Instructions to Reviewers
COAR GRANT PROGRAM
Aviation System Action Program Fund

Funding Cycle IV (2019-2020)

AVIATION SYSTEM ACTION PROGRAM FUND
INSTRUCTIONS TO REVIEWERS FOR 2019-20 COAR GRANTS

Table of Contents

Introduction

Thank you for your participation in evaluating the 2019-20 COAR Grant Applications.

The purpose of this document is to provide instructional guidance on the review and recommendation processes required by agency staff, 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. COAR 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 30 – October 18, 2019

2. **AGENCY STAFF REVIEW**
   Completeness Review: October 21 – November 1, 2019

3. **AVIATION REVIEW COMMITTEE**
   Statutory Considerations Review by the ARC members: November 4 – December 30, 2019
   Aviation Review Committee Meeting: January/February 2020*

4. **STATE AVIATION BOARD**
   Final Public Meeting and Selection of projects to fund: February/March 2020*

*The exact dates, time, and locations of public meetings will be posted on the Oregon Department of Aviation (ODA) 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 about the State Aviation Board, please visit: https://www.oregon.gov/aviation/AVB/Pages/AVB.aspx

SECTION 1: AGENCY STAFF REVIEW

1.1 Completeness Review:

Applications will be screened by internal 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 or requires modifications.

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 (ARC)

2.1 General

ORS 319.020 Sec. 7 (3) The State Aviation Board shall establish a review committee composed of one member from each of the area commissions on transportation chartered by the Oregon Transportation Commission.

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 ARC member to review project applications and provide comments which support their decisions while considering the benefits of the project and the statutory considerations.

ODA staff will provide the ARC members each an electronic application package for each project that they will evaluate. The ARC member will complete their evaluations and submit to ODA by December 30, 2019.

Please direct all questions to ASAP@aviation.state.or.us or contact ODA Program Coordinators.

2.2 Area Commissions on Transportation

2.2.1 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/Programs/TDD%20Documents/ConnectOregon-Regions-Map.pdf

2.2.2 Review, Discuss and Comment on Projects
ARC members may collaborate with other members of their ACTs to complete the evaluation.

ARC members may present information regarding projects, the condition of the state's transportation network, or other relevant information to their whole ACT.

2.3 Statutory Review

2.3.1 Conflict of Interest Disclosure

Upon starting the review process, the ARC 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.

During deliberation on projects, airport managers or staff to airports shall not vote on tie-breaking of their project in the ARC discussion. This does not preclude them from voting on the overall slate of projects.

2.3.2 Statutory Considerations

The ARC must take into consideration the following Statutory Considerations, as per ORS 367.084(6):

- Whether a proposed transportation project reduces transportation costs for Oregon businesses or improves access to jobs and sources of labor.
- Whether a proposed transportation project results in an economic benefit to this state.
- 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.
- 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.
- Whether a proposed transportation project is ready for construction.
- Whether a proposed transportation project has a useful life expectancy that offers maximum benefit to the state.
- Whether a proposed transportation project is located near operations conducted for mining aggregate or

processing aggregate as described in ORS 215.213 (Uses permitted in exclusive farm use zones in counties that adopted marginal land system prior to 1993) (2)(d) or 215.283 (Uses permitted in exclusive farm use zones in nonmarginal land counties) (2)(b).

2.3.2(a) Meets, Somewhat Meets or Does not meet the consideration.

Based on the application materials, ARC members are to 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.

For each applicable criterion, the ARC will rate whether the proposed project "Meets," "Somewhat Meets" or "Does not Meet" the criterion.   For purposes of this process, those terms have the following meanings:

(A) "Meets" means that the Applicant explained in a thorough and specific manner how the project meets the criterion and provided thorough evidence, including specific facts, specific examples, reliable figures, or detailed citations to supporting attachments to the application to support the Applicant's explanation.

(B) "Somewhat Meets" means that the Applicant provided a general, superficial or non-specific explanation how the project meets the criterion or provided only limited or incomplete   supporting evidence to support the Applicant's explanation.

(C) "Does Not Meet"   means that either:

(i) The Applicant reported that the project did not meet the criterion; or

(ii) The Applicant provided an incomplete or implausible explanation of how the project meets the criterion or provided no evidence or only minimal, implausible or unreliable evidence to support the Applicant's explanation.

2.3.3 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: https://www.oregon.gov/aviation/plans-and-programs/Documents/OAP/2019/6OAP-Ch4-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%

2.4 Application and Review Materials

ARC members will receive login credentials for the electronic grant system, e-Grants, in order to complete the review of applications. Reviewers will access all application material online through the portal. For instructions on navigating through e-Grants, please refer to Appendix A-2 of these instructions.

ODA will assign applications to each ARC member for evaluation using the review form in e-Grants.

Please submit only <u>one</u> form per project.

2.4.1 Review Form

<u>Section 1 of the review form:</u>

The ARC member will determine if the project will accomplish the intent of the area being considered, then select the corresponding radio button: meets standard, somewhat meets standard, does not meet standard.

Comment areas are provided to show your work and note information critical to your evaluation: How you arrived at your selection.

Section 1:	Meets Standard	Somewhat Meets Standard	Does Not Meet Standard	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?	○	○	○	0 of 200
Economic Benefit • Does the proposed transportation project result in an economic benefit to the state?	○	○	○	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?	○	○	○	0 of 200

Example 1 - Review form, section 1

<u>Section 2 of the review form:</u>

The ARC member will make a selection for each question being considered in this section.

