ConnectOregon 9

Application Instructions

December 4, 2023

CONNECT OREGON 9 APPLICATION INSTRUCTIONS

If you have not already done so, please sign up for the Connect Oregon electronic mailing list:
https://public.govdelivery.com/accounts/ORDOT/subscriber/new?topic_id=ORDOT_135

Application Period Begins: **January 11, 2024**

Application Period Ends: **February 29, 2024**

The application is available online. Please contact ODOT if you have any questions about the application prior to the end of the application period.

Connect Oregon 9 Project Grant Application (cognitoforms.com)

SECTION 1: APPLICATION FORM
(Question-by-Question Instructions)

General Instructions:

Navigate to the Connect Oregon Application form online. You may work on the application at different times, saving your work as needed by clicking the "Save" button at the bottom right of each application page. You can save the form link to your specific form or have it emailed to you.

Required fields will have a red asterisk denoting that they must be filled out in order to advance pages. For questions that require more detailed answers, the boxes will automatically limit the amount of text you can type in the spaces provided. While unique situations and circumstances should be explained, in general answers should be concise and to the point. In addition to fillable form, there are documents that must be uploaded when prompted at the end of the application. These are:

- Property Owner information/lease/option to buy
- Secretary of State Business ID (for non-profits and businesses)

Please note that some projects have the potential to reduce the vehicle carrying capacity of a state highway. ORS 366.215 states that the OTC may not permanently reduce the vehicle carrying capacity of an identified freight route. Specific exceptions to this prohibition are allowed by statute. ODOT staff has developed guidance on this issue that is available at http://www.oregon.gov/ODOT/TD/TP/Pages/ORS366.215.aspx.

Applicants are strongly encouraged to review the Connect Oregon 9 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 are required even if N/A. Applications that are determined incomplete may not move forward in the review process.

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

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

Project Description

Question 1: Complete this information for the applicant. The contact person named here is the primary contact for this project. The Authorized representative name field is for an instance where it is not the contact person and may also be assisting with preparing the grant application, but is not the primary point of contact. Additionally, the Organization Name must match the name used in the Department of Revenue Tax Certification.

Question 2: Choose the entity type that best describes the applicant entity. Private/non-profit organization will be asked to provide their business registry number from the Oregon Secretary of State's Corporation Division, and upload the appropriate documents on the last page of the application form.

Question 3: 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. The point selected for the Latitude and Longitude should be at the center of the project location, or for linear projects such as

railways, a starting point would be acceptable. Physical addresses are not necessary in these situations.

