

Instructions to Reviewers

for *ConnectOregon* III Projects

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PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide instruction regarding the *ConnectOregon III* review and recommendation processes to the various committees that are providing recommendations to the Oregon Transportation Commission (OTC).

The application review process includes the following steps:

1. Application Completeness/Eligibility Review
2. Eligibility Review
 - a. Applicant
 - b. Project
3. Economic Benefit Review
4. Modal Committee Review
5. Regional Committee Review
6. Final Review Committee

REVIEW DOCUMENTS

The application is the primary source of applicant-supplied information regarding the proposed projects. The other documents identified below will be used to document the review process, create a record of actions, and inform the later steps of the review process.

- Application
- Completeness Checklist (using the template shown in Appendix A-1)
- Feasibility Report (using the template shown in Appendix A-2)
- Economic Benefit Review Form (using the template shown in Appendix A-3)
- Application Revision Form (if required) (using the template shown in Appendix A-4)
- Modal Project Reports (One per project per Modal Committee using the template shown in Appendix A-5)
- Modal Matrix (One per Modal Committee using the template shown in Appendix A-6)
- Region Project Reports (One per project per project using the template shown in Appendix A-7)
- Region Matrix (One per Regional Committee using the template shown in Appendix A-8)
- Modal and Regional Summary Matrix (Prepared by *ConnectOregon* staff prior to the Final Review Committee)
- Final Review Committee Matrix (Prepared by *ConnectOregon* staff during the Final Review Committee)

The Appendices in this document provide **Sample** versions of the respective document. Agency staff, modal and regional reviewers will receive final versions of each form in Word or Excel prior to the start of the review period.

1 COMPLETENESS REVIEW – November 20, 2009 – January 22, 2010

ConnectOregon staff includes all agency staff (ODOT, Oregon Business Development Department, and Oregon Department of Aviation) assigned to develop and administer the *ConnectOregon* III application process. Applications will be screened by internal *ConnectOregon* staff (rail and transit) and by Oregon Business Development Department (marine) and Department of Aviation staff to ensure that each application is complete, including:

- Applicant Signature
- Property Owner Signatures
- Contact Information
- Budget
- Real Estate Details
- Letters of Support (required to answer specific questions)
- Letters of Commitment to use the Project (required to answer specific questions)
- A completeness review summary will be submitted to the ODOT Freight Mobility Unit on or before Thursday, January 6, 2010.

1.1 Communication with Applicants during Completeness Review

ConnectOregon staff will return incomplete applications to applicants. Staff will make all requests for additional written data concerning any application or project from the applicants as needed.

Applicants will be given a specified date (three business days) to provide the requested additional information.

All requests for additional information will be sent to applicants during the week of December 28, 2009.

2 Eligibility Review – December 1, 2009 – January 22, 2010

ConnectOregon staff will review whether each applicant and project meet the eligibility requirements including:

- If applicable, the applicant must be current on all state and local taxes, fees, and assessments. ODOT staff will complete the applicants' tax status and will distribute the data to rail, transit, marine and aviation review teams.
- The applicant must have sufficient management and financial capacity to complete the project.
- The project must benefit aviation, marine, rail, and/or public transit.
- The project is not eligible for funding from the State Highway Trust Fund revenues described in Section 3a, Article IX of the Oregon Constitution. The project does not require or rely upon continuing subsidies from ODOT.
- The project is feasible, including the estimated cost of the project, the expected results from the proposed project, the project schedule, and all applicable and required permits may be obtained within the project schedule.

Ineligible applicants or projects will be processed as outlined in section 2.6.

2.1 Staff Assignments

During the Eligibility Review, applications may be assigned to *ConnectOregon* staff based on modal expertise as follows:

- Rail projects to the ODOT Rail Division
- Transit projects to the ODOT Transit Division
- Aviation projects to the Oregon Department of Aviation
- Marine projects to the Oregon Business Development Department
- Multimodal projects will be assigned as appropriate

Applications may also be assigned to *ConnectOregon* staff for specific review, such as finance, project management, or other aspects of a project.

2.2 Feasibility Review

ConnectOregon staff will review the technical information contained in the applications. The feasibility review may result in some applications being deemed technically infeasible. As needed, applicants may be requested to clarify portions of their application.

2.3 Feasibility Tasks

ConnectOregon staff will review technical aspects of assigned *ConnectOregon* III applications for project feasibility including:

- proposed project scale in relation to cost;
- anticipated market;
- achievability of the project in the proposed timeframe;
- achievability of all applicable and required permits in proposed timeframe; and

- general review of potential safety issues in project applications where there are changes to motor vehicular traffic in and around the site.

2.4 Economic Benefit Review

ODOT will work with an independent consultant and the economic benefit review team to evaluate the reasonableness of the economic benefit claimed to be created by the project. The consultant will prepare a report for each application documenting the results of the review. This report will be submitted to the ODOT Freight Mobility Unit. (See Appendix A-3 for sample template.)

2.5 Communication with Applicants during Eligibility Review

If the consultant or the *ConnectOregon* staff identify a need for additional written data concerning any applicant or project, *ConnectOregon* staff will solicit this from applicants.

Applicants will be given a specified amount of time (three business days) to provide the requested additional information.

All requests for additional information must be sent to applicants during the week of December 28, 2009.

2.6 Decisions on Applicant and Project Eligibility

1. ODOT will exclude any project from continuing to the Modal, Regional or Final Review process if it is deemed the applicant or project is ineligible, or the project is technically infeasible.
2. If this determination is made, ODOT will notify the applicant in writing.
3. The applicant will have 30 days to file a protest with the ODOT Director. Only applicants may file a protest.

3 MODAL COMMITTEE REVIEW – February 1 – March 15, 2010

3.1 Committee Administration

This section provides specific instructions to the staff, chairs, and members of:

- The **Oregon Aviation Board**, which will make recommendations on aviation and rural aviation transportation projects.
- The **Oregon Freight Advisory Committee**, which will make recommendations on freight transportation projects.
- The **Public Transit Advisory Committee**, which will make recommendations on public transit transportation projects.
- The **Rail Advisory Committee**, which will make recommendations on rail transportation projects.
- The **Marine Project and Planning Advisory Committee, Oregon Business Development Department**, which will make recommendations on marine transportation projects.

OAR 731-035-0060 requires the OTC to solicit advice from these entities for projects as outlined. In the remainder of this document, the board and committees identified above will be referenced as “Modal Review Committees”. The staff assigned to support these committees will be referred to as “Modal Review Committee staff”.

All committee meetings will be conducted as public meetings as defined by Oregon Public Meetings Law. Committee staff shall ensure adequate notice of the meeting and compile meeting minutes.

3.1.1 Timeline for Modal Committee Review

Modal Review Committees may start review of applications on February 1, 2010 and must complete their work and submit it back to the ODOT Freight Mobility Unit by March 15, 2010.

