

Application Instructions
COAR Grant Program
Aviation System Action Program Fund



Funding Cycle II (2017-2018)
September 2017



AVIATION SYSTEM ACTION PROGRAM FUND APPLICATION INSTRUCTIONS FOR COAR GRANTS

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

SECTION 1: APPLICATION FORMS	3
GENERAL INSTRUCTIONS.....	3
GENERAL PROJECT INFORMATION FORM.....	4
PROJECT DOCUMENTATION FORM.....	7
STATEWIDE IMPACT FORM.....	8
BUDGET FORM	11
MISCELLANEOUS UPLOADS AND CERTIFICATION.....	13
SECTION 2: SUBMISSION INSTRUCTIONS	14
SECTION 3: QUESTIONS AND COMMUNICATION	16
SECTION 4: 2017-18 FAA GRANT TIMELINE AND COAR GRANT PROGRAM TIMELINE	17

Application Period Begins: September 1, 2017

Application Period Ends: October 2, 2017

Applications submitted in person or by mail must be received by 5:00 PM on October 2, 2017.

OR

Applications submitted electronically must be received by 11:59 PM on October 2, 2017.



The application materials for download will be a PDF form and must be completed using Adobe Acrobat or Reader. Download the latest version of Adobe Reader:

<https://get.adobe.com/reader/>

SECTION 1: APPLICATION FORMS

(Question by Question Instructions)

GENERAL INSTRUCTIONS

Go to: www.ODAE-Grants.com and submit your log in criteria.

Contact Oregon Department of Aviation (ODA) Program Coordinators if you are not sure what your log in information might be. Consultants should work with airport sponsors.

ODA expects that all applications will be submitted via the e-Grant software however, if you are not able to access a computer, a hard copy of the application material will be provided to you.

No additional pages other than those specifically requested in these instructions will be used for the review process.

Applicants are strongly encouraged to review the Instructions to Reviewers document prior to completing the application. The Instructions to Reviewers provides insight into the application scoring and selection process and may assist applicants with forming appropriate answers to application questions.

Answers to all questions marked with an asterisk are required. Applications that are determined incomplete may not move forward in the review process.

Be concise, to the point, and descriptive with your answers. Reviewers must be able to easily identify what your project does. Failure to clearly answer a question may result in a lower score when reviewed.

Once the application is complete, submit the application to the ODA by following the directions outlined in Section 3 of these instructions.

GENERAL PROJECT INFORMATION FORM

Applicant Information:

Confirm all autofill information is accurate. Contact ODA if there are any discrepancies.

Organization Name: (Autofill) The applicant must provide its "Real and True Name" or "Registered Assumed Business Name". The applicant's organization must be registered with the Oregon Secretary of State's Corporation Division to do business in the State of Oregon by the time the agreement is written.

ODA cannot, by law, enter into a grant agreement with a company that is not registered in the State of Oregon. Registration of a parent corporation in Oregon will not count as registration for a subsidiary corporation if the subsidiary is listed in the application.

For more information about registering with the Oregon Secretary of State, visit:

http://www.filinginoregon.com/pages/business_registry/register/registering.html.

Address, City State and Zip: (Autofill) The Organization's address.

Contact Person: The contact person named here is the primary contact for this project. Other contact people will not be contacted unless the primary contact cannot be reached in an urgent situation.

Contact Person Title: I.E. City Manager.

Phone Number and Email: For the authorized representative.

Project Name: The project name should be brief, and clearly describe the project. The name you provide will be used in summary reports and other published materials.

Project Location: Confirm the location of the project I.E. the airport name.

ODOT Region: (Autofill) Confirm your Oregon Department of Transportation (ODOT) region and Area Commission on Transportation (ACT) for the project. You may not select more than one ODOT region or ACT.

The purpose of this question is to determine where in Oregon grants have been awarded and the total grant amounts distributed to each ODOT region. ODA will likely share the information with the Oregon Legislature.

For a map of the regions, please visit:

<http://www.oregon.gov/ODOT/TD/TP/CO/ConnectOregon%20Region%20Map.pdf>

For more information on the ACTs, please visit:

https://www.oregon.gov/ODOT/COMM/Pages/act_main.aspx#Oregon_ACTs

County Tax parcel identification number(s): Provide county tax parcel information (map and tax lot number).

Select the appropriate category of airport as listed in the current Oregon Aviation Plan (OAP).

To view which category your airport belongs to, please refer to Chapter 4 of the OAP by following the link:

http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf

Airport Name: Provide the name of the airport accountable for the project.

Airport Category: (Autofill) Confirm your category of airport. ODA grant match requirements are based on the airport's category as listed in Chapter 4 of the current Oregon Aviation Plan (OAP)
http://www.oregon.gov/aviation/docs/system_plan/chapter_4_-_airport_functional_roles.pdf

The match requirements are:

Category of Airport	Description	Minimum Match Requirement
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%

NPIAS or Non-NPIAS: (Autofill) Please confirm.

Project Type: Please select one of the following:

Program Implementation: These are projects that are ready for implementation such as construction, or immediate repairs etc.

Program Planning: These are projects that have to do with planning such as master plans, Design and Engineering, ALPs etc.

Program Elements: Purchases of equipment such as tractors or snow removal etc.

Program Study: Resiliency studies, airport boundary studies, etc.

Project Category: Please select one of the following:

Assistance with FAA AIP 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

Airport Development for Local Economic Benefit

Project Start and End Date: Please provide the dates for the project.

Project Summary: Give a brief summary of the project. The summary will be used in summary reports, ODA web pages, and other published materials.

Project Purpose and Description:

Provide a brief description of the proposed project to be funded. The description should include what the project will do or build and who will benefit from it. Describe the public benefits that will result from the project. Describe the aviation asset resulting from the proposed project. This description should be the equivalent of a project scope, defining the efforts needed for construction. Claims of project benefits should cite verifiable sources.

Capital construction projects at airports included in the National Plan of Integrated Airport Systems (NPIAS) must meet current FAA design criteria and grant assurances. Provide details of future maintenance commitments; describe potential for on-airport expansion; and show availability of adequate surface access to the airport.

Descriptions should clearly define what is being constructed (e.g. Project will perform the rehabilitation of 5,300 feet of runway along with associated improvements such as 10,600 feet of underdrain, lighting rewiring, etc.).

Clearly define the proposed project in each of the following areas:

Select “Yes” if the criterion is applicable to your project or will occur as a result of your project.
A narrative section will appear to allow you an opportunity to describe each of these areas and how they successfully fulfill the criteria.

Select “No” if the criterion is not applicable to your project or will not occur as a result of your project.

Does the project eliminate current deficiencies listed in the current Oregon Aviation Plan?

Does the project modernize the airport by exceeding state or federal minimum standards as stated in the current Oregon Aviation Plan and identified by the Federal Aviation Administration Advisory Circulars or other regulations?

Does the project prevent future deficiencies and preserve the existing facilities?

Does the project increase the financial self-sufficiency of the airport?

Does the project have local support?

If you have attached supporting documentation that supports an item on the list, please provide the name or type of document in the designated space. Please use the Miscellaneous Uploads form to upload supporting documentation. If your supporting document is part of a larger document, please only upload the pages relevant to this application.

Examples of supporting documentation can include maps, letters of support from the community, document showing federal funds are available for the project, commitment to providing continuing maintenance for the project, a written “Negative Environmental Declaration” or a FAA Environmental Checklist to confirm there will be no significant environmental impact (for NPIAS airports), Environmental Impact Statement (EIS), etc.

PROJECT DOCUMENTATION FORM

Was the Airport Layout Plan (ALP) Completed within the last 10 years?:

The Airport Layout Plan (ALP) serves as a critical planning tool that depicts both existing facilities and planned development for an airport. Sponsors of airport development carried out at federally obligated airports must accomplish the improvement in accordance with an FAA-approved ALP. Project Documentation

By definition, the ALP is a plan for a specific airport that shows:

- Boundaries and proposed additions to all areas owned or controlled by the sponsor for airport purposes
- The location and nature of existing and proposed airport facilities and structures
- The location on the airport of existing and proposed non-aviation areas and improvements thereon.

Please select Yes, No or Underway and provide associated dates.

Is A NEPA Review Required?:

An Environmental Impact Statement (EIS) is a document, required under the National Environmental Policy Act (NEPA), prepared for projects or decisions (including project funding) by federal agencies, which includes a detailed environmental evaluation of the proposed action and possible alternative actions.

(For more information see: <http://www.epa.gov/compliance/nepa/index.html>)

Unless a required EIS is close to completion, needing one means a project is not construction ready.

Please select Yes or No and select the appropriate NEPA action as required.

Environmental Impact Statement (EIS)

Environmental Assessment (EA)

Mitigate Environmental Assessment (MEA)

Categorical Exclusion (CATEX)

Other

If "Other" is selected, please describe the type of NEPA review i.e. SHPO.

Airport Capacity: Is there existence of airport zoning?

Permits: The table is related to permits required for the project. Consider if you have met all local jurisdictional permits, i.e. building, zoning, planning, utility, facilities, etc. Also consider any airport clearances and other federal, state and/or local requirements. Please identify any additional items as necessary.

Once the fields are filled, save the form and additional fields will appear.

In the table, provide the permit type and the date issued or the date expected to be completed. Select the completion status from the drop-down menu.

If you have submitted for the permit but it has not yet been issued, select "Underway" from the drop-down menu. Select "Don't Know" if the level of completion may be uncertain.

Select the permit required status. Select "Don't Know" if you are uncertain whether the permit is required or not.

STATEWIDE IMPACT FORM

The purpose of these questions is to ascertain how well a project will meet requirements of ORS 367.084 concerning “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.” Success refers to the measurable improvements in use and/or efficiency that each project will achieve once it is “fully operational.” “Fully operational” is when the proposed project is complete and in service.

Select “Yes” or “No” if your project will fulfill the criteria. If yes is selected, in the space provided, explain how the project will satisfy the question. Each applicant is responsible for providing as much detail as possible in the space provided. **Do not skip questions.** If they clearly do not apply, select “No”. Due to the potential variety of eligible projects, ODA anticipates that some applicants will not be able to answer all of these questions.

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.

Identify if the project will serve one or more of Oregon’s “Statewide Business Clusters”. For the purposes of this question, the service provided by the project either should reduce transportation costs for Oregon businesses or improves access to labor.

Oregon’s “Statewide Business Clusters” are identified by the Oregon Business Development Department. Definitions of Oregon “Statewide Business Clusters” (Key Industries) are available at (<http://www.oregonbusinessplan.org/Industry-Clusters/The-Industry-Cluster-Network/>).

Detail if possible, any specific businesses, the number of businesses, and how the project will provide cost savings (e.g. time savings, provision of an alternate route, provides access to a new mode).

Detail, if possible, any specific businesses that will be connected to residential areas and how the project will improve their connection to sources of labor (e.g. traveler time savings, provision of an alternate route, provision of direct access between residential areas and commercial/industrial areas).

You may also describe the demographics or other relevant characteristics of the residential areas that gain new or improved access to jobs as a result of this project. Explain if these areas are low income, disadvantaged or other significant characteristics.

Does the proposed project result in an economic benefit to the state? If yes, provide a short explanation.

Consider the following in your responses to these questions. According to the Federal Highway Administration, “Some measures of economic growth and quality of life include things such as:

- Number of jobs created;
- Number of business establishments created;
- Overall increases in gross domestic product or gross regional product; and,
- Increases in property values or tax bases.

Describe if the project will result in businesses being able to stay in Oregon by retaining long-term jobs, or locate/expand in Oregon by adding long-term jobs. Identify the businesses that will be able to stay in Oregon or locate/expand in Oregon as a direct result of the project.

Indicate the amount of private investment that would be made if and only if the project is implemented. You may include letters of commitment detailing the number of long-term jobs or the amount of additional private investment the project would generate. Commitment letters from businesses or organizations must state their intention to operate in Oregon and their intentions regarding job creation and private investment plans over a specified period. In the explanation box, limit the discussion of economic benefit to the project's impact on the state's ability to attract or retain business or industry.

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.

Describe how the project creates a new transportation connection or if it improves an existing connection. Indicate if the project links multiple modes of transportation. Indicate if the project improves or creates links to a transportation network outside Oregon.

Detail the international or interstate destination or source.

Explain any benefits to Oregon's economy.

Explain how this project improves or creates linkages to markets outside Oregon.

Describe what the measurement of success is for the project and include the calculation methodology for determining the projected success rate. Cite industry accepted standards to justify the answer.

The measurement of success for the project should be a quantifiable expression of the amount, cost, or result of the project that indicates how much, how well, and at what level, products or services are provided during a given time period. Measures should focus on the utilization and/or efficiency of the project.

Grant recipients may be required to supply ODA with a report regarding these measures within 6-12 months following project completion. ODA will likely share the information obtained with the Oregon Legislature. Applicants should carefully consider these measures used in this section to ensure an ability to accurately report in the future.

