Airport Funding and Finance

NC Airport Leadership and Management Program
Course 4

May 2, 2019
Raleigh, NC

A presentation of the North Carolina Airport Technical Assistance Program
Airport Funding and Finance

Part 4: What are the Rules and How do Airports Comply

Grants Team
NCDOT Division of Aviation

May 2, 2019
Raleigh, NC

A presentation of the North Carolina Airport Technical Assistance Program

NC AirTAP
Good Afternoon ladies and gentlemen. Welcome aboard Grants Airways - your only destination for funding of your grant projects. Thank you for your attention while important information is reviewed. In preparation for this presentation, be certain that you are seated straight in your chair. Make sure that your personal items that you felt compelled to bring with you today are placed completely under your seat, are not infringing on your neighbors’ space or better yet take them to the car during a break. Portable telephones are not approved for use during this presentation, however, you may use certain other electronic devices as long as you are taking copious notes for the Kahoots retest. Please direct your attention to the speakers whose objectives are to provide: **An Overview of Grants Rules, Regulations, and Compliance along with Updates, Information, and Tips and Tricks to Improve Turn Around Times**

Now sit up, pay attention, and be assured that we want to get the money off our books and into your airports!
Part 4 and 5: Presentation Stewards:

Grants Team, NCDOT Division of Aviation

Betsy Beam, Grants Administrator
Rachel Fogleman, Grants Compliance Monitor
Amy Harber, Grants Technical Consultant
Cindy Reilly, Grants Accounting Clerk
Leah Roberts, Business Officer
Grant Assurances

*Designed to Guarantee that All of us are compliant with the law*

Betsy Beam, Grants Administrator

Seat Belts were invented in 1949 and mandatory in all cars in 1966. It was the belief of congress that passengers might panic in an emergency situation and not remember to \textit{LIFT} as opposed to \textit{PUSH} to release the seatbelt in airplanes -- so our federal law requires that \textit{flight attendants must brief passengers on the method of fastening, tightening, and unfastening seatbelts}.

Grant Agreements are like Seat Belts-designed for assurance that we continue to comply with the law.
Grant Assurances

Designed to **Guarantee** that All of us are compliant with the law

- Grants Agreements-What Changed?
- Certified Mail / Digital
Grant Assurances
*Designed to Guarantee that All of us are compliant with the law*

Mailed Hard Copies......
Grant Assurances

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**Grants Agreements-What Changed?**

**Federal Grant Agreement**

- Combined all Federal templates so we can use for Apportionment, NPE, or Discretionary funding.
- Added Title VI/Nondiscrimination Assurances
- **Upgraded the signature page** (deleted the Notary requirement and “Resolution” page)
- Added an assurance for the SAM Registration for DUNS numbers (A-9)
- Added an assurance for Texting While Driving (A-10)
- Deliverables from the Sponsor to the Division will be communicated to the APM (B-1)
- “Unless otherwise approved by the Division, the Sponsor shall not commence construction or award construction contracts on the project until a “Grant Execution and Notice to Proceed” is provided by the Division.” (B-3).
- “Payment of the funds obligated under this Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department: Payments from the Department to the Sponsor are made on an advance or a reimbursement basis. If an advance payment is received, the Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department’s advance payment. Reimbursement must be requested by the Sponsor within 60 days after making payment to the vendor.” (C-3)
- Deleted assurances that were already in the FAA Federal Certifications
- Reference to cover letter as to the allocation of funds by amount and expiration date (page 1)
Grant Assurances

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**• Grants Agreements-What Changed?**

**State Grant Agreement**

- Combined all State templates so we can use for State Financial Aid, STIP, and Economic Development Funds.
- Updated debarment provisions in #2, page 2 (G.S. 143-59.2 “Certain vendors prohibited from contracting with State”).
- Title VI Assurances
- **Upgraded the signature page** (deleted the Notary requirement and “Resolution” page)
- Deleted Plan Review Submittal information since this info is in the Work Authorization.
- “Unless otherwise approved by the Division, the Sponsor shall not commence construction or award construction contracts on the project until a “Grant Execution and Notice to Proceed” is provided by the Division.” (B-5).
- Inserted Quarterly Status Reports due dates (B-6).
- Added statement that awards will not be made for those who have been removed from the Department’s list of pre-qualified bidders (B-9).
- “Payment of the funds obligated under this Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department: Payments from the Department to the Sponsor are made on an advance or a reimbursement basis. If an advance payment is received, the Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department’s advance payment. Reimbursement must be requested by the Sponsor within 60 days after making payment to the vendor.” (C-4)
- Updated D-4: “For each parcel, building, or real property, fair market value shall be established by an appraisal, completed by a competent NCDOT approved appraiser and an appraisal review, completed by an NCDOT staff reviewer or outsourced by the NCDOT to a competent consultant appraisal reviewer. For complex acquisitions, estimated claims over $1,000,000 or estimated claims with over $250,000 in damages, fair market value shall be established by two appraisals: one original appraisal and one review appraisal. In such cases, all other provisions of this Section shall apply.”
- Reference to cover letter as to the allocation of funds by amount and expiration date (page 1)
Grant Assurances

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- Grants Agreements - What Changed?
- Notary Stamp / Seal

**JOHN H SMITH**
NOTARY PUBLIC
Wake County
North Carolina
My Commission Expires: May 2, 2019

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**THE PARTIES BY LEGALLY BINDING SIGNATURE BELOW HEREBY EXECUTE THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN BELOW:**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:**

[Signature]
Deputy Secretary for Multi-Modal Transportation or Designee

DATE: 4/10/2019

**AUTHORIZED SIGNATURE FOR SPONSOR**
(Approving Authority Board Member or Local Governing Official)

[Signature]
(SEAL)

TITLE: [Title]

DATE: 04/05/2019
Grant Assurances

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**AV-103: Sponsor Reimbursement or Advance Request (Claim) Checklist**

Sponsor use when submitting reimbursement or advance requests to NCDOT-DOA

**Use:** Submitting reimbursement or advance requests to the Division of Aviation for professional services (preliminary engineering, PRP, CA) and construction. Note that each request can involve multiple invoices of different types. For property-related requests, please reference **AV-100 (NCDOT GA Program Development Checklist, page 2)**.

If all of the applicable items on this checklist are not met, the submission package will be considered incomplete and returned. This checklist covers the minimum requirements for a reimbursement or advance request. Please contact your APM to determine if your project has additional requirements.

The following table outlines the activities and their respective notes:

<table>
<thead>
<tr>
<th>#</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review executed Grant Agreement – If expired, need to request extension of time in Partner Connect.</td>
<td>Partner Connect – Grant Agreement</td>
</tr>
<tr>
<td></td>
<td>AV-502: Submit Quarterly Status Report(s) (QSR) or FAA Form 5370-1 to cover the most recently completed quarter.</td>
<td>QSR(s) are required from NTP through the most recently completed quarter. The QSRs are automated in EBS/Partner Connect. The non-construction QSR is required through the design/bid phase. The construction QSR is required with the first construction payment request.</td>
</tr>
<tr>
<td></td>
<td>AV-509/AV-510: DBE/MBE/WBE/HUB Vendor Forms (signed by Sponsor and Contractor)</td>
<td>See DBE/WBE/MBE guidance</td>
</tr>
<tr>
<td></td>
<td>AV-515: Reimbursement or Advance Request Summary</td>
<td><strong>Partner Connect – Claim</strong></td>
</tr>
<tr>
<td></td>
<td>Sponsor Payment verification is required.</td>
<td>Acceptable documents include: copy of cancelled check or screen shot in accounting system showing check cleared. Please upload all documents to the actual claim it is supporting.</td>
</tr>
</tbody>
</table>

**If this is an Advance, Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department’s reimbursement.**

Noncompliant sponsors will be notified and this will be considered in the Risk Monitoring Plan.

Please upload all documents ASAP to the actual claim it is supporting.

**If this is a Reimbursement, verify the Date of Check is within 60-days of claim submittal date.**

Noncompliant sponsors will be notified and this will be considered in the Risk Monitoring Plan.
Grant Assurances
Designed to Guarantee that All of us are compliant with the law

Federal Grant Assurance:  C-3
State Grant Assurance:  C-4

If this is an Advance, Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department’s reimbursement.

☑ AUTHORIZING SUB-RECIPIENT SIGNATURE

I certify that, to the best of my knowledge, billed costs of disbursements are in accordance with the terms of the Grant Agreement, and that the claim represents the share(s) due which have not been previously requested, that an inspection on all work represented on this invoice has been performed, and that it has been determined that all work being claimed meets project specifications and is in accordance with the terms of the grant.

I hereby certify that this request for advance funds represents an immediate cash need for the invoice(s)/expense(s) referenced above. I also certify that the incurred expense(s) was within the scope of the approved grant agreement. I further certify that once payment is received from NCDOT, the advanced funds will be dispersed to the referenced payee within three business days.

Name: [Redacted]  PIN: ****  Date: (mm/dd/yyyy)*: 04/11/2019

Don’t forget to UPLOAD the payment verification as soon as possible
AV-103: Sponsor Reimbursement or Advance Request (Claim) Checklist
Sponsor use when submitting reimbursement or advance requests to NCDOT-DOA
Use: Submitting reimbursement or advance requests to the Division of Aviation for professional services (preliminary engineering, RPR, CA) and construction. Note that each request can involve multiple invoices of different types. For property-related requests, please reference AV-100 (NCDOT GA Program Development Checklist, page 2).

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<tr>
<th>Activity</th>
<th>Notes</th>
<th>Submit Via</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a budget or grant modification is required, go to the AV-102 (Sponsor Budget Revision &amp; Grant Modification Request Checklist) for further instructions before submitting a reimbursement or advance request. Situations that would require a budget or grant modification include: Project description (scope) changes, additional funds, and/or moving money between A-codes on the project budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If this is an initial reimbursement or advance request, all executed Work Authorizations and Construction contracts with supporting documentation are required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If this is a final reimbursement or advance request/close out, submit the required documents on page 2 in addition to the documents specified below. Each reimbursement or advance request submitted must be rounded UP to the nearest whole dollar.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 For ALL reimbursement or advance requests:

- **Review executed Grant Agreement — If expired, need to request extension of time in Partner Connect.**
  - Partner Connect — Grant Agreement

- **AV-502: Submit Quarterly Status Report(s) (QSR) or FAA Form 5370-1 to cover the most recently completed quarter.**
  - QSR(s) are required from NTP through the most recently completed quarter. The QSRs are automated in EBS/Partner Connect. The non-construction QSR is required through the design/bid phase. The construction QSR is required with the first construction payment request.
  - Partner Connect — Grant Agreement

- **AV-509/AV-510: DBE/MBE/WBE/HUB Vendor Forms (signed by Sponsor and Contractor).**
  - See DBE/WBE/HUB guidance
  - Partner Connect — Claim

- **AV-515: Reimbursement or Advance Request Summary**
  - Summary sheet should list associated invoices and categorize expenses by A-Code. Review Aviation Line Item Descriptions for proper use of A-Code(s), unit costs, description of work completed, consistency with Work Authorization, correct percentage complete and resulting payment calculations, and total sums, etc.
  - **CHECK MATH**
  - Partner Connect — Claim

- **Sponsor Payment verification is required.**
  - Acceptable documents include: copy of cancelled check or screen shot in accounting system showing check cleared. Please upload all documents to the actual claim it is supporting.
  - Partner Connect — Claim

- **If this is an Advance, Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department’s reimbursement.**
  - Noncompliant sponsors will be notified and this will be considered in the Risk Monitoring Plan.
  - Please upload all documents ASAP to the actual claim it is supporting.
  - N/A

- **If this is a Reimbursement, verify the Date of Check is within 60-days of claim submittal date.**
  - Noncompliant sponsors will be notified and this will be considered in the Risk Monitoring Plan.
  - N/A
Grant Assurances

Designed to Guarantee that All of us are compliant with the law

Federal Grant Assurance:  C-3
State Grant Assurance:  C-4

Reimbursements must be requested by the Sponsor within 60 days after making the payment to the vendor

For Reimbursements, verify that the Date of Check is within 60-days of claim submittal date.

