



NORTH CAROLINA
Department of Transportation

FY 24 Transportation Reserve Directed Funds (TRDF) Grants for N.C. Public Airports

PART I: Receiving and Expending Grant Funds

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Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

TOPICS FOR TODAY

- TRDF Overview
- Grant Administration Process
- Disbursement Plan
- Compliance Requirements
- Q&A



Overview of FY 2024 Transportation Reserve Directed Funds (TRDF)

HB 259: Conference Report on the Base, Capital and Expansion Budget

► Begins on page J31, which is page 748 of the PDF

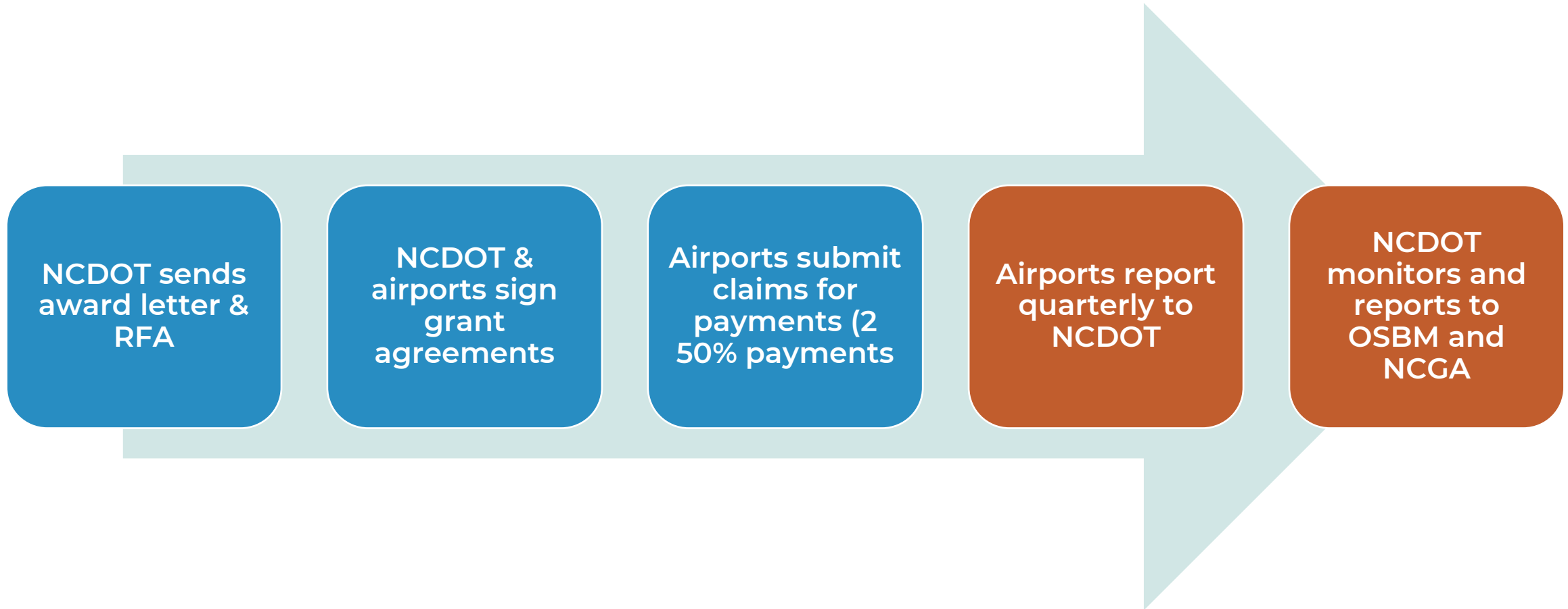
► “Provides a grant from the Transportation Reserve to...” 37 airports (\$297M)

