

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 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: As of July 2020, we are no longer accepting just the signature page of a grant agreement (sometimes titled Page 8). The signature page must accompany the complete grant agreement in a single PDF.

| <input checked="" type="checkbox"/> | 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. | 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> **Must be executed <i>prior</i> to first reimbursement or advance request | 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 (if applicable) | On sponsor letterhead. | Partner Connect-Request for Aid |
| | <u>Sponsor AIP certifications (7 total)</u> **if applicable | Executed Federal Block Grant AIP Sponsor Certifications (federal agreements only) must be uploaded prior to final approval of the RFA. Please use most current version of the certifications located on the State Airport Aid and FAA State Block Program website . | 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. | | |