

Aviation System Action Program Fund

COAR GRANT PROGRAM Instructions to Reviewers



Funding Cycle I – 2016



AVIATION SYSTEM ACTION PROGRAM (ASAP) FUNDING APPLICATION INSTRUCTIONS TO REVIEWERS

If you have not already done so, please sign up for the ASAP electronic mailing list by sending an email request with the subject line “ASAP Mailing List Request” to:

ASAP@aviation.state.or.us

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Introduction

Thank you for your participation in evaluating the ASAP Request for Funding Applications.

The purpose of this document is to provide instruction regarding the Critical Oregon Airport Relief (COAR) Program, which is funded through monies in the Aviation System Action Program (ASAP) Fund. The COAR Grant Program is a **funding-program** available to eligible public-use airports in Oregon.

This document will provide instruction on the review and recommendation process to the Oregon Area Commission on Transportation (ACTs) are providing recommendations to the Airport Review Committee (ARC), which will then provide recommendations to the State Aviation Board.

The application review process includes the following steps:

1. APPLICATION SUBMITTAL PERIOD

Submittal Period for Grant Applications: September 12 – October 14, 2016

2. AGENCY STAFF REVIEW

Completeness Review: October 17 – October 21, 2016

3. ACTs COMMITTEE REVIEW

Independent Statutory Considerations Review by the ACTs: October 24 – December 23, 2016

Final Aviation Review Committee Meeting: January 2017*

4. STATE AVIATION BOARD

Final Public Meeting and Selection of projects to fund: February 2017*

*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: AVIATION REVIEW COMMITTEE

2.1 General

OAR 738-124-0035 requires the Area Commissions on Transportation (ACTs) to review and recommend projects to the State Aviation Board for applications received through the Aviation System Action Program (ASAP) Fund.

2.2 Aviation Review Committee Members

The Aviation Review Committee (ARC) is a review committee, comprised of one (1) aviation representative from each Oregon ACT.

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

Oregon ACTs	ACTs Area	ODOT Region
Region 1 ACT	ODOT Region 1, including most of Washington, Hood River, Multnomah and Clackamas counties	Region 1
Northwest Oregon ACT	Clatsop, Tillamook, Columbia and western rural Washington counties	Region 2
Mid-Willamette Valley ACT	Marion, Polk and Yamhill counties	Region 2
Cascades West ACT	Benton, Linn and Lincoln counties	Region 2
Lane County ACT	Lane county	Region 2
South West ACT	Coos, Curry and Douglas counties	Region 3
Rogue Valley ACT	Jackson and Josephine counties	Region 3
Lower John Day ACT	Gilliam, Sherman, Wheeler and Wasco counties	Region 4
Central Oregon ACT	Crook, Deschutes and Jefferson counties	Region 4
South Central Oregon ACT	Klamath and Lake counties	Region 4
North East ACT	Morrow, Baker, Union, Umatilla and Wallowa counties and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR)	Region 5
South East ACT	Grant, Harney and Malheur counties and the Burns Paiute Tribe	Region 5

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 each ACTs aviation representative an electronic application package for each project that the ACTs will review. Applicants may submit multiple applications in a single grant cycle for different projects; however, the combined total of all requests per airport, per grant cycle shall be no more than \$150,000.

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 six statutory considerations. It is the responsibility of each reviewing ACTs member to review project applications and provide comments which support their decisions while considering the benefits of the project, the statutory considerations, their regional priorities and the statutory prioritization (project priorities are outlined in Section 2.5 Final ARC Meeting "*Project Prioritization*").

Conflict of Interest Disclosure

Upon starting the review process, the ACTs aviation representative selected to participate in the Aviation Review Committee (ARC) shall select the appropriate box on the ACTs Statutory Review Form regarding whether there is a conflict of interest and write the conflict of interest in the designated box. Committee 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 financial benefit in the project. All conflict of interest disclosures will be recorded by ODA.

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 OAP. For more information, please follow the link to view Chapter 4 of the Oregon Aviation Plan:

Airport Category	Category Description	Required Match %
Category 1a	Commercial Primary	50%
Category 1b	Other Commercial Non-Primary (less than 10,000 enplanements)	35%
Category 2	Business	25%
Category 3	Regional	10%
Category 4	Community	10%
Category 5	Low Activity	5%

ACTs Statutory Review Form

The ACTs will evaluate projects for airports in their corresponding ACTs area and forward their evaluations and justifications to ODA using the ACTs Statutory Review Form.

The ARC Statutory Review Form requires the reviewing ACTs aviation representatives to evaluate Questions 13 through 15 from the application and select whether they agree, somewhat agree, or disagree whether the project meets the considerations. The committee will also evaluate Questions 16 through 18 from the application and will select the appropriate box on the review form, depending on the applicant's responses.

Comment areas are provided to show your work and note information critical to your evaluation: How you arrived at your score. (See Appendix A1 for the Sample ACTs Statutory Review Form)

Oregon Aviation Plan

The ACTs should use any identified statewide plan such as the current Oregon Aviation Plan to assist with their evaluations and determining where projects strategically address modal needs.

To view the current Oregon Aviation Plan, please visit:

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

Or contact: **Nohemi Ramos at (503) 378-4881**

Project Application Scores

Project applications receive a base score prior to the review by the ACTs. 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 by the ACTs on the 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 will be used to break ties between rankings during the Final Aviation Review Committee Meeting.

Submission Instructions

Save a completed electronic version of the Review Form for each application you evaluate.

Email signed evaluation forms with the subject line “[ACT]_FC1 Evaluation Forms”, **no later than December 23, 2016** to: ASAP@aviation.state.or.us

2.4 ACTs Meetings

Review, Discuss and Recommend Projects

The ACT aviation 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. 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. ODA staff will ensure ACTs meetings, and any revisions or changes, are accurately published on the ODA website. ACTs are responsible for all required public meeting notices (A duplicate notice will be posted on the ODA website).

Meeting Minutes

For each ACT meeting related to ASAP funding, ACTs representatives will record and prepare committee meeting minutes, and secure the committee’s approval of the minutes. Within 5 business days of each meeting, draft meeting minutes will be sent to the ODA staff for posting on the ODA website. Upon approval of the committee, final meeting minutes will be sent to the ODA staff. Final minutes will replace draft minutes posted on the ODA website.

2.5 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 respective ACTs 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.

Meeting minutes will be posted on the ODA website.

The exact dates, time, and locations for the Board meeting will be posted on the Oregon Department of Aviation website once they are available.

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 should 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:

http://www.oregon.gov/aviation/Pages/docs/system_plan/2007_oregon_system_plan_details.aspx

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 Categories

Project applications submitted to ODA will belong to one of five categories:

- Federal Aviation Administration Airport Improvement Program Grant Match;
- Emergency Preparedness and Infrastructure Projects, in accordance with the Oregon Resilience Plan;
- Critical/Essential Services or Equipment;
- Aviation-Related Business Development on Airport; and
- Aviation Development for Local Economic Development

Project Prioritization

Per OL 2015 §7 c.300 (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.

Per OL 2015 §7 c.300 (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).

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

Tie-Breaking

Ties between project rankings within the same category shall be resolved by using the following methods, in respective order.

1. Application scores;
2. Current Oregon Aviation Plan (OAP);
3. National Priority Ratings by the Federal Aviation Administration (FAA), 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*:

http://www.oregon.gov/aviation/docs/system_plan/chapter_5_-_system_analysis_and_recommendations.pdf

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*:

<http://www.faa.gov/documentLibrary/media/Order/order-5100-39A-acip.pdf>

Example of Scoring Differences post ACTs Review:

Project Name	Project Category	Application Score
A	FAA AIP Match	110
B	Emergency Preparedness & Infrastructure Projects	100
C	FAA AIP Grant Match	100
D	Emergency Preparedness & Infrastructure Projects	95
E	Economic Benefit	105

Explanation of Scoring Example

The Aviation Review Committee (ARC) is responsible for ranking the projects within the same category resulting in a single prioritized list of recommended projects for ASAP funding. This list will be presented to the State Aviation Board for their vetting and final approval.

In the above example, Project A and Project C belong to the FAA AIP Grant Match Category; Project B and Project D belong to the Emergency Preparedness & Infrastructure Category; and Project E belongs to the Economic Benefit Category.

In this example, the ARC will follow the statutory prioritization and begin by ranking Projects A and C. The ARC must decide 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 minimum standard deficiencies listed in the current OAP, or refer to the National Priority Ratings by the FAA (if applicable).

If funds are still available after all FAA AIP Match projects have been selected, the ARC will proceed to rank the next priority category of projects (Safety and Infrastructure Development). In this example, the ARC will proceed to rank Projects B and D against each other.

If funds remain available after the first two categories of projects have been selected, the committee will proceed to rank the next priority of projects (Economic Benefit); in this example, the ARC will select Project E.

Final Recommendation Report

The Aviation Review Committee (ARC) will provide the State Aviation Board a Final Recommendation Report prioritizing projects.

SECTION 3: STATE AVIATION BOARD

3.1 General

The State Aviation Board will review the Aviation Review Committee (ARC) Final Recommendation Report prioritizing projects. The Board will vet the list and provide final approval of projects to receive ASAP funding.

3.2 State Aviation Board Members

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

3.3 Board Meeting – Final Project Selection

The Board will hold a public hearing on the recommended project list in February 2017.

The Board will make its project selection decision in February 2017.

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

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, an electronic ARC Final Recommendation Report.

Applicant Presentations

During the Final ASAP Board meeting, 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 testimony.

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 OL 2015 §7 c.300 (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 4: CONTACT INFORMATION

4.1 ODA Program Staff

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

Or you may contact either:

Heather Peck

Planning & Projects Manager

(503) 378-3168

Nohemi Ramos

Fiscal Analyst / Grant Coordinator

(503) 378-4881

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 STATUTORY CONSIDERATION REVIEW FORM
ACTs Statutory Review Form 2016

- ➔ 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](http://www.oregon.gov/ODA/aviation).
- ➔ **Comment areas are provided to note information critical to your evaluation: How you arrived at your decision.**
- ➔ Save a completed electronic version of this document for each application you evaluate.
- ➔ Email completed evaluation forms to ASAP@aviation.state.or.us **no later than December 23, 2016.**

Reviewer Name / ACT: _____

Applicant Name: _____ **Application Number:** _____

Project Name: _____

Section 1:

	Agree	Somewhat Agree	Disagree	Comments
Question 13 - 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Question 14 - Economic Benefit Does the proposed transportation project result in an economic benefit to the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Question 15 - 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2:

Question 16 - Project Funding	0% - 25%	26% - 50%	51% - 75%	76% - 100%
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 17 - Project Readiness*	Project's Readiness to Start (in months)				
	0 - 6	7 - 12	13 - 18	19 - 24	over 24
Is the proposed transportation project ready for construction or ready for implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*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

Question 18 - Life Expectancy	Expected Useful Life (in years)				
	0 - 5	6 - 10	11 - 15	16 - 20	over 20
Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No Conflict of Interest Certification: I do not have any conflict of interest with the proposer submitting this project application. 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.

Comments:

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	<i>ACT Representative reviews and collaborates with other ACT members, Regional Solutions, Chambers of Commerce and other regional stakeholders.</i> <i>ACT Representative reviews projects in region and forwards evaluation justifications to ODA.</i>	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

COAR Grant Process Timeline

2 0 1 6	September
	October
	November
	December
2 0 1 7	January
	February
	March

Submit grant applications to the Department of Aviation

ODA staff review applications for completeness.

ACT Representative collaborates with other ACT members, Regional Solutions, Chambers of Commerce and other regional stakeholders to review applications for projects in their ACT area.

ACT Representative forwards review sheets to ODA.

ACT representatives convene at the Final Review Meeting to form the Aviation Review Committee (ARC). The ARC ranks projects for recommendation to the State Aviation Board.

ODA forwards consolidated list of rankings to Board.

Aviation Board convenes, reviews project list, and may re-rank projects.

Aviation Board approves COAR projects.

ODA publishes approved projects.

ODA and applicant sign IGA.

ODA begins grant administration process.