



NORTH CAROLINA
Department of Transportation



Airport State Capital and Infrastructure Fund (SCIF) Directed Funds Process

August 31, 2022

Topics for Today

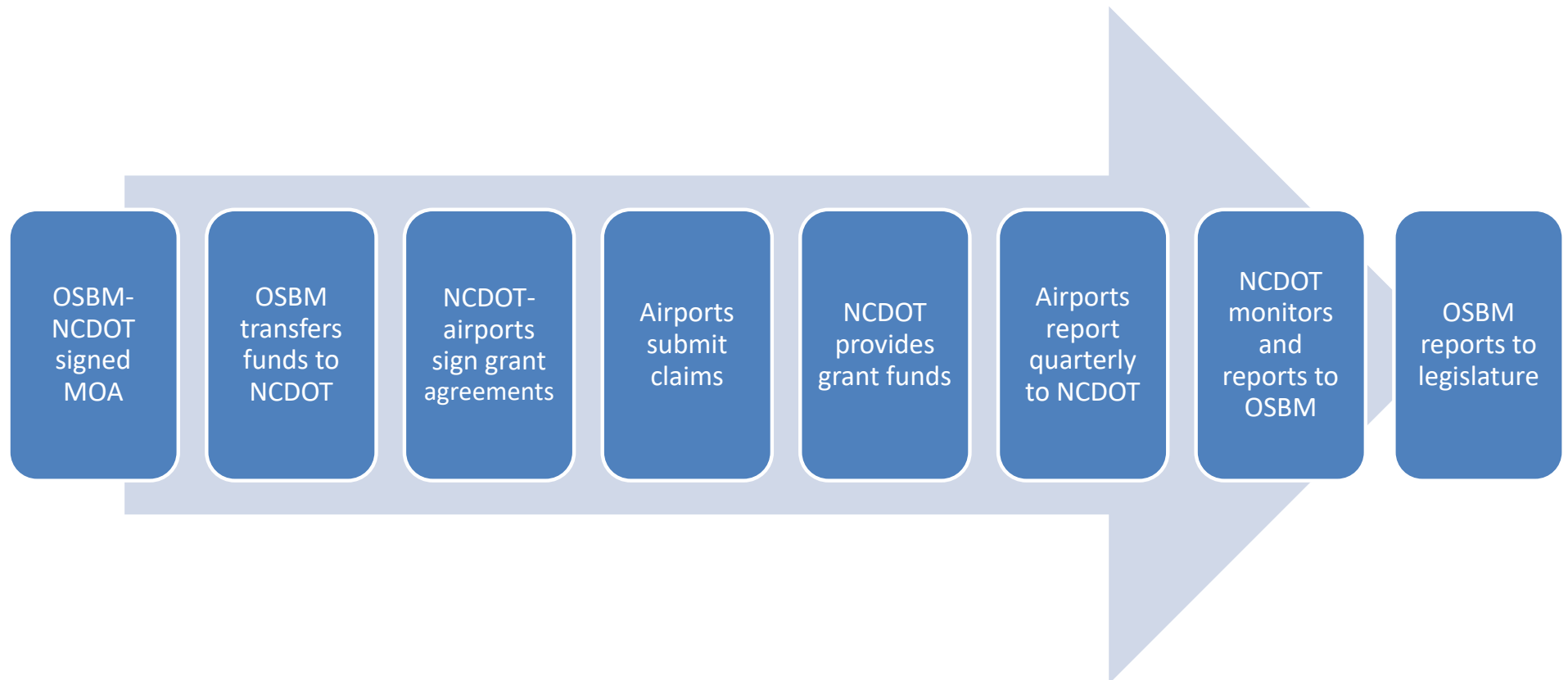
- Recap of State Capital and Infrastructure Fund (SCIF)
- SCIF Process
- Airport Requirements
- Next Steps
- Q&A

State Capital and Infrastructure Fund (SCIF)



- 18 airport grants (\$126.6M) appropriated per S.L. 2021-180
 - 18 airports received funds in FY 2022
 - Smith Reynolds also received funds for FY 2023
- **10 airport grants (\$38.1M) appropriated per S.L. 2022-74**
- Part of funds administered by Office of State Budget and Management (OSBM) through state agencies
- NCDOT Aviation charged with managing airports funding under an MOA with OSBM

SCIF Grants Process Overview



Key Differences SCIF vs. State Aid Grants

- Grant funding **up front** vs. reimbursement
- Airports provide **documentation** as projects progress





Eligible Uses of Funds

- “**Capital improvements**” is defined by General Statute 143 as “A term that includes real property acquisition, new construction or rehabilitation of facilities, and repairs and renovations over \$100,000 in value”
 - Cannot be used for debt service or general operating expenses
- Funds must be **accounted for separately** (cannot be “comingled”)
- **Accrued interest** must be applied to your specified project(s)



FY 2023 Funds Disbursement Plan

- One payment of 100%:
 - by Oct. 19, 2022*
- Grant administration through EBS

**Date set by legislation*

Steps for Receiving Funds by Oct. 19

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <small>Labor Day</small>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

By Sept. 1

NCDOT issues notification of funding letter and Request for Aid (RFA) application in EBS

By Sept. 9

Sponsor submits RFA application with documents:

- AV-109 Proposed Directed Funding Projects Form
- Conflict of Interest policy
- Sworn statement of no overdue tax debts

Sept. 14

NCDOT issues unsigned agreement to airport

Sept. 19

Sponsor signs funding agreement

Sept. 23

NCDOT executes agreement (*EBS notifies airport*)

By Sept. 30

Sponsor submits claim (“New Reimbursement Request”)

By Oct 19

NCDOT issues 100% payment of FY 23 funds

AV-109



Form: AV-109 PROPOSED DIRECTED FUNDING PROJECTS

FUNDED BY:

☐ State Capital and Infrastructure Funds (SCIF) ☐ NC Airport Improvement (NCAIP) Funds ☐ General Aviation Legislative (GAL) Funds

PLANNED PROJECTS: Please provide in the table below a complete list of all projects planned for your appropriation.

Airport Name:

WBS #:

Date:

1. Is project scope changing?
2. If "yes", what change # is this?
3. Has this change been discussed with the legislator that supported funding?
4. Report for SFY Quarter Ending Date:

Project Title	Project Description	Estimated Cost of Directed Funds Proposed for this Project (\$00,000,000)	Other Project Funding Sources, if any (\$ Federal, State, Local or Other)	Estimated Start Date (MM/YYYY)	Estimated End Date (MM/YYYY)

Policy Addressing Conflicts of Interest

- Every grantee shall file with the State agency disbursing funds to the grantee a copy of that grantee's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body.
- The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety.
- The policy shall be filed before the disbursing State agency may disburse the grant funds.

Attachment 3

State Grant Certification – No Overdue Tax Debts

Entity's Letterhead

[Date of Certification (mmddyyyy)]

Certification:

We certify that the [] does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, state, or local level. We further understand that any person who makes a false statement in violation of N.C. Gen. Stat. § 143C-6-23(c) is guilty of a criminal offense punishable as provided therein.

Sworn Statement:

[Name of Board Chair] and [Name of Second Authorizing Official] being duly sworn, say that we are the Board Chair and [Title of the Second Authorizing Official], respectively, of [insert name of organization] of [City] in the State of [Name of State]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Board Chair_____
[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: _____

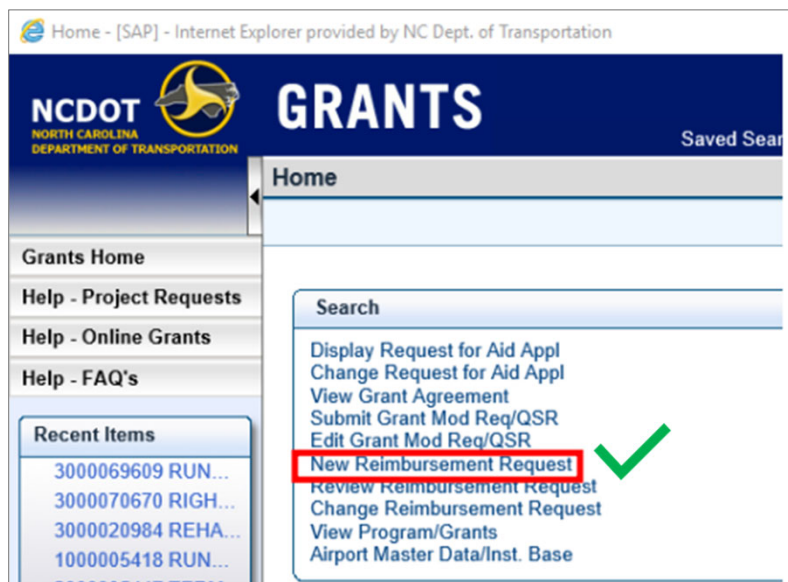
If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management:

