



AV-101: Sponsor Request For Aid (RFA) Checklist

Sponsor use when submitting requests for aid (RFA) application to DOA

Section 1: General RFA Requirements

Section 2: RFA Requirements for Professional Services (A102, A104, A105)

Section 3: RFA Requirements for Construction (A106)

Section 4: RFA Requirements for Land Acquisition (A103)

Section 5: RFA Requirements for Equipment (A107)

Section 6: RFA Requirements for Miscellaneous (A108)

Review the applicable sections to the project. If all the applicable items on this checklist are not provided, the submission package will be considered incomplete and returned. This checklist covers the minimum requirements for a Request for Aid. Please contact your APM if you have additional questions. [Grant agreements may be signed via electronic signature, such as DocuSign, Adobe, etc. to help expedite the application process.](#) If interested in DocuSign, Sponsors should contact the Finance and Grants staff. Note: The signature page must accompany the complete grant agreement in a single PDF.

☒	Activity	Notes	Submit Via
1	General RFA Requirements for All Projects		
	AV-508 : Pre-Bid DBE/MBE/WBE Goal Notification & Certification	See DBE/WBE/MBE guidance for information on goal setting.	FIORI – Request for Aid
	AV-509 : DBE/MBE/WBE Vendor Committed Awards and Payments AND AV-511 , if applicable: Letter of Intent to Perform as Subcontractor (<i>only applies if you do not have a contract</i>)	See DBE/WBE/MBE guidance for information.	FIORI – Request for Aid
	Sketch or Drawing of Project Area		To APM
	Project Schedule		To APM
	Cash Flow	Cash Flow Table is built into FIORI application form.	FIORI – Request for Aid
	Overall Project Budget	Include airport name, project descriptions, WBS number, and description of expenses and costs. If project is funded by multiple WBSs, please show full project budget.	FIORI – Request for Aid
	Justification of A-101 expenses (if applicable)	On sponsor letterhead.	FIORI – Request for Aid
2	RFA Requirements for <u>Professional Services (A102, A104, A105)</u>		
	<u>Work Authorization</u> <i>**Must be executed <u>prior</u> to first reimbursement or advance request</i>	Agreements/Proposals including estimated manhours for Subcontractor(s) are required. Work Authorization is required <u>ONLY</u> if there are professional services.	FIORI – Request for Aid
	<u>Independent Fee Estimate</u> if professional services >\$100,000	<u>Independent Fee Appraisal</u> if professional services range from \$10,000 to \$100,000	To APM



DIVISION OF AVIATION

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3	RFA Requirements for <u>Construction A106</u>		
	Construction Contract	Required supporting documentation per FAA Advisory Circular (AC 150/5370-12C) includes: 1. Advertisement to Bid 2. Certified Bid Tab	FIORI – Request for Aid
	Change Order (if applicable)		FIORI – Request for Aid
4	RFA Requirements for <u>Land Acquisition (A103)</u>	Please contact your Airport Project Manager and review the AV-100 (NCDOT GA Program Development Checklist) requirements for Land Acquisition.	
5	RFA Requirements for <u>Equipment (A107)</u>		
	Purchase Order (PO) showing vendor, description of item being purchased and purchase amount.		FIORI – Request for Aid
6	RFA Requirements for <u>Miscellaneous (A108)</u>		
	Supporting documentation should include description of item and purchase amount.	Ex., FAA Flight Check Inspection documentation	FIORI – Request for Aid