Date

*TEMPLATE for sponsors to use when proposing to encumber NCAIP allotment towards Debt Service. Airport shall continue to use the same letter and add future years, as needed.*

APM/Grant Administrator

NCDOT Division of Aviation

1560 Mail Service Center

Raleigh, NC 27699-1560

Re: Debt Service Encumbrance Proposal for NCAIP Funds – WBS 36244.xx.xx.x

Dear NC Division of Aviation,

Airport XYZ is proposing to encumber NCAIP FYxx funds towards debt service per the schedule below:

Current encumbrance:

1. NCAIP 2020 funds – used $xxx,xxx,xxx.xx towards (year/name/identifier) Debt Service

Proposed encumbrance:

1. NCAIP 2021 funds – would use $xxx,xxx,xxx.xx towards (year/name/identifier) Debt Service
2. NCAIP 2022 funds – would use $xxx,xxx,xxx.xx towards (year/name/identifier) Debt Service

The AV-109 Proposed Directed Funding Projects Form has been updated accordingly and is submitted with this letter.

If you have any questions, please let us know.

Sincerely,

Authorized person’s signature

*To REPORT on the Debt Service expenditures, submit with your Change Request in EBS:*

1. *Documents that identify the debt service for the airport.*
2. *Expense summary report that would summarize the debt service expense on a monthly, quarterly, or annual payment against the debt service that is listed on the AV-107 Directed Funding Quarterly Progress and Expense Report.*
3. *Bank statement that proves the airport paid the debt service payment.*