NCGrants@osbm.nc.gov - (919) 807-4795

Sworn statement of no overdue tax

- Template provided
- Place on letterhead
- Complete, sign, upload

Sponsors submit one claim



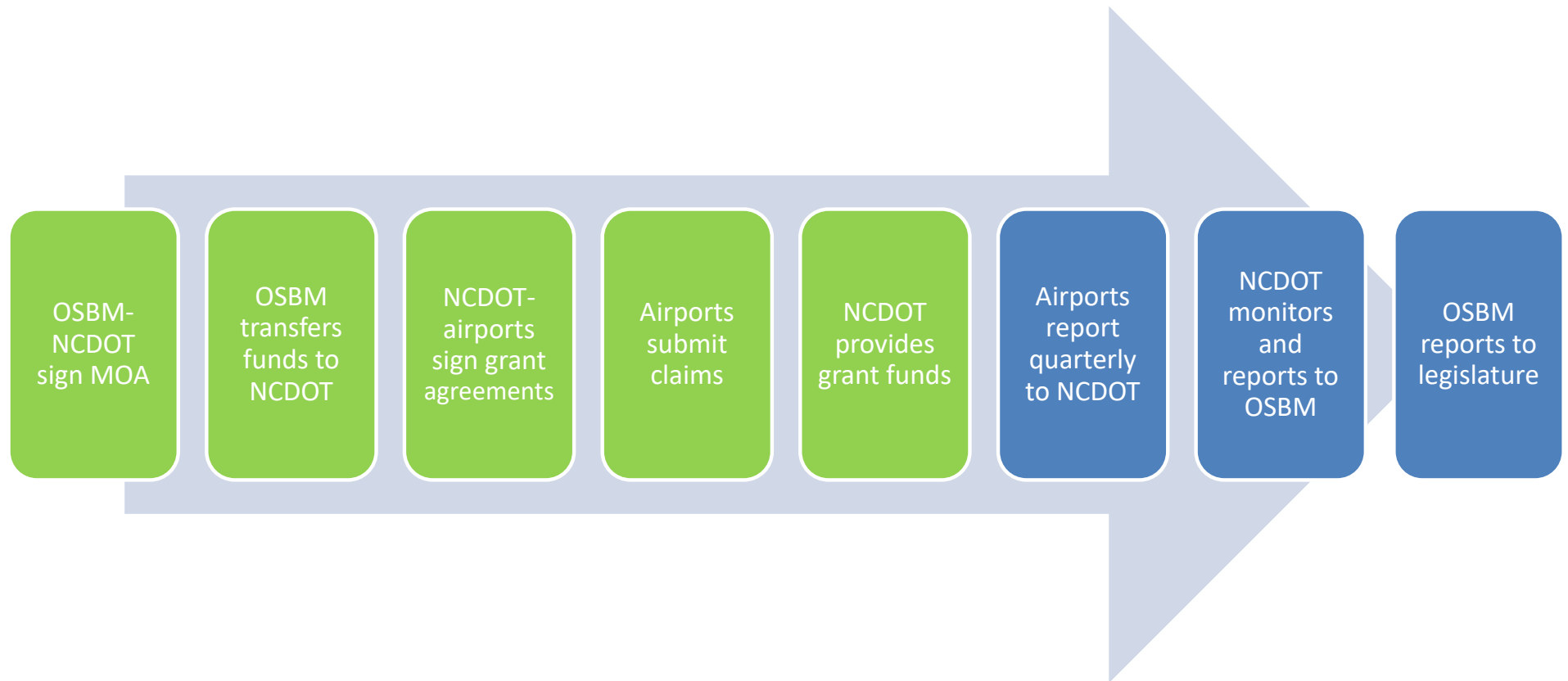
- Use New Reimbursement Request
- Submit **ideally by September 30**
- ➔ • NCDOT will disburse **full 100% payment**



Reporting: Complying & Educating



SCIF Grants Reporting



Quarterly SCIF Reporting Forms

Due 10 days after each quarter ends

Quarterly Report
Due Dates

July 10

Oct. 10

Jan. 10

April 10

1. AV-107 Quarterly Progress and Expense Report
2. AV-109 Proposed SCIF Projects Form (*only if the scope of your project changes*)

AV-107 Quarterly Progress and Expense Report

Two tabs

The screenshot shows an Excel spreadsheet with the following elements:

- Form Fields:**
 - Airport Name:
 - WBS #:
 - Date:
 - Report for SFY Quarter (YYYY-QX):
 - *Is Project Scope Changing?
 - If "Yes", what change # is this?
- Instructions:**

**If "yes", the AV-109 is required in addition to AV-107.*
- Tabs:**
 - Quarterly Progress Report (highlighted in yellow)
 - Quarterly Expense Report (highlighted in yellow)
- Excel Interface:**
 - Formulas tab selected.
 - Font: Calibri, 10.
 - Alignment: Center.
 - Number: General.

Tab One: Quarterly Progress Report

AV-107 Directed Funding Quarterly Progress Report



Airport Name: _____
 WBS #: _____
 Date: _____

Report for SFY Quarter (YYYY-QX): _____

*Is Project Scope Changing? _____

If "Yes", what change # is this? _____

**If "yes", the AV-109 is required in addition to AV-107.*

QUARTERLY UPDATE (EoQ = End of Quarter)

Accrued Interest Earned To-Date by EoQ: \$ _____

Accrued Interest Expended To-Date by EoQ: \$ _____


Grant Funds Expended Total-to-Date: \$ _____

MILESTONE DATES

(enter N/A if not applicable)

[Enter Activity and Approximate Dates]									
Objective		Project A		Project B		Project C		Project D	
Expected Results									
		Performance Measure(s)							
		Date		Date		Date		Date	
		Started	Completed	Started	Completed	Started	Completed	Started	Completed
Design Completed									
Under Contract									
Under Construction									
Construction Complete									
Project Complete									
Placed Into Service									

Tab One: Quarterly Progress Report



AV-107 Directed Funding Quarterly Progress Report

Airport Name: ABC Airport
 WBS #: 36244.11.22.3
 Date: 10/9/2022

Report for SFY Quarter (YYYY-QX): 2023-Q1
 *Is Project Scope Changing? No
 If "Yes", what change # is this? N/A
**If "yes", the AV-109 is required in addition to AV-107.*

QUARTERLY UPDATE (EoQ = End of Quarter)

Accrued Interest Earned To-Date by EoQ: \$ 1,150.00
 Accrued Interest Expended To-Date by EoQ: \$ 675.00
 Grant Funds Expended Total-to-Date: \$ 35,675.00

MILESTONE DATES
(enter N/A if not applicable)

	Terminal Project	Purchasing ARFF Truck	ILS Replacement	N/A
Objective	Construct new terminal at ABC Airport	Purchase equipment for ABC Airport	Replace the Localizer and install new glideslope cables	
Expected Results	New terminal is built and placed into use at ABC Airport	New ARFF equipment purchased and placed into use at ABC Airport	New instrumentation installed at ABC Airport	
Performance Measure(s)				
	Date Started Completed	Date Started Completed	Date Started Completed	Date Started Completed

Tab One: Quarterly Progress Report

MILESTONE DATES (enter N/A if not applicable)								
Objective	Terminal Project		Purchasing ARFF Truck		ILS Replacement		N/A	
	Construct a new terminal at ABC Airport.		Purchase equipment at ABC Airport		Replace the Localizer and install new glideslope cables			
Expected Results	New terminal is built and placed into use at ABC Airport		New ARFF equipment purchased and placed into use at ABC Airport.		New instrumentation installed at ABC Airport			
Performance Measure(s)								
	Date		Date		Date		Date	
	Started	Completed	Started	Completed	Started	Completed	Started	Completed
Design Completed	7/1/2022	5/30/2023	N/A	N/A	N/A	N/A		
Under Contract	6/15/2023	6/15/2023	N/A	N/A	8/15/2023	8/15/2023		
Under Construction	7/1/2023	5/1/2024	N/A	N/A	9/1/2023	5/1/2024		
Construction Complete	5/1/2024	5/1/2024	N/A	N/A	5/1/2024	5/1/2024		
Project Complete	5/1/2024	5/1/2024	TBD	TBD	5/1/2024	5/1/2024		
Placed Into Service	5/15/2024	5/15/2024	TBD	TBD	5/15/2024	5/15/2024		
Equipment Order Placed	N/A	N/A	7/17/2022	7/17/2022	N/A	N/A		
Equipment Received	N/A	N/A	TBD	TBD	N/A	N/A		
Equipment Installed	N/A	N/A	TBD	TBD	N/A	N/A		

Tab Two: Quarterly Expense Report

AV-107

Airport Name: _____
WBS #: _____
Date: _____

SFY and Quarter (YYYY-Qx)	Vendor Name	A-Code Category	Invoice #	Invoice Date	Brief Invoice Description

Quarterly Progress Report

Quarterly Expense Report



Tab Two: Quarterly Expense Report

AV-107 Directed Funding Quarterly Expense Report



Airport Name: _____
 WBS #: _____
 Date: _____

Sum Per Project

Project A Total
\$ -

Project B Total
\$ -

Project C Total
\$ -

Project D Total
\$ -

EXPENDITURES

SFY and Quarter (YYYY-Qx)	Vendor Name	A-Code Category	Invoice #	Invoice Date	Brief Invoice Description	Invoice Amount (\$)	Sales Tax (\$)	Invoice Amount without Sales Tax (\$)	Project A	Project B	Project C	Project D
								\$ -				
								\$ -				
								\$ -				

Tab Two: Quarterly Expense Report

AV-107 Directed Funding Quarterly Expense Report



Airport Name: **ABC Airport**
 WBS #: **36244.11.22.3**
 Date: **10/9/2022**


Sum Per Project

Project A Total	Project B Total	Project C Total	Project D Total
\$ 5,010	\$ 24,670	\$ 78,067	\$ -

EXPENDITURES

SFY and Quarter (YYYY-Qx)	Vendor Name	A-Code Category	Invoice #	Invoice Date	Brief Invoice Description	Invoice Amount (\$)	Sales Tax (\$)	Invoice Amount without Sales Tax (\$)	Terminal Project	Purchasing ARFF Truck	ILS Replacement	N/A
2023-Q1	ARFF Supplier	A107	1	8/1/2021	Installment payments for ARF	\$ 5,000.00	\$ 65.00	\$ 4,935.00		\$ 4,935.00		
2023-Q1	ARFF Supplier	A107	2	9/1/2021	Installment payments for ARF	\$ 5,000.00	\$ 67.00	\$ 4,933.00		\$ 4,933.00		
2023-Q1	ARFF Supplier	A107	3	10/1/2021	Installment payments for ARF	\$ 5,000.00	\$ 66.00	\$ 4,934.00		\$ 4,934.00		
2023-Q1	ARFF Supplier	A107	4	11/1/2021	Installment payments for ARF	\$ 5,000.00	\$ 65.00	\$ 4,935.00		\$ 4,935.00		
2023-Q1	ARFF Supplier	A107	5	12/1/2021	Installment payments for ARF	\$ 5,000.00	\$ 67.00	\$ 4,933.00		\$ 4,933.00		
2023-Q1	Paul's Trucking	A106	5111-1	1/15/2022	Hauling rock to construction si	\$ 1,250.00	\$ 16.00	\$ 1,234.00	\$ 1,234.00			
2023-Q1	Paul's Trucking	A106	5111-2	2/15/2022	Hauling rock to construction si	\$ 1,300.00	\$ 17.00	\$ 1,283.00	\$ 1,283.00			
2023-Q1	Paul's Trucking	A106	5111-3	3/15/2022	Hauling rock to construction si	\$ 1,175.00	\$ 15.00	\$ 1,160.00	\$ 1,160.00			
2023-Q1	Paul's Trucking	A106	5111-4	4/15/2022	Hauling rock to construction si	\$ 1,350.00	\$ 17.00	\$ 1,333.00	\$ 1,333.00			

Complete AV-109 Proposed Project Form if Project Scope Changes


DIVISION OF AVIATION
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Form: AV-109 PROPOSED DIRECTED FUNDING PROJECTS

FUNDED BY:

☐ State Capital and Infrastructure Funds (SCIF) ☐ NC Airport Improvement (NCAIP) Funds ☐ General Aviation Legislative (GAL) Funds

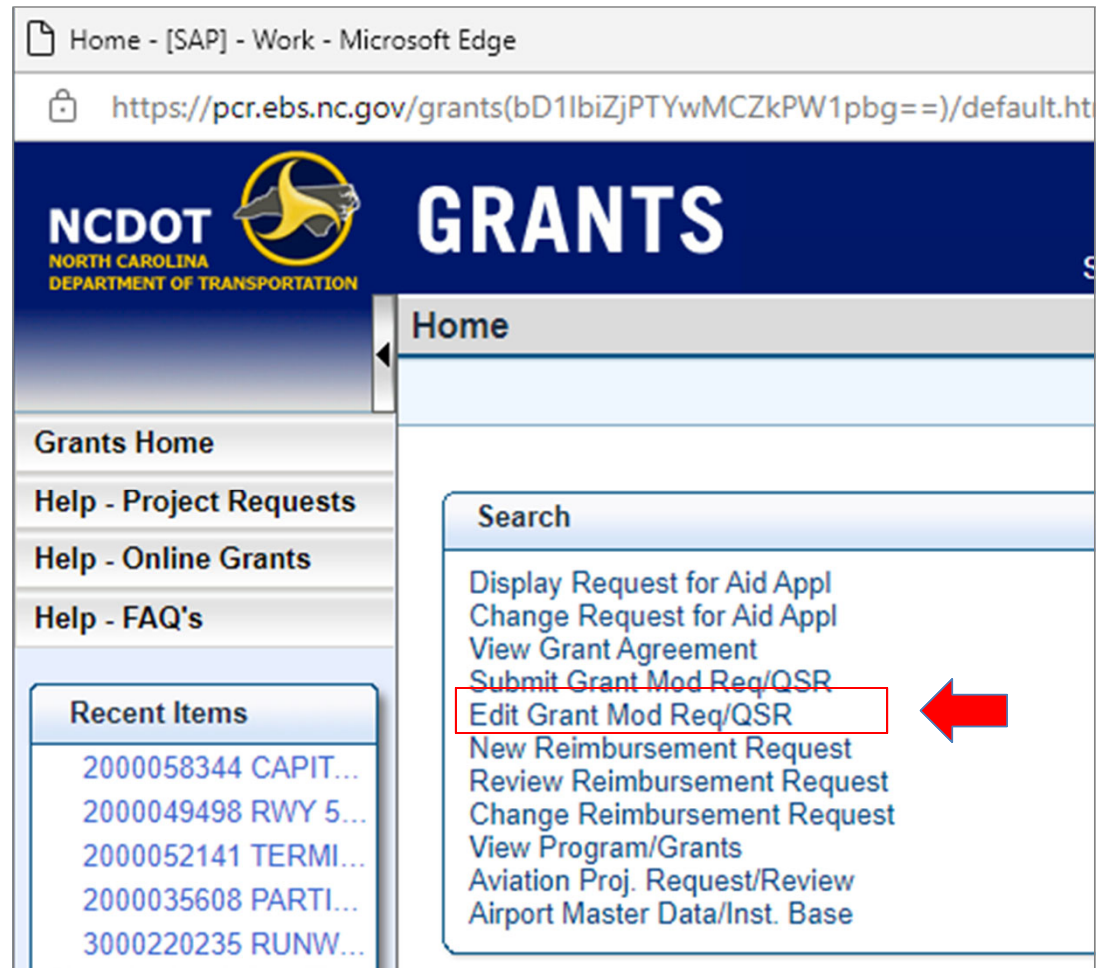
PLANNED PROJECTS: Please provide in the table below a complete list of all projects planned for your appropriation.