Measures of success may include, but are not limited to:

- Flow Rates
- Capacity Measures
- Safety Measures
- Financial Returns
- Measures of Customer Satisfaction
- Measures of Public Benefit

Depending on the scope of a project, multiple measures may be identified.

- a. Indicate the current level of success as defined above.
- b. Indicate the expected level of success once the project is fully operational.

Example:

Measurement: Daily aircraft operations

Current level: 4,000

Expected level: 8,000

Is the proposed project ready for construction or implementation?

At its August 2015, the Oregon Transportation Commission provided the following definition for project construction readiness:

Whether a Project is ready to begin elements of work necessary to commence with construction in a reasonable timeframe, or if the Project does not involve construction, whether the Project is ready for implementation. The following considerations, in addition to others, may be used by staff when scoring project readiness:

- Applicant responses;
- Permitting;
- Match financing;
- Plan inclusion, where necessary;
- Land use approval;
- Applicant capacity;
- Unique construction-readiness, project implementation issues, or other possible delays

Does the project have any unique construction-readiness, project implementation issues, or possible delays?

Provide any additional detail regarding construction readiness or implementation issues. Indicate the level of risk involved with meeting the provided schedule.

Explain the level of level of risk with the project schedule (i.e. high risk, medium risk, or low risk) and describe the reason regarding the level of risk. Discuss the length of any required permitting processes, property acquisition, or other parts of the project schedule that are subject to a high level of uncertainty.

Does the proposed project have a useful life expectancy that offers maximum benefit to the state? If yes, provide a short explanation.

Please provide the project's useful life in years.

Useful life pertains to the main element of the project. Explain how this figure was calculated and cite documents that explain useful life. These documents may include industry standards, previously documented projects, research papers, etc. In some cases, a project may have a documented useful life that is different from the common actual life. For instance, airfield lighting and signage may have FAA designated useful life of 10 years; however, due to exceptional maintenance and other conditions, the historical useful life has been 20 years. Applicants should document this difference and explain. Review the Sample Draft Agreement to ensure the project design will be able to meet the contractual useful life.

For non-construction projects such as planning, studies or purchases of equipment, please identify how this project will aid in providing sustainability of the airport, and provide the useful life of the end product. Example: Phase I project (environmental and engineering) will prepare the runway for Phase II (paving), which will have a life expectancy of 20 years.

BUDGET FORM

Is the project currently listed in your approved Federal CIP?:

If “Yes” is selected (Please note, percentages will auto-calculate upon saving the form. If you adjust any of the numbers, please save so that the form can recalculate totals and percentages):

Federally Funded Projects *		
FAA Funding Breakdown		
Federally Funded Projects	\$1,800,000.00	90 % A
FAA AIP Grant Match Requirement from Sponsor	\$200,000.00	10 % B
Total Project Cost	\$2,000,000.00	100 % C
Project Funding Breakdown		
Provide the funding source and the amount of funding from that source.		
		Percent of Project Cost
Minimum Program Match Requirement:		10%
Source of Match Funds *		
	Amount	Date Available
FAA grant funds	\$1,800,000.00	
Sponsor Funds Less ODA Grant Request	\$50,000.00	
Total Match Funds:	\$1,850,000.00	
Aviation Project Funding Request to ODA *		
Amount requested from ODA:	\$150,000.00	
Project Budget Summary		
Total applicant matching funds:	\$1,850,000.00	
Funding request to ODA:	\$150,000.00	
Total Project Cost:	\$2,000,000.00	

- A.** Enter the amount of your FAA AIP Grant.
- B.** Enter your FAA AIP Grant Match Requirement.
- C.** Total Project Cost is auto-calculated based on your response in **A** and **B**.
*Please save the form **before** continuing onto the next table if you adjusted the numbers in A through C. This will allow the form to recalculate the total project cost and associated percentages.*
- D.** Re-enter your response to **A**.
- E.** Indicate all sponsor funds less the ODA grant request. (**G-D=E**)
- F.** Auto-calculated. Will indicate the percentage funded from **D+E**. *Percentage will calculate after the form is saved.*
- G.** Enter the amount you are requesting from ODA. (**C-F=G**)
- H.** Auto-calculated. Total applicant matching funds = **F**
- I.** Auto-calculated. Funding request to ODA = **G**
- J.** Auto-calculated. Total Project Cost = **F+G**. *Total should equal the total project cost above the Project Funding Breakdown table.*

If “No” is selected (Please note, percentages will auto-calculate upon saving the form. If you adjust any of the numbers, please save so that the form can recalculate totals and percentages):

Non-Federally Funded Projects *		
Total Project Cost	<input type="text" value="\$200,000.00"/>	A
Project Funding Breakdown		
Provide the funding source and the amount of funding from that source.		
		Percent of Project Cost
Minimum Program Match Requirement:		10%
Source of Match Funds *	Amount	Date Available
FAA grant funds		
Sponsor Funds Less ODA Grant Request	\$50,000.00	
Total Match Funds:	\$50,000.00	25 %
Aviation Project Funding Request to ODA *		
Amount requested from ODA:	\$150,000.00	75 %
Project Budget Summary		
Total applicant matching funds:	\$50,000.00	25 %
Funding request to ODA:	\$150,000.00	75 %
Total Project Cost:	\$200,000.00	100 %

- A. Enter the Total Project Cost
- B. Enter “0” for FAA Grant Funds, which refers to funds from the FAA AIP Grant program.
- C. Enter the sponsor funds. This may be from multiple sources for example city funds, donations, FEMA dollars, etc.
- D. Auto-calculated. Will indicate the total match funds percentage. *Percentage will calculate after the form is saved.*
- E. Enter the amount you are requesting from ODA. **(A-C)**
- F. Auto-calculated. Total applicant matching funds = **D**
- G. Auto-calculated. Funding request to ODA = **E**
- H. Auto-calculated. Total project cost = **D+E**

Pre-Agreement Expenditures: Has the project incurred any expenditures prior to the completion of this agreement, if awarded? If yes, explain.

In accordance with OAR 738-124-0045(3)(b) “Only project costs incurred on or after the effective date of the Agreement are eligible for grant funds.”

MISCELLANEOUS UPLOADS AND CERTIFICATION

The Miscellaneous uploads is where you will upload documents supporting your descriptions of project elements. Please think of a naming convention that makes sense and allows for reviewers to easily identify the information. I.E. The application number (Assigned by the system) then attachment 1 or exhibit 1.