Note - if you are submitting several checks it will be the date of the OLDEST check for that claim
AIP Certifications

Designed to Document that All of us are compliant with the law

- ALL FEDERAL funded grants
- What’s the version and how many do airports sign
  - FAA Form 5100-129 (1/17) SUPERSEDES PREVIOUS EDITION
  - SEVEN (7) Certifications (ALL must be dated and signed)
AIP Certifications

Designed to Document that All of us are compliant with the law

Ladies and Gentlemen, We have reached our “assurances” altitude you can now relax. Always remember that in order to release an Airline seat belt you lift the face plate of the buckle. There is no button to push and if automobiles and airlines used the same type buckle no one would ever have to listen or observe the seat belt demonstration again!

However before you get too relaxed I am required to inform you that non-compliance with the 3-day payment rule; the 60-day reimbursement rule; or continued returns for not signing the AIP Certifications will result in higher rankings on the new DoA Risk Assessment
Risk Assessment Tool
Designed to objectively score the financial stability and/or risks of the airport

Contrary to popular belief this is not designed to RESTRAIN or be punitive it is simply a tool for ALL to use to objectively score the financial stability and/or risks of the airport

Rachel Fogleman, Grants Compliance Monitor

https://www.dailymotion.com/video/x2nl1xc
Risk Assessment Tool

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Why does DoA have to Monitor Airports?

- Monitoring the subrecipient’s use of Federal awards through reporting, site visits, regular contact, or other means to provide reasonable assurance that the subrecipient administers Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved. (Source: OMB Uniform Guidance)
  - DoA applies the federal guidelines to state awards.

- Findings from the State Auditor’s Office for SFY2018
What is Subrecipient Risk?

Per the OMB Uniform Guidance, subrecipients may be evaluated as higher risk or lower risk to determine the need for closer monitoring.

Possible Risk Factors

- History of non-compliance as either a recipient or subrecipient
- New personnel
- New or substantially changed systems
Risk Assessment Tool
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Thank you to those that answered the Internal Control Questionnaire!
Internal Control Questionnaire Results

Q24 Which of the following best describes your accounting system?

**Answered**: 64  **Skipped**: 6

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated</td>
<td>34.38%</td>
</tr>
<tr>
<td>Manual</td>
<td>7.81%</td>
</tr>
<tr>
<td>Combination</td>
<td>57.81%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Internal Control Questionnaire Results

Is the total amount of federal funding for State Fiscal Year 2019 more than $750,000 for the Airport (or expected to be by June 30, 2019)?

Answered: 63  Skipped: 7

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>38.10%</td>
</tr>
<tr>
<td>No</td>
<td>53.97%</td>
</tr>
<tr>
<td>Not Sure</td>
<td>6.28%</td>
</tr>
<tr>
<td>N/A</td>
<td>1.50%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
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</table>
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RISK MATRIX

LIKELIHOOD CATEGORIES

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Highly Likely</td>
</tr>
<tr>
<td>4</td>
<td>Probable</td>
</tr>
<tr>
<td>3</td>
<td>Possible</td>
</tr>
<tr>
<td>2</td>
<td>Remote</td>
</tr>
<tr>
<td>1</td>
<td>Improbable</td>
</tr>
</tbody>
</table>

SEVERITY - CATEGORIES AND DESCRIPTIONS

<table>
<thead>
<tr>
<th>Severity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Very Low)</td>
<td>Would not disrupt grants or projects.</td>
</tr>
<tr>
<td>2 (Low)</td>
<td>An annoyance that does not disrupt grants or projects, or has only a localized impact.</td>
</tr>
<tr>
<td>3 (Moderate)</td>
<td>Short-term partial failure, limited financial losses or disruption to grants or projects.</td>
</tr>
<tr>
<td>4 (High)</td>
<td>Short-term total service failure or prolonged partial failure to grants or projects, possible financial losses.</td>
</tr>
<tr>
<td>5 (Very High)</td>
<td>Total service failure of grants or projects, high financial losses, possible national media criticism, local media interest.</td>
</tr>
</tbody>
</table>
Internal Control Questionnaire/Policies & Procedures (15%)

- Weighted risk score from the IC Questionnaire
- Turnover of personnel
- Accounting system (automated, manual, combination)

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Grant History (30%)

- Significant number of RFA and claim returns
- Relinquished funding
- Not complying with 3-day rule
- WBS Inactivity list without good reason

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Project Delivery (25%)

- Claims submitted with subcontractors and subconsultants that are not prequalified
- Communication with the Division is not effective or frequent
- Time between last interim payment and final billing is lengthy (without good reason)

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RISK FACTOR RATING SCALE FOR AIRPORT MONITORING

- Project Delivery 25%
- Grant History 30%
- Results from Audit 15%
- Extenuating circumstances 15%
- IC Questionnaire / Policies & Procedures 15%
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Results from Audits (15%)

• Severity of management findings of non-compliance

• Management implementation of corrective action plan
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Extenuating Circumstances (15%)

- Anything that could elevate the risk of the financial stability of the airport.

Example: Hurricanes Florence & Matthew
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Consequences of a high risk airport
Likely affect eligibility for future funding.
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Risk Ratings

Low Risk = Continue to monitor RFAs and Claims
Medium Risk = Desk Review
High Risk = On-site Visit
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Tampering with, disabling, or destroying a lavatory smoke detector is prohibited.