Airport Name: WBS #: Date:

1. Is project scope changing?
2. If "yes", what change # is this?
3. Has this change been discussed with the legislator that supported funding?
4. Report for SFY Quarter Ending Date:

Project Title	Project Description	Estimated Cost of Directed Funds Proposed for this Project (\$00,000,000)	Other Project Funding Sources, if any (\$ Federal, State, Local or Other)	Estimated Start Date (MM/YYYY)	Estimated End Date (MM/YYYY)

Submit quarterly reports via the **Submit Grant Mod Req/QSR** link



Select Aviation Change Request Form Version 3

Search: Change Request Form Back

Search Criteria Hide Search Fields

Agreement ID	is	*4632		
Agreement Description	is			
WBS Element	equals			
FA Project Number	is			

Maximum Number of Results: 100

Save Search As: ☐ Include View

Result List Filter:

Agreement ID	Agreement Description	WBS Element	Change Request Form
2000004632	PAPI REPLACEMENT	36237.5.13.1	Aviation Quarterly Status Report Ver. 3
2000004632	PAPI REPLACEMENT	36237.5.13.1	Aviation Change Request Form Version 3

Non-amount Change Request Form for Quarterly Reporting

Change Request: 4000031830, RUNWAY 3/21 REHABILITATION Back

Save | Cancel | Create Activity | Refresh

Request


Version: 0000000002 Last Changed By: 2JVINSON
View: Aviation Agreement Change View Change Date: 12/14/2021 09:59:34

Code	Expense Description	Approved Budget	Claimed Amount	Change Amount(+/-)	Proposed Amount
A101	A101 - Administrative Expense				
A102	A102 - Preliminary Eng., Planning, Testing	\$84,604.00			\$84,604.00
A103	A103 - Land Acq., Str./Utility Relocation				
A104	A104 - Engineering Services Basic Fees	\$			\$32,310.00
A105	A105 - Project Inspection, QA, Testing				
A106	A106 - Const. & Project Improvement Cost				
A107	A107 - Equipment(i.e. nav aids, Fire				

Do Not Use the QSR for Quarterly Reporting

Change Request: 4000033081, 2022 - Q1 [Back](#)

[Save](#) | [Cancel](#) | [Create Activity](#) | [Refresh](#)

▼ Request 

Version: 0000000001 Last Changed By: 2BGOLDNER
View: Aviation Quarterly Report Change Date: 03/31/2022 15:25:21

AV-502 QUARTERLY PROJECT STATUS REPORT

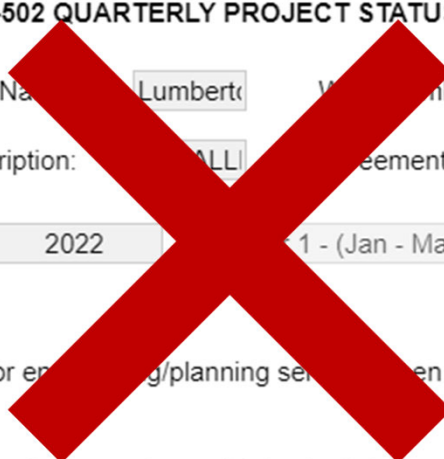
Airport Name: Lumberton Agreement Number: 46341.1.1
Agreement Description: ALLIANCE Agreement ID: 2000035609
Calendar Year*: 2022 1 - (Jan - March: Due April 1st) ▼

Project Status:

1. Has consultant for engineering/planning services been retained?*

Yes ▼

2. Extent of major work phases begun? (check all that apply):*



Upload photos as attachments in EBS via the Change Request module

Name each image like this: 2022-4-2 XYZ Pavement rehab-1

The screenshot displays the NCDOT GRANTS system interface. The header includes the NCDOT logo and the word "GRANTS". The main title bar reads "Change Request: 4000032275, Apron Expansion and Site Develop". Below this, there are buttons for "Save", "Cancel", "Create Activity", and "Refresh". A sidebar on the left contains navigation links: Home, Worklist, Programs, Applications, Agreements, and Claims. The main content area shows a table with columns for "Actions" and "Name". The table lists two attachments: "Budget_JNX_36244.40.6.2" and "Ormond Energy Invoices.pdf".