- Burlington-Alamance Regional
- Cape Fear Regional Jetport
- Charlotte-Monroe Executive
- Coastal Carolina Regional
- Columbus County
- Concord-Padgett Regional
- Currituck County Regional
- Curtis L. Brown Field
- Dare County Regional
- Davidson County
- Duplin County
- Elizabeth City Regional
- Fayetteville Regional
- Foothills Regional
- Gastonia Municipal
- Harnett Regional Jetport
- Henderson Field
- Hickory Regional
- Hyde County
- Johnston Regional
- Laurinburg-Maxton
- Lincolnton-Lincoln County Regional
- Lumberton Regional
- Michael J. Smith Field
- Mid-Carolina Regional
- Moore County
- Mount Airy/Surry County
- Mount Olive Municipal
- Northeastern Regional
- Pitt-Greenville
- Raleigh Executive Jetport at Sanford-Lee County
- Richmond County
- Rockingham County/NC Shiloh
- Stanly County
- Statesville Regional
- Washington-Warren
- Wilmington International

Grant Administration Process

TRDF Grant Administration Process

- Goals: Efficient distribution, compliant expenditures




Key Differences: Directed Funds vs. State Aid Grants

► This is not a reimbursement program!

TRDF Grants	State Aid to Airports Grants
Award directed by legislation	Award based on NCDOT prioritization process
Grant funding provided up front	Grant funding reimbursed after expenditures
Invoices not reviewed for eligibility	Invoices reviewed for eligibility
Grant agreements executed now	Grant agreements executed when project begins
Reporting required every quarter following award	Reporting required every quarter after project begins
Interest tracking required	Does not earn interest

What does this mean for airports?



DIVISION OF AVIATION
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

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), Transportation Reserve Directed Funds (TRDF)

For land acquisition related requests, please reference [AV-100](#) (NCDOT GA Program Development Checklist, page 2).

<input checked="" type="checkbox"/>	Activity	Notes	Submit Via
1	IF: This Directed Funding Quarterly Progress and Expense Report update is NOT a FINAL THEN: Verify the following items have been submitted:		
	Quarterly Due Dates: Jan 10, Apr 10, Jul 10, Oct 10 <i>Note: Sponsor dates must be met in order for Q&A to meet its quarterly reporting deadlines.</i>	Directed Funding Quarterly Progress and Expense Report (AV-107) is required from the Notice to Proceed (NTP) through the most recently completed quarter for the life of the project. (NOTE: Do NOT use the QSR module in EBS, this should be submitted via the non-amount change request module).	EBS – Change Request
	Confirm SFY and Quarter listed on AV-107 is correct.	Q1 = Jul-Sept = Oct 10 report Q2 = Oct-Dec = Jan 10 report Q3 = Jan-Mar = Apr 10 report Q4 = Apr-Jun = Jul 10 report	N/A
	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.	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. 3. For NCAIP Directed Funding, reporting interest earned and interest expended will begin with the FY23 allocation. **CHECK MATH** Remove Sales Tax on expenses via the AV-107 form!	EBS – Change Request
2	IF: This Directed Funding Quarterly Progress and Expense Report update contains a SCOPE CHANGE THEN: Verify the following items have been submitted:		
	AV-109 Proposed Directed Funding Projects Form	Proposed Projects column should total to allocated Directed Funding amount. Identify scope change from initial submittal. Also, identify what if change this is.	EBS – Change Request
3	Directed Funding Encumbrance Requirements		
	AV-106 Directed Funding Encumbrance Report (when applicable).	AV-106 will identify any executed work authorizations, purchase orders, or construction contracts, etc. Include summation of total directed funds that are encumbered and upload executed contracts/bid tabs/POs or other proof of encumbrance to the agreement . Submit quarterly when additional contracts are encumbered. If no change from previous submittal, then no need to resubmit.	EBS – Change Request
	NCAIP: (Ex. SFY2024 allocations need to be encumbered by 9/30/2024.)	An airport that receives funds under this section shall return the funds to the Department if the funds are in the possession or control of the airport and not expended or encumbered by September 30 of the year following the fiscal year in which the Department makes the allocation.	N/A
	SCIF ONLY: Ensure expenses incurred on or after July 1, 2021.	SCIF ONLY: Expenses after July 1, 2021 are eligible because that is the effective date of the budget.	N/A
	GAL: Expend or encumber by June 30, 2024.	EXTENSION FOR AIRPORTS TO EXPEND OR ENCUMBER FUNDS ALLOCATED FOR 2019-2021 FISCAL BIENNIUM SECTION 41.4. Notwithstanding any provision of law to the contrary, an airport	N/A

