

Airport Sponsor Letterhead

Street address, City, State Zip – Phone, email

Date

APM/Grants Administrator
NCDOT Division of Aviation
1560 Mail Service Center
Raleigh, NC 27699-1560

Re: Airport Name- RFA For Project Description - WBS Number

Dear APM/Grants Administrator,

In a letter dated Month day, 2019, Airport Sponsor Name was awarded state (or federal) funding in the amount of \$xxx,xxx to be used for the Project Description at Airport Name under grant number WBS.

We would like to formally submit our Request for Aid package (Application ID #xxxx) for use of that available funding.

A-101 expenses associated with the above-referenced project include the following:

\$xxx for advertisement of Construction Bids in the local newspaper

\$xxx for re-advertisement in anticipation that the minimum responsive bids won't be met

\$xxx for an Independent Fee Estimate

If you have any questions, please feel free to contact me.

Sincerely,

Airport Sponsor
Director/Sponsor Title

This is an example to assist Sponsors with documentation requirements. If the Request for Aid (RFA) application and/or Change Request has A101 costs, a letter similar to this on Sponsor Letterhead is required providing a breakdown of A101 costs. This should be uploaded to the applicable RFA application or to the applicable Change Request (do not mail hard copies to the office!).