When you submit the application the following certification will appear:

By selecting "**I AGREE**", I certify that the applicant organization supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Aviation System Action Program funds. I further certify that matching funds are available or will be available for the proposed project. I understand the all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project. I certify that I have read the [Sample Draft Agreement](#) and will sign the Agreement if selected. For your convenience, please generate the [Application Checklist](#) and review to ensure completeness of your application.

SECTION 2: SUBMISSION INSTRUCTIONS

Applicants are strongly encouraged to submit applications through e-Grants.

Applications and all supporting materials must be received by **11:59 p.m. on Monday, October 2, 2017 if submitted electronically.** Applications and all supporting materials must be received by **5:00 p.m. on Monday, October 2, 2017 if submitted by mail or in person.** Late and incomplete applications will not be accepted. Use one of the following methods to submit your application.

Electronic Submission via e-Grants:

When submitting the system will ensure you have completed the application and fulfilled all of the required data inputs. Errors must be corrected prior to submitting the application.

To submit the application, select “**Submit Application**” under the Status Changes link.

You may check on the status of your application by selecting “Status History” under the Management Tools link, or by clicking the Details link under the Menu page of your application:



The screenshot shows a navigation menu with links: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. Below the menu is a 'Back' button and a 'Document Information' section with the ID 'COAR-2016-NRML-00101'. A 'Details' link is highlighted with a red arrow. Below this is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	COAR Application	Oregon - Aviation Testing Org (Grantee)	Authorized Representative	Internal Review	11/01/2016 - 11/01/2016 11/01/2017 12:00PM PDT

A red arrow points to the 'Details' link, and another red arrow points to the 'Internal Review' status in the table.

Hard Copy Scanned Electronic Submission via E-mail:

Applications (including all supporting materials) smaller than 10 megabytes may be submitted via e-mail.

All submissions must contain signatures where instructed. Save the application with the following name format: **[FAA Airport Identifier]_[Project Name]**

Attach the application and all supporting materials to an e-mail addressed to **ASAP@aviation.state.or.us** Include in the e-mail body a contact name and phone number and a listing of the attachments. The subject line should be in the following format: **COAR Application_[FAA Airport Identifier]_[Project Name]**

Do not send more than one (1) e-mail for each application. If the combined file size of your application and support materials is larger than 10 megabytes, please submit electronically via the FTP site or submit a hard copy via postal mail or in person. For assistance with the FTP site, please contact the ODA Program Coordinators.

Hard Copy Submission via Postal Mail or In Person:

Applications and all supporting materials may be submitted in person or via postal mail. All hard copy submissions must be signed where appropriate. **Hard copy submissions must be received by ODA no later than 5:00 p.m. on October 2, 2017.** Postmarks and late applications will not be accepted.

Submit hardcopy applications to:

Oregon Department of Aviation
3040 25th Street SE
Salem OR 97302-1125
Attn: ASAP - COAR Program

SECTION 3: QUESTIONS AND COMMUNICATION

Email Notice List:

All applicants and interested parties should submit a request to be added to the Email Notice List by sending an email request with the subject line “ASAP Mailing List Request” to: ASAP@aviation.state.or.us

ODA will use this Email Notice List to update applicants and interested parties with notices, information, and any program and application updates. Applicants will also receive notifications sent to the inbox in e-Grants.

Website:

Interested parties can check the ODA website:

http://www.oregon.gov/aviation/Pages/Aviation_System_Action_Program.aspx

Questions:

All questions should be emailed with the subject line “ASAP Questions” to: ASAP@aviation.state.or.us

Individual questions will be answered via email and then the answer will be posted on the ODA website under the program’s Frequently Asked Questions (FAQs) for the benefit of all other applicants.

ODA will provide as much assistance as possible. General help will continue to be posted on the website.

Public Records Note:

Basic information on all projects under consideration will be posted on the ODA website.

All information submitted may be posted on the website. Applicants may request confidentiality protection of matters that the law allows a state agency to protect. For assistance see ORS 367.800 to 367.826, the Public Records law; ORS 192.410 to 192.505, the Uniform Trade Secrets Act; ORS 646.461 to 646.475.

Additional Information:

For additional information including a copy of statutes, administrative rules, and Frequently Asked Questions, and more please refer to the ODA website.

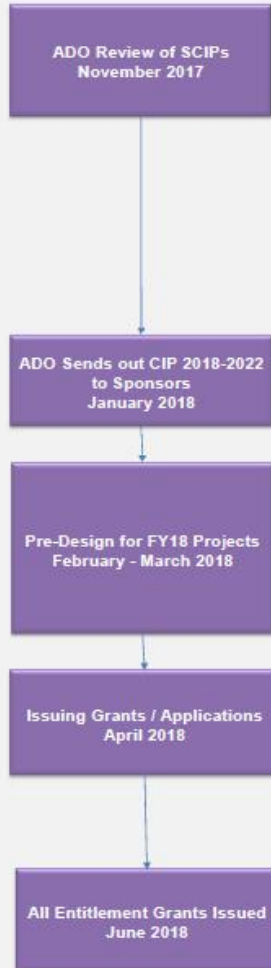
Schedule:

The Grant Program schedule including the timing of the above steps is posted on the ODA website.