To find the latitude and longitude, you can use Google Maps or another mapping service. If you use a different mapping service, please use the FCC's conversion tool to convert latitude and longitude degrees to decimal degrees. Within Google Maps, you can right-click on the location of the project
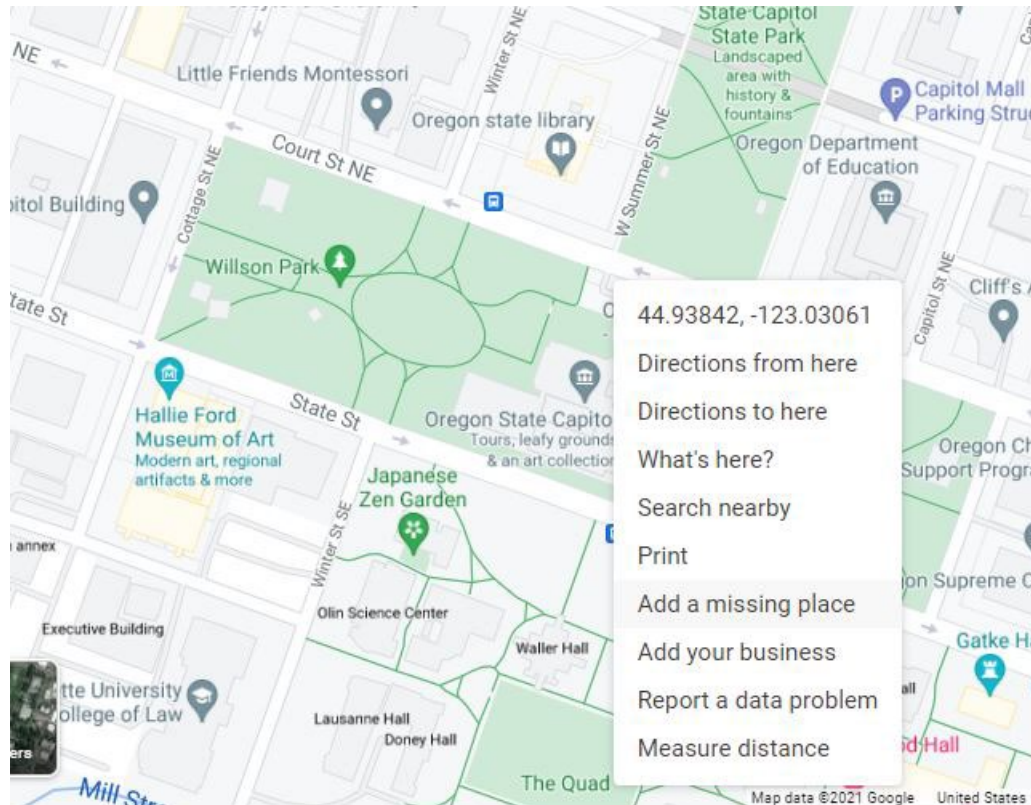
 Select "What's here?" to get the address and the coordinates.

For example, the State Capitol Building's coordinates are 44.93842, -123.03061. 44.93842 goes into the Latitude box and -123.03061 goes into the Longitude box.

Question 4: Check the appropriate box for the primary mode of the project. You may not select more than one mode. The project must serve at least one of the listed modes to be eligible for Connect Oregon 9 (CO 9) funds. You may provide additional mode information in the supplemental area.

Question 5: Check the appropriate box to identify the Connect Oregon region for your project. You may not select more than one CO region. If a project falls within more than one CO region, identify the primary region for the project.

Question 6: Provide a brief summary of project that clearly defines what is being constructed and the transportation asset resulting from the proposed project. Should your project be selected for funding, the summary will become the scope of work in your agreement. Details beyond the high level summary of the project should be reserved for Question 7.

Example: Project will rehabilitate 5,300 feet of runway along with associated improvements such as 10,600 feet of underdrain, lighting rewiring, etc.

Question 7: Project purpose and description. Provide a detailed project purpose, need and description, including the economic and public benefits that will result from the project with citations of verifiable sources. Include whether the project has independent utility or whether it is dependent on future phases to be fully functional. The summary should include what the project will do or build and who will benefit from it. If the Connect Oregon portion is part of a larger project, briefly describe the larger project.

Question 8: Useful life (years). Provide the expected useful life of the project (must be a minimum of 20 years to achieve a maximum score by reviewers). Explain how this figure was calculated and cite sources to justify your conclusion. Cited sources 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. The Sample Draft Agreement identifies the useful life of a construction project as 20 years.

Readiness

Question 9: Answer whether milestones above have been met and fill in projected start and completion dates. For planning purposes, we anticipate executing funding agreements within 3 months of projects being awarded by the Oregon Transportation Commission. The OTC is expected to select projects at their September 2024 meeting. Projects are required to have construction begin within a year, and be completed within three years of execution. Project schedule should demonstrate how the project would meet this requirement. Milestones 4 and 5 should reflect the dates the plans are ready and a construction contract is awarded for the first construction contract to complete the project.