Actions	Name
Properties	Budget_JNX_36244.40.6.2
Properties	Ormond Energy Invoices.pdf

Upload Executed Work Authorizations and Construction Contracts via EBS to the Capital Improvement Agreement (not Change Request)



Only state-approved rate are eligible






pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm

**GRANTS**

Agreement: 2000058344, CAPITAL IMPROVEMENTS

Save | Cancel | New | Create Activity | Refresh | More

Attachments | Attachment | URL | With Template | Advanced

Actions	Name
Properties 	GRANT EXECUTION AND NOTICE TO PRO
Properties 	EXECUTED GRANT AGREEMENT
Properties 	CPC No Overdue Tax Debts Statement.pdf
Properties 	CPC Conflict of Interest Policy.pdf
Properties 	APPROVAL OF REQUEST FOR AID APPLIC

Expand

Upload Document(s) From Local Hard Disk: No file chosen

Yellow Book Audits Required Each Year for Grants of \$500K+

Upload as Change Request within nine months after your FY ends

The screenshot displays the NCDOT GRANTS web application. The header includes the NCDOT logo and the word 'GRANTS' in large white letters on a dark blue background. Below the header, a navigation sidebar on the left lists: Home, Worklist, Programs, Applications, Agreements, and Claims. The main content area shows a 'Change Request: 4000032275, Apron Expansion and Site Development'. Below the title bar are buttons for 'Save', 'Cancel', 'Create Activity', and 'Refresh'. A section titled 'Attachments' includes filters for 'Attachment', 'URL', and 'With Template', along with an 'Advanced' link. A table lists the attachments:

Actions	Name
Properties	Budget_JNX_36244.40.6.2
Properties	Ormond Energy Invoices.pdf

Directed Funding Checklist and Tips

AV-108: Directed Funding Checklist
To be used for: General Aviation Legislative (GAL) Funds, NC Airport Improvement Program (NCAIP) Funds and State Capital and Infrastructure Funds (SCIF)
For property-related requests, please reference [AV-100](#) (NCDOT GA Program Development Checklist, page 2).

Activity	Notes	Submit Via
1. IF: This Directed Funding Quarterly Progress and Expense Report (AV-107) is required from the Notice to Proceed (NTN) through the most recently completed quarter for the life of the project. Sponsors will upload a completed AV-107 and progress photos with date and captions. (NOTE: Do NOT use the CIP module in EBS; this should be submitted via the non-amount change request module). Quarterly Due Dates: Jan 10, Apr 10, Jul 10, Oct 10 Note: Sponsor dates must be met in order for DoK to meet its quarterly reporting deadlines.	AV-106 will identify any executed work authorizations, purchase orders, or construction contracts, etc. Include summation of total directed funds that are encumbered. AV-107 has TWO tabs to be completed: 1. Quarterly Progress Report tab includes objectives, milestones, start/end dates 2. Quarterly Expense Report tab should list individual invoices/pay applications and resulting payment calculations, and total sums, etc. **CHECK MATH** Remove Sale Tax on expenses via the AV-107 form! Applies only to equipment, site preparation and construction, not professional services/lab service. Home image to provide the date it was taken, your airport name each image to provide the date it was taken: 2022-4-2 XYZ Pavement rehab, if you provide multiple images of the same thing, number each image: 2022-4-2 XYZ Pavement rehab-1, 2022-4-2 XYZ Pavement rehab-2, etc. before uploading.	EBS – Non-Amount Change Request
AV-106 Directed Funding Encumbrance Report (if applicable). AV-107 Directed Funding Quarterly Progress and Expense Report. Enter Invoice Amounts/Pay Applications individually on the AV-107. If multiple invoices are included, do NOT enter total A-Code amount for entire claim; entries must be broken down by invoice dates.		EBS – Non-Amount Change Request
Progress photos of project(s)	2022-4-2 XYZ Pavement rehab-1, 2022-4-2 XYZ Pavement rehab-2, etc. before uploading.	EBS – Non-Amount Change Request
2. IF: This Directed Funding Quarterly Progress and Expense Report (AV-107) is required from the Notice to Proceed (NTN) through the most recently completed quarter for the life of the project. Sponsors will upload a completed AV-107 and progress photos with date and captions. (NOTE: Do NOT use the CIP module in EBS; this should be submitted via the non-amount change request module). Quarterly Due Dates: Jan 10, Apr 10, Jul 10, Oct 10 Note: Sponsor dates must be met in order for DoK to meet its quarterly reporting deadlines.	Proposed Projects column should total to Directed Funding amount. Identify what is change this is.	EBS – Non-Amount Change Request
AV-109 Proposed Directed Funding Projects Form		EBS – Non-Amount Change Request
3. IF: This Directed Funding Quarterly Progress and Expense Report (AV-107) is required from the Notice to Proceed (NTN) through the most recently completed quarter for the life of the project. Sponsors will upload a completed AV-107 and progress photos with date and captions. (NOTE: Do NOT use the CIP module in EBS; this should be submitted via the non-amount change request module). Quarterly Due Dates: Jan 10, Apr 10, Jul 10, Oct 10 Note: Sponsor dates must be met in order for DoK to meet its quarterly reporting deadlines.	DoK is not approving scope, fees or rates. However, Directed Funding is only eligible to be used on items at the State approved rates: per diem, audited overhead rates, etc. Should grantee CHOOSE to pay over the approved rates, the documentation must delineate between what is eligible for Directed Funding and what is not. It is the sponsor's responsibility to keep on file for auditing.	EBS – Non-Amount Change Request
Executed Work Authorization (professional services) or Purchase Order (equipment)		EBS – Non-Amount Change Request