14:59 LEFT
Airport Funding and Finance

Part 5: Grants Systems Overview

Grants Team
NCDOT Division of Aviation

May 2, 2019
Raleigh, NC

A presentation of the
North Carolina Airport Technical Assistance Program

NC AirTAP
Grants Updates
“New” Process to get information to Sponsors of any upcoming changes

Cindy Reilly, Grants Accounting Clerk

For your reading entertainment OR simply a way to provide information and updates in a concise and easy to understand format.
Grants Updates

"New" Process to get information to Sponsors of any upcoming changes

- December 2018

In October 2018, the Division of Aviation Lean Six Sigma Team completed the Streamlining the Aviation Grant Application Process Project. This year-long effort led to new process changes for grant agreements that ensure successful and timely delivery of projects to sponsors. December 2018 was the first time this new process was used.

EDS/PARTNER CONNECT

1. Spouses or no longer required to submit a Request for Assistance (RAF) in the initial application.
2. New contacting will be required for all new grant agreements.
3. Required additional changes include: clear documentation of part-time, federal, and state requirements.

FINANCIAL AND GRANTS STAFF

We are proud to serve the State of North Carolina and its vital airport systems. Please feel free to contact us at 1-800-123-456 for more information.

EDS/PARTNER CONNECT

1. Request for Assistance (RAF) is submitted through the EDS system.
2. New contacting will be required for all new grant agreements.

FINANCIAL AND GRANTS STAFF

Joseph Alton - Manager of Financial and Grants
Betsy Tate - Grants Administrator
Michelle Schrader - Grants Compliance Monitor
Amy Huber - Grants Technical Consultant
Cindy Nettie - Accounting Clerk
Lisa Smith - Business Officer
NCDOT Division of Aviation
(910) 515-4101 | ncdot.gov/aviation

- February 2019

In December 2018, the Division of Aviation introduced the new process for grant agreements to help improve grant application efficiency and deliver better customer service to airport sponsors. Your cooperation and feedback have been greatly appreciated. The first two months have quickly shown the benefits of this new process.

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Lisa Smith - Business Officer
NCDOT Division of Aviation
(910) 515-4101 | ncdot.gov/aviation

- February 2019

In December 2018, the Division of Aviation introduced the new process for grant agreements to help improve grant application efficiency and deliver better customer service to airport sponsors. Your cooperation and feedback have been greatly appreciated. The first two months have quickly shown the benefits of this new process.

EDS/PARTNER CONNECT

1. Request for Assistance (RAF) is submitted through the EDS system.
2. New contacting will be required for all new grant agreements.

FINANCIAL AND GRANTS STAFF

Joseph Alton - Manager of Financial and Grants
Betsy Tate - Grants Administrator
Michelle Schrader - Grants Compliance Monitor
Amy Huber - Grants Technical Consultant
Cindy Nettie - Accounting Clerk
Lisa Smith - Business Officer
NCDOT Division of Aviation
(910) 515-4101 | ncdot.gov/aviation
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

**GRANT UPDATES**
**DECEMBER 2018**

In October 2018, the Division of Aviation Lean Six Sigma Team completed its Streamlining the Aviation Grant Application Process Project. This year-long effort identified opportunities to improve grant workflow efficiency and deliver better customer service to its airport sponsors. On December 15, 2018, the Division will introduce 18 grants updates and changes to help accomplish those goals. These improvements, which will also more fully align the Division’s sponsors with state and federal grant regulations, are based on how and affect grant agreements, grant documents, EBS/PARTNER Connect claims, and compliance monitoring. This communication is provided so that airport sponsors may review these updates and changes and make any necessary adjustments to their own workflow ahead of implementation.

**GRANT AGREEMENTS**

1. Grant agreement language has been updated. The Division has revised its grant agreement language and will be issuing three different grant agreement documents: state-funded, federal-funded, and split-funded grants. Sponsors should review the new grant agreement language closely. The most notable changes include: clearing of insurance time period, pre-award costs, and change order eligibility language. Title VI assurances, applicants, and signature pages, and use of reimbursement and advance payments; a 30-day claim requirement for reimbursements; and clarification of the three business day requirement for advanced funds.

2. Grant agreements may be signed through DocuSign. The sponsor has the option to sign DocuSign as a legal signature on the grant agreement. Interested sponsors should contact a member of the Finance and Grants staff at their APA for more information.

3. State funding will expire after two years rather than four. This change aligns with the state’s biennial budgeting schedule and NCDDP policy that project funds may be reserved for a maximum of two years. Federal funding will remain on a four-year schedule.

4. Grant agreements with federal funds will reference and include a cover letter outlining the sources and expiration dates of federal funds. This change helps ensure compliance with period of performance requirements outlined in 2 CFR 105.305.

**FINANCE AND GRANTS STAFF**

We are proud to serve the State of North Carolina and its vital airport system. Please feel free to contact us at your area with questions about changes or improvements to our grants program.

- Joseph Gilroy - Manager of Finance and Grants
- Mary Anne - Grants Administrator
- Rachel Peterson - Grants Compliance Monitor
- Amy Harmen - Grants Technical Consultant
- Cindy Nettles - Accounting Clerk
- Lash Wilkins - Business Office

NCDDP: Division of Aeronautics
(919) 866-0500 | ncddp.gov/aviation
Grants Updates
“New” Process to get information to Sponsors of any upcoming changes

DocuSign Process

DoA will send an email via DocuSign to your Signature Authority for grant signatures
That person clicks on the signature icon (which will automatically sign the document)
DocuSign automatically emails the signed document back to DoA
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

DocuSign Process - Record Approval Time

1:36 pm – DoA sends unsigned grant agreement to Phil Lanier, Johnston County Airport

1:53 pm – DoA receives signed agreement from Phil Lanier

3:45 pm – DoA sends unsigned agreement to Julie White, NCDOT Deputy Secretary of Multi-Modal Transportation

