For more information, please visit:

http://www.oregon.gov/aviation/Pages/Aviation_System_Action_Program.aspx
SECTION 1: AGENCY STAFF REVIEW

1.1 Completeness Review:

Applications will be screened by internal Oregon Department of Aviation (ODA) program staff to ensure that each application is complete.

Program administration resources are limited; therefore, incomplete applications may not be forwarded to review committees and will not be considered for grant awards. ODA staff will inform applicants electronically if an application is ineligible due to incompleteness.

If ODA staff identifies a need for additional written data concerning any applicant or project, ODA staff may solicit this from applicants. After the application period ends, applicants may be given a specified amount of time (three business days) to provide the requested additional information. All requests for additional information must be sent in writing to applicants.
SECTION 2:-area commissions on transportation

2.1 General

In accordance with OAR 738-124-0035(3), recommendations regarding COAR grant applications are sought from the Area Commissions on Transportation (ACTs). One representative from each ACT will serve as the point of contact for their ACT and may participate on the Aviation Review Committee (refer to Section 3: Aviation Review Committee). The comments and recommendations from the ACTs will be provided to the Aviation Review Committee.

The ARC will provide a list of projects to the State Aviation Board for recommendation of funding.

ACT reviewers will use ODA’s electronic grant system, or e-Grants, to complete the review. The designated representative selected to be the point of contact should contact ODA Program Coordinators for login credentials.

2.2 Area Commissions on Transportation regions

The following table provides an outline of the Oregon ACTs, the areas covered by the ACTs, and their corresponding Oregon Department of Transportation (ODOT) region:

Table 1: Oregon ACTs

<table>
<thead>
<tr>
<th>Oregon ACTs</th>
<th>ACTs Area</th>
<th>ODOT Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1 ACT</td>
<td>ODOT Region 1, including most of Washington, Hood River, Multnomah and Clackamas counties</td>
<td>Region 1</td>
</tr>
<tr>
<td>Northwest Oregon ACT</td>
<td>Clatsop, Tillamook, Columbia and western rural Washington counties</td>
<td>Region 2</td>
</tr>
<tr>
<td>Mid-Willamette Valley ACT</td>
<td>Marion, Polk and Yamhill counties</td>
<td>Region 2</td>
</tr>
<tr>
<td>Cascades West ACT</td>
<td>Benton, Linn and Lincoln counties</td>
<td>Region 2</td>
</tr>
<tr>
<td>Lane County ACT</td>
<td>Lane county</td>
<td>Region 2</td>
</tr>
<tr>
<td>South West ACT</td>
<td>Coos, Curry and Douglas counties</td>
<td>Region 3</td>
</tr>
<tr>
<td>Rogue Valley ACT</td>
<td>Jackson and Josephine counties</td>
<td>Region 3</td>
</tr>
<tr>
<td>Lower John Day ACT</td>
<td>Gilliam, Sherman, Wheeler and Wasco counties</td>
<td>Region 4</td>
</tr>
<tr>
<td>Central Oregon ACT</td>
<td>Crook, Deschutes and Jefferson counties</td>
<td>Region 4</td>
</tr>
<tr>
<td>South Central Oregon ACT</td>
<td>Klamath and Lake counties</td>
<td>Region 4</td>
</tr>
<tr>
<td>North East ACT</td>
<td>Morrow, Baker, Union, Umatilla and Wallowa counties and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR)</td>
<td>Region 5</td>
</tr>
<tr>
<td>South East ACT</td>
<td>Grant, Harney and Malheur counties and the Burns Paiute Tribe</td>
<td>Region 5</td>
</tr>
</tbody>
</table>
For more information about the Oregon ACTs, please visit the Oregon Department of Transportation Area Commissions on Transportation website: https://www.oregon.gov/ODOT/COMM/Pages/act_main.aspx

To view a map of the ODOT regions, please visit: https://www.oregon.gov/ODOT/TD/TDATA/gis/docs/REGIONMAPS/RegionMap.pdf

2.3 Statutory Review

ODA staff will provide the designated member of each ACT an electronic application package for each project that will be reviewed.