3.1.2 Scheduling and Noticing of Review Meetings

All meetings where *ConnectOregon* III projects are discussed are public meetings and public notices will be posted on the ODOT *ConnectOregon* website in addition to other posting sites used by the committees. Modal Review Committee staff will coordinate the posting of notices with the ODOT Freight Mobility Unit.

3.1.3 Conflict of Interest Disclosure

At the start of each meeting, the Committee Chairs shall require committee members to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is an applicant, or 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 committee meeting minutes.

The Committee 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. 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.

3.1.4 Applicant Presentations

Modal Review Committees may invite presentations from applicants on an equitable basis, specifically inviting every applicant for projects under that committee's purview. All presentations from applicants are to be conducted during the public meetings.

If applicants are invited to make presentations, the applicants must be informed at the same time as the public meeting notices are posted.

3.1.5 Input into the Decision Process

The review committees will review projects based on information provided through:

1. The project application and related documents;
2. Applicant responses to questions;
3. Completeness and Eligibility Review;
4. Economic Benefit Review;
5. Modal Report;
6. Modal Review Matrix; and
7. Committee members' knowledge and expertise.

The review committees may also review projects based on information provided through:

8. Applicant testimony (if all applicants are provided the opportunity to testify);
9. Professional staff recommendations or analysis (if requested by the committee); and
10. Public comment.

The review committees shall **not consider** information provided through:

Any lobbying by the applicant or any other person outside of the committees' public meetings. This includes any request for pre-approval by an applicant or other party.

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

3.1.6 Additional Information

Modal Review Committees may request additional written data as needed concerning any application or project. This request must be made through the Modal Review Committee staff to solicit this information from applicants. Modal Review Committee staff will be responsible for submitting electronic copies of all requests to and responses received from applicants to the ODOT Freight Mobility Unit no later than March 15, 2010.

Modal Review Committee requests for additional information must be sent to the applicant as soon as possible, but no later than Monday, March 1, 2010. Modal Review staff will submit requests to applicants, and applicants must respond within **one** business day.

3.1.7 Staff Support

For each Modal Review Committee, the applicable Modal Review Committee staff will:

- Sort projects into Tiers as detailed in (Section 3.3.2);
- Present the “tier” sorting of projects to the committee;
- Assist the committee in understanding the review process; and,
- Record results of committee proceedings.

Each Modal Review Committee is responsible for project recommendations to the Oregon Transportation Commission.

3.2 Committee Evaluation Process

3.2.1 Overview

The determination regarding whether OAR 731-035-0060 considerations are met is based on the responses in the application. Details are provided in Appendix A-9 regarding which items in the *ConnectOregon III* application are related to each of the five considerations:

- 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 or loan from any source other than the Multimodal Transportation Fund; and

<p>Key Process Terms:</p> <p>Consideration: A set of five issues specifically identified in OAR 731-035-0060 that the OTC must “consider” when selecting projects.</p> <p>Sorting: Placement of projects into “Tiers” by how many OAR 731-035-0060 considerations are met.</p> <p>Rank: High, Medium, or Low rank assigned to projects by reviewing committees to indicate the relative rank of the given project.</p> <p>Priority: Assigned to projects by a reviewing committee to indicate the preference of the committee in relation to other projects.</p>

- Whether a proposed transportation project is ready for construction.

Because the projects are potentially diverse, no single set of data sources could be specified. It was each applicant’s responsibility to be as precise and well-documented as possible in showing how the application responds to each of the five *ConnectOregon* considerations.

3.2.2 Task Outline

The project recommendation process for the review committees involves three tasks including: sorting, ranking, and prioritizing.

Prior to the initial Modal Review Committee meeting, the Committee staff will provide the committee with the documents needed for the evaluation process. The evaluation tasks are detailed in the following table:

Table 1 Modal Review Outline

Step	Task	Explanation	Responsible party
Pre Meeting Through 2/1/10	Delivery of Information to Modal Committee staff	Delivery of project documents including: applications and completeness reviews, feasibility reports, economic benefit evaluations, and standardized committee reporting materials.	CO III staff
	Staff Preparation for meeting	Modal Review Committee staff ensures all documents are distributed to the Committee members. Modal Review Committee staff sort projects into “tiers”.	Committee staff
Meetings 2/1/10 Through 3/10/10	Sorting	Draft project sorting is presented to Modal Review Committee. Modal Review Committee discusses staff sorting and adopts or amends staff sorting.	Committee staff Committee
	Ranking	Projects are ranked as High, Medium, or Low rank.	Committee
	Prioritizing	Projects are prioritized (1- through <i>n</i> , with 1 indicating the highest priority project).	Committee
Post Meeting 3/10/10 through 3/15/10	Reporting	Complete standardized committee report material and obtain approval of the report by the Committee Chair.	Committee staff

3.3 Prior to Public Meetings

3.3.1 Modal Review Committee Staff Responsibilities

Scheduling and Noticing of Review Meetings

Modal Review Committee staff will notify *ConnectOregon* staff of Modal Review Committee meeting dates. *ConnectOregon* staff will ensure all *ConnectOregon* meetings, and any revisions or changes, are accurately noticed on the *ConnectOregon* website. Modal Review Committee staff are responsible for all required public meeting notices.

Distribution of Application Materials

The *ConnectOregon* staff will provide one printed copy and unlimited access to electronic copies of project application materials (e.g. application, letters of support, and supplemental information) to the Modal Review Committee staff.

Modal Review Committee staff will coordinate the distribution of application materials to the Modal Review Committee.

Sort Projects

Prior to the initial meeting, the Modal Review Committee staff will conduct the initial sorting of projects into Tiers as detailed in Section 3.3.2, below.

3.3.2 Sort Projects

ConnectOregon applicants were instructed that, when recommending and selecting projects, the following will be considered as specified in OAR 731-035-0060:

- 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. Refer to the Economic Benefits review form (Appendix A-3) to determine the total number of points assigned;
- 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 or loan from any source other than the Multimodal Transportation Fund; and if a project provides additional match beyond the minimum required 20%, it should receive credit under this consideration.
- Whether a proposed transportation project is ready for construction. If a project can begin construction before the end of the biennium (June 30, 2011), it is construction ready.

The OTC requests the review committees treat the first three of these considerations as strategic considerations. To facilitate this request, the first step of the Modal Review committee review process will be to sort projects into “Tiers” that indicate how many of the project selection considerations identified in OAR 731-035-0060 are **thoroughly** met by the project. The tiers include:

Tier 1	35 - 40 Points	Meets all 5 considerations thoroughly
Tier 2	27 - 34 Points	Meets all 3 of the Strategic considerations thoroughly
Tier 3	16 - 26 Points	Meets 1 or 2 of the Strategic considerations thoroughly
Tier 4	1 - 15 Points	Does not meet any of the Strategic considerations thoroughly

Based on the application materials, each committee shall determine whether a project **thoroughly** meets each of the OAR 731-035-0060 considerations.

To **thoroughly** meet a consideration, a project shall demonstrate through application responses, and through the requested independent verification, that the project will accomplish the intent. (A project sorting worksheet is provided in Appendix A-9).