3:49 pm – DoA receives fully executed GA from Julie White

Use DocuSign! Cuts grant processing time from weeks to hours.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:

BY: Julie White
Deputy Secretary for Multi-Modal Transportation or Designee

DATE: 3/12/2019

AUTHORIZED SIGNATURE FOR SPONSOR
(Approving Authority Board Member or Local Governing Official):

SIGNED: ____________________________(SEAL)

TITLE: Airport Director

DATE: 3/12/2019
Grants Updates
“New” Process to get information to Sponsors of any upcoming changes

DocuSign Process

Currently there are **SIX** airports using this process:

- Duplin County Airport
- Henderson Oxford Airport
- Johnston Regional Airport
- Richmond County Airport
- Rocky Mount Wilson Regional Airport
- Greater Asheville Regional Airport

We Need You!!!
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

Waiver of Liens

GRANT UPDATES
FEBRUARY 2019

In December 2018, the Division of Aviation introduced 18 grant updates and changes to help improve grant workflow efficiency and deliver better customer service to airport sponsors. Your cooperation and feedback over the last two months have greatly contributed to the successful implementation of these improvements. The following updates, changes, and guidelines are largely based on input received from sponsors, consultants, Airport Project Managers, and others. They are effective immediately unless otherwise noted. Also included are several reminders and clarifications about December 2018 updates, which we hope you will find helpful.

Thank you for your continued assistance and support of our grant program.

EDS/PARTNER CONNECT

1. A waiver of liens is required with the final construction invoice. If no lien amount is on the waiver, a payment notification for the exact amount shown on the waiver must be included. Please note that a final construction invoice may not necessarily be a final grant invoice.

2. A reminder that naming conventions will be required in the EDS/Partner Connect system update. Beginning in early spring 2019, EDS/Partner Connect will require sponsors to choose a document type from a dropdown box before a document can be uploaded.

GRANT AGREEMENTS

1. Reminder that grant agreements may be signed through documents to help expedite the application process. Interested sponsors should contact a member of the Finance and Grants staff at their APN for more information.

NEW PFA/GRANT AGREEMENT SIGNATURE PROCESS

1. Sponsor receives an Approval for Request for Aid Application email.

2. If table is being used, the sponsor prints one copy and completes the signature page. The first page must be left blank, as it will be completed by NCDOT.

3. Sponsor uploads the signed agreement into EDS/Partner Connect under the application.

4. Sponsor signs and uploads the signed APN Sponsor Certification form to all federal grant agreements. Please use the most current version of the certification and all other forms.

5. Sponsor sends an email to DTVApplicaton@ncdot.gov stating that the signed agreement has been uploaded. Please do not send hard copies or the agreement to DTV.

6. DTV verifies execution of the sponsor-signed agreement.

7. DTV sends the fully signed agreement to all grant recipients via email.
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

AV-103: Sponsor Reimbursement or Advance Request (Claim) Checklist

<table>
<thead>
<tr>
<th>3</th>
<th>IF: This reimbursement or advance request contains <strong>construction</strong></th>
<th>THEN: Submit these items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executed Construction Contract</td>
<td>Initial reimbursement or advance request (claim) will not be paid until executed construction contract is submitted.</td>
<td>Partner Connect – Grant Agreement</td>
</tr>
<tr>
<td>Pre-Construction Meeting Documentation</td>
<td>Initial reimbursement or advance request (claim) will not be paid until supporting documentation (including agenda/minutes/attendance) is submitted.</td>
<td>Partner Connect – Grant Agreement</td>
</tr>
<tr>
<td>Pay Application/Pay Estimate for Prime Contractor(s) to support request.</td>
<td>If retainage is reduced prior to final contractor invoice, a Partial Waiver of Lien is required. Submit Contractor's certified sales tax statement, including correct percentage complete and resulting payment calculations. Ensure total sum excludes sales tax.</td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Certified Payroll Reports (WITHOUT Social Security Numbers, please redact this info.)</td>
<td>For Federally Funded projects ONLY</td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>AV-512 DBE/MBE/WBE/HUB Request Replacement Form</td>
<td>If applicable</td>
<td>Partner Connect – Claim</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>IF: This reimbursement or advance request contains a <strong>final construction invoice</strong></th>
<th>THEN: Verify the following items from the AV-100 have been submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor’s Affidavit of Payment of Debts and Claims (sometimes also called Final Waiver of Lien or Affidavit of Release of Liens)</td>
<td>If the dollar amount on the waiver is NOT zero, a payment verification for the exact amount shown on the waiver MUST be included. Example: AV-706</td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Notarized Consent of Surety with Power of Attorney if bank handled funding (if applicable)</td>
<td>Example: AV-707</td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Separate Releases or Waivers of Liens from Subcontractors (if applicable)</td>
<td></td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Final Change Orders with all supporting documentation (if applicable)</td>
<td></td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Final Statement Letter from Contractor (2012 DOT Standard Spec 107-24 &amp; 109-10)</td>
<td>Letter should state that Contractor has no request for any extension in the completion date or any adjustment in compensation from that shown in the final estimate.</td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Contractor Warranty Statement from the contractor complying with contract</td>
<td></td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>AV-514 DBE Payment Shortfall Form (if applicable)</td>
<td></td>
<td>Partner Connect – Claim</td>
</tr>
<tr>
<td>Payment verification: i.e., cancelled checks</td>
<td>Contact the NCDOA Grants Administrator if you require accommodations to meet this requirement.</td>
<td>Partner Connect – Claim</td>
</tr>
</tbody>
</table>

AV-103 Apr 2019 2 of 3
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes
Grants Updates
“New” Process to get information to Sponsors of any upcoming changes

Waiver of Liens

The undersigned, pursuant to the General Conditions of the Contract for Construction, hereby certifies that to the best of his knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services, who have or may have liens against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: (If none, write “None”. If required by the Owner, the Contractor shall furnish bond satisfactory to the Owner for each exception.)

CONTRACTOR: Pursell Drive
Address: 5317 Berry Rd
Pinehills, NC 2863

BY: [Signature]
Subscribed and sworn to before me this 21st day of September, 2018
Notary Public: [Signature]

[Seal]
(Seal)
NOTARY PUBLIC
ROBeson COUNTY, NORTH CAROLINA

Missing the word "None" or "Zero"
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

In December 2018, the Division of Aviation introduced 18 grant updates and changes to help improve grant workflow efficiency and deliver better customer service to airport sponsors. Your cooperation and feedback over the last two months have greatly contributed to the successful implementation of these improvements. The following updates, changes, and guidelines are largely based on input received from sponsors, consultants, Ateon Project Managers, and others. They are effective immediately unless otherwise noted. Also included are several reminders and clarification about December 2018 updates, which we hope you will find helpful. Thank you for your continued assistance and support of our grant program.

**EDS/PARTNER CONNECT**

1. A waiver of funds is required with the final construction invoice. If the dollar amount on the waiver is not zero, a payment verification for the exact amount shown on the waiver must be included. Please note that a final construction invoice may not necessarily be a final grant invoice.

2. Reminder that naming conventions will be required in an upcoming EDS/Partner Connect system update. Beginning in early Spring 2019, EDS/Partner Connect will require sponsors to choose a document type from a drop-down box before a document can be uploaded.

**COMPLIANCE MONITORING**

1. Reminder that the Division is developing a risk-based subrecipient compliance monitoring plan. Beginning in Spring 2019 (expected), the Division will use information gathered from grantees on the Internal Control Questionnaires and other provided sources to conduct a risk assessment, which will help to prioritize airport projects and ensure sponsor compliance with applicable statutes, regulations, and terms of the grant agreement.

2. The Division is working with NC DOT and the FAA to review the AS-561T/311 Form by Summer 2019. This will allow for more consistent reporting of DBE/WBE/MBE goals and related payments to ensure compliance with federal and state requirements.

**GRANT AGREEMENTS**

1. Reminder that grant agreements may be signed through DBOs to help expedite the application process. Interested sponsors should contact a member of the Finance and Grants staff on their APN for more information.

**NEW PFA/GRANT AGREEMENT SIGNATURE PROCESS**

1. Sponsor requests an Approval for Request for Aid Application email.

2. If DBO is not being used, the sponsor prints one copy and completes the signature page. The first page data must be left blank, as it will be completed by NC DOT.

3. Sponsor uploads the signed agreement into EDS/Partner Connect under the application.

4. Sponsor signs and uploads an archived AIP Sponsor Certification for all federal grant agreements. Please use the most current version of the certifications and all other forms. These are available on the AIP website.

5. Sponsor sends an email to DBO notification@dncdot.gov stating that the signed agreement has been uploaded. Please do not send hard copies of the agreement to DBO.

6. DBO confirms DBO’s execution of the sponsor-signed agreement.

7. DBO uploads the fully signed agreement into EDS/Partner Connect and notifies the sponsor via system-generated email.
Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

NCDOT Connect Website
## Grants Updates

“New” Process to get information to Sponsors of any upcoming changes

### Examples of New Drop-Down Box Choices

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A101 Justification</td>
<td></td>
</tr>
<tr>
<td>Advertisement to Bid</td>
<td></td>
</tr>
<tr>
<td>AV-508 DBE Prebid DBE/MBE/WBE Goal Notification and Certification</td>
<td></td>
</tr>
<tr>
<td>AV-509/510 DBE/MBE/WBE/HUB Vendor Commitments/Awards/Payments</td>
<td></td>
</tr>
<tr>
<td>AV-514 DBE/MBE/WBE/HUB Payment Shortfall</td>
<td></td>
</tr>
<tr>
<td>AV-515 Reimbursement Request Summary</td>
<td></td>
</tr>
<tr>
<td>Certified Bid Tab</td>
<td></td>
</tr>
<tr>
<td>Certified Payroll</td>
<td></td>
</tr>
<tr>
<td>Contractor's Affidavit of Payment of Debts and Claims</td>
<td></td>
</tr>
<tr>
<td>Federal AIP Sponsor Certifications (All 7 Signed by Sponsor)</td>
<td></td>
</tr>
<tr>
<td>Project Budget &amp; Expense Summary</td>
<td></td>
</tr>
<tr>
<td>RPR Form (or equivalent)</td>
<td></td>
</tr>
<tr>
<td>Work Authorization</td>
<td></td>
</tr>
<tr>
<td>Work Authorization Amendment</td>
<td></td>
</tr>
</tbody>
</table>
LSS Review
Where have we been and
Where are we going

Betsy Beam, Grants Administrator

We are too busy mopping the floor to turn off the faucet.
– Author Unknown
Problem Statement (2017)

- Currently 239 open grants totaling $265 million dollars are being managed. There are 72 airports in NC that may apply for grants of which ten (10) are Commercial Service Airports.

- The current Division of Aviation (DoA) grant application process is complex and is being evaluated with special emphasis on terminology and Partner Connect.