It is each applicant’s responsibility to be as precise and well-documented as possible in showing how the application responds to each of the statutory considerations. It is the responsibility of each ACT to review project applications and provide comments which support their decisions while considering the benefits of the project, the statutory considerations, and the regional priorities of the ACT.

Conflict of Interest Disclosure

Upon starting the review process, the designated ACT representative will be required to sign and submit a conflict of interest form. Members are required to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is a consultant to the applicant, or is a committee or board member who has assisted the applicant, or has a pecuniary financial benefit in the project. Any conflict of interest disclosures will be recorded in the Final Review Committee meeting minutes.

Members will refrain from voting on or recommending projects or a slate of projects in which they have disclosed a conflict of interest. Review Committee members with conflicts of interest, except those who are excluded from discussions or debate because they are subject to ORS 244.120(2)(b) and have an actual conflict of interest, are allowed to otherwise participate in the evaluation process. Those with actual conflicts of interest per ORS 244.120(2)(b) may not participate in discussion or debate nor may they vote.

This disclosure requirement applies to all committee members.

Statutory Considerations

The reviewing ACTs must take into consideration the following Statutory Considerations, as per ORS 367.084(3):

a) Whether a proposed transportation project reduces transportation costs for Oregon businesses or improves access to jobs and sources of labor.

b) Whether a proposed transportation project results in an economic benefit to this state.

c) Whether a proposed transportation project is a critical link connecting elements of Oregon’s transportation system that will measurably improve utilization and efficiency of the system.

d) How much of the cost of a proposed transportation project can be borne by the applicant for the grant from any source other than the Connect Oregon Fund.

e) Whether a proposed transportation project is ready for construction.

f) Whether a proposed transportation project has a useful life expectancy that offers maximum benefit to the state.

Based on the application materials, ACTs shall determine whether a project thoroughly meets each of the considerations. To thoroughly meet a consideration, a project shall demonstrate through application responses that the project will accomplish the intent.
Applicant Match Requirements
Applicants are required to provide matching funds, based upon their category of airport, as listed in the current Oregon Aviation Plan. For more information, please follow the link to view chapter 4 of the Oregon Aviation Plan: [http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf](http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf)

<table>
<thead>
<tr>
<th>Airport Category</th>
<th>Category Description</th>
<th>Required Match %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1a</td>
<td>Commercial Primary</td>
<td>50%</td>
</tr>
<tr>
<td>Category 1b</td>
<td>Other Commercial Non-Primary (less than 10,000 enplanements)</td>
<td>35%</td>
</tr>
<tr>
<td>Category 2</td>
<td>Business</td>
<td>25%</td>
</tr>
<tr>
<td>Category 3</td>
<td>Regional</td>
<td>10%</td>
</tr>
<tr>
<td>Category 4</td>
<td>Community</td>
<td>10%</td>
</tr>
<tr>
<td>Category 5</td>
<td>Low Activity</td>
<td>5%</td>
</tr>
</tbody>
</table>

Oregon Aviation Plan
ACTs may use any identified statewide plans, such as the Oregon Aviation Plan, to assist with their evaluations and determining where projects strategically address modal needs.

To view the Oregon Aviation Plan, please visit: [http://www.oregon.gov/aviation/Pages/docs/system_plan/2007_oregon_system_plan_details.aspx](http://www.oregon.gov/aviation/Pages/docs/system_plan/2007_oregon_system_plan_details.aspx)

Committee members may contact ODA staff for assistance with statewide planning information. Please direct all questions to: [ASAP@aviation.state.or.us](mailto:ASAP@aviation.state.or.us)
Or contact: Nohemi Ramos at (503) 378-4881 or Matt Lawyer at (503) 378-4888

Accessing Application and Review Materials via e-Grants
The designated ACT representative will receive login credentials for the electronic grant system, e-Grants, in order to complete the review of applications.

For instructions on navigating through e-Grants, please refer to Appendix A-4 of these instructions.
ACTs Statutory Review Form
The ACTs will evaluate projects for airports in their corresponding ACT area using the ACT Statutory Review Form provided by ODA. Please submit only one form per ACT, per project.

