

FAA General Aviation Sponsorship Change Checklist

<p>This guidance is to be used in the event that a General Aviation airport needs to modify or change their Sponsorship. All deliverables from Tasks 1-13, along with this completed checklist, must be provided to your Airport Project Manager (APM) to proceed with a Sponsorship change. Please provide all deliverables to your APM at one time.</p>			
	Tasks	Date Completed & Applicant Initials	Comments
1	Sponsor must submit a letter addressed to the FAA Memphis ADO requesting the sponsorship change.		
2	Provide Requesting Agency's enabling legislation/resolution that gives it the authority to own and operate the airport(s).		
3	Sponsor and/or Applicant must provide a copy of executed or draft Operation and Management Agreement, if operated and managed by another party.		
4	Applicant must provide Proof of Good Title along with the following: <ul style="list-style-type: none"> • Executed Deed • Tract Information • Avigation Easement 		
5	Sponsor must provide Executed Copy of Assumption Agreement and a list of all grants executed for the airport, even if the grants were executed more than 20 years ago.		
6	Applicant must provide proof of legal attorney certification (see FAA Order 5100.38D, Table 2-8d).		
7	Applicant's audited financial statements of most recent fiscal year end (see Federal Grant Assurance 13 and FAA Order 5100.38D Paragraph 201a).		
8	Sponsor must identify grant acquired land with the following: <ul style="list-style-type: none"> • Exhibit A Map • Airport Layout Plan • Land Inventory Map 		
9	Sponsor must provide the following, if applicable: <ul style="list-style-type: none"> • Part 139 Application for Certificate • Amendment to Airport Certification Manual • Amendment to Airport Certification Specifications 		
10	Sponsor must submit a Compatible Land Use Plan and include the following (in accordance with Federal Grant Assurances 20 & 21): <ul style="list-style-type: none"> • Zoning Laws • Airport's power to restrict land use adjacent to airport to activities compatible with airport operations 		

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	Tasks	Date Completed & Applicant Initials	Comments
11	Airport Management and Organization Plan prepared by Applicant.		
12	Applicant must provide environmental documentation in the form of a Simple Written Record (see FAA Order 1050.F 5-6.1.m).		
13	Sponsor must provide proof of approval by NC Division of Aviation per FAA Order 5100.38D Paragraph 1090.		
Tasks 14-18 are not required for NC Division of Aviation approval of the sponsorship change however, these tasks must be completed prior to receiving grant payments.			
14	Applicant must apply for a DUNS Number.		
15	Applicant must register with SAM.		
16	Applicant must provide the Substitute W-9/Vendor Registration Form.		
17	Applicant must provide the State ACH form.		
18	Applicant complete EBS Access form to modify access rights.		

Additional Details

1. This is the first step in the sponsorship change. This letter must come from the federally recognized Sponsor to initiate the process.
2. No additional details.
3. If the Sponsor has an Operation and Management Agreement, an executed copy of the agreement is to be provided. If the Applicant intends to have an Operation and Management Agreement, a draft agreement is to be provided.
4. These items should be executed prior to submittal of the sponsorship change packet, however they should be held in escrow until FAA has approved the sponsorship change.
5. The assumption agreement should state that the Applicant will assume all liabilities currently incurred by the old sponsor.
6. No additional details.
7. No additional details.
8. The most current approved ALP should be provided. All drawings should reflect development that has occurred since the last ALP was completed. If land has been acquired since the most recent ALP, ensure that all property maps are updated. After the deed transfer is complete, all property maps should be updated to reflect the sponsorship change.
9. No additional details.
10. No additional details.
11. This document must provide details on how the airport is to be operated. This includes the structure of the airport, organization chart, etc.
12. No additional details.
13. No additional details.
14. Apply for your DUNS Number, Legal Business Name, and Physical Address from the [Dun and Bradstreet \(D&B\) website](#) prior to entering SAM.

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15. Register with the Federal Government [System for Award Management \(SAM\) website](#) .
16. Provide the [Substitute W-9/Vendor Registration form](#) directly to Aviation Grants.
17. Provide the [ACH form](#) directly to Aviation Grants.
18. Provide the Partner Connect Access form located on the [Division of Aviation website](#) to your APM.

**STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
ACH – EFT AUTHORIZATION FORM**

Check One: Initial Signup Change

VENDOR INFORMATION

Vendor # : _____

FEIN/SSN: _____

Vendor Name: _____

Vendor Address: _____

Email: **(REQUIRED)** _____

FINANCIAL INSTITUTION ACCT. INFO.:

Name on Account: _____

Institution Name: _____

Institution Address: _____

Transit/Routing # : _____

(Nine digits-copy from check, not from deposit slip)

Bank Account # : _____

(Include any leading zeros)

Previous Bank Info:
(Account Changes Only)

Bank Account #:(Last 4 digits only) _____

(**Required for all banking changes**)

Type of Acct:

Checking

Savings

(Check one)

International ACH Transactions (IAT) Statement

The entire amount of my payment via direct deposit to a financial institution

is

is not

being transferred/forwarded to a financial institution **outside the U.S.**

***YOU MUST CHECK THE APPROPRIATE BOX TO COMPLETE THIS FORM.**

PARTICIPATING VENDOR AUTHORIZATION

- I, on behalf of the vendor name indicated above, hereby authorize the North Carolina Department of Transportation to initiate ACH credit entries to the above designated bank for payments due from NCDOT for all programs. I (we) also authorize any necessary ACH debit entries or adjustments for any ACH credit entries made in error to the account.
- I acknowledge that the origination of ACH transactions to my account must comply with the provisions of North Carolina and U.S. law.
- I understand that this ACH authorization will remain in effect until I cancel it in writing with Accounts Payable.

Vendor Officer's Name: _____

(Printed)

Tel.: _____

Signature: _____

(Typed or DocuSigned signatures will not be accepted)

Date: _____

Return completed form to:
NC Department of Transportation
Attn: ACH Coordinator- Fiscal Section
1514 Mail Service Center
Raleigh, North Carolina 27699-1514

Questions:
Email: ap@ncdot.gov
Phone (919) 707-4201
Fax (919) 733-9247

State Agency Use Only: