

# NCDOT GA Program Development Checklist

This checklist is a guide to the required documentation for Airport Development projects that are funded through the State Aid to Airport's Program and the Federal Aviation Administration's State Block Grant Program. It is divided into definitive phases of project implementation including Sponsor's Responsibility, Property Acquisition, Design, Bidding, Construction and Close Out. This checklist is used as a tool to help insure that all necessary procedures have been followed and requirements met during project development. This list is intended to be comprehensive but not all encompassing. Due to overlap with the FAA, the below is generally NOT used for commercial service airports. Not all elements listed below necessarily apply to every project.

**Airport Name / ID** \_\_\_\_\_

**Project Description** \_\_\_\_\_

**Key Project Contacts** \_\_\_\_\_

<b>Sponsor's Responsibility prior to Requesting a Project (Prior to LOI or Grant Award)</b>	YES	NO	N/A
a) Project Shown on Airport Layout Plan (ALP)			
b) Project uploaded and approved by Sponsor a Partner Connect.			
c) Provide Photos of Existing or Deficient Conditions			
d) NCDoA Mandatory Minimums Review: <ul style="list-style-type: none"> <li>• Rules &amp; Regulations</li> <li>• Minimum Standards</li> <li>• Height Ordinance</li> <li>• Approach Certification</li> <li>• Request for Qualification</li> <li>• Professional Services Master Agreement</li> </ul>			
e) Review of Most Recent FAA 5010 Inspection – deficiencies corrected or action plan in place			
f) Sponsor to review local land use plan & zoning ordinance for conformance			
g) Review of NCDOT System Plan Project Recommendations			
h) Conduct Pre-Design Conference with Stakeholders (Scope, Schedule, Cost, Funding Availability). Date: _____			
i) Complete a Preliminary Program/Project Budget. Should be all encompassing.			
<div style="display: flex; justify-content: space-between;"> <span><b>NCDOT Review of Sponsor's Responsibilities Completed</b></span> <span>APM Initials &amp; Date:</span> </div> <div style="text-align: right; margin-top: 10px;">Proj Request #:</div>			

<b>Property Acquisition</b> (Prior to reimbursement, below documentation is required for each parcel)	<b>WBS #:</b>	<b>GRT or APM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a) Property clearly delineated on Exhibit-A Property Inventory Map		APM			
b) Verify to Sponsor that Uniform Act must be followed		APM			
c) Has our office provided a Letter of Intent for this particular property		APM			
d) Documentation of the Completed Environmental Due Diligence Audit (EDDA/Phase 1 EA)		APM			
e) NEPA requirements met and verified (Written Record, CATEX, EA, Etc.)		APM			
f) Copy of Property Survey and Plats for acquisition		APM			
g) Title search completed, ownership and encumbrances confirmed		APM			
h) Copy of Appraisal and Review Appraisal		APM			
i) Relocation Plan completed and notice of relocation eligibility provided if applicable		APM			
j) Copy of Written Offer of Just Compensation		APM			
k) Copy of negotiation documentation		APM			
l) Copy of Purchase Agreement		GRT			
m) Copy of Closing Statement		GRT			
n) Copy of Warranty Deed		GRT			
o) Documentation of Administrative Settlement with written justification and explanation (above FMV, or Condemnation, or Court Award)		GRT			
p) Documentation of NCDOT Concurrence of Contract Price – APM & ROW Recommendation		GRT			
q) Property Cleared for project use (if applicable)		APM			
r) Copy of updated Exhibit-A Property Inventory Map		APM			
s) Have Utility Relocations been considered and accounted for		APM			
t) Have Asbestos issues been considered and accounted for		APM			
u) Copy of Final Property Acquisition Cost Breakdown (using template)		GRT			
<p><b>NCDOT Pre-Reimbursement Review of Property Acquisition Completed</b></p> <p style="text-align: center;">GRT Initials &amp; Date:</p> <p style="text-align: center;">APM Initials &amp; Date:</p> <p style="text-align: center;">Airport Development Manager Initials &amp; Date:</p>					

