

# ADOT-Multimodal Planning Division-Aeronautics Group 2011 Land Acquisition 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"><li><input type="checkbox"/> Quarterly Based Aircraft Reports</li><li><input type="checkbox"/> Approved ALP includes grant project</li><li><input type="checkbox"/> Airport has good title of the land</li><li><input type="checkbox"/> Environmental approvals</li><li><input type="checkbox"/> Grant matching funds in place</li><li><input type="checkbox"/> Pavement Preservation Program</li><li><input type="checkbox"/> Protect approach surfaces &amp; remove hazards</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Compatible land use near airport</li><li><input type="checkbox"/> Public use – No exclusive use</li><li><input type="checkbox"/> Compliance with Federal, State &amp; Local Laws, Regulations &amp; Policies</li><li><input type="checkbox"/> Competent project supervision</li><li><input type="checkbox"/> Records kept and made available to FAA &amp; ADOT</li><li><input type="checkbox"/> Submit monthly reports</li></ul> |
|---|---|

## 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) Copy of FONSI or ROD for land to be acquired received from Sponsor.  
**(Schedule Milestone: SUBMIT APPROVED ENVIRONMENTAL DOCUMENTATION TO ADOT & FAA)**
- \_\_\_\_\_ 02) LGIP Agreement documents sent to Sponsor.
- \_\_\_\_\_ 03) Completed LGIP Agreement received from Sponsor.
- \_\_\_\_\_ 04) ADOT Executes LGIP Agreement.
- \_\_\_\_\_ 05) Executed LGIP Agreement sent to Sponsor.
- \_\_\_\_\_ 06) ADOT prepares LGIP account and notifies Sponsor.

## CONSULTANT SELECTION/AGREEMENT PHASE

### DATE/SENT RECEIVED

- \_\_\_\_\_ 07) Proposed General Consultant Agreement Solicitation received from Sponsor.
- \_\_\_\_\_ 08) General Consultant Agreement Solicitation review and approval by FAA/ADOT.
- \_\_\_\_\_ 09) General Consultant Agreement Solicitation approval letter sent to Sponsor.
- \_\_\_\_\_ 10) Summary of Selection Process & Record of Negotiations received from Sponsor.
- \_\_\_\_\_ 11) Draft General Consultant Agreement received from Sponsor.

**(Schedule Milestone: [SUBMIT CONTRACT FOR STATE REVIEW/APPROVAL](#))**

- \_\_\_\_\_ 12) General Consultant Agreement Solicitation approval letter sent to Sponsor.
- \_\_\_\_\_ 13) Copy of executed General Consultant Agreement with Selected Consultant(s) 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.*



- \_\_\_\_\_ 14) Proposed Consultant Contract Scope of Work received from Sponsor.  
**(Schedule Milestone: [SUBMIT SCOPE FOR STATE REVIEW/APPROVAL](#))**
- \_\_\_\_\_ 15) Consultant Contract Scope of Work (SOW) review and approval by ADOT/FAA.
- \_\_\_\_\_ 16) Consultant Contract Scope of Work (SOW) approval letter sent to Sponsor.
- \_\_\_\_\_ 17) Copy of FAA comments on Contract Scope of Work (SOW) received from Sponsor.
- \_\_\_\_\_ 18) Copy of FAA approval letter on the Contract Scope of Work (SOW).
- \_\_\_\_\_ 19) Copy of executed Final Consultant Contract Scope of Work from Sponsor.
- \_\_\_\_\_ 20) Sponsor awards consultant contract within six months of the date executed by the State.  
**(Schedule Milestone: [AWARD CONSULTANT CONTRACT](#))**