---

<table>
<thead>
<tr>
<th>Lean Six Sigma Phase</th>
<th>Tasks</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define:</td>
<td>• Define problem being addressed</td>
<td>Completed December, 2017</td>
</tr>
<tr>
<td></td>
<td>• Select Project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Complete Project Charter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Collect &amp; Analyze Voice of Customer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Create Process Map</td>
<td></td>
</tr>
<tr>
<td>Measure:</td>
<td>• Define Data Needed &amp; Current Performance</td>
<td>Completed February, 2018</td>
</tr>
<tr>
<td></td>
<td>• Create &amp; Complete Data Collection Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Establish Process Baseline</td>
<td></td>
</tr>
<tr>
<td>Analyze:</td>
<td>• Define Root Causes of Problem</td>
<td>Completed April, 2018</td>
</tr>
<tr>
<td></td>
<td>• Identify &amp; Analyze Data</td>
<td></td>
</tr>
<tr>
<td>Improve:</td>
<td>• Identify Best Solution to Remove Root Causes</td>
<td>Piloted in May and June 2018</td>
</tr>
<tr>
<td></td>
<td>• Brainstorm Solutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pilot Solutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Optimize Process Outputs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Document Solution Implementation Plan</td>
<td></td>
</tr>
<tr>
<td>Control:</td>
<td>• Identify Ways to Maintain Gains</td>
<td>July - September, 2018</td>
</tr>
<tr>
<td></td>
<td>• Select Appropriate Controls</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Document Control Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Deliver Project Documentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Celebrate</td>
<td></td>
</tr>
</tbody>
</table>
LSS Review  
Where have we been and Where are we going

Voice of the Customer – Survey Results

Q20 Which would be the most important change you would recommend to the current grants process?

- Improve Partner... 47.50% 19
- Provide additional... 27.50% 11
- Provide additional documentation of the process? 25.00% 10
- TOTAL 40

*75% of responses requested assistance with Partner Connect system and was the overall #1 change ‘recommended’ to the current process
LSS Review
Where have we been and Where are we going

Baseline Process Map
LSS Review
Where have we been and Where are we going

Baseline Data Analysis

Mean Score
Measured in Days

Internal

External
LSS Review
Where have we been and Where are we going

8 Waste Identifications

**Defects**
- Systematic process to track in-kind funds
- Incomplete application by sponsors
- Incorrect documentation from Sponsors
- Differences in process for STI projects
- Internal processes/procedures not documented
- Lack of communication for process changes to customers (internal and external)

**Over Processing**
- Grant modification signatures / approvals
- Budget revisions signature / approvals
- Managing multiple funding spreadsheets
- Award Letter Reviews
- Approvals (additional approvals needed due to staffing shortage)

**Motion**
- Scanners and Printers
- Handoffs for Approvals (multiple layer of approvals)

**Inventory**
- Multiple copies of the same item
- Knowledge of Records Retention
LSS Review
Where have we been and Where are we going

8 Waste Identifications

**Overproduction**
Separate tracking systems (database entries, triple entering information)
Printing (printing from electronic system)
Retention of records
Reviewing approvals from previous levels

**Transportation**
Information in different areas of PC
Signature approvals in separate location

**Waiting**
Corrected data entry from sponsor
Requesting additional documents to complete approval
Waiting for approval signatures (including transportation time)
Series process approval (one PC item at a time grant mod/ payment)

**Skills**
Lack of training (internal and external as to required documents)
Staff Knowledge and Turnover
The 5 Whys Analysis
Partner Connect is difficult to work with

System is only available within Internet Explorer

Why?

Some sponsors are working with older computers and software systems

Why?

Timely responses to technical issues

Why?

System times out with no warning

Why?

Some sponsors do not know what is available or how to access it - COMMUNICATION

Root Cause
LSS Review
Where have we been and Where are we going

Improve Phase

- Pilot Study
- Post-Improve Data / Future State
- Implementation Plan
# LSS Review

**Where have we been and Where are we going**

## We Need YOUR Help Now

### Measured in days

<table>
<thead>
<tr>
<th>Process</th>
<th>Initial</th>
<th>Target</th>
<th>Pilot</th>
<th>Recent Change</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT approval Date</td>
<td>19</td>
<td>21</td>
<td>20</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Create WBS# Date</td>
<td>11</td>
<td>5</td>
<td>4</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Fund WBS# Date</td>
<td>61</td>
<td>5</td>
<td>5</td>
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<td>5</td>
</tr>
<tr>
<td>Create record in DB Date</td>
<td>33</td>
<td>3</td>
<td></td>
<td>deleted step</td>
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<tr>
<td>Enter data into funding spreadsheet Date</td>
<td>41</td>
<td>0</td>
<td>9</td>
<td></td>
<td>0</td>
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<tr>
<td>Create Award Letter Date</td>
<td>37</td>
<td>5</td>
<td>12</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Sign Award Letter Date</td>
<td>17</td>
<td>5</td>
<td>2</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Date Award Letter Uploaded on Server</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
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<tr>
<td>Mail Award Letter Date</td>
<td>1</td>
<td>1</td>
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<td>1</td>
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<tr>
<td>Proj Approval in PC Date</td>
<td>19</td>
<td>5</td>
<td>2</td>
<td></td>
<td>5</td>
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<td>Create RFA Date</td>
<td>11</td>
<td>0</td>
<td>1</td>
<td></td>
<td>0</td>
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<tr>
<td>Submit RFA Date (from Sponsor) APM Review of WA date, IFE, etc</td>
<td>140</td>
<td>120</td>
<td>32</td>
<td>120</td>
<td>4</td>
</tr>
<tr>
<td>L0 Date</td>
<td>5</td>
<td>4</td>
<td></td>
<td>deleted step</td>
<td>4</td>
</tr>
<tr>
<td>L0 Database Date</td>
<td>12</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>L1 Date</td>
<td>9</td>
<td>5</td>
<td>4</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>L2 In House Date</td>
<td>8</td>
<td>4</td>
<td>3</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Upload unsigned agreement Date</td>
<td>0</td>
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<td></td>
<td>0</td>
</tr>
<tr>
<td>Receipt Date of executed GA from Sponsor</td>
<td>28</td>
<td>21</td>
<td>25</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Prepare Transmittal Date</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Sign Transmittal Date</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Send Transmittal Downtown Date</td>
<td>2</td>
<td>5</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Receipt Date of executed GA from Downtown</td>
<td>6</td>
<td>7</td>
<td>10</td>
<td>1</td>
<td>1</td>
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<tr>
<td>L3 approve the RFA Date</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Scan fully executed grant into PC-GMS Date</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Mail hard copy to sponsor Date</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Enter Agreement# in DB and spreadsheet Date</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

*Note: Recent improvement (since Pilot)*

**Legend:**
- Light blue: eliminated steps
- Yellow: process improvement
- Red: Recent improvement (since Pilot)
EBS/PC Training
Software Training designed specifically for Sponsors

Leah Roberts, Business Officer

Just like with inflight entertainment you will have the ability to interact inside the EBS/PC system during this ‘hands on’ training session.
EBS/PC Training
Software Training designed specifically for Sponsors

HE GETS TRAINING, SHE GETS TRAINING

EVERYONE GETS FREE TRAINING
Bermuda Triangle
EBS/PC Training
Software Training designed specifically for Sponsors

EBS/Partner Connect
Training for Sponsors
Date: TBD
Time: TBD

• Location
  – NCDIT Transportation Training Room
  – New Hope Center
  – 4101 Capital Blvd, Raleigh

• Trainers
  – EBS-Enterprise System Group
    • Manoj Pandya
    • Vimal John
    • DoA Grants Team
EBS/PC Training
Software Training designed specifically for Sponsors

- Registration Required (AirTap will email Registration Details)

- UP to 30 attendees
- Hands On Training For:
  - Requests for Aid
  - Claims
  - Change Requests
  - Tips and Tricks
  - Other Issues / Concerns
AFTER this training DoA and Sponsors will develop a “wish list” for changes to the system. Example we have submitted 85 requests for changes and 83 have been approved
Only 2 denied
1. Separate Report for Green Airports (not entered into system that way so not able to report out that data)
2. Allow anyone to delete documents uploaded in error (this would allow everyone that has access to entire system—not just Aviation—to be able to delete anything at anytime, NCDIT saw it as a security issue
• Preview new tool
  – *Utilities* Training Tool
  – (Creating the *Aviation* Tool Now-Available *Late June*)

[https://ena.ebs.nc.gov/ncdotmanager/nc/NCDOT-Tagg/published/index.html?biblio=gr oup!G0_83468E0C00659A#5BEE56L_668 C2Ag946T7-E1]
Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

Amy Harber, Grants Technical Consultant

Lack of details or incorrect documentation will cause TURBULENCE and add to turn around times in setting up grants as well as receiving payments.
Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

- Overlooking details causes TURBULENCE for all…

Request for Aid Applications

1. AV-500 (Certification of Local Funds) is no longer required.
2. RS-2 forms (prime or subs) are no longer required.
3. Sponsors are no longer required to second PIN the RFA after the Department signs the agreement. It has been removed.
4. Using DocuSign to sign grant agreements expedites approval process.
5. Remember to email DOTAviationGrants@ncdot.gov when uploading a partially signed (by the sponsor) grant agreement or AIP Certifications. (Do NOT mail hard copies.)
6. FAA AIP Certifications are only applicable to federally funded projects (WBS starts with 36237); DO NOT UPLOAD FOR STATE FUNDED PROJECTS.
7. FAA AIP Certifications – there are 7 of them. All must be completed. Don’t skip questions. Be sure to include pertinent project information at the top of each Certification. Each Certification must be signed and dated.
Details Matter
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• Overlooking details causes TURBULENCE for all…

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"Signed_GA_AirportID_WBS"
Details Matter
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Before submitting a claim, ask:

- Is the grant expired?
- Are the QSRs current?
- What number claim is this? (ex: 4th claim = 4, not the Invoice #113402)
- Were there vendor payments this period?
- Is this a Final claim?
- Is this an Advance Payment request? If the answer is “No”, then payment verification for all costs in that particular claim must be provided.
Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

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<tr>
<th>Project Sponsor:</th>
<th>BRUNSWICK COUNTY DBA CAPE FEAR REGIONAL JETPORT</th>
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<tr>
<td>Mailing Address:</td>
<td>DBA CAPE FEAR REGIONAL JETPORT 4019 LONG BEACH RD OAK ISLAND, NC 28461</td>
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<td>Is this an Advance Payment request?</td>
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Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

Requests for Aid

For week ending 4/11/19 (3 weeks ago)

$2,111,143
RFA Amount

4
Approved

33.5
Turnaround Time
(Calendar Days)
Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

Requests for Aid
For week ending 4/18/19 (2 weeks ago)

$1,891,150
RFA Amount

3
Approved

37.3
Turnaround Time (Calendar Days)

33%

67%
Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

For week ending 4/11/19 (3 weeks ago)
Details Matter
What YOU can do to get those Agreements and Claims approved FASTER

For week ending 4/18/19 (2 weeks ago)

$1,186,123
Claims Amount
10
Approved
10.1
Turnaround Time (Calendar Days)

30%
20%
50%

Federal
State
STIP
Resources

- FAA Airport Improvement Program Handbook
  https://www.faa.gov/airports/aip/aip_handbook/

- NCDOT Connect Website
  https://connect.ncdot.gov/municipalities/State-Airport-Aid/Pages/default.aspx

- EBS Login Page
  https://www.ebs.nc.gov/irj/portal

- Grant Email Address
  DOTAviationGrants@ncdot.gov
Ladies and gentlemen, Grants Airways has completed our portion of the presentation. However you are NOT free to roam about. For your safety and the safety of those around you, please remain seated. You will be responsible for removing all those personal items that you refused to take to your car during the break as well as remove any other items you have collected around your space. We are aware that many of you are ready to depart but the Hosting Staff will advise you when they have completed all of their checks for today’s event. Even though Grants Airways is your only choice for grant funding we are still honored that you chose to be present today and allow us to help you get more and more money for your airport! Thank you!
For more information on NC AirTAP or this course:

Finance and Grants
NCDOT Division of Aviation
919-814-0550
DOTAviationGrants@ncdot.gov

https://connect.ncdot.gov/municipalities/State-Airport-Aid/Pages/default.aspx

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go.ncsu.edu/ncairtap

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