Modal Review Committee staff will provide a preliminary sorting of the projects to the Committee. The Modal Review Committee will discuss staff sorting and vote to adopt or amend the proposed staff sorting approach.

3.3.3 Modal Review Committee Responsibilities

Review Project Documents Provided by ODOT

The Modal Review Committee staff is responsible for the distribution of the review materials to committee members prior to the scheduled committee meeting.

Prior to the committee meetings, the committee members should review in detail the application packages.

3.3.4 Modal Review Committee Chair Responsibilities

Coordinate with Committee Staff

Prior to meetings, the Committee Chair will coordinate with Modal Review Committee staff regarding the meeting scheduling and agenda. Modal Review staff will coordinate the posting of notices with the *ConnectOregon* staff.

3.4 During Public Meetings

3.4.1 Modal Review Committee Staff Responsibilities

General

The Modal Committee staff will assist the committees with understanding the review process, and the expectations of and instructions to the committees. Modal Committee staff may not rank or prioritize projects for the committees.

Present Consideration “Tier” Sorting

The Modal Review Committee staff will present the initial sorting of projects into “tiers” to the committee based on OAR 731-035-0060 considerations.

Meeting Minutes

For each committee meeting, Modal Committee staff will record and prepare committee meeting minutes, and secure the Committee’s approval of the minutes. Approved meeting minutes will be sent to the *ConnectOregon* staff for posting on the *ConnectOregon* website.

3.4.2 Modal Review Committee Responsibilities

Conflict of Interest Disclosure

The Committee Members shall adhere to the conflict of interest disclosure instructions in Section 3.1.3.

Review, Discuss and Recommend Projects

Each committee is expected to provide the OTC with a single prioritized list of recommended projects for *ConnectOregon III* funding.

All committee meetings related to the recommendations of projects for *ConnectOregon III* funding shall be held as public meetings. Committee members may present information regarding projects, the condition of the state's transportation network, or other relevant information to the whole committee. Each committee shall establish a written record of the decision-making process and project specific reports (See Appendix A-5 for report format).

3.4.3 Finalize Consideration Tier Sorting

Committees will consider the initial tier sorting presented by the Modal Committee staff, and approve or modify the sorting.

3.4.4 Identify Project Rank

Committees will group projects with a ranking of High, Medium, or Low.

The basis for ranking projects is how well the project meets the needs of:

- The mode or transportation system, and
- The region or state.

Committees are not constrained by tiers when ranking projects, but may consider tiers in the ranking process.

3.4.5 Prioritize the Projects

The committee will prioritize projects within each rank for each tier level. The committee will assign a number to each prioritized project, with priority 1 indicating the committee's first choice, priority 2 indicating the second choice, and so on, until all prioritized projects are assigned a number.

Committees are not constrained by tiers when prioritizing projects. If a committee reviews 20 projects, the prioritization should be from 1 to 20 regardless of tier. The committee may consider tiers during the prioritization process.

Each committee will provide only one prioritized list statewide. There is no need to differentiate projects by region.

3.4.6 Modal Review Committee Chair Responsibilities

The Committee Chair shall preside over all meetings, including calling the meeting to order, ensuring members participate appropriately, minutes are taken and approved, and the committee completes its work as outlined in this document.

3.5 After Public Meetings

3.5.1 Modal Review Committee Staff Responsibilities

Preparation and Transmittal of Reviews to the Regional Committees

Modal Review Committee staff will complete and prepare for publication the following:

- Review Matrix,
- Project Reports, and
- Meeting Minutes.

Modal Review Committee staff shall secure the authorization of the Committee Chair prior to transmittal of these documents to the *ConnectOregon* staff. Modal Review Committee staff will be responsible for submitting electronic copies of documents to the ODOT Freight Mobility Unit no later than March 15, 2010.

Modal Review Committee Report

For each application, the Modal Review Committee staff will complete the Modal Review Committee Report. *ConnectOregon* staff will provide forms to Modal Review staff and a Report Form template (Appendix A-5) is on the *ConnectOregon* III website. The form will summarize the project and will present the details of the Committee's decision-making process to the Regional Committees, the Final Review Committee and the OTC. The Modal Review Committee Report should include any specific details which the Modal Review Committee thinks subsequent reviewers should be aware.

Review Matrix

A review matrix will be provided to the review committee in electronic form (See Appendix A-6). Modal Review Committee staff will complete the review matrix recording the actions of the committee. The Review Matrix is designed to provide the Regional Committees, Final Review Committee, and the OTC with a summary of the Modal Review Committees' sorting, ranking, and prioritizing. The Modal staff will email the Matrix to the ODOT Freight Mobility Unit in MS Excel format.

3.5.2 Modal Review Committee Chair Responsibilities

Preparation and Transmittal of Reviews to the Regional Committees

The Committee Chair shall ensure that all documents (the Review Matrix, Project Reports and Meeting Minutes) prepared by Modal Committee staff accurately reflect the committee proceedings. The Committee Chair will approve the transmittal of these documents to the *ConnectOregon* regional committees. The Modal Review Committee will be responsible for submitting electronic copies of documents to the ODOT Freight Mobility Unit no later than March 15, 2010.

4 REGIONAL COMMITTEE REVIEW – March 24 – May 5, 2010

4.1 Committee Administration

Regional Committees will be formed by ODOT as follows:

- An equal number of selected ACT members from each ACT in the Region and representatives from areas not represented by an ACT.
- Where no ACTs exist in a region, the ODOT Director will appoint a Regional Review Committee.

4.1.1 Region 1

OAR 731-035-0070 defines Region 1 as consisting of Clackamas, Columbia, Hood River, Multnomah and Washington Counties.

The Region 1 Regional Committee will be a special purpose committee that will include the business community, selected JPACT members, and representatives from Columbia and Hood River Counties. It is being created by the Oregon Transportation Commission (OTC) for the purposes of *ConnectOregon* project review in this area.

4.1.2 Region 2

OAR 731-035-0070 defines Region 2 as consisting of Benton, Clatsop, Lane, Lincoln, Linn, Marion, Polk, Tillamook and Yamhill Counties.

The Region 2 Regional Committee will include the Northwest Oregon ACT¹ (Clatsop, and Tillamook Counties), the Mid-Willamette Valley ACT (Marion, Polk and Yamhill Counties), the Cascades West ACT (Benton, Linn and Lincoln Counties), and Lane County Council/Commission.

4.1.3 Region 3

OAR 731-035-0070 defines Region 3 as consisting of Coos, Curry, Douglas, Jackson and Josephine Counties.

The Region 3 Regional Committee will include the South West ACT (Coos, Curry and Douglas Counties) and the Rogue Valley ACT (Jackson and Josephine Counties).

4.1.4 Region 4

OAR 731-035-0070 defines Region 4 as consisting of Crook, Deschutes, Gilliam, Jefferson, Klamath, Lake, Sherman, Wasco and Wheeler Counties.