## CONSULTANT SELECTION/AGREEMENT PHASE (continued)

### Appraisal Contract

- \_\_\_\_\_ 21) Proposed Appraiser Consultant Contract received from Sponsor.  
**Schedule Milestone: (SUBMIT CONTRACT FOR STATE REVIEW/APPROVAL)**
- \_\_\_\_\_ 22) Appraiser Contract approval letter sent to Sponsor.
- \_\_\_\_\_ 23) Copy of executed final Appraiser Contract received from Sponsor.
- \_\_\_\_\_ 24) Proposed Appraiser Contract Scope of Work (SOW) review and approval by ADOT/FAA.  
**(Schedule Milestone: SUBMIT SCOPE FOR ADOT/FAA REVIEW)**
- \_\_\_\_\_ 25) Appraiser Contract Scope of Work (SOW) approval letter sent to Sponsor.
- \_\_\_\_\_ 26) Copy of FAA comments on Appraiser Scope of Work (SOW) received from Sponsor.
- \_\_\_\_\_ 27) Copy of FAA approval letter on the Appraiser Scope of Work (SOW).
- \_\_\_\_\_ 28) Copy of executed final Appraiser Contract Scope of Work received from Sponsor.
- \_\_\_\_\_ 29) Sponsor requests ADOT Matching Grant (If F/S/L).
- \_\_\_\_\_ 30) FAA Grant Documents Received from Sponsor (If F/S/L).
- \_\_\_\_\_ 31) ADOT Grant Agreement Sent to Sponsor with grant offer cover letter date.
- \_\_\_\_\_ 32) Sponsor submits completed Project Reimbursement and Milestone schedules in grant to ADOT/FAA.
- \_\_\_\_\_ 33) Signed Grant Agreement received from Sponsor.
- \_\_\_\_\_ 34) Executed Grant Agreement sent to Sponsor.
- \_\_\_\_\_ 35) Sponsor awards appraiser contract within six months of the date the grant was executed by the State. **(Schedule Milestone: AWARD CONSULTANT CONTRACT)**
- \_\_\_\_\_ 36) Copy of Notice to Proceed (NTP) to consultant received from Sponsor.  
**(Schedule Milestone: SPONSOR ISSUE NOTICE TO PROCEED)**

## LAND ACQUISITION PHASE

### DATE SENT/ RECEIVED

- \_\_\_\_\_ 37) Property Appraisal received from Sponsor.  
**(Schedule Milestone: SUBMIT APPRAISAL TO ADOT ROW FOR SUPPORT)**
- \_\_\_\_\_ 38) Property Appraisal sent to ADOT Right of Way (ROW).
- \_\_\_\_\_ 39) ADOT ROW review received.

## LAND ACQUISITION PHASE (continued)

- \_\_\_\_\_ 40) ADOT eligibility letter and ADOT ROW review sent to the Sponsor.  
\_\_\_\_\_ 41) Copy of Council approval to purchase land received from Sponsor.  
(Schedule Milestone: **BOARD/COUNCIL RESOLUTION OF APPROVAL TO ACQUIRE LAND**)
- \_\_\_\_\_ 42) Offer sent to Land Owner.  
(Schedule Milestone: **SUBMIT OFFER TO LAND OWNER**)
- \_\_\_\_\_ 43) Sponsor acquires property.  
(Schedule Milestone: **ACQUIRE PROPERTY (SUBMIT ALL DOCUMENTATION)**)
- \_\_\_\_\_ 44) Copy of Title, Legal Description, Plat Map, and survey received from the Sponsor.  
(Schedule Milestone: **SUBMIT FINAL DOCUMENTATION**)
- \_\_\_\_\_ 45) Updated Exhibit “A” received from Sponsor.  
(Schedule Milestone: **SUBMIT UPDATED EXHIBIT “A”**)

## CLOSE OUT

### **DATE SENT/ RECEIVED**

- \_\_\_\_\_ 46) Final Grant Reimbursement Request and close out letter received from Sponsor.  
(Schedule Milestone: **SUBMIT FINAL REIMBURSEMENT REQUEST AND SPONSOR CLOSE OUT LETTER**)
- \_\_\_\_\_ 47) 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://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](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](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](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](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.