AV-108 Directed Funding Checklist – rev. 12/12/2023

1 of 4

- Airport sponsors are responsible for complying with applicable state and federal requirements *(listed in the Directed Funding tips Sheet on our Connect Site)*
 - Must be audit-ready, audit-proof or risk negative impact
- NCDOT Aviation distributes funds, advises, reviews for eligibility per AV-108, and reports


Eligible Uses of Funds

“Capital improvements” as defined by G.S. 143:

“A term that includes real property acquisition, new construction or rehabilitation of facilities, and repairs and renovations over \$100,000 in value”

- Projects should match language in TRDF legislation (See Conference Report and award letter)
 - Legislation states: “Provides a grant from the Transportation Reserve to [Airport] for [Purpose]”
 - AV-109 scope should match the legislation
- May be used for multiple projects
- Cannot be used for debt service or general operating expenses

When preparing your AV-109 project list, ...



Form: AV-109 PROPOSED DIRECTED FUNDING PROJECTS

FUNDED BY:

<input type="checkbox"/> State Capital and Infrastructure Funds (SCIF)	<input type="checkbox"/> NC Airport Improvement (NCAIP) Funds
<input type="checkbox"/> General Aviation Legislative (GAL) Funds	<input type="checkbox"/> Transportation Reserve Program (TRP) 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)

- Start with language in your award letter
- Reflect expectations of your legislator(s)
- Ensure project(s) are shown on your approved Airport Layout Plan
- Contact your APM, if needed, to ensure projects are eligible

Disbursement Process

Goal: First payment (50%) by Jan. 11

Steps & Target Dates to Issue 1st Payment by Jan. 11 (100 days from legislation)

► Sponsor steps in blue

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Steps	Target Dates
Budget certified	Dec. 12
NCDOT issues notification of funding (award) letter and Request for Aid (RFA) application in EBS	Dec. 18
Sponsor submits RFA application with: 1) AV-109 (Proposed Directed Funding Projects Form) 2) Conflict Of Interest Policy 3) Overdue Tax Statement	Dec. 19-29 (rolling)
NCDOT reviews, reconciles scope with airport, if necessary, issues unsigned agreement to airport	Dec. 20-Jan. 2 (rolling)
Sponsor signs funding agreement	Jan. 3
NCDOT executes agreement (EBS notifies airport)	Jan. 4
Sponsor submits claim ("New Reimbursement Request")	Jan. 8
NCDOT issues 50% payment of grant	Jan. 11

AV-109 Form: Proposed Directed Funding Projects

► Submit with Request for Aid (RFA) Dec. 19-29

Form: AV-109 PROPOSED DIRECTED FUNDING PROJECTS

FUNDED BY:

<input type="checkbox"/> State Capital and Infrastructure Funds (SCIF)	<input type="checkbox"/> NC Airport Improvement (NCAIP) Funds
<input type="checkbox"/> General Aviation Legislative (GAL) Funds	<input type="checkbox"/> Transportation Reserve Program (TRP) 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?