<b>Design</b>	<b>WBS #:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>(These items are needed on file prior to APM approval of Design Grant closeout)</b>				
a)	Ensure AV Forms are in place			
b)	Alternative Analysis Complete (If applicable)			
c)	Copy of signed Sub Consultant Proposals			
d)	Copy of Signed Work Authorization Contract with Consultant			
e)	Copy of Opinion of Probable Cost, Program Budget, and Program Schedule			
f)	Environmental Documentation Completed and Approved by NCDoA (CATEX/EA/EIS)			
g)	Signed Finding Of No Significant Impact (FONSI) (if applicable)			
h)	Copy of FAA Form 7460-1 Notice of Proposed Construction or Alteration			
i)	Copy of CSPP submitted through 7460 with APM checklist & concurrence			
j)	Copy of Design Plans and Specifications in CADD & PDF-combined/upright			
k)	Copy of Sealed Engineer's Design Report (Per Table 3-20, Order 5100.38D)			
l)	Copy of Approved Permits			
<b>NCDOT Review of Design Completed</b>		APM Initials & Date:		

<b>Bidding</b> <b>WBS #:</b> <b>(Typically Included in Design Grant, but needed prior to APM approval of Construction Grant)</b>	YES	NO	N/A
a) Ensure AV Forms are in place			
b) Copy of Bid Plans and Specifications in PDF (if not already submitted during Design)			
c) Copy of a complete set of addendums			
d) Copy of Advertisement to Bid			
e) Copy of DBE/MBE/WBE Contract Goal Requirement from Contract Services Unit			
f) Pre-Bid Meeting held			
g) Copy of Certified Bid Tab			
h) Check of Contractor and Sub Contractor Approval Status with NCDOT (Sponsor Provided)			
i) Copy of Good Faith Effort Documentation (if Applicable)			
j) Verify FAA Forms 7460 and/or 7480 have been properly filed			
<b>NCDOT Review of Bidding Completed</b> APM Initials & Date:			

<b>Construction</b> (These items are required as they occur)	<b>WBS #:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a) Ensure AV Forms are in place				
b) Copy of Sponsor Letter of Recommendation to Award				
c) Copy of Letters of Determination for all FAA Forms 7460 and 7480				
d) Copy of Fully Executed Contract Documents (to include RFC Plans & Specs)				
e) Pre- Construction Meeting Agenda, Attendance List and Meeting Minutes				
f) Copy of DBE/MBE/WBE Goal Concurrence Letter from Contract Services Unit				
g) Copy of Sponsor's signed Notice to Proceed				
h) Photos of Pay items and/or Progress during construction				
i) Change Order/ Supplemental Agreement requests with explanations and APM Coordination				
j) Periodic Inspection Records as needed				
k) Progress Meeting Minutes				
l) Pre-Pave Conference Minutes				
m) NCDOT Review of Construction Project Completed				
<b>NCDOT Review of Construction Completed</b> APM Initials & Date:				

<b>Construction Close-Out</b>	<b>WBS #:</b>	<b>GRT or APM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a) Copy of Contractor's Certification Regarding Settlement of Claims		APM			
b) Record Drawings in electronic (CADD) & (PDF) format		APM			
c) Copy of Final Testing Summary including engineer's certification letter		APM			
d) Copy of Final Inspection Report and Punch List		APM			
e) Photos of completed project		APM			
f) Copy of Final Change Orders with all supporting documentation		APM			
g) Copy of Complete Set of Construction Meeting Minutes		APM			
h) Copy of Airport Layout Drawing (ALD) Pen and Ink Change (if applicable)		APM			
i) Copy of Final Engineer's Construction Report		APM			
j) Airport Data updated and uploaded to GCR / NFDC /NFDD		APM			
k) DBE Payment Shortfall Form		GRT			
l) Review and approval of Final Pay Request		APM			
m) Final Letter of No-Claims from the Contractor		GRT			
n) Notarized Affidavit of Payment of Debts & Claims (aka Final Waiver of Lien or Affidavit of Release of Lien		GRT			
o) Notarized Consent of Surety from the Bonding Company, to include Power of Attorney if bank handled funding		GRT			
p) Contractor Warranty Statement from the contractor complying with Contract		GRT			
q) 1Yr Warrantee Inspection Performed (prior to 12 months)		APM			
r) Letter of remittance for unused funds (if applicable)		GRT			
<p><b>NCDOT Review of Close-Out Completed</b></p> <p>GRT Initials &amp; Date:</p> <p>APM Initials &amp; Date:</p>					