



**CRITICAL OREGON
AIRPORT RELIEF (COAR)**

**GRANT APPLICATION
INSTRUCTIONS**



AVIATION SYSTEM ACTION PROGRAM FUND APPLICATION INSTRUCTIONS FOR COAR GRANTS

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Application Period Held: Annually in the fall

Applications submitted in person or by mail must be received by 5:00 PM on the application due date.

OR

Applications submitted electronically must be received by 11:59 PM on the application due date.



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 (ODAV) Program Coordinators if you do not have your login information. Consultants should work with airport sponsors.

ODAV expects that all applications will be submitted via the IGX software. If you are not able to access a computer, a hard copy of the application material can be provided upon request.

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 or provide supporting evidence or facts may result in a lower score when reviewed.

Once the application is complete, submit the application to the ODAV by following the directions outlined in Section 2 of these instructions.

For non-construction projects such as planning, studies or purchases of equipment, identify how this project will aid the airport once the end product is fully functional. Example: Runway rehabilitation project - Phase I (environmental and design) will prepare the runway for Phase II (construction).

GENERAL PROJECT INFORMATION FORM

Applicant Information:

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

Organization Name: (Autofill) The applicant must provide its "Real and True Name" or "Registered Assumed Business Name". If the applicant is a private entity, the organization must be actively 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.

Contact Person Title: e.g. Airport Manager.

Phone Number and Email: For the contact person.

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. ODAV will likely share the information with the Oregon Legislature.

For a map of the regions, please visit:
<https://www.oregon.gov/ODOT/Programs/TDD%20Documents/ConnectOregon-Regions-Map.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(s)).

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)
<https://www.oregon.gov/aviation/plans-and-programs/Documents/OAP/2019/6OAP-Ch4-Roles.pdf>

The match requirements are:

Category of Airport	Description	Minimum Match Requirement
Category 1b	Commercial Primary	50%
Category 1a	Other Commercial Non-Primary (less than 10,000 enplanements)	35%
Category 2	Urban General Aviation	25%
Category 3	Regional General Aviation	10%
Category 4	Local General Aviation	10%
Category 5	Remote Access/Emergency Services	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 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, ODAV 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.

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.

To add blank rows, click the red icon  located to the left of the table.

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 **statutory considerations for Statewide Impacts [ORS 319.023 Section 3 (b)(A) and (OAR 738-124)]** 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. For planning projects, this means when the construction project being planned 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, ODAV 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 “Industry 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 “Industry Clusters” are identified by the Oregon Business Development Department. Definitions of Oregon “Industry Clusters” are available at <https://oregonbusinessplan.org/about-the-plan/industry-clusters/>

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 any 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 may 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?

For project construction or 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: Runway rehabilitation project - Phase I (environmental and design) will prepare the runway for Phase II (construction), 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 re-save to auto-calculate the totals and percentages.

- FAA Funding Breakdown – enter the amount of your FAA Grant and your FAA Grant Match Requirement.
- Total Project Cost is auto-calculated based on the amounts entered in the above fields.
 - *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 dollars and percentages.*
- Min. Program Match Requirement amount is auto-calculated using the amount entered for “FAA Grant Match Requirement from Sponsor” field.
- Re-enter FAA Grant Funds
- Enter Funding other than Sponsors and Sponsor Funds. Funding other than Sponsors may be from multiple sources for example donations, FEMA dollars, additional grant funding, etc. Sponsor Funds refers only to funding that comes directly from the airport sponsor/owner.
- Total Match Funds field - auto-calculated.
- Enter funding amount request to ODAV.
- Project Budget Summary – auto-calculated

If “No” is selected:

Please note, percentages will auto-calculate upon saving the form. If you adjust any of the numbers, please re-save to auto-calculate the totals and percentages.

- Enter the Total Project Cost
- Min. Program Match Requirement amount is auto-calculated using the “Total Project Cost” field.
- FAA Grant Funds – leave this blank. FAA Grant Funds refers to funds administered through an FAA Grant program.
- Enter Funding other than Sponsors and Sponsor Funds. Funding other than Sponsors may be from multiple sources for example donations, FEMA dollars, additional grant funding, etc. Sponsor Funds refers only to funding that comes directly from the airport sponsor/owner.
- Total Match Funds field - auto-calculated.
- Enter funding amount request to ODAV.
- Project Budget Summary – auto-calculated

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 738-124-0080(3)(d) “only project costs incurred on or after the effective date of the Agreement are eligible for grant funds, with the exception of Priority 1 FAA grant match projects for which all other applicable FAA grant requirements have been met.

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, e.g. 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 IGX.

Applications and all supporting materials must be received by **11:59 p.m. on the application due date if submitted electronically.** Applications and all supporting materials must be received by **5:00 p.m. on the application due date 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 IGX:

When submitting through IGX, 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 section. Consultant roles in the system may complete an application but cannot submit to ODAV. The airport sponsor must submit the application.

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 grants@odav.oregon.gov. In the e-mail body include a contact name and phone number and a listing of the attachments. The subject line should be in the following format: **COAR 20xx 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 ODAV 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 ODAV no later than 5:00 p.m. on the application due date.** Postmarks and late applications will not be accepted.

Submit hardcopy applications to:

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

SECTION 3: QUESTIONS AND COMMUNICATION

GovDelivery

If you would like to subscribe to receive general program updates and other updates from the Oregon Department of Aviation, please follow this link for a no cost GovDelivery subscription: <https://public.govdelivery.com/accounts/ORAVIATION/subscriber/new>

Website

Interested parties can check the ODAV website: [Oregon Department of Aviation : Home : State of Oregon](#)

Questions

All questions should be emailed with the subject line “ASAP Questions” to: grants@odav.oregon.gov

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

Public Records Note

Basic information on all projects under consideration will be posted on the ODAV 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 192.311 to 192.478, the Uniform Trade Secrets Act; ORS 646.461 to 646.475.

Additional Information

Please refer to the ODAV website for additional information including a copy of statutes, administrative rules, Frequently Asked Questions, and more.

Schedule

The Grant Program schedule including the timing of the above steps can be found in Section 4 of these instructions and will be posted on the ODAV website.

SECTION 4: 20xx-20xx COAR PROGRAM SCHEDULE

The application process includes the following steps:

1. **APPLICATION SUBMITTAL PERIOD**
Submittal Period for Grant Applications: Annually October - November
2. **AGENCY STAFF REVIEW**
Completeness Review: Annually, finalized in November
3. **AVIATION REVIEW COMMITTEE**
Statutory Considerations Review by the ARC members: Annually November - December
Aviation Review Committee Meeting: January/February after the application cycle has closed
4. **STATE AVIATION BOARD**
Final Public Meeting and Selection of projects to fund: Annually in February

*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 ODAV reserve the right to modify review dates. ODAV 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>