

Date: _____ Airport: _____ WBS No: _____

Change Request No: **40000** Description: _____

AV-102: Sponsor Budget Revision & Grant Modification Request Checklist

Sponsor use when submitting a Change Request (Budget Revision or Grant Modification) to NCDOT-DOA

Section 1: General Requirements

Section 2: Grant Modification and Budget Revision Requirements

Section 3: Grant Modification Only Requirements

☑	Activity	Notes	Submit Via
1	Determine whether a Budget Revision or Grant Modification is required: (a) If change does not include additional funds being requested, then a <u>Budget Revision</u> is required (b) If the new total project cost exceeds the previously awarded grant amount or the project description changes, a <u>Grant Modification</u> is required		
	If additional State or Apportionment (Federal) funds are needed, a request has to go to the Board of Transportation (BOT). Communicate to your APM the reason for the additional funds. They may require additional documentation to justify the additional funds. The BOT approval process can take 3-4 months, so it is important to identify this situation early.		
	If additional requested funds are <u>Non-Primary Entitlement</u> or are already included in award, proceed to Step 2 .		
	Before submitting a grant modification, please send the following to your APM, if applicable: (a) Updated Sketch or Drawing of Project Area (b) Updated Project Schedule & Cash Flow		
2	The following items are required for both a Grant Modification and Budget Revision :		
	“Reason for Change”- Explanation of need for grant modification or budget revision (<i>submitted via online form</i>)	Include request for grant extension, if expired	Partner Connect-Change Request
	AV-500 : Certification of Local Funds for total project costs (including additional funds needed)	For Grant Modification only. If Local Match is \$0, then this form is not required.	Partner Connect-Change Request
	AV-502 : Quarterly Status Report(s) (QSR)	QSR(s) should be current up to most recently completed quarter. For grants that have requested reimbursement for A106 (const.) costs the FAA Form 5370-1 is required. For all other grants that have NOT requested reimbursement for A106 (const.) costs the Non-Construction QSR is required.	Partner Connect-Grant Agreement
	AV-508 : Pre-Bid DBE/MBE/WBE Goal Notification & Certification	Required when adding construction to the scope of the project. See DBE/WBE/MBE guidance for information on goal setting. Contact your APM if the construction funds (A106) have increased to determine <u>if any DBE/WBE/MBE goals have changed</u> .	Partner Connect-Change Request
	AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Commitments/Awards/Payments AND AV-511 : Letter of Intent to Perform as Subcontractor (<i>only applies if you do not have a subcontractor</i>)	Required when adding construction to the scope of the project. See DBE/WBE/MBE guidance for information.	Partner Connect-Change Request



☑	Activity	Notes	Submit Via				
	AV-512: DBE/MBE/WBE/HUB Request Replacement	Required when contractor wants to request a replacement of a currently contracted DBE/MBE/WBE/HUB. Replacement of a DBE without written approval from NCDOT is a violation of contract provisions and may result in the Contractor being disqualified from bidding for a period of up to 6 months	Partner Connect-Change Request				
	Revised Project Budget and Expense Summary	Include airport name, project descriptions, WBS number, and description of expenses and costs.	Partner Connect-Change Request				
	<u>Work Authorization Amendment w/Proposal(s)</u> **Must be executed prior to next reimbursement request	Agreements/Proposals including estimated manhours for Subcontractor(s) are required. Work Authorization Amendments are required ONLY if there are professional services. (Example: CA & RPR services with construction)	Partner Connect-Change Request				
	<u>Construction Contract</u> (if applicable)	Only applicable if construction is being added to the grant. Must be executed prior to next reimbursement or advance request (claim) covering those services included in the modification.	Partner Connect-Change Request				
	<u>Supporting documentation for Construction</u> (if applicable)	<table border="1" data-bbox="824 867 1274 930"> <tr> <td data-bbox="824 867 1222 898">1. Advertisement to Bid</td> <td data-bbox="1222 867 1274 898"></td> </tr> <tr> <td data-bbox="824 898 1222 930">2. Certified Bid Tab</td> <td data-bbox="1222 898 1274 930"></td> </tr> </table> <p>If this Change Request is based on a construction estimate (not contract), then the above documentation, as well as Pre-Construction documentation should be available when submitting the next reimbursement or advance (claim) for a project.</p>	1. Advertisement to Bid		2. Certified Bid Tab		Partner Connect-Change Request
1. Advertisement to Bid							
2. Certified Bid Tab							
	<u>Certified Payrolls</u> (WITHOUT Social Security Numbers, please redact this info.)	For Federally Funded projects <u>ONLY</u>	Partner Connect-Change Request				
	<u>Executed Construction Contract Change Order</u> (if applicable)	Supporting documentation for change order must be submitted. Must be executed prior to next reimbursement or advance request (claim) covering those services included in the modification.	Partner Connect-Change Request				
	In-Kind Summary Report (if applicable)	Tracking spreadsheet showing deductions.	Partner Connect-Change Request				
	Updated Sketch or Drawing of Project Area (if applicable)		To APM				
	Updated Project Schedule (if applicable)		To APM				
	Updated Cash Flow (if applicable)		Partner Connect-Change Request				