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?	○	○	○	○

Project Readiness*	Project's Readiness to Start (in months)				
• Is the proposed transportation project ready for construction or ready for implementation?	0-6	7-12	13-18	19-24	over 24
	○	○	○	○	○

*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)				
• Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State?	0-5	6-10	11-15	16-20	over 20
	○	○	○	○	○

Example 2 - Review form, section 2

2.4.2 Application Scores
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 ARC members before making a final selection. The selections made 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 may be used to break ties between rankings during the ARC meeting.

2.5 ARC Meeting

2.5.1 ODA Staff Support and Committee Administration
ODA staff will provide staff support for the 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 ARC's final scoring of projects;
• Assist the ARC with understanding the review process; and
• Record results of the ARC proceedings.

ODA staff will provide the ARC a combined list of scored projects. The list 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.

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

2.5.2 Input into the Decision Process
During the ARC meeting, the ARC will **not** hear presentations from any applicants.

The ARC will discuss projects based on information provided through:
- The project application and related documents;
- Applicant responses to questions; and
- ARC's knowledge and expertise.

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: https://www.oregon.gov/aviation/plans-and-programs/Pages/oap.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.

2.5.3 Project Prioritization

Per ORS 319.020 Sec 7 (3)(c), 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 Sec 7 (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."

2.5.4 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 criteria 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 2019 the ARC added a fourth criteria: Regional significance

Example:

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 Example

The ARC 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.

2.5.5 Final Recommendation Report

The ARC will provide the State Aviation Board a final list of prioritized projects.

The ARC may recommend that projects are not recommended for funding and must justify that recommendation to the State Aviation Board.

SECTION 3: STATE AVIATION BOARD

3.1 General

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

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 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:
https://www.oregon.gov/aviation/AVB/Pages/AVB.aspx

3.3.1 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.

3.3.2 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:
- 3.3.1   Present the ARC's ranking of projects;
- 3.3.2   Assist the Board with understanding the review process; and
- 3.3.3   Record results of the Board proceedings.

ODA staff advice and analysis is limited 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.

3.3.3 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.

3.3.4 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 Section 7 (3)(c), 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:

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.

A-1 SAMPLE REVIEW FORM

Area Commission on Transportation (ACT) Statutory Review Form

COAR Application 2020   Application Year: 2020

Instructions:
• Please read the Instructions to Reviewers prior to completing this form. The instructions are available on the Oregon Department of Aviation website.
• **Comment areas are provided to note information critical to your evaluation: How you arrived at your decision.**
• Complete, save, and submit **one** review form for each application.
• Required fields are marked with a red asterisk (*)

Applicant Name: Application Number:

Project Name   Airport Name

Reviewer Name *   ACT

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

Section 1:

	Meets Standard	Somewhat Meets Standard	Does Not Meet Standard	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?				
Economic Benefit • Does the proposed transportation project result in an economic benefit to the state?				

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?				

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?				

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?					

*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?					

A-2: Step-by-Step Guide to e-Grants for ARC Reviewer

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

Click on My Applications.

Enter the application number ODA provided you and then click execute.

e-Grants **OREGON DEPARTMENT OF AVIATION**

My Home | My Applications

My Training Materials | My Organization(s) | My Profile | Logout

EXECUTE **CLEAR**

◀ Back

ACT AR My Applications
ACT AR My Applications

For more detailed instructions, select the **Show Help** button.

Applications Name [   ]

Export Results to [Screen ▼] **Results Per Page** [20 ▼] **Sort By** [-- SELECT -- ▼] [ASCENDING ▼]

Click on the application number.

OREGON DEPARTMENT OF AVIATION

My Home | My Applications

My Training Materials | My Organization(s) | My Profile | Logout

EXECUTE | CLEAR

◯ Back

ACT AR My Applications

ACT AR My Applications

For more detailed instructions, select the **Show Help** button.

Applications Name COAR-2020-NKE-00008

Export Results to Screen ∨ **Results Per Page** 20 ∨ **Sort By** -- SELECT -- ∨ ASCENDING ∨
Number of Results **1**

Results

Document Type	Organization	Name	Current Status	Year
Applications	Nike Airport	COAR-2020-NKE-00008	ACT Review	2020
1				

Review each of the Pages with in the application.

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.

Insert your selections and add your comments in the designated areas.

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:

Application Number:

Project Name

Airport Name

Reviewer Name *

ACT

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

[Choose File] No file chosen

Section 1:

	Meets Standard	Somewhat Meets Standard	Does Not Meet Standard	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?	○	○	○	0 of 200
Economic Benefit • Does the proposed transportation project result in an economic benefit to the state?	○	○	○	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?	○	○	○	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?	○	○	○	○

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?	○	○	○	○	○

*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?	○	○	○	○	○

23

Be sure to download, complete and 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:

Application Number:

Project Name

Airport Name

Reviewer Name *

ACT

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

[Choose File] No file chosen

Section 1:

	Meets Standard	Somewhat Meets Standard	Does Not Meet Standard	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?	○	○	○	0 of 200
Economic Benefit • Does the proposed transportation project result in an economic benefit to the state?	○	○	○	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?	○	○	○	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?	○	○	○	○

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?	○	○	○	○	○

*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?	○	○	○	○	○

Once complete, click the **save** button, then hover over the Status Changes link and click the Apply Status button to change the status to ACT Review Complete.

Complete this process for each application you have been assigned to review.