The Region 4 Regional Committee will include the Lower John Day ACT (Gilliam, Sherman, Wheeler and Wasco Counties) the Central Oregon Act (Crook, Deschutes and Jefferson Counties) and the South Central Oregon ACT (Klamath and Lake Counties).

¹ The Northwest ACT will not review projects in western rural Washington county or Columbia county, as these Counties are in *ConnectOregon* Region 1, and will be reviewed by the *ConnectOregon* Region 1 Regional Committee.

4.1.5 Region 5

OAR 731-035-0070 defines Region 5 as consisting of Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa Counties.

The Region 5 Regional Committee will include the North East ACT (Morrow, Baker, Union, Umatilla and Wallowa Counties and the South East ACT (Grant, Harney and Malheur Counties).

4.1.6 Timeline for Review

Regional Review Committees may begin their review, discussion and recommendation of projects when they receive the Modal Committee reports. **These reports will be delivered to the Regional Review Committees by March 24, 2010. The Regional Review Committees must complete their work and submit the required documents to the *ConnectOregon* staff by Wednesday, May 5, 2010.**

4.1.7 Scheduling and Noticing of Review Meetings

As indicated in Section 3.1.2, all meetings where *ConnectOregon* III projects are discussed are public meetings and public notices will be posted in usual committee posting locations but also on the ODOT *ConnectOregon* website. Regional Committee staff will coordinate the posting of notices with the *ConnectOregon* staff.

4.1.8 Conflict of Interest Disclosure

At the start of each meeting, the Committee Chairs shall require committee members to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is an applicant, or 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 committee meeting minutes.

The Committee 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. 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.

4.1.9 Applicant Presentations

Regional Review Committees may invite presentations from applicants on an equitable basis, specifically inviting every applicant for projects under that committee's purview. All presentations from applicants are to be conducted during the public meetings.

If applicants are invited to make presentations, the applicants must be informed at the same time as the public meeting notices are posted.

Review committees are not permitted to interview prospective applicants before the beginning of the designated review period on March 24, 2010.

4.1.10 Input into the Decision Process

The review committees will review projects based on information provided through:

1. The project application and related documents;
2. Applicant responses to questions;
3. Completeness and Eligibility Review;
4. Economic Benefit Review;
5. Modal Report;
6. Modal Review Matrix; and
7. Committee members' knowledge and expertise.

The review committees may also review projects based on information provided through:

8. Applicant testimony (if all applicants are provided the opportunity to testify);
9. Professional staff recommendations or analysis (if requested by the committee); and,
10. Public comment.

The review committees shall **not consider** information provided through:

Any lobbying by the applicant or any other person outside of the committees' public meetings. This includes any request for pre-approval by an applicant or other party.

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

4.1.11 Additional Information

Regional Review Committees may request additional written data as needed concerning any application or project. A request must be made through the *ConnectOregon* staff to solicit additional information from applicants. Regional Review Committee staff will be responsible for directing all committee requests for information to *ConnectOregon* staff.

Requests from Regional Review Committees for such information must be submitted as soon as possible, but no later than Tuesday, April 27, 2010. ConnectOregon staff will forward such requests to applicants and applicants must respond within one business day.

4.1.12 Staff Support

For each Regional Review Committee, the applicable Regional Review Committee staff will:

- Sort projects into Tiers as detailed in (Section 3.3.2);
- Present the "Tier" sorting of projects to the committee;
- Assist the committee with understanding the review process; and,
- Record results of committee proceedings.

The Region Review Committee is responsible for project recommendations to the Oregon Transportation Commission.

4.1.13 Region to Region Communications

ConnectOregon projects may require review from multiple regions. To facilitate early contact between regions, the Regional Committee staffs shall correspond while sorting multi-regional projects.

Staff shall record the reasons for significant different sorting recommendations between two regions in the Regional Committee Project Report.

Committee Evaluation Process

4.2.1 Regional Committee Formation

- The project Modal Reports, Modal Review Matrix, Application, Feasibility Report, and other project information are delivered to the Area Committees on Transportation (ACT) staff (Regional Committee staff). *(Note: The Regional review process cannot begin without the Modal Reports and Modal Review Matrix, although regions may start to educate themselves regarding the projects as soon as they are posted on ODOTs FTP site in January of 2010.)*
- The ACT staff provides all project information to the ACT members.
- The ACTs meet to discuss and prioritize projects in their areas. *(Note: ACTs must use the approved prioritization format.)*
- For areas that are not represented by an ACT, a ConnectOregon specific committee will be formed to discuss and prioritize projects in their areas. *(Note: Such a committee must use the approved prioritization format.)*
- A Region-wide (SuperACT) meeting of ACT delegates meets to rank and prioritize projects. The ranking and prioritization will reflect the needs of the region as a whole. The regional recommendations do not need to identify projects in each ACT.

4.2.2 Overview

The determination regarding whether OAR 731-035-0060 considerations are met is based on the responses in the application. Details are provided in Appendix A-9 regarding which items in the ConnectOregon III application are related to each of the five considerations:

- 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 or loan from any source other than the Multimodal Transportation Fund;

Key Process Terms:

Consideration: A set of five issues specifically identified in OAR 731-035-0060 that the OTC must “consider” when selecting projects.

Sorting: Placement of projects into “Tiers” by how many OAR 731-035-0060 considerations are met.

Rank: High, Medium, or Low rank assigned to projects by reviewing committees to indicate the relative rank of the given project.

Priority: Assigned to projects by a reviewing committee to indicate the preference of the committee in relation to other projects.

- Whether a proposed transportation project is ready for construction.

Because the projects are potentially diverse, no single set of data sources could be specified. It was each applicant's responsibility to be as precise and well documented as possible in showing how the application responds to any of the five *ConnectOregon* considerations.

4.2.3 Task Outline

The project recommendation process for the review committees involves three tasks including: sorting, ranking, and prioritizing.

Prior to the initial Regional Review Committee meeting, the Regional Review Committee staff will provide the committee with the documents needed for the evaluation process. The evaluation tasks are detailed in the following table:

Table 2 Regional Review Outline

Step	Task	Explanation	Responsible party
Pre Meeting Through 3/24/10	Delivery of Information to Regional Committee staff	Delivery of project documents including: Applications, Completeness and Feasibility Reports, economic benefits evaluation, and standardized committee reporting material.	CO III staff
	Staff Preparation for meeting	Regional Review Committee staff ensures all documents are distributed to the Committee members. Regional Review Committee staff sort projects into "tiers".	Committee staff
Meetings 3/24/10 Through 4/28/10	Sorting	Draft project sorting is presented to Regional Review Committee. Regional Review Committee discusses staff sorting and adopts or amends staff sorting.	Committee staff Committee
	Ranking	Projects are ranked as High, Medium, or Low rank.	Committee
	Prioritizing	Projects are prioritized (1- through <i>n</i> , with 1 indicating the highest priority project).	Committee
Post Meeting 4/29/10 through 5/5/10	Reporting	Complete standardized committee report material and obtain approval of the report by the Committee Chair.	Committee staff

Prior to Public Meetings

4.3.1 Regional Review Committee Staff Responsibilities

Scheduling and Noticing of Review Meetings

Regional Review Committee staff will notify *ConnectOregon* staff of Regional Review Committee meeting dates, so *ConnectOregon* staff can ensure all *ConnectOregon* related meetings, and any revisions or changes, are accurately noticed on the *ConnectOregon* website. Regional Review Committee staff are responsible for all required public meeting notices.

