

ADOT-Multimodal Planning Division-Aeronautics Group 2011 Environmental Grant Check List

This checklist is to help Arizona Department of Transportation – Multimodal Planning Division-Aeronautics Group (ADOT) Grant Managers and Sponsor Grant Managers ensure correct completion of grant coordination and documentation. It is not guaranteed to be 100% inclusive, other actions and documents may be required or requested.

GRANT ASSURANCES

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Quarterly Based Aircraft Reports<input type="checkbox"/> Approved ALP includes grant project<input type="checkbox"/> Airport has good title of the land<input type="checkbox"/> Environmental approvals<input type="checkbox"/> Grant matching funds in place<input type="checkbox"/> Pavement Preservation Program<input type="checkbox"/> Protect approach surfaces & remove hazards | <ul style="list-style-type: none"><input type="checkbox"/> Compatible land use near airport<input type="checkbox"/> Public use – No exclusive use<input type="checkbox"/> Compliance with Federal, State & Local Laws, Regulations & Policies<input type="checkbox"/> Competent project supervision<input type="checkbox"/> Records kept and made available to FAA & ADOT<input type="checkbox"/> Submit monthly reports |
|---|---|

GRANT APPLICATION PHASE

- Accept grant within four months of State grant offer cover letter**
- Commence project within six months of the date the grant was executed by the State.**
- Complete project within four years.**

! The checklist always refers to both ADOT & Federal Aviation Administration (FAA). However, if grant is State/Local (S/L), no coordination is needed with FAA related to the grant funding & grant paperwork.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP)

**DATE/SENT
RECEIVED**

- _____ 01) LGIP Agreement documents sent to Sponsor.
- _____ 02) Completed LGIP Agreement received from Sponsor.
- _____ 03) ADOT Executes LGIP Agreement.
- _____ 04) Executed LGIP Agreement sent to Sponsor.
- _____ 05) ADOT prepares LGIP account and notifies Sponsor.

CONSULTANT SELECTION/AGREEMENT PHASE

DATE/SENT RECEIVED

- _____ 06) Proposed General Consultant Agreement Solicitation received from Sponsor.
- _____ 07) General Consultant Agreement Solicitation review and approval by FAA/ADOT.
- _____ 08) General Consultant Agreement Solicitation approval letter sent to Sponsor.
- _____ 09) Summary of Selection Process & Record of Negotiations received from Sponsor.
- _____ 10) Draft General Consultant Agreement received from Sponsor for review.
(Schedule Milestone: [SUBMIT CONTRACT FOR STATE REVIEW/APPROVAL](#))
- _____ 11) General Consultant Agreement approval letter sent to Sponsor.
- _____ 12) Copy of executed General Consultant Agreement with Selected Consultant(s) received from Sponsor.



Although the general solicitations for consultants may be done in advance of the grant agreement as a usual part of Sponsor activities, the documents still must be submitted and approved by FAA/ADOT for each grant project where the solicitation results will be used to generate the project consultant contract. Also, the projects that may be awarded under that agreement must also be listed in the general solicitation per A.R.S. 34.

- _____ 13) Proposed Consultant Contract Scope of Work received from Sponsor.
(Schedule Milestone: [SUBMIT SCOPE FOR STATE REVIEW/APPROVAL](#))
- _____ 14) Consultant Contract Scope of Work (SOW) review and approval by ADOT/FAA.
- _____ 15) Consultant Contract Scope of Work (SOW) approval letter sent to Sponsor.
- _____ 16) Copy of FAA comments on Contract Scope of Work (SOW) received from Sponsor.
- _____ 17) Copy of FAA approval letter on the Contract Scope of Work (SOW).
- _____ 18) Copy of executed Final Consultant Contract Scope of Work from Sponsor.
- _____ 19) Sponsor Requests ADOT Matching Grant (If Federal/State/Local [F/S/L]).
- _____ 20) FAA Grant Documents Received from Sponsor (If F/S/L).
- _____ 21) ADOT Grant Agreement Sent to Sponsor with grant offer cover letter date.
- _____ 22) Sponsor submits completed Project Reimbursement and Milestone schedules in grant to ADOT/FAA.