No

2. If "yes", what change # is this?

3. Has this change been discussed with the legislator that supported funding?

No

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: _____

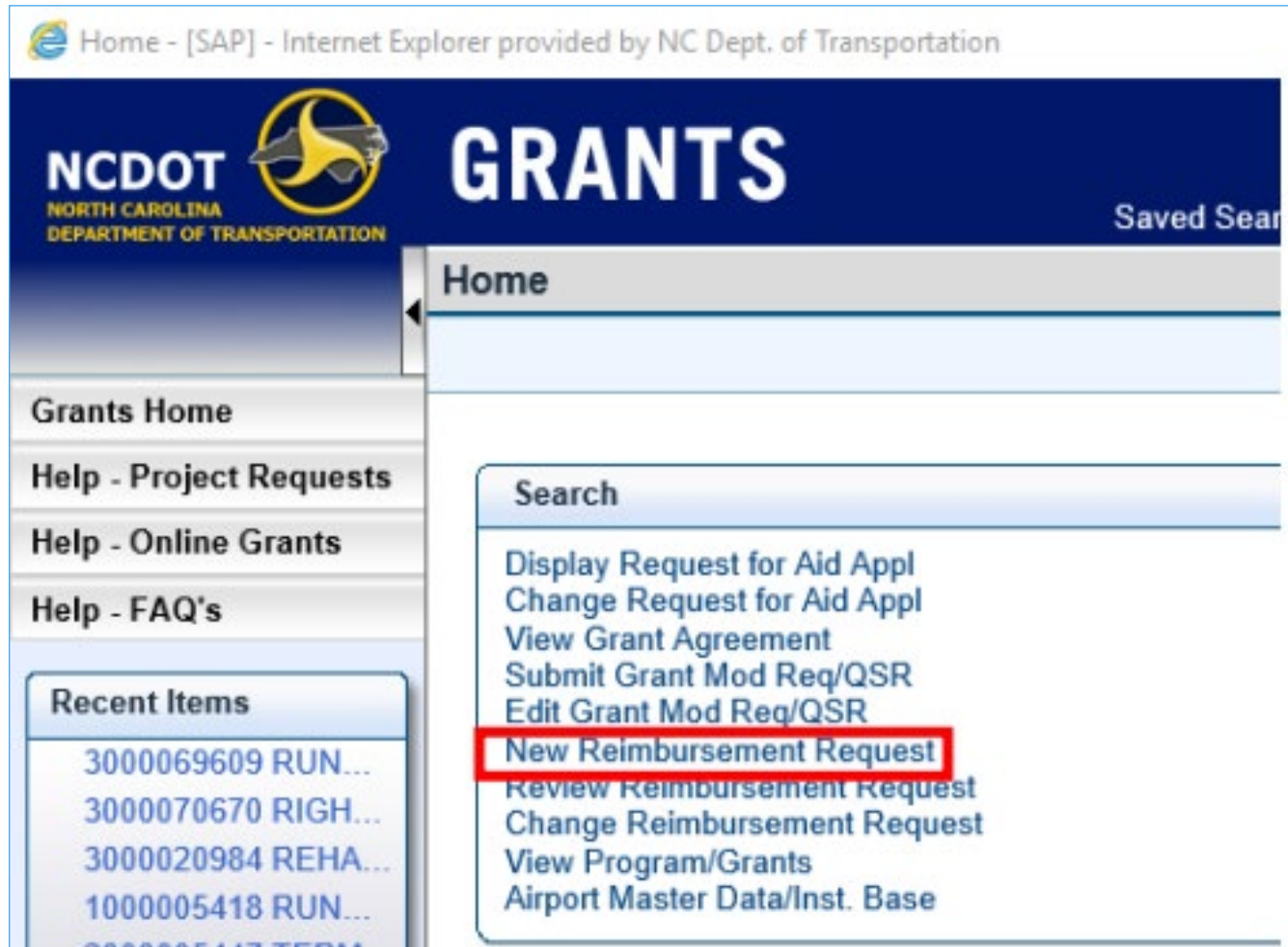
If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management:

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

Sworn statement of no overdue tax

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

Submit claim for 50% of your grant



- Use a New Reimbursement Request
- Submit
- NCDOT will disburse 50% payment

Steps & Target Dates to Issue 1st Payment by Jan. 11 (100 days from legislation)