Distribution of Application Materials

The *ConnectOregon* staff will provide one printed copy and unlimited access to electronic copies of project application materials (e.g. application, letters of support, and supplemental information) to the Regional Review Committee staff.

Regional Review Committee staff will coordinate the distribution of application materials to the Final Review Committee.

Sort Projects

Prior to the initial meeting, the Regional Review Committee staff will conduct the initial sorting of projects into Tiers as detailed in Section 3.3.2.

4.3.2 Sort Projects

During the Modal Review Committee reviews, projects were sorted into “tiers” that indicate how many of the project selection considerations identified in OAR 731-035-0060 are **thoroughly** met by the project. Regional review staffs are encouraged to use the Modal Review Committee sorting as a reference during the following process.

ConnectOregon applicants were instructed that, when recommending and selecting projects, the following will be considered as specified in OAR 731-035-0060:

- 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 or loan from any source other than the Multimodal Transportation Fund; and
- Whether a proposed transportation project is ready for construction.

The OTC requests the review committees treat the first three of these considerations as strategic considerations. To facilitate this request, the first step of the Regional Review Committee review process sorts projects into “Tiers” that indicate how many of the project selection considerations identified in OAR 731-035-0060 are **thoroughly** met by the project. The tiers include:

Tier 1	35 - 40 Points	Meets all 5 considerations thoroughly
Tier 2	27 - 34 Points	Meets all 3 of the Strategic considerations thoroughly
Tier 3	16 - 26 Points	Meets 1 or 2 of the Strategic considerations thoroughly
Tier 4	1 - 15 Points	Does not meet any of the Strategic considerations thoroughly

Based on the application questions, each committee shall determine whether a project **thoroughly** meets each of the OAR 731-035-0060 considerations.

To **thoroughly** meet a consideration, a project shall demonstrate through application materials, and through the requested independent verification, that the project will accomplish the intent of the legislation. (A project review worksheet is provided in Appendix A-9).

Regional Review Committee staff will provide a preliminary sorting of the projects to the Committee. The Regional Review Committee will discuss staff sorting and vote to adopt or amend the proposed staff sorting approach.

Regional Committees should document the reasoning behind any changes to a project’s sorting. For example: if the Rail Committee sorted a project into a low tier; however, a marine project in the region (which the rail committee would not have reviewed) is dependent on the low prioritized rail project, the Regional Committee should note this as the reason for the higher “Tier”.

The Regional Committee staff will report to the Regional Committee on all communication with other regions regarding multi-regional projects.

4.3.3 Regional Review Committee Responsibilities

Review Project Documents Provided by ODOT

The Regional Review Committee staff is responsible for the distribution of the review materials to committee members prior to the scheduled committee meeting.

Prior to the committee meetings, the committee members should review in detail the application packages.

4.3.4 Regional Review Committee Chair Responsibilities

Coordinate with Committee Staff

Prior to meetings, the Committee Chair will coordinate with Regional Review Committee staff regarding the meeting scheduling and agenda. Regional Review staff will coordinate the posting of notices with the *ConnectOregon* staff.

4.4 During Public Meetings

4.4.1 Regional Review Committee Staff Responsibilities

General

The Regional Committee staff will assist the committees with understanding the review process, and the expectations of and instructions to the committees. Regional Committee staff may not rank or prioritize projects for the committees.

Present Consideration “Tier” Sorting

The Regional Review Committee staff will present the initial sorting of projects into “tiers” to the committee based on OAR 731-035-0060 considerations.

Meeting Minutes

For each committee meeting, Regional Committee staff will record and prepare committee meeting minutes, and secure the Committee’s approval of the minutes. Approved meeting minutes will be sent to the *ConnectOregon* staff for posting on the *ConnectOregon* website.

4.4.2 Regional Review Committee Responsibilities

Conflict of Interest Disclosure

The Committee members shall adhere to the conflict of interest disclosure instructions in Section 4.1.8.

Review, Discuss and Recommend Projects

Each committee is expected to provide the OTC with a prioritized list of recommended projects for *ConnectOregon* III funding.

All committee meetings related to the recommendations of projects for *ConnectOregon* III funding shall be held as public meetings. Committee members may present information regarding projects, the condition of the state’s transportation network, or other relevant information to the whole committee. Each committee shall establish a written record of the decision-making process and project specific reports (See Appendix A-7 for report format).

4.4.3 Finalize Consideration Tier Sorting

Committees will consider the initial tier sorting presented by the Regional Committee staff, and approve or modify the sorting.

4.4.4 Identify Project Rank

Committees will group projects with a ranking of High, Medium, or Low.

The basis for ranking projects is how well the project meets the needs of:

- The mode or transportation system, and
- The region or state.

Committees are not constrained by tiers when ranking projects, but may consider tiers in the ranking process.

4.4.5 Prioritize the Projects

The committee will prioritize projects within each rank for each tier level. The committee will assign a number to each prioritized project, with priority 1 indicating the committee's first choice, priority 2 indicating the second choice, and so on, until all prioritized projects are assigned a number.

Each committee will provide only one prioritized list for the region. This prioritized list will be used by the Final Review Committee and the OTC. This prioritized list will not be used to allocate a region's percentage of *ConnectOregon* funds.

Committees are not constrained by tiers when prioritizing projects. If a committee reviews 20 projects, the prioritization should be from 1 to 20 regardless of tier. The committee may consider tiers during the prioritization process.

4.4.6 Regional Review Committee Chair Responsibilities

The Committee Chair shall preside over all meetings, including calling the meeting to order, ensuring members participate appropriately, minutes are taken and approved, and the committee completes its work as outlined in this document.

4.5 After Public Meetings

4.5.1 Regional Review Committee Staff Responsibilities

Preparation and Transmittal of Reviews to the Regional Committees

Regional Review Committee staff will complete and prepare for publication the following:

- Review Matrix,
- Project Reports, and
- Meeting Minutes.

Regional Review Committee staff shall secure the authorization of the Committee Chair prior to transmittal of these documents to the *ConnectOregon* staff. Regional Review Committee staff will be responsible for submitting electronic copies of documents to the ODOT Freight Mobility Unit no later than Tuesday, May 5, 2010.

Regional Review Committee Report

For each application, the Regional Review Committee staff will complete the Regional Review Committee Report. *ConnectOregon* staff will provide forms to Regional Review staff and a Report Form template (Appendix A-8) is on the *ConnectOregon* III website. The form will summarize the project and will present the details of the Committee's decision-making process to the Final Review Committee and the OTC. The Regional Review Committee Report should include any specific details of which Regional Review Committee thinks subsequent reviewers should be aware.

