



Oregon

Tina Kotek, Governor

Oregon Department of Aviation

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February 11, 2025

Mark Morgan, Assistant City Manager
Hermiston Municipal Airport, City of Hermiston



Dear Mark Morgan,

Congratulations! Your project application COAR-2025-HRI-00012, Runway 23 RPZ Property Acquisition: Phase II - Property Acquisition, has been selected by the State Aviation Board to receive a 2024-25 COAR grant. The maximum grant award for this application is \$150,000.00.

Throughout the grant process, you will be using the same www.oda-e-grants.com software that you used to submit your grant application. This will make it easier to you and for us to track the grant progress and reports and to get reimbursements to you in a timely manner.

If you log in now, you may see your grant status set to “pre-agreement preparation.” This will remain until you contact ODAV Program Coordinators stating that you are ready to execute your grant agreement. Review the steps below to you confirm you have the appropriate documentation to execute your COAR grant.

Once ODAV receives notification from you, you may login to IGX to complete the next steps in the software:

- a. Upload a copy of your fully executed Agreement with any parties providing match funding (federal, city, county, other) and a copy of your contract with the parties completing the project into the “Miscellaneous Uploads” form of the grant application if you have not already provided these documents during the application process.
- b. Determine the remaining project costs and project milestones of the project. Enter the total project costs and milestones into the “Grant Agreement/Amendment” form.
Update grant status to forward to Program Coordinators for review.
- c. Once reviewed you will receive notification signatures are required. Program Coordinators will send the grant agreement electronically. Visit the “Grant Agreement/Amendment” form and complete the following steps:
 - The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor’s authorized representative.
 - You may not make any modification to the text, terms or conditions of the grant offer.
 - After you properly sign the grant agreement, upload a signed copy into IGX.
 - ODAV Program Staff will upload the fully executed agreement. Retain a copy for your records.

*Oregon Department of Aviation’s mission is to provide infrastructure, financial resources,
and expertise to ensure a safe and efficient air transport system*

Until the grant is completed and closed you are responsible for submitting monthly Milestone Progress Reports (MPRs), as well as submitting Requests for Reimbursement (RFRs) in accordance with the grant agreement.

Once the project is completed and all costs are determined, we ask that you close the project without delay and submit the final closeout report documentation as required by ODAV.

Congratulations on your grant award. We look forward to working with you.

Sincerely,

ODAV COAR Program Coordinators