AV-108 Directed Funding Checklist - August 2022

Directed Funding Tips
State Capital Infrastructure Funds (SCIF), NC Airport Improvement Program (NCAIP) Funds, General Aviation Legislative (GAL) Directed Funds

Applicable Laws & Guidance

- All federal, state, and local laws apply to the SCIF, NCAIP, and GAL funds.
- STATE FUNDS = STATE GUIDELINES. ([Buy America](#), [Assessment Allowable Non-Salary Direct Costs](#), audited overhead rates, etc.) If you have specific questions, refer to the NCDOT website or contact your assigned APM.
- As a federally obligated airport, sponsors are required to follow FAA Policies, Standards and Specifications applicable to the project(s). Otherwise, future maintenance may not be eligible for federal funding.

Scope & Overall Funding

- Funds may be used for capital projects. Capital improvement projects include real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations over \$100,000 in value. ([GS 140C-1-1000](#))
- Encumbrance is defined as a financial obligation created by a purchase order, contract, salary commitment, unearned or prepaid collections for services provided by the State, or other legally binding agreement. ([GS 140C-1-1000](#))
- Directed funds cannot be commingled with any other funds. They must be tracked and reported separately from all other funds, including interest earned. If your accounting software is not set up to separate grant funds, deposit directed funds into a new bank account. If your organization has more than one directed funding grant from any source (SCIF, NCAIP, GAL), deposit funds from each in their own accounts. (As of July 2022 for NCAIP and GAL funds [House Bill 103](#))
- The Division of Aviation is **NOT** approving scope, fees, or rates. However, all directed fund types are only eligible to be used on items at the state approved rates (ex. [Assessment Allowable Non-Salary Direct Costs](#), audited overhead rates, etc.). Should grantees choose to pay more than the approved rates, their documentation must delineate between eligible expenses and ineligible expenses for a different funding source. NCDOT may complete a cursory review of documents if requested.
- If these directed funds are combined with federal funds for construction acceptable delivery improvement project listed on the approved AV-106 (or AV-109 if scope has changed), Accounting must be set up to prove interest accrued was expended on approved projects. (As of July 2022 for NCAIP and GAL funds [House Bill 103](#))
- Administration fees from banks are eligible expenses.
- Directed grant funds may be used to pay for Builder's Risk Insurance ONLY if it is directly related to the project.

Page 1 of 5

August 2022

Airport Record-keeping Responsibilities



- Airport/Airport Sponsors are responsible for keeping all records and backup documentation
- Maintain records for five years following the acceptance of project completion

Questions?

- Raise hand/unmute
- Type in Chat



Expending Funds

- The legislation provides no deadline for expending funds
- OSBM-NCDOT and NCDOT-airport grant agreements expire June 30, 2024
- Agreements can be extended if specified projects are not completed by that time



Slides, Forms and Guidance on the Connect site

CARES Act Grant Guidance - REVISED	
Electronic Signatures - Instructions	
Enter Cash Flow in RFA Instructions	PDF
Federal AIP Sponsor Certifications Example (Sept 2020)	PDF
Federal AIP Sponsor Certifications Template (Sept 2020)	PDF
Federal AIP Sponsor Certifications_zip (Sept 2020)	ZIP
Federal Grant Tutorial (Dec 2018)	PDF
Final Statement Letter Example	PDF
Mixed Funding Grant Tutorial (Jan 2019)	PDF
RPR/CEI Timesheet & Travel Reimbursement Form (SFY 2023 Rates)	X
State Grant Tutorial (Jan 2019)	PDF
Submitting QSRs in EBS Instructions	PDF
Development Resources	
Directed Funding (NCAIP, GAL, SCIF)	
AV-109 Proposed Directed Funding Projects Form	PDF
AV-106 Directed Funding Encumbrance Report	X
AV-107 Directed Funding Quarterly Progress and Expense Report	X
AV-108 Directed Funding Checklist	PDF
NCDOT Aviation Directed Funding Tips	PDF
Sponsor News	
Grant Briefs Archive	ZIP
Sponsor Brief Archives	ZIP
Maximum Allowable Reproduction Rates for Consultants (Feb 2019)	PDF

Questions?
Sheila Gibbs
(919) 814-0571
sbgibbs@ncdot.gov

North Carolina: Forever First in Flight

Thank you for creating a strong aviation economy!