Section 1: The ACTs will select if they agree, somewhat agree, or disagree that the project will accomplish the intent of the question being considered. Comment areas are provided to show your work and note information critical to your evaluation: How you arrived at your score.

Applicant responses to these questions may be found in the Statewide Impact section of the application; however, ODA does encourage reviewers to review the entire application.
Section 2: The ACT will make a selection for each question. Applicant responses to these questions may be found in the Statewide Impact and Budget sections of the application; however, ODA does encourage reviewers to review the entire application.

<table>
<thead>
<tr>
<th>Project Funding</th>
<th>0%-25%</th>
<th>26%-50%</th>
<th>51%-75%</th>
<th>76%-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much of the cost of the proposed transportation project can be borne by the applicant for the grant?</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Readiness*</th>
<th>Project’s Readiness to Start (in months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the proposed transportation project ready for construction or ready for implementation?</td>
<td>0-6</td>
</tr>
<tr>
<td></td>
<td>O</td>
</tr>
</tbody>
</table>

*As all projects are not construction projects, ODA will use the following definition for project readiness when scoring and ranking projects: Whether a project is ready to begin elements of work necessary to commence with construction in a reasonable timeframe. If the project does not involve construction, whether the project is ready for implementation.

Review members may use the following information, plus other knowledge when determining project readiness: Permitting, match financing, plan inclusion where necessary, land use approval, applicant capacity

<table>
<thead>
<tr>
<th>Life Expectancy</th>
<th>Expected Useful Life (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State?</td>
<td>0-5</td>
</tr>
<tr>
<td></td>
<td>O</td>
</tr>
</tbody>
</table>

Submission Instructions
Please submit all review forms no later than December 22, 2017.

To submit via e-Grants, click the save button on the top right of the screen, then hover your cursor over the Status Changes link and select the ACT Review Complete button.
Project Application Scores
Project applications receive a base score during the completeness review by agency staff. The base score is a technical score based on the completeness of the application and the information provided by the applicant.

The applicant’s responses to the questions relating to statutory considerations require a critical review by the ACTs before making a final selection. The selections made on the ACT review form will produce a reviewer’s score, which will be combined with the base score and result in a final application score.

The scores are calculated automatically as applicants and reviewers complete their designated forms.

The final application score may be used to break ties between rankings during the Final Aviation Review Committee Meeting.

2.4 ACTs Meetings

Review, Discuss and Recommend Projects
The designated ACT representative may collaborate with other members of their ACTs, Regional Solutions, Chambers of Commerce, and other regional stakeholders.

All ACTs meetings related to the recommendations of projects for ASAP funding shall be held as public meetings. ACT aviation representatives may present information regarding projects, the condition of the state’s transportation network, or other relevant information to their whole ACT. In addition, the ACT may allow for airport sponsors to provide a brief presentation of their application(s), if the ACT finds it to be timely and necessary for the process. Each ACT shall establish a written record of the decision-making process.

Scheduling and Noticing of Review Meeting
ACTs will notify ODA staff of all ACTs meeting dates related to the recommendations of projects for ASAP funding.

Meeting Minutes
ACTs generally post meeting meetings on the ACT webpage. A link to the ACT webpage can be found here, and will also be posted on the ODA website: https://www.oregon.gov/ODOT/COMM/Pages/act_main.aspx
SECTION 3: AVIATION REVIEW COMMITTEE

3.1 General

The Aviation Review Committee (ARC) is a review committee, comprised of one (1) representative from each ACT. In accordance with OAR 738-124-0035(2) and 738-125-0045(2), the review committee shall recommend applications to the State Aviation Board.

3.2 Final ARC Meeting

ODA Staff Support and Committee Administration

ODA staff will provide staff support for the final Aviation Review Committee (ARC) meeting. ODA staff will coordinate with the ARC Chair and respective members regarding the meeting, scheduling, agenda, and necessary public notice.

