

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) via the Aviation Directed Funding Report Tile in EBS.

Forms AV-106 and AV-107 are now built into EBS. Therefore, the excel templates have been removed from the website.

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 <u>NOT</u> 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 DoA 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 Directed Funding Report Tile).	EBS – Directed Funding Report Tile
	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; entries must be broken down by invoice dates.	AV-107 requires the following information: 1. Quarterly Progress Report tab includes objectives, milestones, start/end dates 2. Quarterly Expense Report 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 – Directed Funding Report Tile
2	IF: This Directed Funding Quarterly Progress and Expense Report update contains a <u>SCOPE CHANGE</u> 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 # 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 in EBS . Submit quarterly when additional contracts are encumbered. If no change from previous submittal, then no need to resubmit.	EBS – Directed Funding Report Tile
	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
	FY22 SCIF ONLY: Ensure expenses incurred on or after July 1, 2021.	FY22 SCIF ONLY: Expenses after July 1, 2021 are eligible because that is the effective date of the budget.	N/A

	FY23 SCIF ONLY: Ensure expenses incurred on or after July 1, 2022.	FY23 SCIF ONLY: Expenses after July 1, 2022 are eligible because that is the effective date of the budget.	N/A
	TRDF ONLY: Ensure expenses incurred on or after July 1, 2023.	TRDF ONLY: Expenses after July 1, 2023 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 allocated funds under Section 4.7 of S.L. 2019-231 shall have until June 30 , 2024, to expend or encumber those funds.	N/A
4	IF: This Directed Funding Quarterly Progress and Expense Report update includes initial Professional Services (A102 and A104) or Equipment (A108) expenses THEN: Verify the following items have been submitted:		
	Executed Work Authorization (professional services)	DoA is not approving scope, fees or rates. However, Directed Funding is only eligible to be used on items at the State approved rates: per diem, audited overhead rates, etc. Should grantee CHOOSE to pay over the approved rates, the documentation must delineate between what is eligible for Directed Funding and what is not. It is the sponsor's responsibility to keep on file for auditing.	EBS – Agreement
	Independent Fee Estimates (IFE) (professional services)	IFEs are required per NCDOT policy . Sponsors can request DoA perform the IFE or sponsors can complete them. The IFE must be retained for auditing purposes. DoA would appreciate a copy of the IFE for the state database, but at a minimum a letter on sponsor letterhead stating that an IFE was completed and will be held for auditing purposes is required.	EBS – Agreement
5	IF: This Directed Funding Quarterly Progress and Expense Report update includes initial Equipment (A107) expenses THEN: Verify the following items have been submitted:		
	Purchase Order (equipment)	Not eligible for FY22 SCIF or GAL grants: “Capital improvements” is defined by G.S. 143 as “A term that includes <u>real property</u> acquisition, new construction or rehabilitation of facilities, and repairs and renovations over \$100,000 in value”. Per 2 CFR § 200.1 <u>Real property</u> means land, including land improvements, structures and appurtenances thereto, but <u>excludes moveable machinery and equipment</u> . For NCAIP, TRDF and FY23 SCIF allotments, equipment meeting the definition of real property, being defined as capitalizable non-movable machinery and equipment exceeding \$5,000 in value with a useful life of greater than two years, is considered allowable for fund usage. Movable equipment or noncapitalizable equipment does not meet the definition of real property acquisitions per the State Budget Act, and therefore is NOT allowable.	EBS – Agreement
6	IF: This Directed Funding Quarterly Progress and Expense Report update includes initial Construction (A106) expenses THEN: Verify the following items have been submitted:		
	Executed Construction Contract	DoA is not approving scope, fees or rates. However, Directed Funds are only eligible to be used on items at the State approved rates: per diem, audited overhead rates, etc. Should grantee CHOOSE to pay over the approved rates, the documentation must delineate between what is eligible for Directed Funding and what is not. It is the sponsor's responsibility to keep on file for auditing.	EBS – Agreement
	Certified Bid Tab	Upon availability	EBS – Agreement