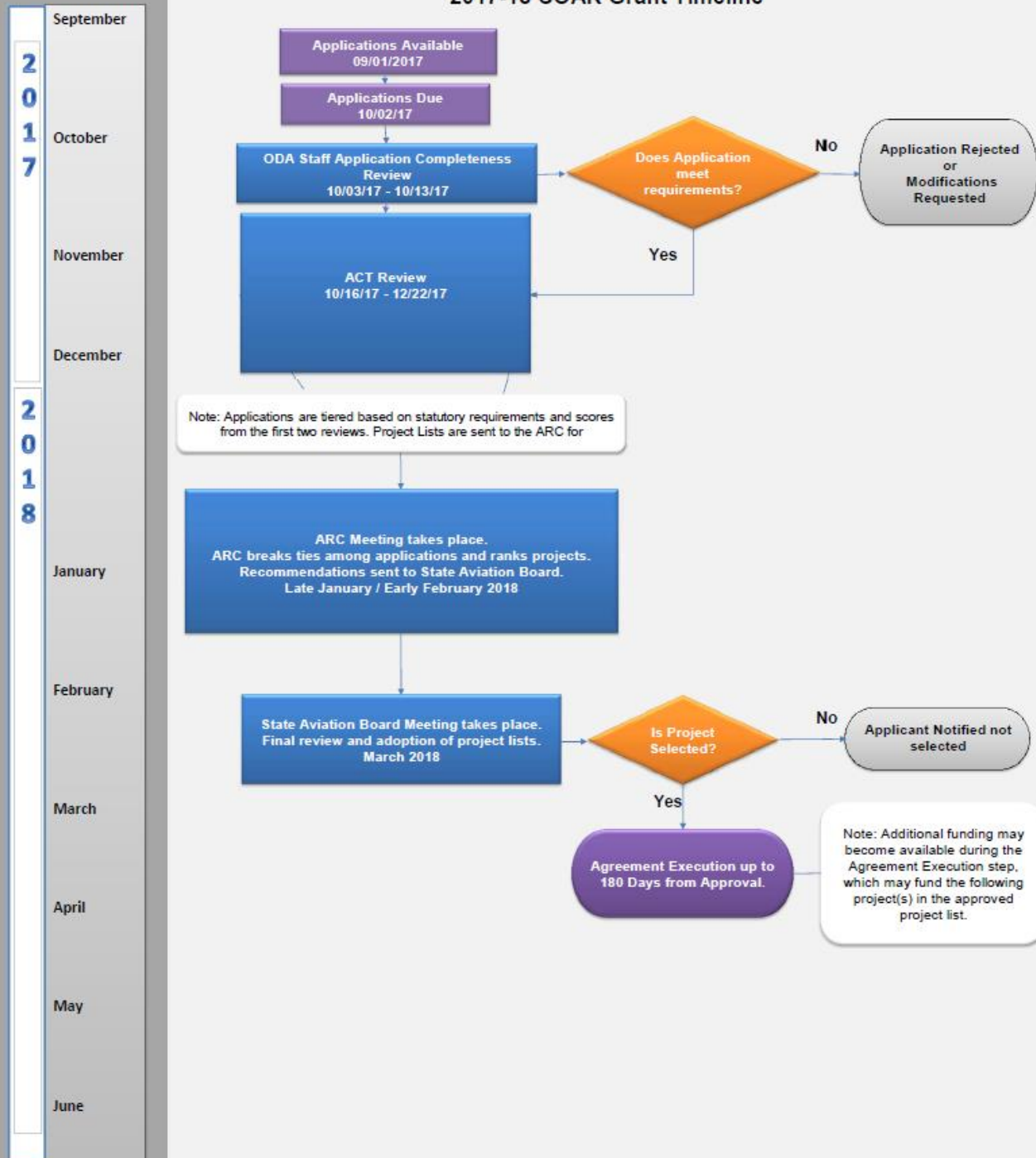
SECTION 4: 2017-18 FAA GRANT TIMELINE AND COAR GRANT PROGRAM TIMELINE

-----this page intentionally left blank -----

2017-18 FAA Grant Timeline



2017-18 COAR Grant Timeline



Instructions to Reviewers
COAR GRANT PROGRAM

Aviation System Action Program Fund



Funding Cycle II (2017-2018)



AVIATION SYSTEM ACTION PROGRAM FUND INSTRUCTIONS TO REVIEWERS FOR 2017-18 COAR GRANTS

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

Table of Contents

Introduction	3
SECTION 1: AGENCY STAFF REVIEW	4
1.1 Completeness Review	4
SECTION 2: AREA COMMISSIONS ON TRANSPORTATION	5
2.1 General	5
2.2 Area Commissions on Transportation regions	5
2.3 Statutory Review	5
2.4 ACTs Meetings	10
SECTION 3: AVIATION REVIEW COMMITTEE	11
3.1 General	11
3.2 Final ARC Meeting	11
SECTION 4: STATE AVIATION BOARD	14
4.1 General	14
4.2 State Aviation Board Members	14
4.3 Board Meeting – Final Project Selection	14
SECTION 5: CONTACT INFORMATION	16
5.1 ODA Program Staff	15
Appendices	17
A-1 Sample ACT Statutory Review Form	18
A-2 Procedure - COAR Grant Procedures	19
A-3 COAR Grant Timeline	21
A-4 Step-by-Step Guide to e-Grants for ACT Reviewers	22

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

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 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

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%

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

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 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 1:

	Agree	Somewhat Agree	Disagree	Comments
<p>Reduced Transportation Costs or Improved Access to Jobs</p> <ul style="list-style-type: none"> Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div style="text-align: right;">   </div> <hr/> <div style="text-align: right;">0 of 200</div>
<p>Economic Benefit</p> <ul style="list-style-type: none"> Does the proposed transportation project result in an economic benefit to the state? 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div style="text-align: right;">   </div> <hr/> <div style="text-align: right;">0 of 200</div>
<p>Critical Link</p> <ul style="list-style-type: none"> 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="radio"/>	<input type="radio"/>	<input type="radio"/>	<div style="text-align: right;">   </div> <hr/> <div style="text-align: right;">0 of 200</div>

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.

Section 2:

Project Funding	0%-25%	26%-50%	51%-75%	76%-100%
<ul style="list-style-type: none"> How much of the cost of the proposed transportation project can be borne by the applicant for the grant? 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Project Readiness*	Project's Readiness to Start (in months)				
	0-6	7-12	13-18	19-24	over 24
<ul style="list-style-type: none"> Is the proposed transportation project ready for construction or ready for implementation? 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*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.**

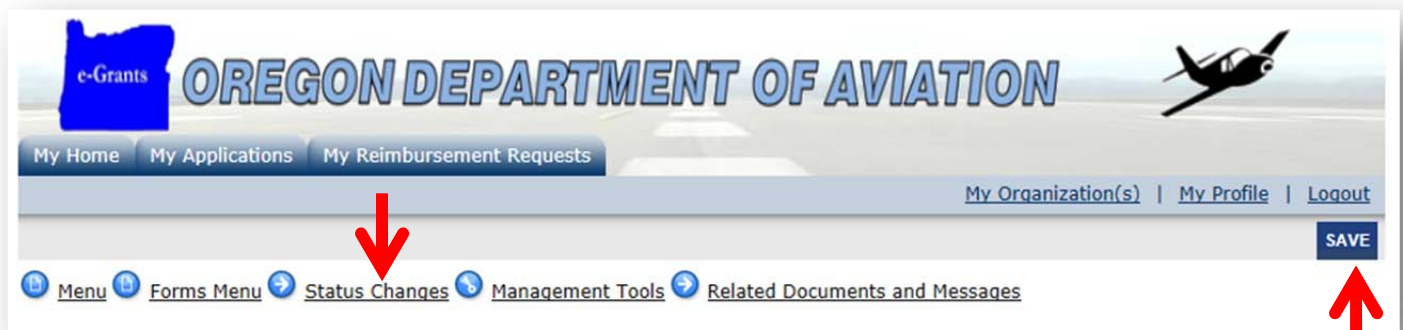
Review members may use the following information, plus other knowledge when determining project readiness: Permitting, match financing, plan inclusion where necessary, land use approval, applicant capacity

Life Expectancy	Expected Useful Life (in years)				
	0-5	6-10	11-15	16-20	over 20
<ul style="list-style-type: none"> Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State? 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 minutes 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:

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 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:

- 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.