ODA staff, unless otherwise directed by the committee, will:
- Present the ACT’s final scoring of projects;
- Assist the ARC with understanding the review process; and
- Record results of the ARC proceedings.

During the final ARC meeting, the ARC will not hear presentations from any applicants.

ODA staff will provide the ARC a combined list of scored projects from each of the ACTs. The list presented to the ARC will contain a summary of each project, the project category, the name of the applicant, the total project cost, total matching funds, the total funds requested from ODA, and the final application score for all projects.

ODA staff advice and analysis is limited to a supporting role and cannot be substituted for the required decision-making role of the ARC.

The agenda and meeting minutes will be posted on the ODA website.

Conflict of Interest Disclosure

At the start of the final review meeting, committee members are to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is a consultant to the applicant, or is a committee or board member who has assisted the applicant, or has a financial benefit in the project. All conflict of interest disclosures will be recorded in the Final Review Committee meeting minutes.

The ARC will ensure that members will refrain from voting on or recommending projects or a slate of projects in which they have disclosed a conflict of interest. Final Review Committee members with conflicts of interest, except those who are excluded from discussions or debate because they are subject to ORS 244.120(2)(b) and have an actual conflict of interest, are allowed to otherwise participate in the evaluation process. Those with actual conflicts of interest per ORS 244.120(2)(b) may not participate in discussion or debate nor may they vote.

This disclosure requirement applies to all committee members.

Input into the Decision Process

The ARC will review projects based on information provided through:
- The project application and related documents;
- Applicant responses to questions; and
- ACTs members’ knowledge and expertise.
The ARC may also review projects based on information provided through:
- Professional staff recommendations or analysis (if requested by the committee); and
- Public comment.

The ARC may also use any identified statewide plan such as the current Oregon Aviation Plan to assist with ranking and determining where projects strategically address modal needs. Committee members may contact ODA staff for assistance with statewide planning information.

To view the current Oregon Aviation Plan, visit:

The review committee members shall not consider information provided through lobbying by the applicant or any other person outside of the committees’ public meetings. This includes any request for preapproval by an applicant or other party.

The ARC shall not require applicants to seek prior consultation or pre-approval of any projects, nor prioritize any project negatively due to any failure to consult with the committee prior to submitting an application.

**Project Prioritization**

**Per ORS 319.020(3)(c) and OAR 738-125-0035(3), the review committee shall recommend applications to the State Aviation Board, which shall select applications with the following priority:**

- **First,** to applications filed with respect to assist airports in Oregon with match requirements for Federal Aviation Administration Airport Improvement Program grants;
- **Second,** to applications filed with respect to safety and infrastructure development; and
- **Third,** to applications filed with respect to aviation-related economic benefits related to airports.

Projects within a lower statutory priority shall not be ranked above projects with a higher statutory priority.

Per ORS 319.020(5)(b), “Priority in distributing grants shall be given to projects for which applicants demonstrate a commitment to contribute the greatest amounts toward the cost of the projects to which the applications relate.”

Projects will be further prioritized in accordance with OAR 738-125-0035(6).

**Tie-Breaking**

Tie between project rankings within the same priority shall be resolved by using the application scores. In the 2016-17 COAR grant cycle, the ARC established the following criteria for breaking ties:

- **1st priority** would be the percent of grant match (the higher the grant-match, the better).
- **2nd criteria** would be equity criteria considering the number of grants that may be potentially funded to that particular airport in priorities I and II.
- **Use safety as third criteria,** if required.

In addition, the ARC may also use the Oregon Aviation Plan and the National Priority Ratings by the Federal Aviation Administration, if applicable.

