

ADOT-Multimodal Planning Division-Aeronautics Group 2011 Master Plan 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 |
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GRANT APPLICATION PHASE

- Accept grant within four months of the date of the grant 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, 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) Summary of Selection Process & Record of Negotiations received from Sponsor.
- _____ 09) Draft General Consultant Agreement received from Sponsor.
- (Schedule Milestone: SUBMIT CONTRACT FOR STATE
REVIEW/APPROVAL)**
- _____ 10) General Consultant Agreement Solicitation approval letter sent to Sponsor.
- _____ 11) Executed General Consultant Agreement with Selected Consultants 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.

Project Contract Scope of Work/Consultant Negotiation

- _____ 12) Proposed Consultant Contract Scope of Work received from Sponsor.
- (Schedule Milestone: SUBMIT SCOPE FOR STATE REVIEW/APPROVAL)**
- _____ 13) Consultant Contract Scope of Work (SOW) review and approval by ADOT/FAA.
- _____ 14) Consultant Contract Scope of Work (SOW) approval letter sent to Sponsor.
- _____ 15) Copy of FAA comments on Contract Scope of Work (SOW) received from Sponsor.
- _____ 16) Copy of FAA approval letter on the Contract Scope of Work (SOW).
- _____ 17) Copy of executed Final Consultant Contract Scope of Work from Sponsor.
- _____ 18) Sponsor Requests ADOT Matching Grant (If Federal/State/Local [F/S/L]).
- _____ 19) FAA Grant Documents Received from Sponsor (If F/S/L).

CONSULTANT SELECTION/AGREEMENT PHASE (continued)

- _____ 20) ADOT Grant Agreement Sent to Sponsor with grant offer cover date.
- _____ 21) Sponsor submits completed Project Reimbursement and Milestone schedules in grant to ADOT/FAA.
- _____ 22) Signed Grant Agreement received from Sponsor within four months of cover letter.
- _____ 23) Executed Grant Agreement sent to Sponsor.

PLANNING PHASE

DATE SENT/ RECEIVED

- _____ 24) Sponsor awards consultant contract within six months of the date the grant was executed by the State (**Schedule Milestone: AWARD CONSULTANT CONTRACT**)
- _____ 25) Copy of Notice to Proceed (NTP) to consultant received from Sponsor
(**Schedule Milestone: SPONSOR ISSUE NOTICE TO PROCEED**)
- _____ 26) Planning Advisory Committee (PAC) Invitation Letter received from Sponsor.
- _____ 27) Planning Advisory Committee (PAC) Member List received from Sponsor.
- _____ 28) Phase One Document received from Sponsor.
- _____ 29) First Planning Advisory Committee (PAC) Meeting.
(**Schedule Milestone: FIRST PLANNING ADVISORY COMMITTEE MEETING**)
- _____ 30) Phase One Review Comments sent to Sponsor.
- _____ 31) Copy of FAA Forecast Review Request Letter received from the Sponsor.
(**Schedule Milestone: SUBMIT AIRCRAFT FORECASTS TO FAA**)
- _____ 32) Copy of the FAA Forecast Approval Letter received form the Sponsor.
- _____ 33) Phase Two Document received from the Sponsor.
- _____ 34) Second Planning Advisory Committee (PAC) Meeting.
- _____ 35) Phase two Review comments sent to Sponsor.
- _____ 36) First Public Workshop Notification from the Sponsor.
(**Schedule Milestone: PUBLIC WORKSHOP**)
- _____ 37) Phase Three Document received from Sponsor.
- _____ 38) Third Planning Advisory Committee (PAC) Meeting.
(**Schedule Milestone: FINAL PLANNING ADVISORY COMMITTEE MEETING**)

PLANNING PHASE (continued)

- _____ 39) Phase Three Review comments sent to Sponsor.
_____ 40) Final Draft Document received from Sponsor.
 (Schedule Milestone: SUBMIT FINAL DRAFT TO FAA AND STATE)
_____ 41) Final Draft comments sent to Sponsor.
_____ 42) ADOT Approval of work performed sent to Sponsor.
_____ 43) Copy of Sponsor's board formal acceptance/approval of Airport Master Plan (AMP).
 (Schedule Milestone: MASTER PLAN APPROVAL OF BOARD/COUNCIL)
_____ 44) Draft Airport Layout Plan (ALP) and cover letter sent to FAA copy of letter to ADOT.
 (Schedule Milestone: SUBMIT FINAL REPORT AND DRAFT ALP)
_____ 45) Airport Layout Plan received from FAA.
_____ 46) ADOT Airport Layout Plan comments sent to FAA.
_____ 47) Final Airport Master Plan paper document received from Sponsor.
_____ 48) Final Airport Master Plan electronic document received from Sponsor.
 (Schedule Milestone: SUBMIT FINAL REPORT AND DRAFT ALP)
_____ 49) Copy of FAA Airport Layout Plan approval letter received from Sponsor.
_____ 50) FAA Approved Airport Layout Plan received from Sponsor.
 (Schedule Milestone: SUBMIT APPROVED ALP TO STATE)
_____ 51) New aerial photos received from Sponsor.

CLOSE OUT PHASE

DATE SENT/ RECEIVED

- _____ 52) Final GRR and close out letter received from Sponsor.
 **(Schedule Milestone: SUBMIT FINAL REIMBURSEMENT REQUEST AND
 SPONSORS CLOSEOUT LETTER)**
_____ 53) 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.