Review Matrix

A review matrix will be provided to the review committee in electronic form (See: Appendix A-7). Regional Review Committee staff will complete the review matrix recording the actions of the committee. The Review Matrix is designed to provide the Final Review Committee and the OTC with a summary of the Regional Review Committees' sorting, ranking, and prioritization.

4.5.2 Regional Review Committee Chair Responsibilities

Preparation and Transmittal of Reviews to the Final Review Committee

The Committee Chair shall ensure that all documents (the Review Matrix, Project Reports and Meeting Minutes) prepared by Regional Committee staff accurately reflect the committee proceedings. The Committee Chair will approve the transmittal of these documents to the *ConnectOregon* regional committees. Region Review Committee staff will be responsible for submitting electronic copies of documents to the ODOT Freight Mobility Unit no later than May 5, 2010.

5 FINAL REVIEW COMMITTEE – May 17 – June 9, 2010

5.1 Formation of the Final Review Committee

Following the receipt of recommendations from the modal and regional committees, the ODOT Director will convene a Final Review Committee. The Final Review Committee will include representatives from each of the modal and regional committees.

5.2 Committee Administration

The *ConnectOregon* staff will provide the Final Review Committee a combined list of recommendations from the modal and regional committees. The format of this summary will be developed in consultation with the OTC and the Final Review Committee facilitator.²

5.2.1 Scheduling and Noticing of Review Meetings

The Final Review Committee meeting is scheduled for June 9 and 10, 2010 in Portland, Oregon. Meeting details will be published on the *ConnectOregon* website in April 2010.

5.2.2 Staff Support

The *ConnectOregon* staff will provide staff support for the Final Review Committee.

ConnectOregon staff, unless otherwise directed by the committee, will:

- Present the Modal and Regional sorting, rankings and prioritization of projects to the Final Review Committee;
- Assist the committee with understanding the review process; and
- Record results of committee proceedings.

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

5.2.3 Conflict of Interest Disclosure

At the start of each meeting, the Committee Chairs shall require committee members to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is an applicant, or 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 committee meeting minutes.

² An independent facilitator will be contracted by ODOT to coordinate the decision-making process of the Final Review Committee.

The Committee 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. 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.

5.2.4 Inputs into the Decision Process

Input into the Decision Process

The review committees will review projects based on information provided through:

1. The project application and related documents;
2. Applicant responses to questions;
3. Completeness and Eligibility Review;
4. Economic Benefit Review;
5. Modal Report;
6. Modal Review Matrix; and
7. Committee members' knowledge and expertise.

The review committees may also review projects based on information provided through:

8. Applicant testimony (if all applicants are provided the opportunity to testify);
9. Professional staff recommendations or analysis (if requested by the committee); and
10. Public comment.

The review committees shall **not consider** information provided through:

Any lobbying by the applicant or any other person outside of the committees' public meetings. This includes any request for pre-approval by an applicant or other party.

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

5.2.5 Applicant Presentations

The Final Review Committee will **not** hear presentations from any applicants.

5.3 Final Recommendation Report

This Final Review Committee will provide the ODOT Director a Final Recommendation Report prioritizing projects.

6 OREGON TRANSPORTATION COMMISSION

The OTC will hold a public hearing on the recommended project list on July 21, 2010.

The OTC will make its project selection decision on August 24, 2010.

7 CONTACT INFORMATION

7.1 ConnectOregon Staff:

Please use this address to send any review documents to the *ConnectOregon* staff.

Freight Mobility Section

555 13th Street NE, Suite 2

Salem, Oregon 97301-4178

Email: ConnectOregon@odot.state.or.us

7.2 Questions

Please direct all questions to:

ConnectOregon@odot.state.or.us

Email specific questions regarding the *ConnectOregon* III program to this email address.

For Questions about the *ConnectOregon* Program contact:

Teddie Baker, *ConnectOregon* Program Manager, at 503-986-3703

Appendices

The Appendices in this document provide SAMPLE versions of the respective document, agency staff; modal and regional reviewers will receive final versions of each form in Word or Excel prior to the start of the review period.

A-1 SAMPLE COMPLETENESS CHECKLIST TEMPLATE

ConnectOregon III Completeness Checklist

Project Number: _____
Project Name: _____

Reviewer Name: _____
Reviewer Phone: _____

Application:

- Electronic Submission (Received on: _____)
- Paper Submission (Received on: _____)

Completeness:

Part A

- Item 1 and 2 – Contact Information (Additional applicant box checked)
- Item 3 and 4 – Name location and summary
- Item 5
- Item 6 (Signatures match names from Item 1 and 2)

Part B

- Item 1 – Description completed
- Item 2 – Detailed Location
- Item 3 – Mode
- Item 4 – Region
- Item 5 – Taxes – **administrative requirement**
- Item 6 – Life of project (Useful life is less than 20 years)
- Item 7 – Responsible Party
- Item 8 – Source of operational funds
- Item 9 – Funding for operation secured or budgeted
- Item 10 – Real estate (Signature) (Additional owner box checked)
- Item 11 – Property purchase
- Item 12 – Property leased
- Item 13 – Property Details (optional)

Part C

- Item 1 – Source and amount of funds
- Item 2 – Source of match (Grant projects only)
- Item 3 – Description of larger project context (optional)
- Item 4 – Milestones
- Item 5 – Milestone details
- Item 6 – Milestone budgets

Part D

- Item 1 – Improve connections
- Item 2 – Link workers to jobs
- Item 3 – Statewide traded clusters
- Item 4 – Attract new business (Commitment letters box checked)
- Item 5 – Economically distressed communities
- Item 6 – Job creation (Commitment letters box checked)
- Item 7 – Improve use of efficacy of transportation system (Documentation included in supplemental information box checked)
- Item 8 – Multi-modal links (Contact information of stakeholders in supplemental information box checked)
- Item 9 – Interstate linkages
- Item 10 – Technological solutions to improve of efficacy of transportation system
- Item 11 – Construction readiness checklist
- Item 12 – Construction limits
- Item 13 – Support of public agencies
- Item 15 – Other permit approvals
- Item 15 – Other Construction readiness text box (optional)

Part E

- Item 1 Other Considerations Text box (optional)

Supplemental Information

- Part C, Item 3 – Commitment letters
- Part D, Item 4 – Commitment letters
- Part D, Item 6 – Commitment letters
- Part D, Item 8 – Key stakeholder letters and contacts
- Part D, Item 13 – Documentation of coordination with approving agencies
- Other Supporting documentation

Addenda

- Additional text (optional)

Additional Signature page

- Not applicable
- Complete (Signatures match names)

NOTES: _____

A-2 SAMPLE FEASIBILITY REPORT TEMPLATE

SAMPLE CONNECTOREGON III FEASIBILITY REPORT FORM

[insert reviewer name and organization] , Feasibility Reviewer:

DATE: : _____

Application Number: _____

Applicant Name: _____

Co-Applicant: _____

Project Name: _____

Mode: _____

Applicant Administrative Eligibility:

- The Applicant is a Public Body or Person within the state of Oregon.
 - The Applicant, if applicable, is current on all state and local taxes, fees, and assessments.
 - The Applicant has sufficient management and financial capacity to complete the Project including without limitation the ability to contribute 20 percent of the eligible grant Project cost.
-

Project Administrative Eligibility:

- The project is a Transportation Project that involves one or more of the following modes of transportation: air, marine, rail or public transit.
 - The Project will assist in developing a multimodal transportation system that supports state and local government efforts to attract new businesses to Oregon or that keeps and encourages expansion of existing businesses.
 - The Project is eligible for funding with lottery bond proceeds under the Oregon Constitution and laws of the State of Oregon.
 - The Project will not require or rely upon continuing subsidies from the Department for ongoing operations.
 - The Project is not a public road or other project that is eligible for funding from revenues described in section 3a, Article IX of the Oregon Constitution, i.e. the State Highway Trust Fund.
 - The Project is feasible, including the estimated cost of the Project, the expected results from the proposed Project for each of the considerations as prescribed in 731-035-0060, the Project schedule, and all applicable and required permits may be obtained within the Project schedule.
-

Technical Feasibility

Is the budget estimate complete?

Yes No

If budget estimate information is complete, does the cost estimate appear reasonable?

Yes No

Is timeline in relation to tasks not yet completed feasible?

Yes No

Are there any elements of the project that could cause unanticipated delays?

Yes No

Can all applicable and required permits be obtained as indicated in the schedule?

Yes No

Does the application package include documentation of the desire for and support of the Project from the businesses and entities to be served by the Project

Yes No

Comments:

No Conflict of Interest Certification: I do not have any conflict of interest with the proposer submitting this project application. A conflict of interest may include any family members presently associated with a proposer, or any financial relationships with a proposer (does not include past employment). I have read and rated the project application independently, and without interference or pressure from anyone. I have not had conversation or other contact with the proposer concerning this project application since it was issued. I have noted any potential conflicts or concerns on this form."

FEASIBILITY EVALUATOR SIGNATURE:

Name

Date

A-3 SAMPLE ECONOMIC BENEFIT REVIEW

ConnectOregon III Review of Economic Benefit to the State

Project Number and Mode: _____

Project Description: _____

Project Reviewer: _____

Thank you for your participation in evaluating the economic benefit aspects of *ConnectOregon* III applications. One of the five required “considerations” of the Oregon Transportation Commission when selecting applications for funding through the Multimodal Transportation Fund (*ConnectOregon*) asks, “Whether a proposed transportation project results in an economic benefit to this state.”

Use the scoring sheet below as a quick guide to the application. In some instances, the scoring sheet will identify the appropriate score based on calculations from information provided in the application. Other questions require a critical review of the applicant’s answer before selecting an evaluation score based on the range of possible evaluations. Calculation and comment areas are provided to show your work and note information critical to your evaluation.

Save a completed electronic version of this document for each application you evaluate. Scan the signed evaluation form and return it to Teddie.A.Baker@state.or.us in the TDD Freight Mobility Unit **no later than Friday, January 8, 2010.**

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

Section 1

Application Section & Question #	Evaluation Criteria	Total Score 0 - 3
D5/B7	Long-term jobs multiplied by projects useful life = long-term job-years	
D5/C1c	OR Private investment (\$) divided by [<i>ConnectOregon</i> III request/1 million] = Private investment per \$ million requested from <i>ConnectOregon</i>	
Point System: 0 – no net positive impacts; 2 – likely net positive impacts; 1 – potential net positive impacts; 3 – significant net positive impacts		

Calculations/Comments:

Section 2

Application Section & Question #	Evaluation Criteria	Individual Score	Final Score (Higher of 2) 0-3
D6/C1c	Short-run construction-related jobs divided by [<i>ConnectOregon</i> III request/1 million] = construction related jobs per \$ million requested from <i>ConnectOregon</i>		
Point System: 1 – less than 18 jobs per \$million requested; 2 – 18-28 jobs per \$million requested; 3 – greater than 28 jobs per million requested			
D7	Project area unemployment rate compared to state unemployment rate (10.3%)		
Point System: 0 – located in area with unemployment rate more than 2 percentage points <i>below</i> state average; 1 – located in area with unemployment rate 0-2 percentage points <i>below</i> state average; 2 – located in area with unemployment rate 0-2 percentage points <i>above</i> state average; 3 – located in area with unemployment rate more than 2 percentage points <i>above</i> state average			
Calculations/Comments:			

Section 3

Application Section & Question #	Evaluation Criteria	Individual Score	Final Score (Higher of 2) 0-4
D8	Does this project improve the efficiency or reliability of Oregon’s transportation system? [note in comments section which box(es) were checked and any other relevant details]		
Point System: 0 – no positive impacts; 1– unlikely to make positive impacts; 2 – potential positive impacts; 3 – likely positive impacts; 4 – significant positive impacts			
D9	Does the project improve safety? [briefly note in comments section the documentation or explanation required for a “yes” answer that was provided]		
Point System: 0 – no positive impacts; 1 – unlikely to make positive impacts; 2 – potential positive impacts; 3 – likely positive impacts; 4 – significant positive impacts			
Comments:			

**Review of Economic Benefit to the State
Final Point Calculation**

Section 1 (no more than 3)	points
Section 2 (no more than 3)	points
Section 3 (no more than 4)	points
Total (no more than 10)	points

Reviewer Name: _____

Reviewer Agency: _____

Date of Review: _____

A-4 SAMPLE APPLICATION REVISION FORM TEMPLATE

CONNECTOREGON III Application Revision Form

DATE: : _____

Application Number: _____

Applicant Name: _____

Co-Applicant: _____

Project Name: _____

Reason for Revision:

- Revision requested by ODOT
- Revision initiated by Applicant

[Type Applicant Name] requests ODOT accept the following changes to the [Type Project Name] *ConnectOregon* application.

This change will [choose one] the information provided in Part [Select Part], Item [Select Item #].

Certification

I certify that the information on this form , is accurate, and supersedes, or supplements as indicated, the information on the *ConnectOregon* III application for this project.

APPLICANT SIGNATURE X	PRINT NAME	DATE
CO-APPLICANT SIGNATURE X	PRINT NAME	DATE

A-5 SAMPLE MODAL PROJECT REPORTS TEMPLATE

MODE			
	Tier (1-4)	Rank (High/Medium/Low)	Priority
Project:	#	###	#
Requested Funds:			
Region:			
Report Date:			
Project Description:			
Review Comments:			

A-6 SAMPLE MODAL MATRIX TEMPLATE

The table below is a sample of the fields that will be used on the review matrix provided to the modal review committees. The final version will be a Microsoft Excel spreadsheet.

The application number, name, and funds requested columns will be completed by *ConnectOregon* staff. The “Consideration” and sort columns will be completed by modal review committee staff, and the ranking and priority columns will record the actions of the committee.