To view the current Oregon Aviation Plan for recommendations to airports, select the following link and visit **Chapter 5 – System Analysis and Recommendations:**
To view the National Priority Ratings by the FAA, select the following link and view *Appendix 6: NPIAS-ACIP Standard Descriptions, ACIP Codes, and National Priority Ratings:*

**Example of Scoring:**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Priority and category</th>
<th>Application Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Priority I - FAA AIP Match</td>
<td>110</td>
</tr>
<tr>
<td>B</td>
<td>Priority II - Emergency Preparedness &amp; Infrastructure Project</td>
<td>100</td>
</tr>
<tr>
<td>C</td>
<td>Priority I - FAA AIP Grant Match</td>
<td>100</td>
</tr>
<tr>
<td>D</td>
<td>Priority II - Emergency Preparedness &amp; Infrastructure Project</td>
<td>95</td>
</tr>
<tr>
<td>E</td>
<td>Priority III - Economic Benefit</td>
<td>105</td>
</tr>
</tbody>
</table>

**Explanation of Scoring Example**

The Aviation Review Committee is responsible for ranking the projects within priorities I, II, and III. The result will be a prioritized list of recommended projects which will be presented to the State Aviation Board for their vetting and final approval.

In the above example, Project A and Project C are priority I projects; Project B and Project D are priority II projects; and Project E is a priority III project.

The ARC will rank Projects A and C by deciding which project will be placed first, and which project will be placed second. If there are ties in ranking, the committee can: refer to the application scores, refer to the criteria set by the 2016-17 ARC, refer to the minimum standard deficiencies listed in the current OAP, or refer to the National Priority Ratings by the FAA (if applicable).

The ARC will proceed to rank priority II projects, followed by priority III projects.

**Final Recommendation Report**

The ARC will provide the State Aviation Board a final list of prioritized projects.
**SECTION 4: STATE AVIATION BOARD**

4.1 General

The State Aviation Board will review the project list recommended by the ARC. The Board will vet the list and provide final approval of projects to receive COAR grants.

4.2 State Aviation Board Members

The State Aviation Board, or “Board”, is a seven person policy board appointed by the Governor.

4.3 Board Meeting – Final Project Selection

The Board will hold a public meeting for selection of projects to receive COAR grants.

The exact dates, time, and locations for the Board meeting will be posted on the Oregon Department of Aviation website once they are available. For updates, please visit: [http://www.oregon.gov/aviation/Pages/Aviation_System_Action_Program.aspx](http://www.oregon.gov/aviation/Pages/Aviation_System_Action_Program.aspx)

**Conflict of Interest Disclosure**

At the start of each meeting, the State Aviation Board Chair shall require committee members to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is a consultant to the applicant, or is a committee or board member who has assisted the applicant, or has a financial benefit in the project. All conflict of interest disclosures will be recorded in the State Aviation Board meeting minutes.

The Board Chair will ensure that members refrain from voting on or recommending projects or a slate of projects in which they have disclosed a conflict of interest. Board members with conflicts of interest, except those who are excluded from discussions or debate because they are subject to ORS 244.120(2)(b) and have an actual conflict of interest, are allowed to otherwise participate in the evaluation process. Those with actual conflicts of interest per ORS 244.120(2)(b) may not participate in discussion or debate nor may they vote.

This disclosure requirement applies to all Board members.

**ODA Staff Support and Administration**

ODA staff will provide each member of the State Aviation Board a copy of the ARC’s recommendations. ODA will coordinate with the Board Chair and respective members regarding the meeting, scheduling, agenda, and necessary public notice.

ODA staff, unless otherwise directed by the committee, will:
- Present the ARC’s ranking of projects;
- Assist the Board with understanding the review process; and
- Record results of the Board proceedings.

ODA staff advice and analysis is limited to a supporting role and cannot be substituted for the required decision-making role of the Board.

The agenda and meeting minutes will be posted on the ODA website.
Applicant Presentations
The Board will **not** hear presentations from any applicants. If the Board has questions regarding a project and the applicant is present at the public meeting, the Board may call upon the applicant for additional information if necessary.

Project Prioritization
The Board may modify project rankings recommended by the ARC; however, projects within a lower statutory priority **shall not** be ranked above projects with a higher statutory priority.