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*:

[http://www.oregon.gov/aviation/docs/system_plan/chapter_5 - system analysis and recommendations.pdf](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:

Project Name	Project Priority and category	Application Score
A	Priority I - FAA AIP Match	110
B	Priority II - Emergency Preparedness & Infrastructure Project	100
C	Priority I - FAA AIP Grant Match	100
D	Priority II - Emergency Preparedness & Infrastructure Project	95
E	Priority III - Economic Benefit	105

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

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](http://www.oregon.gov/ODA).
- ➔ 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: _____

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:

	0% - 25%	26% - 50%	51% - 75%	76% - 100%
Question 16 - Project Funding 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"/>

	Project's Readiness to Start (in months)				
	0 - 6	7 - 12	13 - 18	19 - 24	over 24
Question 17 - Project Readiness* 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

	Expected Useful Life (in years)				
	0 - 5	6 - 10	11 - 15	16 - 20	over 20
Question 18 - Life Expectancy 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"/>

A-2 COAR Grant Procedures

PROCEDURE

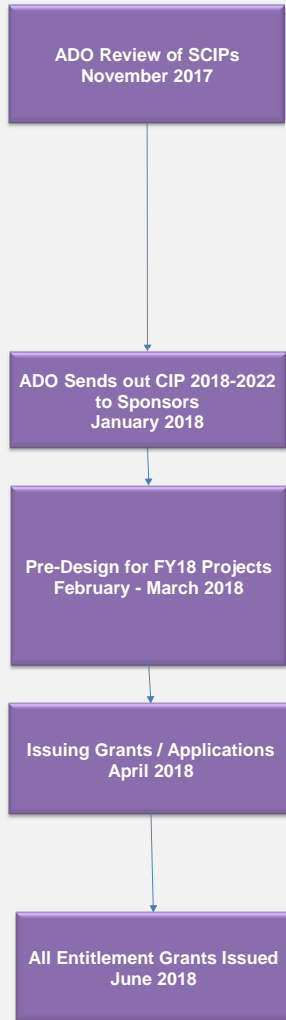
A. ASAP COAR Grant process

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

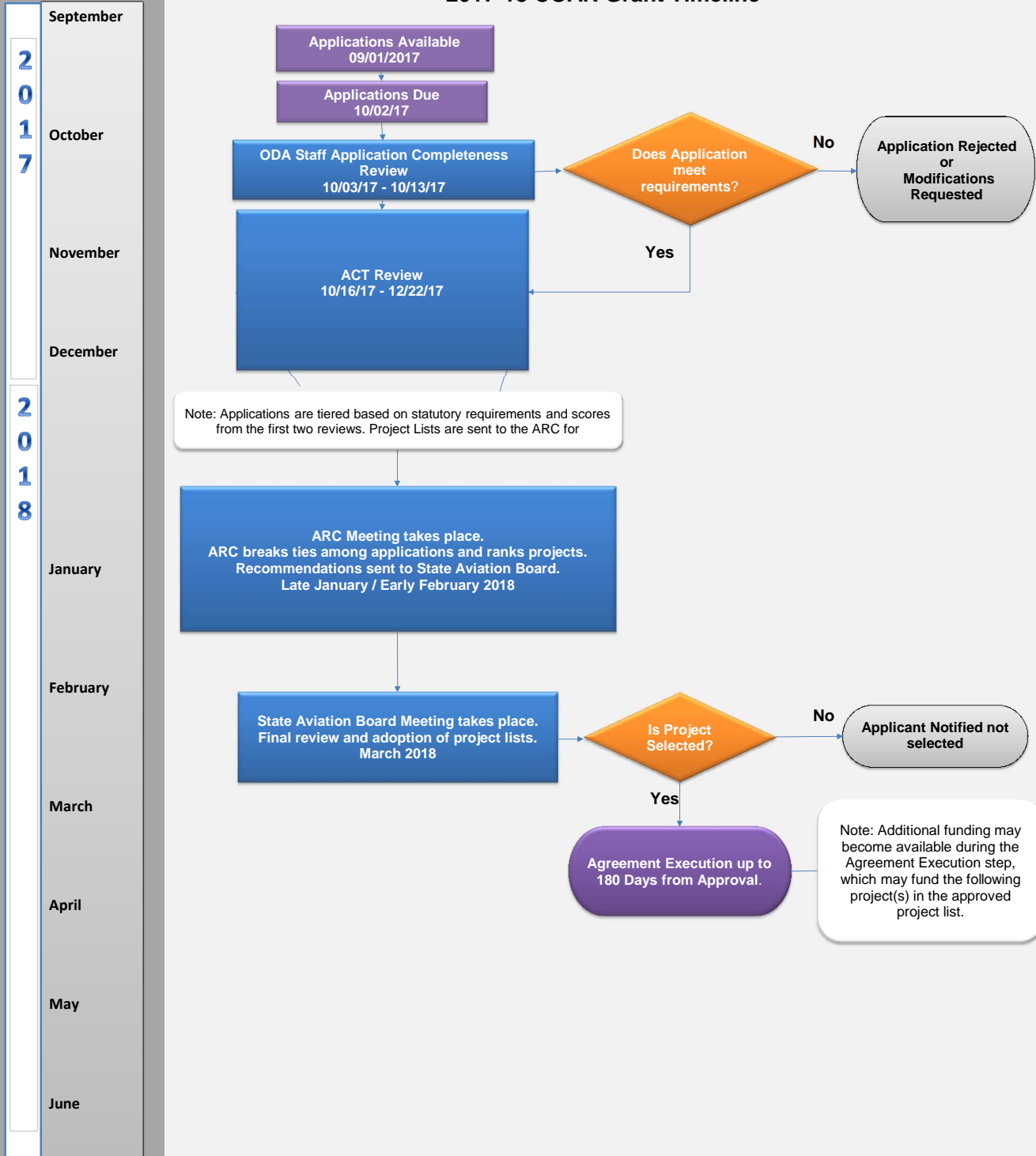
<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>	<u>DATE</u>
ODA	1	Announce grant cycle and method of application Direct grant application process	Ongoing
Applicant	2	Submit Grant application to Oregon	09/1/17 – 10/2/17
ODA	3	Creates Agreement. Submits to department of Justice (creates template for future use).	09/2017
Department of Justice	4	Approves agreement template	09/2017 - TBD
ODA	5	Staff reviews applications for completeness	10/3/17 – 10/13/17
ODA	6	Send applications to designated ACT Representative	10/16/2017
ACTs	7	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.	10/16/17 – 12/22/17
ODA	8	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.	12/23/17 – 12/30/17

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>	<u>DATE</u>
Aviation Review Committee	9	ARC ranks and prioritizes projects for recommendation to the Aviation Board.	1/2018 – 2/2018
Aviation Board	10	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	03/2018
ODA	11	Publishes approved projects	03/2018
ODA and Applicant	12	Signs grant agreement. ODA Administers grants to selected recipients	03/2018 – 04/2018
Grant Recipient	13	Completes project as required in the agreement. Provides monthly progress reports.	TBD in the agreement
ODA	14	Monitors applicant performance and administers drawdown of grants.	Monthly
Grant Recipient	15	Sends final report with attached economic impact report	Upon Project Completion

2017-18 FAA Grant Timeline



2017-18 COAR Grant Timeline



Appendix A-4: Step-by-Step Guide to e-Grants for ACT Reviewer

s Log in screen: You will find the log in screen at www.ODA-eGrants.com



The screenshot shows the login interface for the Oregon Department of Aviation's e-Grants system. At the top, there is a header with the "e-Grants" logo, the text "OREGON DEPARTMENT OF AVIATION", and an image of an airplane. Below the header are two navigation buttons: "System Login" and "Portal Home". The main content area features a large "Welcome to e-Grants!" heading, followed by a welcome message and a link to the official website. On the right side, there is a "Login" box containing fields for "Username" (with the value "ODAActAviationRe") and "Password" (masked with dots), a "LOGIN" button, and a "Forgot Password?" link.

Welcome to e-Grants!

Welcome to the Oregon Department of Aviation Online Grants Management System!

To visit our official website click the following link: <http://www.oregon.gov/aviation>

Login

Username

Password

LOGIN

[Forgot Password?](#)

Click on My tasks to see the applications for your ACT.




OREGON DEPARTMENT OF AVIATION



[My Home](#) | [My Applications](#) | [My Reimbursement Requests](#)

[My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)



Welcome ODA
ACT Aviation Representative
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello ODA, please choose an option below.



My Inbox

You have **3** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)



My Tasks

You have **1** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)



 [Top of the Page](#)

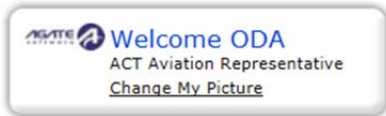
Powered by IntelliGrants™

© Copyright 2000-2017 Agate Software, Inc.

Click the Application Name to access the application materials.



The header features the Oregon Department of Aviation logo on the left, the text "OREGON DEPARTMENT OF AVIATION" in large blue letters in the center, and an image of an airplane on the right. Below the logo is a navigation bar with "My Home", "My Applications", and "My Reimbursement Requests". On the right side of the header, there are links for "My Organization(s)", "My Profile", and "Logout", along with a "SHOW HELP" button.



A welcome message box with the ACT logo and the text "Welcome ODA", "ACT Aviation Representative", and a link for "Change My Picture".

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello ODA, please choose an option below.

My Inbox

You have 3 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks

Export Results to Sort by:



Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Applications	Oregon - Aviation Testing Org (Grantee)	COAR-2016-NRML-00092	ACT Review	3/23/2017	11/1/2017

[CLOSE MY TASKS](#)

Review each of the Pages with in the application.

[My Home](#) | [My Applications](#) | [My Reimbursement Requests](#)

[My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

- [Menu](#)
- [Forms Menu](#)
- [Status Changes](#)
- [Management Tools](#)
- [Related Documents and Messages](#)

[Back](#)

COAR Application Menu - Forms

Please complete all required forms below.

Document Information: [COAR-2016-NRML-00092](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	General Project Information		ODAAuthorized Representative	3/23/2017 11:26:35 AM
	Project Documentation		ODAAuthorized Representative	3/23/2017 11:27:44 AM
	Statewide Impact		ODAAuthorized Representative	3/23/2017 11:28:20 AM
	Budget		ODAAuthorized Representative	3/23/2017 11:31:26 AM
	Miscellaneous Uploads		ODAAuthorized Representative	3/23/2017 11:32:20 AM
Review Forms				
	Area Commission on Transportation (ACT) Statutory Review Form		ODA Sysadmin	3/29/2017 9:56:54 AM
PDF Documents				

Access the forms via the forms menu, or the landing page.

OREGON DEPARTMENT OF AVIATION

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

SHOW HELP

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Forms Menu

- Application Forms
 - General Project Information
 - Project Documentation
 - Statewide Impact
 - Budget
 - Miscellaneous Uploads
- Review Forms
 - Area Commission on Transportation (ACT) Statutory Review Form
- PDF Documents

	Note	Created By	Last Modified By
General Project Information		ODAAuthorized Representative	3/23/2017 11:26:35 AM
Project Documentation		ODAAuthorized Representative	3/23/2017 11:27:44 AM
Statewide Impact		ODAAuthorized Representative	3/23/2017 11:27:44 AM

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.**
- Complete, save, and submit one review form for each application.
- Required fields are marked with a red asterisk (*)

Applicant Name: Oregon - Aviation Testing Org (Grantee)	Application Number: COAR-2016-NRML-00092
Project Name Construction	Airport Name Airport
Reviewer Name *	ACT Cascades West ACT

Please generate and complete the [Conflict of Interest Form](#), and upload in the provided field below. *

Browse...