► Sponsor steps in blue

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Eligibility Requirements

Reporting and Eligibility Requirements | Jan. 30



- Quarterly reporting (April, July, October, January)
 - Jan. 30 reporting training for ALL directed funds
- Yellow Book audits required each year for grants of \$500K+
- TRDF funds must be accounted for separately (cannot be “comingled”)
- Accrued interest must tracked and applied to your specified project(s)
- Records kept for five years following acceptance of project completion
- No deadline for expending funds
- Use Directed Funding guidance and checklists to meet eligibility requirements

Q&A

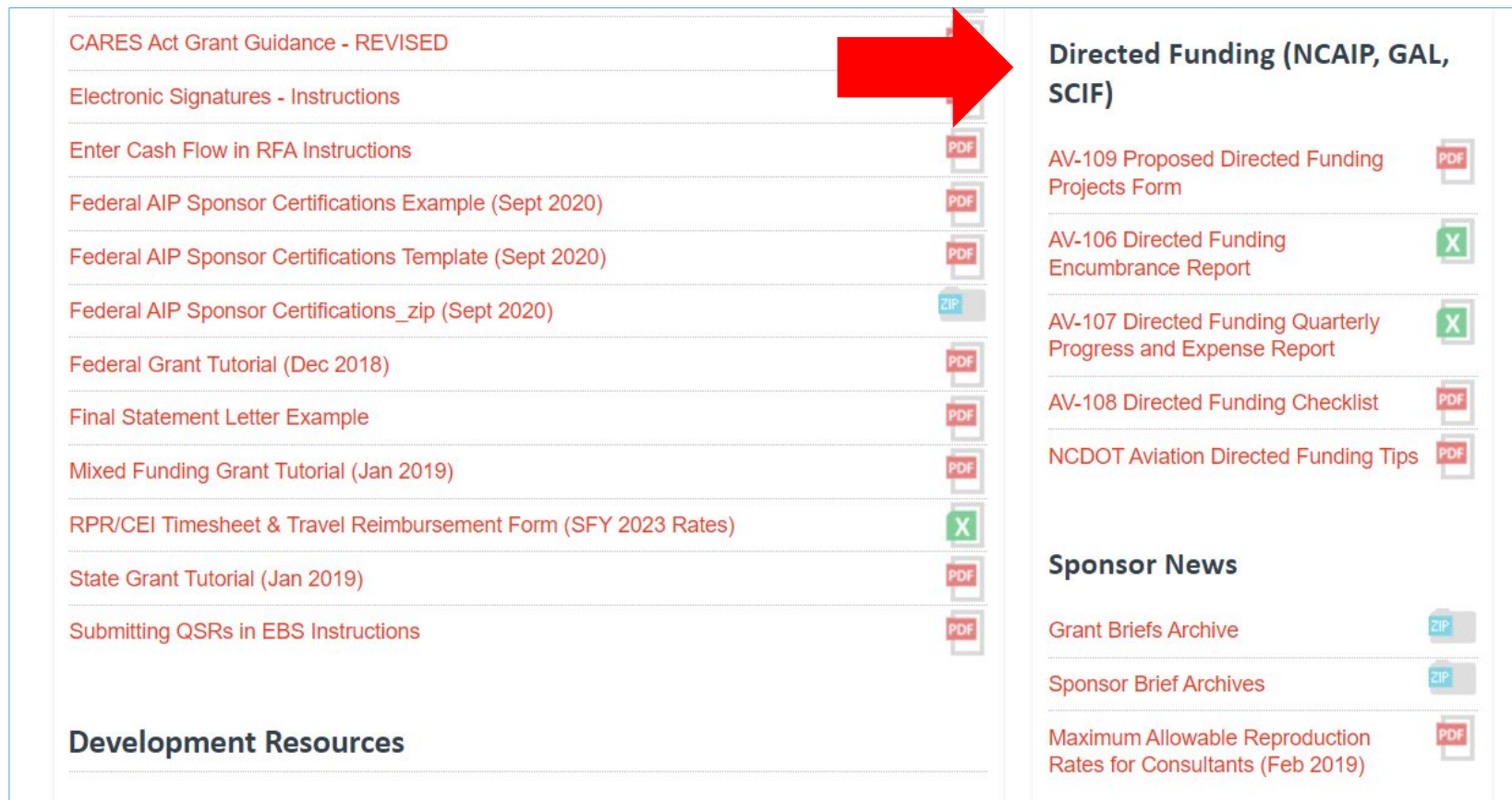
1. Can funds be held in same account as SCIF? If accounting system can differentiate between the interest earned on the funds, then yes.
2. Any restrictions to invest and earn interest? Interest may be earned on grant funds after receipt of the funds by the subgrantee and all interest earned must be credited to the same purposes for which the grant was made. TRDF grant funds should be tracked and invested separately from the authority's general funds.
[NCGS 143C-6-23, NCGS 159-30, 09 NCAC 03M.0202]
3. Will the Division of Aviation receive any portion of the TRDF grant funds for administration? **No.**
4. Can you confirm that there are no matching funds required? **Correct. TRDF grants are 100%. No local match required.**
5. Can the proposed projects to be funded using the TRDF funding be modified after the initial AV-109 form is submitted? **Yes, a revised AV-109 will need to be submitted for review and approval of scope change.**