App #	Project Name / Description	Total ConnectOregon Funds Requested (\$)	(a) Project reduces transportation costs for Oregon businesses or improves access to jobs and sources of labor	(b) Project results in an economic benefit to this state use higher number)	(c) Project is a critical link in Oregon’s transportation system that will measurably improve utilization and efficiency	(d) Ability of the applicant to fund the project from any source other than the Multimodal Transportation Fund	(e) Construction Readiness (Ready to construct 6, 12, or 18 months after agreement is signed. Assume signed 9-2009)	Tiers: Tier 1: 35-40 Points Tier 2: 27-34 Points Tier 3: 16-26 Points Tier 4: 01-15 Points	Rank: (High, Medium Low)	Priority	Final Review Report
	Sample	\$1,000,000	8	7	9	3	3	30 Points - Tier 2	H		
			Max Points 10	Max Points 10	Max Points 10	Max Points 5	Max Points 5				

A-7 SAMPLE REGION PROJECT REPORTS TEMPLATE

REGION #			
	Tier (1-4)	Rank (High/Medium/Low)	Priority
Project:	#	###	#
Requested Funds:			
Region:			
Report Date:			
Project Description:			
Review Comments:			

A-8 SAMPLE REGION MATRIX TEMPLATE

The table below is a sample of the fields that will be used on the review matrix provided to the region review committees. The final version will be a Microsoft Excel spreadsheet.

The application number, name, and funds requested columns will be completed by *ConnectOregon* staff. The “Consideration” and sort columns will be completed by region review committee staff, and the ranking and priority columns will record the actions of the committee.

Application Number	Project Name / Description	Total Connect Oregon Funds Requested (\$)	(a) Project reduces transportation costs for Oregon businesses or improves access to jobs and sources of labor	(b) Project results in an economic benefit to this state (x = higher two classifications in Item 4 of form. If there is a split in #'s – use higher number)	(c) Project is a critical link in Oregon's transportation system that will measurably improve utilization and efficiency	(d) Ability of the applicant to fund the project from any source other than the Multimodal Transportation Fund	(e) Construction Readiness - Ready to construct by 3-30-11: 5 Points 9-30-11: 3 Points 4-30-12: 1 Point	Tiers: Tier 1: 35-40 Points Tier 2: 27-34 Points Tier 3: 16-26 Points Tier 4: 01-15 Points	Rank (High - Medium - Low)	Priority	Final Review Report
1AXXXX	Sample	\$ 500,000	7	5	6	3	1	22 Points - Tier 3	M		
			Max Points 10	Max Points 10	Max Points 10	Max Points 5	Max Points 5				

A-9 SORTING PROCESS TEMPLATE

On the following pages, a table is provided indicating which application questions relate to the identified consideration. A given question may relate to more than one consideration, and will appear under each relevant consideration.

Committee staff will be provided with an electronic document containing the following table for use during sorting.

Committee staff will record the results on the Review Matrix for presentation to the Committee during public meetings.

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

Part	Item No.	Brief Description of Question (from Application)	Points	Appraiser's Score
<p>* Items D1 and D2 are evaluated together with a shared point value and Items D8 and D9 are evaluated together with a shared point value</p> <p><i>* To determine the score of questions with a shared point value, score each question separately, then select the highest of the two scores as the "appraiser's score."</i></p>				
D	1	Industrial or employments connections	* 3	
D	2	Linking workers to jobs		
D	8	Efficiency and reliability of transportation	* 4	
D	9	Safety		
D	10	Transportation Connections	3	
TOTAL AVAILABLE POINTS – Consideration "A"			10	
<p>Point System for D1, D2, and D10: 0 – No positive benefit; 1 – Potential positive benefit; 2 – Likely positive benefit; 3 – Significant positive benefit.</p> <p>Point System for D8 and D9: 0 – No positive impacts; 1 – Unlikely to make positive impacts; 2 – Potential positive impacts; 3 – Likely positive impacts; 4 – Significant positive impacts.</p>				
COMMENTS				

COMMENTS (Continued):		
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Consideration (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.

Part	Item No.	Brief Description of Question (from Application)	Points	Appraiser’s Score
* Items D1 and D3 are evaluated together with a shared point value				
D	1	Industrial or employments connections	* 3	
D	3	Linking populations to medical care, social services, or shopping		
* Items D8 and D9 are evaluated together with a shared point value				
D	8	Efficiency and reliability of transportation system	* 4	
D	9	Safety		
D	10	Transportation Connections	3	
		TOTAL AVAILABLE POINTS – Consideration “C”	10	
Point System for D1, D3, and D10:		Point System for D8 and D9:		
0 – No positive benefit;		0 – No positive impact;		
1 – Potential positive benefit;		1 – Unlikely to make positive impact;		
2 – Likely positive benefits; and		2 – Potential positive benefits;		
3 – Significant positive benefits.		3 – Likely positive benefits; and		
		4 – Significant positive benefits		
* To determine the score of questions with a shared point value, score each question separately, then select the highest of the scores as the “appraiser’s score.”				
COMMENT:				

Consideration (d) - How much of the cost of a proposed transportation project can be borne by the applicant for the grant or loan from any source other than the Multimodal Transportation Fund.

Part	Item No.	Brief Description of Question (from Application)	Points	Appraiser's Score
Overmatch Criteria <i>ConnectOregon</i> Total Project = Grant/Loan + 20% Match Example: \$100K + \$25K = \$125K = <i>ConnectOregon</i> Total Project				
C	1.d.	Applicant will provide >20% Overmatch (\$100K + 30% match = \$125,000)	1	
C	1.d.	Applicant will provide 40% Overmatch (\$100K + 40% match = \$166,666)	2	
C	1.d.	Applicant will provide 60% Overmatch (\$100K + 60% match = \$175,000)	3	
C	1.d.	Applicant will provide 80% Overmatch (\$100K + 40% match = \$200,000)	4	
C	1.d.	Applicant will provide >80% Overmatch (\$100K + 90% match = \$211,111)	5	
		TOTAL AVAILABLE POINTS – Consideration “D”	5	
COMMENT:				

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

Part	Item No.	Brief Description of Question (from Application)	Points	Appraiser's Score
For this consideration, assume a grant execution date of September, 2011				
C	4	Project is ready to start construction 6 months after grant agreement execution.	5	
C	4	Project is ready to start construction 12 months after grant agreement execution.	2	
C	4	Project is ready to start construction 18 months after grant agreement execution.	3	
		TOTAL AVAILABLE POINTS – Consideration “E”	5	

FINAL POINT CALCULATION

	AVAILABLE POINTS	TOTAL SCORE
Consideration a –	Maximum 10 Points	
Consideration b –	Maximum 10 Points (Use Score Provided By Economic Benefit Evaluation Team)	
Consideration c –	Maximum 10 Points	
Consideration d –	Maximum 5 Points	
Consideration e –	Maximum 5 Points	
Maximum Available Points = 40		