

General

1. Iran Divestment Act certification is no longer required.
2. Hard copies of grant agreements and FAA AIP Certifications no longer need to be mailed to the Division.
3. Notify Grants Staff or your APM of upcoming Board meetings if an application needs to be expedited; we'll do our best to accommodate.
4. Remember to use the established Naming Convention when uploading documents in EBS/PC. Eventually, this will become a drop-down list that will be required.
5. State funding will expire after two years rather than four.

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.

Change Requests

1. QSRs are now submitted via the Change Request module.
2. The Quarters and their due dates have NOT changed.
3. There are 3 pages to the QSR module. The last page requires name and date.
4. The Construction portion of the QSR (3rd page) must be completed once charges against the Construction line item (A106) have been submitted.
5. Extension Requests (previously AV-507) are now submitted via the Change Request module.

Claims

1. Prior to submitting a Claim Form, review in detail to avoid delays and returns.
2. Invoice # = sequential numbering (First Invoice = 1, Second Invoice = 2, etc.); not Invoice # ex. 113402.
3. If no vendor payments were made during this claim period, mark “No”. If “Yes” is marked, a signed AV509-510 form must be provided showing vendor payment details.
4. If this is NOT a FINAL claim request, mark “No”. If “Yes” is marked, closeout documentation must be provided.
5. For Resident Project Representative (RPR) direct costs, a completed RPR form is required (or an equivalent). Meals are only eligible when employee is in overnight status. However, hours must be included to determine meal eligibility. (Ex. If employee returned home/work by noon, dinner for that same night is not eligible-current eligible costs are posted on the DoA website.)
6. Certified Payroll Reports (Federal Form WH-347) must be attached to all A106 expenses for federally-financed construction projects.
7. The 60-day assurance is in effect. The date the claim is submitted must be 60 days or LESS than when the check was paid.
8. For Advance requests, payment verification must be uploaded to coinciding claim within 10 days, showing that payment was made within 3-business days of claim approval.

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.