Per ORS 319.020(3)(c) and OAR 738-125-0035(3), the review committee shall recommend applications to the State Aviation Board, which shall select applications with the following priority:

a. First, to applications filed with respect to assist airports in Oregon with match requirements for Federal Aviation Administration Airport Improvement Program grants;

b. Second, to applications filed with respect to safety and infrastructure development; and

c. Third, to applications filed with respect to aviation-related economic benefits related to airports.
SECTION 5: CONTACT INFORMATION

5.1 ODA Program Staff

Please direct all questions to:  ASAP@aviation.state.or.us

Or you may contact:

Heather Peck
Planning & Projects Manager
(503) 378-3168
Heather.Peck@aviation.state.or.us

Nohemi Ramos
Program Coordinator
(503) 378-4881
Nohemi.ramos@aviation.state.or.us

Matt Lawyer
Program Coordinator
(503) 378-4888
Matthew.A.Lawyer@aviation.state.or.us
Appendices

The Appendices in this document provide SAMPLE versions of the respective documents. Reviewers will receive final versions of each form in Word, Excel, or PDF prior to the start of the review period.
A-1 SAMPLE ACT STATUTORY CONSIDERATION REVIEW FORM

Please read the Aviation Project Funding Request - Instructions to Reviewers prior to completing this form. The Instructions to Reviewers and ACTs Statutory Review Form are available on the Oregon Department of Aviation website. Comment areas are provided to note information critical to your evaluation: How you arrived at your decision.

Reviewer Name / ACT: 
Applicant Name: Application Number: 
Project Name: 

<table>
<thead>
<tr>
<th>Section 1:</th>
<th>Agree</th>
<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 13 - Reduced Transportation Costs or Improved Access to Jobs</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Question 14 - Economic Benefit</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Does the proposed transportation project result in an economic benefit to the state?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Question 15 - Critical Link</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Is the proposed transportation project a critical link connecting elements of Oregon’s transportation system that will measurably improve utilization and efficiency of the system?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 16 - Project Funding</td>
<td></td>
</tr>
<tr>
<td>How much of the cost of the proposed transportation project can be borne by the applicant for the grant from any source other than the Connect Oregon fund?</td>
<td>0% - 25%</td>
</tr>
<tr>
<td>Question 17 - Project Readiness*</td>
<td></td>
</tr>
<tr>
<td>Is the proposed transportation project ready for construction or ready for implementation?</td>
<td>Project's Readiness to Start (in months)</td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

*As all projects are not construction projects, ODA will use the following definition for project readiness when scoring and ranking projects: Whether a project is ready to begin elements of work necessary to commence with construction in a reasonable timeframe. If the project does not involve construction, whether the project is ready for implementation.

Review members may use the following information, plus other knowledge when determining project readiness: Permitting, match financing, plan inclusion where necessary, land use approval, applicant capacity

<table>
<thead>
<tr>
<th>Question 18 - Life Expectancy</th>
<th>Expected Useful Life (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State?</td>
<td>0 - 5</td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
# A-2 COAR Grant Procedures

