

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 guidance 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 clarification about December 2018 updates, which we hope you will find helpful. Thank you for your continued assistance and support of our grant program.

EBS/PARTNER CONNECT

1. A waiver of lien 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 EBS/Partner Connect system update. Beginning in early Spring 2019, EBS/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 sponsors on the Internal Control Questionnaire and other provided sources to conduct a risk assessment, which will help DoA prioritize airport projects and ensure sponsor compliance with applicable statutes, regulations, and terms of the grant agreement.

2. The Division is working with NCDOT and the FAA to revise the AV-509/510 form by Summer 2019. This will allow for more consistent reporting of DBE/WBE/MBE goals and all vendor payments to ensure compliance with federal and state requirements.

GRANT AGREEMENTS

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

NEW RFA/GRANT AGREEMENT SIGNATURE PROCESS

1. Sponsor receives an *Approval for Request for Aid Application* email.
2. If DocuSign is **not** being used, the sponsor prints one copy and completes the signature page. The first page date must be left blank, as it will be completed by NCDOT.
3. Sponsor uploads the signed agreement into EBS/Partner Connect under the application.
4. Sponsor signs and uploads all seven AIP Sponsor Certifications for all federal grant agreements. *Please use the most current version of the certifications and all other forms. These are available on the DoA website.*
5. Sponsor sends an email to DOTAviationGrants@ncdot.gov stating that the signed agreement has been uploaded. *Please do not mail hard copies of the agreements to DoA.*
6. DoA facilitates execution of the sponsor-signed agreement.
7. DoA uploads the fully signed agreement into EBS/Partner Connect and notifies the sponsor via system-generated email.

GRANT DOCUMENTATION

1. The AV-500 (Certification of Local Funds) is no longer required. The Division has determined that the form is unnecessary because the certification of local funds is made when the grant application is pinned.

2. Beginning in April, sponsors will receive an automated email reminder when QSRs are due. An email will be sent for each open grant. Construction and non-construction forms have been combined. QSRs are required for the quarter in which the grant was executed and every completed quarter up to the time of closeout.

3. QSRs must be submitted in the EBS/Partner Connect Change Request Module. Beginning with QSRs due April 1, 2019, the Division will no longer accept PDFs of older QSR forms. The sponsor's or representative's name and date will be required at the bottom of the form.

4. Time extensions must be requested in the EBS/Partner Connect Change Request Module. PDFs of the AV-507 to extend expiring grant agreements will no longer be accepted.

BUSINESS PARTNER RESOURCES

The Division's *Connect DOT: Business Partner Resources* web page contains many resources to help you manage and promote your airport, such as:

- *North Carolina: The State of Aviation Economic Impact Brochure* and fact sheet
- Grant checklists, guidance, and required forms
- Airport development resource documents
- Information about the Division's NC Airport Technical Assistance Program (NC AirTAP)

Please visit *Connect DOT: Business Partner Resources* at connect.ncdot.gov/municipalities/State-Airport-Aid/pages/default.aspx

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CLAIMS

1. Reminder that advanced funds must be disbursed within three business days. The disbursement within three business days will be monitored and verified by the Division at least quarterly.

2. Reminder that requests for reimbursement, including travel expenses, must be submitted to the Division within 60 days of payment to the vendor. Also, if an expense was incurred prior to an executed grant agreement and is an allowable cost in the approved project budget, a claim must be submitted within 60 days of the executed grant agreement.

3. Each claim submitted must be rounded up to the nearest whole dollar. This system change was planned for December 2018 and was included in that month's Grant Update. However the EBS/Partner Connect update could not be completed until February. The system change is now complete and in effect.

4. The Division has established additional maximum costs for reproduction. Maximum allowable costs for print and copy sizes not included on the NCDOT *Maximum Allowable Non-Salary Direct Costs* memo will be maintained by the Division of Aviation and posted on its *Connect DOT: Business Partner Resources* web page.

5. Travel expenses incurred in a single trip must be submitted on the same claim. For example, please do not submit a reimbursement request for lodging expenses on one claim and mileage expenses from the same trip on the next claim. Please submit both expenses on the same claim.

FINANCE AND GRANTS STAFF

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

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