



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

1560 MAIL SERVICE CENTER, RALEIGH, N. C. 27699 - 1560

ANTHONY J. TATA
SECRETARY

State Program Guidance Letter 13-1

Subject: Requirements for Land Acquisition Grants

Date: May 21, 2013

From: Bobby Walston, Deputy Director of Airports
NCDOT- Division of Aviation

A handwritten signature in black ink, appearing to be "Bobby Walston", written over a faint circular stamp.

Dear Airport Sponsor:

The Division of Aviation recently requested, and received, clarification on environmental due diligence requirements by The Federal Aviation Administration (FAA) for land acquisition. Clarification included the following comments from the Memphis Airport District Office:

“Environmental Due Diligence Audits (EDDAs) should be completed prior to any airport property acquisition involving federal funding. Sponsors should follow guidance set forth in FAA Order 1050.19B, Environmental Due Diligence Audits in the Conduct of FAA Real Property Transactions. As can be noted in Section 2.2 of the Order, EDDAs should be completed in accordance with the All Appropriate Inquiry (40 CFR 312) or ASTM Standard 1527-05.” The FAA Order can be downloaded at:
<http://www.faa.gov/documentLibrary/media/Order/ND/1050.19B.pdf>.

The Division requests all sponsors follow this guidance on federal – and – state – funded land acquisition projects, effective immediately. If you have pending pay requests for reimbursement of land for which a closing has occurred, please complete an EDDA as soon as possible. If you are currently in negotiations on a purchase price for a property, please hold off on further negotiations until an EDDA can be completed. The cost of the EDDA is an eligible item for reimbursement.

Also included with this SPGL is the Division of Aviation Land Acquisition Checklist we use on all land acquisitions. These items are listed in more detail in both the state and federal assurances attached to your grants.

If you have any questions about this letter, or specifics concerning an active project, contact your Airport Project Manager.

NCDOT DIVISION OF AVIATION LAND ACQUISITION CHECKLIST

This checklist is a **guide** to required documentation for land acquisition and will be used to help ensure that all necessary procedures have been followed and requirements met during the project. This list is not comprehensive. Please contact your assigned Airport Project Manager to discuss any special circumstances or additional items that may or may not apply to an individual project.

Airport Name	Project Description
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LAND ACQUISITION (Prior to Grant Award)	YES	NO	N/A
Land Clearly delineated on Airport Property Map			
Proposed Parcels identified on ALP			
Copy of Property Survey and Plats for acquisition			
Title search completed, Ownership and Encumbrances confirmed			
Copy of Appraisal and Review Appraisal			
Environmental Site Assessment completed if applicable			
NEPA requirements met and verified			
Documentation of the Completed Environmental Due Diligence Audit			
Relocation Plan completed and notice of relocation eligibility provided if applicable			
Copy of Written Offer of just Compensation			
Copy of Negotiation documentation			
Copy of Purchase Agreement, Closing Statement & Title Conveyance			
Condemnation and Court Award documentation if applicable			
Property Cleared for project use			
Copy of updated Exhibit A Property Map with Land Acquisition Cost Breakdown sheet			
NCDOT Review of Property Acquisition Documents Completed			

Notes: