

PARTNER CONNECT FILE NAMING CONVENTIONS

Instructions: When uploading forms and documentation into Partner Connect, please use the following file name formats to help easily identify documentation provided. Consistently using "FormCode_AirportCode_WBS" will save time and assist with reviews. Example File Names are provided below for each form. These forms correspond to the AV-101 (RFA), AV-102 (Budget Rev/Grant Mod), and AV-103 (Claim) checklists. Please contact your APM if you have any questions.

<u>Form</u>	<u>Example File Name in Partner Connect</u>	<u>Checklist</u>	<u>Notes</u>
AV-500 Certification of Local Funds and Accounting Information	AV500_PGV_36237.1.1.1	AV-101 RFA	
AV-501 Request for Aid (Paper grants only)	AV501_PGV_36237.1.1.1	AV-101 RFA	
AV-502 Quarterly Project Status Report	AV502_QtrX_YEAR_PGV_36237.1.1.1	AV-103 Claim	
AV-503 Project Concurrence and Notice to Proceed	AV503_PGV_36237.1.1.1	AV-101 RFA/ AV-102 Grant Mod	
RS-2 Prime Contractor DBE/MBE/WBE/HUB Certification (Prof Svcs Only)	RS2Prime_ConsultantName_PGV_36237.1.1.1	AV-101 RFA	Please abbreviate consultant name if possible.
RS-2 Sub Contractor DBE/MBE/WBE/HUB Certification (Prof Svcs Only)	RS2Sub_ConsultantName_PGV_36237.1.1.1	AV-101 RFA	
Engineer DBE/MBE/WBE Approval Letter	EngDBELtr_PGV_36237.1.1.1	AV-101 RFA	
AV-507 Request for Extension of Time to Complete Project	AV507_PGV_36237.1.1.1	AV-102 Grant Mod	
AV-508 DBE Prebid Document	AV508_PGV_36237.1.1.1	AV-101 RFA	
AV-509/510 DBE/MBE/WBE/HUB Vendor Commitments/Awards/Payments	AV509510_PGV_36237.1.1.1	AV-101 RFA	
AV-511 DBE/MBE/WBE/HUB Subcontractor Letter of Intent	AV511_PGV_36237.1.1.1	AV-101 RFA	
AV-512 DBE/MBE/WBE/HUB Request Replacement	AV512_PGV_36237.1.1.1	AV-102 Grant Mod/ AV-103 Claim	
AV-513 DBE/MBE/WBE/HUB Subcontract Commitment Payment Summary	AV513_PGV_36237.1.1.1	AV-103 Final Claim	
AV-514 DBE/MBE/WBE/HUB Payment Shortfall	AV514_PGV_36237.1.1.1	AV-103 Claim	
AV-515 Reimbursement Request Summary	AV515R#_PGV_36237.1.1.1	AV-103 Claim	Example: For first reimbursement, use "AV515R1_PGV_36237.1.1.1"
Work Authorization	WA#_PGV_36237.1.1.1	AV-101 RFA	Use "WA1" for original Work Authorization and "WA2", "WA3", etc. for amendments.
Project Budget & Expense Summary	Budget_PGV_36237.1.1.1	AV-101 RFA	
Construction Contract	ConContr_PGV_36237.1.1.1	AV-101 RFA	



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In Kind Summary	InKind_PGV_36237.1.1.1	AV-101 RFA	
Change Order	Change#_PGV_36237.1.1.1	AV-101 RFA	
Advertisement to Bid	AdBid_PGV_36237.1.1.1	AV-101 RFA	
Certified Bid Tab	CertBid_PGV_36237.1.1.1	AV-101 RFA	
Pre-Construction Documentation	PreCon_PGV_36237.1.1.1	AV-103 Claim	Include Pre-Construction Meeting Agenda, Attendance List, and Minutes
"Reason for Change" for Grant Mod	GrantModExp_PGV_36237.1.1.1	AV-102 Grant Mod	
Construction Contract Amendment	ConAmend#_PGV_36237.1.1.1	AV-102 Grant Mod	
Construction Contract Change Order	ContrChgOr_PGV_36237.1.1.1	AV-102 Grant Mod	
Executed Grant Agreement	GA_PGV_36237.1.1.1	AV-103 Claim	
Invoices/Receipts for Prime and Sub-Consultants (if required)	Inv#_ConsultantName_PGV_36237.1.1.1	AV-103 Claim	Example: Inv001_XYZ_PGV_36237.1.1.1
Contractor's Affidavit of Payment of Debts and Claims	Affidvt_PGV_36237.1.1.1	AV-103 Claim	
Notarized Consent of Surety with Power of Attorney	Surety_PGV_36237.1.1.1	AV-103 Claim	
Separate Releases or Waivers of Liens	LienWvr_PGV_36237.1.1.1	AV-103 Claim	
Final Change Orders	FinChgOr_PGV_36237.1.1.1	AV-103 Claim	
Final Statement Letter	FinStmntLtr_PGV_36237.1.1.1	AV-103 Claim	
Contractor Warranty Statement	WarStmnt_PGV_36237.1.1.1	AV-103 Claim	
Letter of Remittance	LtrRemit_PGV_36237.1.1.1	AV-103 Claim	
Payment Verification	PmtVer_PGV_36237.1.1.1	AV-103 Claim	
Iran Divestment Certification	IranCert_PGV_36237.1.1.1	AV-103 Claim	
Federal Block Grant AIP Sponsor Certifications	AIPCert_PGV_36237.1.1.1	AV-103 Claim	