- Scoping and planning means the development of the project size and scope, determination of operational requirements, and required public comment periods.
- Right-of-way and land acquisition means the process of securing land for the project site, including purchases, leases, eminent domain/condemnation, and the acquisition of required easements.
- Permits means the process of securing any required permits, approvals, or permission from any local, state, or federal agency.
- Final plans/bidding engineering documents means the development of any structural or operational documents required to advertise and build the project.
- Construction contract award means the securing of a contract to build, install, or otherwise prepare the project for operations or use.
- Project completion means construction or installation is complete and the project is ready for operation or use.

Question 10: Will the project's construction schedule be constrained by environmental considerations (bird-nesting, fish-spawning seasons, temperature or weather)?

Indicate whether the project has any seasonal environmental limitations on construction at the project site. Will the project's construction schedule be constrained by environmental considerations (bird-nesting, fish-spawning seasons, temperature or weather)? Please explain and provide limitation dates.

Question 11: Who was responsible for determining the project schedule and what is their level of expertise? Identify who determined the schedule, their level of expertise (i.e. Engineer, certified construction project manager, etc.), and describe what makes them qualified to determine the schedule.

Question 12: Property used for a Connect Oregon project must be committed for such use for 20 years following construction. If the property is not yet secured, describe the steps and timeline to complete the transaction(s). ***Note: All property transactions must be completed 60 days prior to OTC final selection of projects.***

Identify the method of control for project property. The allowable options are: wholly or partially owned by applicant; long-term lease for 20 years following project completion; and property not yet purchased or leased. If not yet purchased or leased, please provide the steps and timelines for acquisition of the property. The documents showing ownership or lease of the property must be uploaded on Page 10, Property Information.

Please note that failure to demonstrate control of the project site will result in loss of points when reviewers score project readiness.

Question 13: Describe any project risks or barriers to being ready for construction and your plan to address the risks/barriers. Describe any risks to the delivery of the project schedule provided. 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.

Question 14: Describe your public and stakeholder engagement process efforts. Stakeholder involvement means the involvement and coordination of all interested parties including elected officials, local citizens, business and industry representatives, modal representatives, etc. Describe the efforts you have made to inform the public and stakeholders and how you have involved them in the decision-making process. Include public/stakeholder concerns that have arisen during your outreach process.

It is noted that not all projects due to size, scale, or their nature necessarily require external engagement or coordination. If that is the case, please provide a brief explanation as to why no outreach was done and why concerns about the project would be minimal.

Planning & Permitting

Question 15: Public body approvals and permits.

Identify all public body approvals and permits needed to complete the project; indicate the status of each approval/permit. Add approvals/permits as needed. Below are descriptions of some possible approvals/permits that projects are subject to. Other potentially required permits may involve wetlands, material sources, fish passage, airport clearance, railroad clearance, waterways and other federal, state and/or local requirements. All permits needed for construction must be secured within nine months following execution of a grant funding agreement.

- The National Environmental Policy Act (NEPA) applies whenever a proposed activity or action:

  - is proposed on federal lands;
  - requires passage across federal lands;
  - is to be funded – either entirely or in part – by the federal government; or

- affects the air or water quality that is regulated by federal law.

When any one of these four conditions are present, the federal agency with the greatest expertise, regulatory authority, and capacity to manage the NEPA process for the proposed project becomes the lead agency for that project.

These actions are defined at 40 CFR 1508.1. The environmental review under NEPA can involve three different levels of analysis:

1. Categorical Exclusion determination (CATEX)
2. Environmental Assessment/Finding of No Significant Impact (EA/FONSI)
3. Environmental Impact Statement (EIS)

- Identify if in-water work permits are required for the project. More information can be found at the following website: https://www.oregon.gov/dsl/ww/pages/permits.aspx
- Identify if United States Army Corps of Engineers (USACE) permits are required for the project. More information can be found at the following website: https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Obtain-a-Permit/
- Coordination with Native American tribal representatives is often required prior to construction. Projects located along or crossing borders may require coordination with jurisdictions and/or state agencies in bordering states.

The list is not intended to be exhaustive, thus if there is a specific permit or approval needed that is unique to your project that are needed in order to construct, please use the "Any additional specific permits or approvals needed" section at the bottom of the page.

Note: CO projects are required to meet state and local standards for design, construction, and safety. All projects must conform to local and state requirements for environmental protection, property acquisition, consultant selection, labor and civil rights, and procurement of materials. Each applicant needs to work with its local city and/or county regarding applicable building codes and other land use and permitting requirements.

Question 16: Planning and land use. Demonstrate the project's compliance with land use documents identified below or describe how you will achieve compliance. Add any additional planning/land use efforts that are not listed. A limited land use decision must be complete within six months of the execution of a grant funding agreement. If the use is not permitted outright and/or requires a land use decision to be a legally allowable use on the site, the land use decision must be complete 60 days prior to the OTC's final action to select projects.

- A Transportation System Plan (TSP) is a plan for one or more transportation facilities planned, developed, operated, and maintained in a coordinated manner to supply continuity of movement among modes, and within and between geographic and jurisdictional areas.

- Comprehensive Plan means a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including but not limited to sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs.

- A Regional Transportation Plan (RTP) is a 20-year plan prepared by a Metropolitan Planning Organization (MPO) that identifies needed transportation projects and funding sources.

- A zoning amendment is a formal changing of the land use, which requires approval and adoption by the pertinent local government.

- A Goal Exception is a decision to exclude certain land from the requirements of one or more applicable statewide goals. (See our *list of Statewide Planning Goals*)

The list is not intended to be exhaustive, thus if there is a specific planning or land use efforts not specified that is unique to your project that are needed in order to construct, please use the "Any additional specific permits or approvals needed" section at the bottom of the page.

Question 17: Planning/land use narrative. Provide additional information about planning and land use actions needed to complete your project. Describe where the proposed project is consistent with or identified in a public or corporate planning document. Provide a link to the relevant planning document or attach only those specific pages that reference the project. Examples: Design Review, Partition, Subdivision, Conditional Use, Zone Change, etc.

If no land use action is required, please write N/A or Not Applicable.

Budgeting and Match

Question 18: Project budget. As the Connect Oregon program is intended to support Oregon's economy, we would generally encourage grant recipients to contract out the work to the private sector. While grant recipients may need to perform some specialized work in-house, please confirm your plans with the Connect Oregon program office following grant award. Private sector recipients should review the sample grant agreement clarifying what is not allowed around "related parties." No additional Connect Oregon funds will be available; grant recipients who are awarded funds will be responsible for any additional project costs and will be held to completing the scope of work in their funding agreement.

The Connect Oregon program is a reimbursement program. Grant recipients will be required to pay its consultants/contractors/vendors prior to seeking reimbursement from the Connect Oregon program.

Please populate the fields a-g to the best of your knowledge, using estimates where necessary. The subtotal and total project cost fields will automatically populate based upon what you entered in the prior fields. Filling out the contingency field is optional. Regardless of the confidence in the estimates of figures used in a-g, the Total Project Cost field needs to reflect the project size being applied for – if the total needs to needs to be higher or lower to better capture the size and scale of the project, the budgeted inputs need to be adjusted accordingly.

Question 19: Who was responsible for determining the project budget and what is their level of expertise? Identify who determined the budget, their level of expertise (i.e. Engineer, certified construction project manager, etc.), and describe what makes them qualified to determine the costs. This question is to ensure that the estimated budget will be reasonably close to the actual construction costs necessary to deliver the project as described.

Question 20: Grant request/matching funds requirement. Enter the grant request; the total project cost will come from question 18 above. The applicant match and match percentage will calculate

automatically. An applicant must provide at least 30% of the project's funding or 50% for Class I railroads.

> E.g. An aviation project with a total cost of $1,500,000 would have a maximum grant request of $1,050,000 (total project cost *0.7) with a minimum match of $450,000 (total project cost *0.3).