## PROCEDURE

### A. ASAP COAR Grant process

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

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>STEP</th>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODA</td>
<td>1</td>
<td>Announce grant cycle and method of application</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct grant application process</td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td>2</td>
<td>Submit Grant application to Oregon</td>
<td>09/1/17 – 10/2/17</td>
</tr>
<tr>
<td>ODA</td>
<td>3</td>
<td>Creates Agreement.</td>
<td>09/2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submits to department of Justice (creates template for future use).</td>
<td></td>
</tr>
<tr>
<td>Department of Justice</td>
<td>4</td>
<td>Approves agreement template</td>
<td>09/2017 - TBD</td>
</tr>
<tr>
<td>ODA</td>
<td>5</td>
<td>Staff reviews applications for completeness</td>
<td>10/3/17 – 10/13/17</td>
</tr>
<tr>
<td>ODA</td>
<td>6</td>
<td>Send applications to designated ACT Representative</td>
<td>10/16/2017</td>
</tr>
<tr>
<td>ACTs</td>
<td>7</td>
<td>ACT Representative reviews and collaborates with other ACT members, Regional Solutions, Chambers of Commerce and other regional stakeholders. ACT Representative reviews projects in region and forwards evaluation justifications to ODA.</td>
<td>10/16/17 – 12/22/17</td>
</tr>
<tr>
<td>ODA</td>
<td>8</td>
<td>Reviews applications and collates all ACT regions into database. Sends collated list of project summaries and scores to ARC members for review and in preparation of the ARC meeting. ODA convenes telephone conference or meeting with the ARC for review and recommend projects.</td>
<td>12/23/17 – 12/30/17</td>
</tr>
<tr>
<td>RESPONSIBILITY</td>
<td>STEP</td>
<td>ACTION</td>
<td>DATE</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Aviation Review Committee</td>
<td>9</td>
<td>ARC ranks and prioritizes projects for recommendation to the Aviation Board.</td>
<td>1/2018 – 2/2018</td>
</tr>
<tr>
<td>Aviation Board</td>
<td>10</td>
<td>Convenes, reviews and approves project list for COAR grants. If Board has questions regarding a project and the applicant is present at the Board meeting, Board invites testimony from the applicants</td>
<td>03/2018</td>
</tr>
<tr>
<td>ODA</td>
<td>11</td>
<td>Publishes approved projects</td>
<td>03/2018</td>
</tr>
<tr>
<td>ODA and Applicant</td>
<td>12</td>
<td>Signs grant agreement. ODA Administers grants to selected recipients</td>
<td>03/2018 – 04/2018</td>
</tr>
<tr>
<td>Grant Recipient</td>
<td>13</td>
<td>Completes project as required in the agreement. Provides monthly progress reports.</td>
<td>TBD in the agreement</td>
</tr>
<tr>
<td>ODA</td>
<td>14</td>
<td>Monitors applicant performance and administers drawdown of grants.</td>
<td>Monthly</td>
</tr>
<tr>
<td>Grant Recipient</td>
<td>15</td>
<td>Sends final report with attached economic impact report</td>
<td>Upon Project Completion</td>
</tr>
</tbody>
</table>
### 2017-18 FAA Grant Timeline

- **September**
  - Applications Available: 09/01/2017
  - Applications Due: 10/02/17

- **October**
  - ODA Staff Application Completeness Review: 10/03/17 - 10/13/17

- **November**
  - ACT Review: 10/16/17 - 12/22/17

- **December**
  - ARC Meeting takes place.
  - ARC breaks ties among applications and ranks projects.
  - Recommendations sent to State Aviation Board.
  - Late January / Early February 2018

- **January**
  - State Aviation Board Meeting takes place.
  - Final review and adoption of project lists.
  - March 2018

- **February**
  - Pre-Design for FY18 Projects: February - March 2018

- **March**
  - Issuing Grants / Applications: April 2018

- **April**
  - All Entitlement Grants Issued: June 2018

### 2017-18 COAR Grant Timeline

- **September**
  - Application Rejected or Modifications Requested

- **October**
  - Does Application meet requirements?

- **November**
  - ACT Review

- **December**
  - ODA Staff Application Completeness Review

- **January**
  - ARC Meeting takes place.
  - ARC breaks ties among applications and ranks projects.
  - Recommendations sent to State Aviation Board.
  - Late January / Early February 2018

- **February**
  - State Aviation Board Meeting takes place.
  - Final review and adoption of project lists.
  - March 2018

- **March**
  - Agreement Execution up to 180 Days from Approval.

Note: Additional funding may become available during the Agreement Execution step, which may fund the following project(s) in the approved project list.
Log in screen: You will find the log in screen at www.ODA-eGrants.com
Click on My tasks to see the applications for your ACT.
Click the Application Name to access the application materials.
Review each of the Pages with in the application.

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
<th>Note</th>
<th>Created By</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Project Information</td>
<td>ODA Authorized Representative</td>
<td>3/23/2017 11:26:35 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Documentation</td>
<td>ODA Authorized Representative</td>
<td>3/23/2017 11:27:44 AM</td>
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<tr>
<td></td>
<td>Budget</td>
<td>ODA Authorized Representative</td>
<td>3/23/2017 11:31:26 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Uploads</td>
<td>ODA Authorized Representative</td>
<td>3/23/2017 11:32:20 AM</td>
<td></td>
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</table>

**Review Forms**

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
<th>Note</th>
<th>Created By</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area Commission on Transportation (ACT) Statutory Review Form</td>
<td>ODA Sysadmin</td>
<td>3/29/2017 9:56:54 AM</td>
<td></td>
</tr>
</tbody>
</table>
Access the forms via the forms menu, or the landing page.
This is the ACT Statutory Review Form

### Area Commission on Transportation (ACT) Statutory Review Form

**Instructions:**
- Please read the Instructions to Reviewers prior to completing this form.
- Comment areas are provided to note information critical to your evaluation: How you arrived at your decision.
- Required fields are marked with a red asterisk (*).

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Application Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon - Aviation Testing Org (Grantee)</td>
<td>COAR-2016-NRML-00092</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Airport Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>Airport</td>
</tr>
</tbody>
</table>

**Reviewer Name:**
ACT
*Cascades West ACT*

Please generate and complete the Conflict of Interest Form, and upload in the provided field below.

---

#### Section 1:

**Reduced Transportation Costs or Improved Access to Jobs**
- Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor?

<table>
<thead>
<tr>
<th>Agree</th>
<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>0 of 200</td>
</tr>
</tbody>
</table>

**Economic Benefit**
- Does the proposed transportation project result in an economic benefit to the state?

<table>
<thead>
<tr>
<th>Agree</th>
<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>0 of 200</td>
</tr>
</tbody>
</table>

**Critical Link**
- Is the proposed transportation project a critical link connecting elements of Oregon’s transportation system that will measurably improve utilization and efficiency of the system?

<table>
<thead>
<tr>
<th>Agree</th>
<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>0 of 200</td>
</tr>
</tbody>
</table>

---

#### Section 2:

**Project Funding**
- How much of the cost of the proposed transportation project can be borne by the applicant for the grant?

<table>
<thead>
<tr>
<th>0%-25%</th>
<th>26%-50%</th>
<th>51%-75%</th>
<th>76%-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

**Project Readiness**
- Is the proposed transportation project ready for construction or ready for implementation?

<table>
<thead>
<tr>
<th>Project's Readiness to Start (in months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6</td>
</tr>
<tr>
<td>○</td>
</tr>
</tbody>
</table>

*As all projects are not construction projects, ODA will use the following definition for project readiness when scoring and ranking projects: Whether a project is ready to begin elements of work necessary to commence with construction in a reasonable timeframe. If the project does not involve construction, whether the project is ready for implementation.

**Life Expectancy**
- Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State?

<table>
<thead>
<tr>
<th>Expected Useful Life (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
</tr>
<tr>
<td>○</td>
</tr>
</tbody>
</table>

---

You will want to review the statewide impact form in order to make decisions on the ACT Statutory Review form.
# STATEWIDE IMPACT

**Instructions:**
- Please read the [Aviation Project Funding Request Instructions](#) prior to completing this application.
- Required fields are marked with a red asterisk (*)

## Statewide Impact of Project

Per ORS 367.084(3), the following questions apply:

- **Does the proposed project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? If yes, provide a short explanation.**
  - Test for testing Test for testing Test for testing Test for testing Test for testing Test for testing Test for testing Test for testing Test for testing

<table>
<thead>
<tr>
<th>152 of 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the proposed project result in an economic benefit to the state? If yes, provide a short explanation.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>152 of 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is the proposed project a critical link connecting elements of Oregon’s transportation system that will measurably improve utilization and efficiency of the system? If yes, provide a short explanation.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>152 of 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is the proposed project ready for construction or implementation?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>152 of 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the project have any unique construction-readiness, project implementation issues, or possible delays?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>152 of 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the proposed project have a useful life expectancy that offers maximum benefit to the state? If yes, provide a short explanation.</strong></td>
</tr>
</tbody>
</table>
Insert your ACT’s decisions and comments. Be sure to download, fill out and then upload the conflict of interest form.
Once complete, click the **save** button, then change the status to ACT Review Complete and apply status.