

AV-110: Directed Funding Request for Aid (RFA) Application Checklist

Applies to legislatively directed projects

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).

☑	Activity	Notes	Submit Via
1	General RFA Requirements for Legislatively Directed Funding Projects		
	Ensure correct WBS is identified on supporting documentation (and doesn't say "TBD")	Fiscal will return if this is incorrect.	EBS - Request for Aid
	AV-109 Directed Funding Proposed Project Form	The amount requested should match allocation amount. <u>Scope identified on AV-109 must be eligible for the funding source.</u>	EBS - Request for Aid
	Conflict of Interest Policy (template on Connect)	If sponsor has an existing policy, they should upload it. If they do not, they can utilize the template provided.	EBS - Request for Aid
	<u>No Overdue Tax Statement form</u>	<u>Must be signed.</u>	EBS - Request for Aid
	Cash Flow	This is required even if there is no local match. Data entry in RFA. Ensure projected cash flow aligns with that funding sources payout schedule.	EBS - Request for Aid
	<p>NCDOT Aviation sends Unsigned Agreement to sponsor via Docusign.</p> <p>If sponsor is not a DocuSign user, it is uploaded in EBS for signature.</p>	<p>If DUAL signatures are required, sponsor to ensure both parties sign.</p> <p>Sponsor to return partially signed agreement to NCDOT Aviation via Docusign or by uploading PDF in EBS and emailing DOTAviationGrants@ncdot.gov notifying staff that the partially signed agreement has been provided.</p> <p>NCDOT Aviation will finalize signatures and issue agreement in EBS.</p>	DocuSign/EBS