> E.g. A class I railroad with a total cost of $4,000,000 would have a maximum grant request of $2,000,000 (total project cost *0.5) with a minimum match of $2,000,000 (total project cost *0.5)

The amount of matching funds an applicant makes available is used in scoring your application. Should an applicant be chosen for funding, the commitment of matching funds shown in the application might not be reduced through the life of the project.

> E.g. If the total project cost is $500,000, and the grant request is for $350,000, the applicant would have a match of at least 30%, which in this case is $150,000. If in the course of designing and constructing the project, the total project cost reimbursements add up to $475,000, the applicant would still be responsible for $150,000 in match.

Question 21: Please identify each source of matching funds you will use for the project. Identify each source and amount of matching funds. Matching funds will be verified at least 60 days prior to the OTC's final action.

To qualify as match, funds must meet specific requirements as follow:

- The source of matching funds must be identified on the completed application.
- Project costs include the actual costs expended that are reasonable, necessary and directly related to the project and are considered capitalized to an asset that is part of the project.
- Project costs that were paid for by the applicant prior to the Agreement's effective date *may* be eligible to be used as match but are not eligible for reimbursement.
- The value of an item (e.g. land) may not be considered part of the match. For example, if an applicant has a parcel of land purchased several years ago, the applicant's original purchase price must be used, not its present value.
- Non-cash donations made on behalf of a project have a zero match value (e.g., land, labor, and equipment donated for a project are not of value for match).
- Oregon state highway funds may not be used as match.

The required applicant match is populated at the top of page 7 for reference. Please ensure that total amount from sources adds up to at least the applicant match.

Transportation & Economic Benefits

Question 22: How does the project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? Explain how the project reduces transportation costs or improves access to labor for businesses. Detail 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).

Question 23: What are the specific economic benefits to this state that will result from this project? Describe the economic benefits to Oregon as a result of this project. This could include businesses staying in Oregon (retain long-term jobs) or locating/expanding in Oregon (add long-term jobs). Identified jobs should be a direct result of the project improvements. Do not include jobs that will

be shifted from one location in Oregon to another within the state, indirect or induced job estimates (multiplier effects), or (short-term) construction jobs. This may include:

- The approximate average annual wage of the long-term jobs created by the project.
- Businesses that will be able to stay in Oregon or locate/expand in Oregon as a direct result of the project.
- The amount of private investment that would be made if and only if the project is implemented.
- Letters of commitment detailing the number of long-term (non-construction) 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.
- Limit the discussion of economic benefit to the project's impact on the state's ability to attract or retain business or industry.

Question 24: Describe how the project provides a critical link connecting elements of Oregon's transportation system, and how it will measurably improve utilization and efficiency of the transportation system. Explain and describe the modes of transportation affected and whether a new link was created or an existing link improved.

Question 25: How does the project improve Oregon's transportation system efficiency and/or utilization?

- Increases system capacity
- Relieves a bottleneck or congestion point
- Completes one or more gaps in Oregon's transportation system
- Removes an existing barrier
- Reduces traffic or use conflicts
- Improves geometrics
- Implements technology
- Other (Please explain below)

Please utilize the checkboxes to select which area the project improves. If you select other, a box will open up where you can provide a brief explanation of what that improvement is.

Question 26: a) How is success measured for this project (include methodology for calculation)? Explain how you arrived at your calculation for measuring success and how the investment in your project will improve that measurement. Successful applicants will be required to report on the success of the project following completion of the project and prior to ODOT releasing withheld retainage (5% of the project's total cost).

b) What is the existing measurement today? (e.g. number of delays, condition of infrastructure, square footage of relevant structures)

c) What is the anticipated measurement when the project is fully operational? Please use the same measure as b.

Question 27: Does the project improve an existing transportation connection or add a new connection to an industrial or employment center? If Yes, check all that apply

Question 28: This project improves or creates access to:

- Industrial center
- Employment center

- This project provides access to a site certified as ['Shovel Ready'](#) by the Oregon Business Development Department.

Question 29: Does the project improve safety? If yes, please explain by noting the number and type of incidents (fatal accident, injury accident, property-damage accident, crime, or other) within a specified timeframe. Documentation or explanation of the incident(s) or safety situation(s) that have occurred that this project is addressing or documentation of a high risk or of a safety issue or hazard potentially occurring.

Question 30: Does the project serve one or more of Oregon's Statewide Business Clusters. Check all that apply.

Natural Resource Industry Clusters
- Agriculture
- Food Processing
- Forestry and Wood Products
- Nursery Products
- Tourism

Advanced Manufacturing Industry Clusters
- Aviation
- Manufacturing

High Technology Industry Clusters
- Bioscience
- Education Technology and Services
- Semiconductors and Electronic Components
- Software

Footwear, Outdoor Gear and Apparel Industry Clusters
- Athletic & Outdoor

Clean Technology Industry Clusters
- Green Building and Development
- Electric Vehicles and Sustainable Transportation
- Energy Efficiency
- Environmental Technology and Services
- Solar
- Wave Energy
- Wind Energy

Other Industry Clusters
- Creative Industries
- Defense

If any cluster is selected, please provide details on this.

Question 31: Does this project benefit the Oregon economy by generating a net increase in or retention of long-term jobs (beyond short-term construction jobs) and/or increasing private investment in Oregon? Please respond with yes or no, if yes, please explain.

a) Number of long-term (non-construction) jobs created or retained as a direct result of the project
b) Average annual wage of long-term (non-construction) jobs created or retained
c) List up to five businesses that will verify job creation/retention or new private investment
d) What is the increase by these businesses in Oregon as a result of this project?

If yes is selected, commitment letters must be submitted with the application. These letters must be from businesses or organizations. Letters must state their intention to operate in Oregon and detailing: the number of jobs created or retained over a specific period of time as a result of this project, and/or the amount of additional private investment that the entity would make in Oregon over a specified period of time as a direct result of this project.

Question 32: **a)** Is the project located within 10 miles of operations conducted for mining aggregate or processing aggregate as described in ORS 215.213 uses permitted in exclusive farm use zones in counties that adopted marginal lands system prior to 1993 (2)(d) or 215.283 uses permitted in exclusive farm use zones in non-marginal lands counties (2)(b). This is not common.

b) Please explain. If yes is selected on a, then a dialog box will open up and the name and location of the site can be explained.

Additional Considerations

Question 33: Additional Considerations. The additional considerations questions will be used by the review committees to help break ties or differentiate between projects that scored closely on the previous questions. Briefly describe any expected project benefits or impacts in the areas of equity and climate, two key areas that ODOT highlighted in the Strategic Action Plan (SAP). As climate and equity are central themes of the SAP, responses to these items are required, even if the impacts are minimal.

Please note that the list below of questions are not intended to be exhaustive, but to instead provide an array of options to pick from. Applicants may choose, but are _not_ expected to answer multiple questions.

a. How does this project impact equity considerations? Below are potential questions that could be answered to demonstrate how this consideration is being addressed.

- Does the project improve economic and social well-being for Black, Indigenous, People of Color (BIPOC), low-income Oregonians, or others who have been marginalized? If so, how?

- What research or study has been done to identify equity benefits or impacts? What were the results?

- Are benefits and other impacts distributed among local populations? What mitigations does the project include?

- Are there other creative solutions to be implemented that reduce impacts or improve benefits?

- Does the proposal incentivize construction jobs going to those in the local community, or diversity goals, potentially with training programs to build capacity in minority and disadvantaged businesses?