6. Are there any restrictions on types of investments in which money can be invested? **Public authorities may only invest funds as outlined in *NCGS 159-30*.**
7. What's a "yellow book" audit? **A yellow book audit is an audit that provides an opinion of the financial statement of an organization. It also examines the internal controls and processes an organization has set up to ensure they are compliant with the requirements attached to their funding, as well as other generally accepted accounting principles (GAAP).**
8. Does the yellow book audit need to be submit directly to NCDOT Division of Aviation annually or just retained in the Sponsor's files? **Yes, submit to NCDOT Aviation and the local government commission.**
9. Can the cost of the yellow book audit be paid for using TRDF funds? **Yes.**

Next Steps

**If you are using personal email or are a consultant,
put a note in chat telling us who you are
and what airport(s) you represent.**

Slides will be emailed Monday and posted with forms on the Connect site under the Directed Funding header



The screenshot displays a webpage with a list of resources on the left and a sidebar on the right. A large red arrow points from the 'Directed Funding' section in the sidebar to the 'CARES Act Grant Guidance - REVISED' link in the main list.

Resource	Format
CARES Act Grant Guidance - REVISED	PDF
Electronic Signatures - Instructions	PDF
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)	XLS
State Grant Tutorial (Jan 2019)	PDF
Submitting QSRs in EBS Instructions	PDF

Directed Funding (NCAIP, GAL, SCIF)

Resource	Format
AV-109 Proposed Directed Funding Projects Form	PDF
AV-106 Directed Funding Encumbrance Report	XLS
AV-107 Directed Funding Quarterly Progress and Expense Report	XLS
AV-108 Directed Funding Checklist	PDF
NCDOT Aviation Directed Funding Tips	PDF

Sponsor News

Resource	Format
Grant Briefs Archive	ZIP
Sponsor Brief Archives	ZIP
Maximum Allowable Reproduction Rates for Consultants (Feb 2019)	PDF

Development Resources

Steps & Target Dates to Issue 1st Payment by Jan. 11 (100 days from legislation)

► Sponsor steps in blue

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Tommy Mann
Eastern Region Lead



Emily Ferreira
Southwest Region



Robin Peele
Northeast Region



Mortaza Habibi
Commercial Service Airports

Airport Project Managers (APMs)

Your go-to resource for airport development

Role:

- Primary contact for airports
- SME on project requirements related to awarded funds
- Airport advocate in project prioritization
- Annual planning meetings
- Airport Layout Plans/Master Plans
- Project progress meetings
- Safety & compliance issues
- Education and training

**Thanks for building a strong system of
public airports for North Carolina!**