Section 1:

	Agree	Somewhat Agree	Disagree	Comments
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="radio"/>	<input type="radio"/>	<input type="radio"/>	0 of 200
Economic Benefit • Does the proposed transportation project result in an economic benefit to the state?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0 of 200
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="radio"/>	<input type="radio"/>	<input type="radio"/>	0 of 200

Section 2:

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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*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

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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. * Yes No

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

152 of 1000

- Does the proposed project result in an economic benefit to the state? If yes, provide a short explanation. * Yes No

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

152 of 1000

- 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. * Yes No

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

152 of 1000

- Is the proposed project ready for construction or implementation? * Yes No

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

152 of 1000

- Does the project have any unique construction-readiness, project implementation issues, or possible delays? * Yes No

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

152 of 1000

- Does the proposed project have a useful life expectancy that offers maximum benefit to the state? If yes, provide a short explanation. * Yes No

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

152 of 1000

Insert your ACT's decisions and comments. Be sure to download, fill out and then upload the conflict of interest 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.**
- Complete, save, and submit one review form for each application.
- Required fields are marked with a red asterisk (*)

Applicant Name: <input type="text" value="Oregon - Aviation Testing Org (Grantee)"/>	Application Number: <input type="text" value="COAR-2016-NRML-00092"/>
Project Name <input type="text" value="Construction"/>	Airport Name <input type="text" value="Airport"/>
Reviewer Name * <input type="text" value="J.B. Weld"/>	ACT <input type="text" value="Cascades West ACT"/>

Please generate and complete the [Conflict of Interest Form](#), and upload in the provided field below. *

DELETE

Section 1:

	Agree	Somewhat Agree	Disagree	Comments
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="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test 75 of 200
Economic Benefit • Does the proposed transportation project result in an economic benefit to the state?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test 75 of 200
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="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test 75 of 200

Section 2:

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?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

*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

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="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Once complete, click the **save** button, then change the status to ACT Review Complete and apply status.

e-Grants **OREGON DEPARTMENT OF AVIATION**

My Home | My Applications | My Reimbursement Requests

My Organization(s) | My Profile | Logout

SAVE | PRINT VERSION | ADD NOTE

Menu | Forms Menu | **Status Changes** | Management Tools | Related Documents and Messages

Page Information
The information has been saved.

Back
Document Information: COAR-2016-NRML-00092
[Details](#)

You are here: > Application

AREA COMMISSION ON

EW FORM

Instructions:

- Please read the [Instructions for Applicants](#)
- **Comment areas are provided** for you to provide input.
- Complete, save, and submit the application.
- Required fields are marked with a red asterisk (*)

How you arrived at your decision.

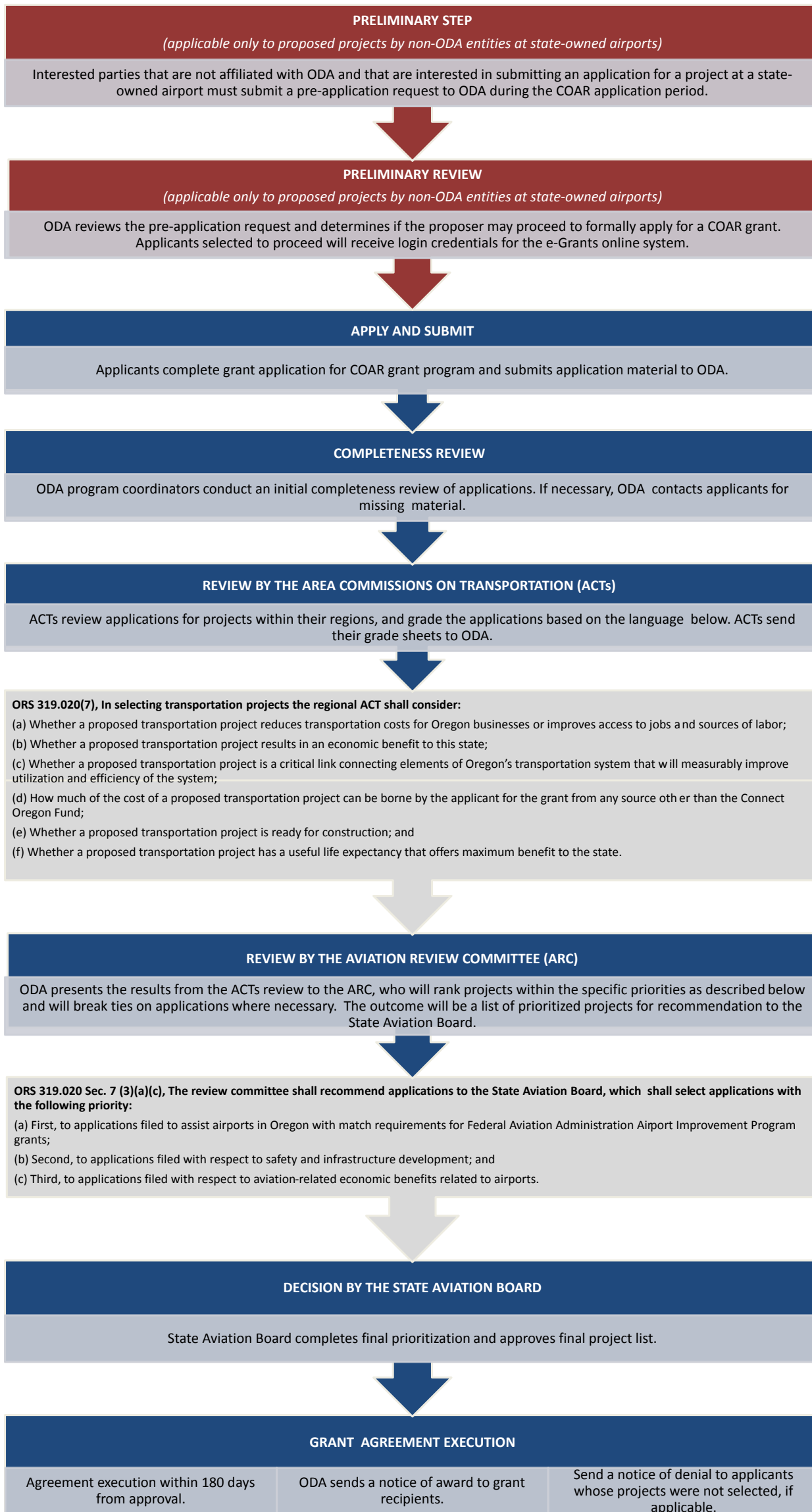
Applicant Name:
Oregon - Aviation Testing Org (Grantee)

Project Name
Construction

Application Number:
COAR-2016-NRML-00092

Airport Name
Airport

COAR Grant Application and Review Process





COAR Grant Application Checklist

Applicants must submit a completed application in order to be considered for a grant. Incomplete applications will not move forward in the review process. Applications that do not contain answers for all applicable questions will be scored accordingly. The Application Checklist has been provided to assist applicants with providing key attachments. Carefully review your application utilizing the following checklist prior to submission to ODA.

Reviewed the following material:

- Instructions
- Sample agreement

Completed the following:

- General Project Information form
- Project Documentation form
- Statewide Impact form
- Budget form

Attached the following supporting documentation (if applicable):

- Letters of support
- Federal Capital Improvement Plan (applicable only to federally funded projects)
- Evidence of matching funds (i.e. grant letter or notice from the FAA, copy of approved budget, etc.)
- Miscellaneous attachments