- Is an inclusive process used that employs newer ways to capture input of underrepresented communities that live in the project vicinity that are often lower income, (e.g, design details) that may affect travel of all modes in the area, construction impacts? Does it also keep these communities informed as the project progresses?

- Investment includes design elements that shield negative impacts from the surrounding community (e.g. traffic noise, air quality pollution, safety). Are any of these communities high equity communities?

Potential starting points for answers are below; please use data and supporting information where available.

Examples: The workforce in this industry is predominantly _____ which as a demographic has a higher unemployment rate than the state as a whole, thus expansion in this industry by the project should result in ___ jobs for this group.

As part of the outreach efforts, airport planners held meetings with adjacent community members to determine ways to mitigate impacts of expansion of air cargo and passenger travel.

_____ County has the _____th lowest income in the state, and jobs at the Port of _____ represent high wages relative to the immediate area.

Expansions of operations of _____ mode can have impacts to the economic and social well-being of BIPOC communities; however, our agency will utilize best practices by doing _____, which will mitigate such impacts.

b. How does the project affect climate mitigation, adaptation and sustainability considerations? Below are potential questions that could be answered to demonstrate how this consideration is being addressed.

- Is the project anticipated to advance climate goals such as those noted in the ODOT Climate Action Plan (e.g. reduce GHG emissions, enhance adaptation and system resilience, and/or improve system sustainability)?

- Are elements incorporated to help offset greenhouse gas emissions?

- What scope or design features are included that increase climate resiliency or system sustainability?

- Has a climate analysis been completed? If so, what are the results?

- Are there other creative solutions to be implemented that reduce impacts or improve benefits?

- Does the project include use/purchase of low-carbon equipment, fuel, and/or materials in project construction, as well as future operations & maintenance practices?

- Does the project design include materials that are resilient to future climate impacts (e.g. guardrail supports that will not burn in wildfires, hold up under repeated flooding, pavement and wiring protection that holds up under extreme heat)?

Examples: Adding track in this area will increase rail capacity by _____ which is the equivalent of taking _____ trucks off the road and a GHG reduction of _____.

The _____ Airport refueling project will reduce GHG emissions by _____.

Terminal expansions at _____ will allow for larger cargo ships that are _____ more efficient.

Question 34: Maintenance and Operations. What is the source/are the sources of funds for the continued maintenance and operation of the project for the useful life of the project?

What is the status of these funds? Please select if the funds are secured, budgeted or there are some other unique status.

Describe the steps remaining to commit maintenance and operations funding for the described useful life of the project following the completion of construction. Applicant is responsible for maintaining and operating the improvement for the specified time following completion of construction.

Have you had previous Connect Oregon grant awards? If yes, please denote which cycle(s) awards were received and the total award amount.

Documentation & Final Signature

Question 35: Documentation. Please upload files using the button or by dragging the files

Letters of Support – These are not required. Applicants may include letters of support from elected officials, businesses and other entities that are supportive of the proposal. Letters of support should articulate how the project would be beneficial to their respective entity as well as the public at large. Letters should be unique to each writer; duplicative form letters are discouraged. Please limit length to (1) page per letter.

Property Ownership, land lease/control – Please upload documentation that demonstrates that the applicant has control of the proposed site for the application. Deeds, lease agreements, options to buy, property tax statements and other documents that show the applicant has control or will have control of the subject site can be accepted to meet this requirement.

Secretary of State Business ID – If yes to Question 2, for non-profits and private businesses, please upload any relevant documents.

Site plans, if available – If there are site plans or other supporting documents that show the extent of the proposal please include them here. Pages need to be in 8.5'x11', or 11'x17' format. Reviewers have limited time to read documents; please limit your submissions to 1-4 pages per document. If plans or documents are part of a larger document, please only include the pages that are relevant.

Planning/Permitting Documents – If the application notes that the project is listed in a master plan or there are other planning and permitting documents that reference the project, please upload here. In cases where the documents are large, please only upload the pages relevant to this application.

Miscellaneous – If there any other supporting documents for the application that don't follow under the previous categories, but nevertheless help demonstrate how the project meets the seven statutory considerations and additional considerations, or otherwise better clarifies the project, please upload them under this tab.

Question 36: Authorizations and Signatures. Please read and check all boxes.

- By checking this box, I certify that above-mentioned Applicant Organization supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Connect Oregon funds. I further certify that matching funds are available or will be available for the proposed project no later than 60 days prior to the Oregon Transportation Commission's final action on grant awards, anticipated to be in September 2024. I understand that all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project.

- By checking this box, I certify that all of the content of this application is true to the best of my knowledge and that I have read the Sample Draft Agreement and will sign the Agreement if selected. I understand that non-compliance with the agreement and program may result in a cancelled project and return of grant funds.

- By checking this box, I certify that per Oregon Administrative Rule (OAR) 731-035-0050(2)(b), as a condition of Connect Oregon program eligibility, applicants must be current on all state and local taxes, fees and assessments where applicable. Inasmuch, as an authorized representative, I declare, that MY ORGANIZATION, is to the best of the undersigned(s) knowledge, current on all Oregon state and local taxes, fees and assessments. As a continuing requirement to remain eligible, I understand that MY ORGANIZATION will remain current on all Oregon State and local taxes, fees and assessments and failure to comply with this rule may result in corrective action up to and including a determination of ineligibility for Connect Oregon funding. I further understand that Connect Oregon funds may be withdrawn should it be determined that this certification was signed falsely or in error, or that MY ORGANIZATION has become delinquent in its state and local tax, fee or assessment obligation.

It is important that all applicants understand these certifications, which place a number of requirements on award grantees should they be selected for funding. ODOT encourages all manner of applications that meet program eligibility requirements; however, the agency is a steward of the grant funds and must cancel projects and recover grant funds if grantees are unwilling or unable to abide by the conditions of their grant agreement and/or the relevant OARs.

SECTION 2: QUESTIONS AND COMMUNICATION

Email Notice List

All applicants and interested parties should sign on to the Email Notice List:
https://public.govdelivery.com/accounts/ORDOT/subscriber/new?topic_id=ORDOT_135

ODOT will use this Email Notice List to update applicants and interested parties with notices, information, and any program and application updates.

Website

Interested parties can check the CO website: http://www.oregon.gov/ODOT/TD/TP/pages/connector.aspx.

Questions

All questions should be emailed to connectoregon@odot.state.or.us. Individual questions will be answered via email and then the answer will be posted on the website's Program Information & Frequently Asked Questions (FAQs) for the benefit of all other applicants.

ODOT will provide as much assistance as possible. However, because ODOT is administering the project selection process, ODOT cannot provide individual project-specific advice to applicants. General help will continue to be posted on the website.

Public Records Note

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

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

Additional information

For additional information including the Oregon Administrative Rule, and Frequently Asked Questions please refer to the CO website.

Schedule

The CO 9 schedule including the timing of the above steps is posted on the CO website.

SECTION 3: SUBMISSION INSTRUCTIONS

Applications, checklists, and all support materials must be received by **5:00 p.m.** on **Thursday, February 29, 2024**. Late and incomplete applications <u>will not</u> be accepted; please do not submit until all information and required documents are assembled. To expedite processing and reduce paper, ODOT is only accepting electronic submissions.

Electronic Submission via Cognito Forms

All applications must be submitted via ODOT Cognito Forms; the link will be made available on the program website on January 11:

1. Applications do not need to be submitted in one session; Cognito can show you a link to your application or email you a link.

2. Please review all pages prior to finally submitting.

3. The text boxes do not have spell or grammar check. Applicants are encouraged to use a word processing program to check their answers for correct spelling and proper grammar.

4. An e-mail verification will be sent to you if the application materials were received successfully. This response is automated and should be received within a few moments of submittal.