

Date: _____ Airport: _____ WBS No: _____

Application #: **100000** Description: _____

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

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

Section 1: General RFA Requirements

Section 2: RFA Requirements for Construction

Section 3: RFA Requirements for Professional Services

Section 4: RFA Requirements for Land Acquisition

Review the applicable sections to the project. If all of 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.

<input checked="" type="checkbox"/>	Activity	Notes	Submit Via
1	General RFA Requirements for All Projects		
	AV-500 : Certification of Local Funds	If Local Match is \$0, then this form is not required.	Partner Connect-Request for Aid
	AV-508 : Pre-Bid DBE/MBE/WBE Goal Notification & Certification	See DBE/WBE/MBE guidance for information on goal setting.	Partner Connect-Request for Aid
	AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Commitments/Awards/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.	Partner Connect-Request for Aid
	<u>Work Authorization</u> <i>**Must be executed prior to first reimbursement or advance request</i>	Agreements/Proposals including estimated manhours for Subcontractor(s) are required. Work Authorization is required ONLY if there are professional services.	Partner Connect-Request for Aid
	Sketch or Drawing of Project Area		To APM
	Project Schedule		To APM
	Cash Flow	This is required even if there is no local match. Must be uploaded into RFA. If the RFA was issued prior to July 1, 2018 and doesn't have the Cash Flow template, we will accept a PDF version.	Partner Connect-RFA Application
	Project Budget and Expense Summary	Include airport name, project descriptions, WBS number, and description of expenses and costs.	Partner Connect-Request for Aid
	In Kind Summary (if applicable)	Tracking spreadsheet showing deductions.	Partner Connect-Request for Aid
	Justification of A-101 expenses on letterhead (if applicable)		Partner Connect-Request for Aid
	<u>Sponsor AIP certifications (7 total)</u> <i>**if applicable</i>	Executed Federal Block Grant AIP Sponsor Certifications (federal agreements only) must be uploaded prior to final approval of the RFA.	Partner Connect-Request for Aid

☑	Activity	Notes	Submit Via
2	RFA Requirements for <u>Construction</u>		
	Construction Contract	Supporting documentation includes: 1. Advertisement to Bid 2. Certified Bid Tab	Partner Connect-Request for Aid
	Change Order (if applicable)		Partner Connect-Request for Aid
3	RFA Requirements for <u>Professional Services</u>		
	<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
4	RFA Requirements for <u>Land Acquisition</u> Please contact your Airport Project Manager and review the AV-100 (NCDOT GA Program Development Checklist) requirements for Land Acquisition.		