	FAA Form 7460	FAA Form 7460 – Notice of Proposed Construction or Alteration. This is a REQUIRED document for all airports BEFORE construction can begin.	EBS – Agreement
	Every construction project is required to go through FAA Section 163 (even if project is state funded) to determine if NEPA or SEPA applies.	Coordination with FAA may take additional time.	Questions can be directed to Martha Hodge/APM
	AV-508 : Pre-Bid DBE/MBE/WBE Goal Notification & Certification Note: Listing “None” indicates no goal required. “0%” indicates no goal set.	Directed Funds require a MBE/WBE goal unless combined with federal funds which will require a DBE goal. If there is a DBE goal being tracked for federal funds, then list the goal and note that it is tracked under a different federal grant, not the state directed funding grant. AV-508 will be uploaded to the EBS Agreement with first quarterly report upon availability. See DBE/WBE/MBE guidance .	EBS – Agreement
	AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Forms (signed by Sponsor and Contractor)	Commitments must be included with payments and individual Date Paid detail. See DBE/WBE/MBE guidance . AV-509-510 will be uploaded with first quarterly report upon availability.	EBS – Directed Funding Report Tile
	Approved Environmental Documentation	General Aviation (GA) requires DoA Approval as State Block Grant. Depending on level of airport, FAA or DoA Approval is required. CS sponsors can submit signed letter on letterhead certifying environmental docs are completed and approved. GA sponsors will receive a letter of approval from DoA (Martha Hodges/Env Eng).	EBS – Agreement
7	IF: This Directed Funding Quarterly Progress and Expense Report update includes Land Acquisition (A103) expenses that were NOT included in previous submittals THEN: Verify the following items have been submitted:		
	<u>One Appraisal</u>	ONLY if property is less than \$1 million	EBS – Agreement
	<u>Two Appraisals</u>	Two appraisals are required: 1. If property is over \$1 million and/or 2. If acquisition will cause damages over \$250,000	EBS – Agreement
	<u>Appraisals are to be sent to DoA for review and concurrence of Fair Market Value (FMV)</u>	NCDOA is paying for ROW review services and must get advance approval before work can begin. FYI: NC is having significant shortage of appraisers which can add additional time.	Send to APM
	<u>On AV-107 Quarterly Progress Report Tab for Milestone Dates</u>	1. If project includes Land Acquisition, "Under Contract" column should include anticipated dates for an extension of offer or determination of Fair Market Value (FMV). 2. If project includes Land Acquisition, "Project Complete" column should indicate anticipated Closing Date.	EBS – Directed Funding Report Tile
8	IF: This change request includes Miscellaneous (A108) for DEBT SERVICE THEN Submit these items:		
	NCAIP Debt Service Utilization Template on Sponsor Letterhead	Word template on Connect site	EBS – Directed Funding Report Tile
	Airport or Airport Authority’s executed loan agreement		EBS – Directed Funding Report Tile
	Debt amortization schedule		EBS – Directed Funding Report Tile

	Invoice for principal and interest		EBS – Directed Funding Report Title
9	IF this Directed Funding Quarterly Progress and Expense Report update will <u>fully expend the FY allocation but the project is NOT complete</u> , in lieu of closeout docs THEN submit these items:		
	<u>Allocation Closeout Letter</u> on sponsor letterhead. See example .	Explain percent of contract completed at end of SFY and that the project is going to continue to encumber funds of future year allotments. Include in letter that expenses listed with state sales tax and other funding contributions are removed from the amount being expensed against this grant. Confirm all required environmental documentation for construction was completed and approved.	EBS – Directed Funding Report Title
	Most recent AV-509/AV-510 : to show minority participation completed to-date. AV-509/AV-510: DBE/MBE/WBE/HUB Vendor Commitments/Payments.	ONLY collect for projects fully funded with state funds to show status to-date so DoA can confirm goals are met in the end. If project is funded across multiple years, require a report at the closeout of one funding grant as it rolls into the next. State funds require a MBE/WBE goal unless combined with federal funds which will require a DBE goal.	EBS – Directed Funding Report Title
	Progress photos of project(s) (Photos, while not required for equipment, or construction, are very helpful for reporting progress to legislature.)	Name each image to provide the date it was taken, your airport call letters and brief description, as follows: 2022-4-2 XYZ Pavement rehab . If you provide multiple images of the same thing, number each image: 2022-4-2 XYZ Pavement rehab-1 , 2022-4-2 XYZ Pavement rehab-2 , etc., before uploading.	Email to APM
10	If this is Final Reporting to close out <u>Professional Services (A104)</u> project THEN: Verify the following items have been submitted:		
	Final Invoice/Billing		EBS – Directed Funding Report Title
11	If this is Final Reporting to close out final <u>Construction (A106)</u> project THEN: Verify the following items have been submitted:		
	<u>Note: Documentation in other sections may be required as well.</u>		
	<u>Final Pay Application</u>	Clearly show total spent and removal of taxes. DoA is not reviewing fees, rates or work completed.	EBS – Directed Funding Report Title
	Comprehensive AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Forms (signed by Sponsor and Contractor)	Commitments must be included with payments and individual Date Paid detail. See DBE/WBE/MBE guidance	EBS – Directed Funding Report Title
	AV-514 : DBE Payment Shortfall Form (if applicable)		EBS – Directed Funding Report Title
	<u>Contractor's Affidavit of Payment of Debts and Claims</u> (sometimes also called Final Waiver of Lien or Affidavit of Release of Liens)		EBS – Directed Funding Report Title
	<u>Notarized Consent of Surety with Power of Attorney</u> if bank handled funding (if applicable)	Example: AIA G707	EBS – Directed Funding Report Title
	Progress photos of project(s) (Photos, while not required for equipment, or construction, are very helpful for reporting progress to legislature.)	Name each image to provide the date it was taken, your airport call letters and brief description, as follows: 2022-4-2 XYZ Pavement rehab . If you provide multiple images of the same thing, number each image: 2022-4-2 XYZ Pavement rehab-1 , 2022-4-2 XYZ Pavement rehab-2 , etc., before uploading.	Email to APM
	GA airports ONLY: AutoCAD drawings of any project that expands pavement for General Aviation airports to update NCDOA's Pavement Condition Index maps.		Email to APM

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IF: This project contains land acquisition (A103)

THEN: Reference required items included on the [AV-100](#) checklist, page 2. Additionally, Land Acquisition Guidance is posted on the [Connect site](#).

REMINDER: NCDOT Right-of-Way concurrence of Fair Market Value or Settlement price must be documented.