CONSULTANT SELECTION/AGREEMENT PHASE (continued)

- _____ 23) Signed Grant Agreement received from Sponsor within four months of cover letter.
- _____ 24) Executed Grant Agreement sent to Sponsor.
- _____ 25) Sponsor awards consultant contract within six months of the date the grant was executed by the State. (Schedule Milestone: **AWARD CONSULTANT CONTRACT**)

ENVIRONMENTAL PHASE

DATE SENT/ RECEIVED

- _____ 26) Copy of Notice to Proceed (NTP) to consultant received from Sponsor.
(Schedule Milestone: **SPONSOR ISSUE NOTICE TO PROCEED**)
- _____ 27) Final Draft Environmental Document received from Sponsor.
(Schedule Milestone: **SUBMIT DRAFT ENVIRONMENTAL DOCUMENT TO
FAA AND STATE FOR REVIEW**)
- _____ 28) Final Draft Environmental Document Comments sent to Sponsor.
- _____ 29) Copy of FAA Comments received from the Sponsor.
- _____ 30) ADOT Approval of work performed sent to Sponsor.
- _____ 31) Final Environmental Document Paper & Electronic received from Sponsor.
- _____ 32) Copy of FAA FONSI or ROD approval received from Sponsor.
(Schedule Milestone: **SUBMIT FINAL ENVIRONMENTAL DOCUMENTATION
AND FEDERAL APPROVALS**)

CLOSE OUT PHASE

DATE SENT/ RECEIVED

- _____ 33) Final Grant Reimbursement Request and close out letter received from Sponsor.
(Schedule Milestone: **SUBMIT FINAL REIMBURSEMENT REQUEST AND
SPONSOR CLOSE OUT LETTER**)
- _____ 34) ADOT reviews final documents and closes out project.

AUTHORITIES REFERENCED

1. Arizona Department of Transportation, “AIRPORT DEVELOPMENT REIMBURSABLE GRANT AGREEMENT”.

- http://mpd.azdot.gov/MPD/Airport_Development/PDF/Grant_Agreement_092010.pdf
- http://www.azdot.gov/MPD/Airport_Development/PDF/Exhibit_C_Design_Const_092010.pdf
- This is the standard agreement template used for all design only, all design/construct, and all construction grants given by ADOT to sponsors of airports either as a matching grant to an FAA AIP grant or as a State/Local grant.
- Airport Sponsors and their designees must meet all requirements in the Grant Agreement.

2. “ARIZONA BEST PRACTICES GUIDE, A Cooperative Effort by the Arizona Airports Association (AzAA), the Federal Aviation Administration (FAA) – Western Pacific Region, and the Arizona Department of Transportation (ADOT)”, April 2007, Pages 1-37.

- http://www.azdot.gov/MPD/Airport_Development/PDF/Arizona_Best_Practices_Guide_Final_41807.pdf
- This document was created cooperatively by the FAA, ADOT, and AzAA to clarify roles, responsibilities, and expectations of all affected parties when conducting airport related business within the State of Arizona.
- This document is intended to provide guidance only and does not supersede any Federal, State, or Local laws, or rules and regulations.
- Airport Sponsors and their designees are expected to follow these guidelines.

3. Arizona Department of Transportation, Multimodal Planning Division, Aeronautics Group, “GRANTS 101”, April 2008.

- http://www.azdot.gov/MPD/Airport_Development/PDF/Grants101_presentation_pdffor_m.pdf
- This document was created by the ADOT Aeronautics Staff to assist sponsors with ADOT Airport Capital Improvement Program (ACIP) Grants.
- The PowerPoint was presented at the AzAA Spring Conference on April 16, 2008.
- Although some information has changed, it is still a great reference and basic resource regarding ADOT ACIP grants.

4. Arizona Department of Transportation, Multimodal Planning Division, Aeronautics Group, “Grants 202”, October 2009.

- http://www.azdot.gov/MPD/Airport_Development/PDF/Grants202Final.pdf
- The PowerPoint was presented at the AzAA Fall Conference on October 21, 2009.
- Updates Grants 101 and provides checklist, more detailed “How To” style information.