



## "Next Step" Grant Award Conditions to receive a Grant Agreement

February 23, 2016

*Congratulations on the selection of your project for funding. There are several types of grant awards issued by the Division of Aviation, and there are different conditions and "next steps" associated with each of them.*

- [Award letter for Design phase only](#)
- [Award letter for Total Project Amount \(all phases\)](#)
- [Award letter for Construction-related activities \(only\)](#)
- [Award letter for Phased Grants \(typically design phase, but could involve other components\)](#)
- [Award letter or Letter of Intent for Property Acquisition or Easement activities](#)
- [Award letter for STIP project](#)

*The next milestone is issuance of a Grant Agreement, which requires the submittal of information from you (the airport sponsor) to the Division of Aviation (DoA). The information that needs to be submitted is outlined for your convenience as "Next Steps" at the above link that corresponds to your project type. You can determine your project type by referring to the "RE:" line in your award letter – the language on that line should match one of the award types listed above. If you have any questions regarding which type of project that you have or about the information outlined in the "Next Steps" document, please call your DoA regional Airport Manager as soon as possible for clarification or assistance.*

***Please note that receipt of your grant is dependent upon following the appropriate instructions, and supplying the required information in a timely manner. Your grant will be officially confirmed once you receive a written Grant Agreement. The links above will lead you through the steps necessary to receive both your Grant Agreement and a Notice to Proceed as quickly as possible. Thank you and we look forward to helping you complete this important project.***

*In addition to the "Next Steps" that are posted, the following supporting guidelines or examples are also provided to assist you in preparing some of the required information:*

- [Summary of Procurement Requirements for Professional Services for Airport Grant Projects](#)
- Project schedule requirements
  - [Guidance for Project Schedule Preparation](#)
  - [Sample project schedule \(MS Project .mpp\)](#)
  - [Sample project schedule \(Adobe acrobat .pdf\)](#)
- [Sample Program Budget](#)
- [AV-100 Program Development Checklist](#)
- [AV-200 Sample Work Authorization Template](#)
- [AV-201 WA Fee Estimate Template](#)