

ADOT-Multimodal Planning Division-Aeronautics Group

2025 Land Acquisition Grant Check List

This checklist is to help 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

- Quarterly Based Aircraft Reports
- Approved ALP includes grant project
- Airport has good title of the land
- Environmental approvals
- Grant matching funds in place
- Pavement Preservation Program
- Submit Quarterly Status Reports
- Protect approach surfaces & remove hazards
- Compatible land use near airport
- Public use – No exclusive use
- Compliance with Federal, State & Local Laws, Regulations & Policies
- Competent project supervision
- Records kept & made available to FAA & ADOT

GRANT APPLICATION PHASE

Sponsors must...

- Accept grant within four months of the State grant offer
- Commence project within six months of the State grant offer
- Complete project within four years

The below checklist always refers to both ADOT & FAA, however, if grant is State/Local, no coordination is needed with FAA related to the grant funding & grant paperwork.

#	Process	Yes	Comments
1.	FAA grant documents received & ADOT matching grant requested by Sponsor (if F/S/L).		
2.	ADOT Grant Agreement sent to sponsor with STB approval date.		
3.	Executed Grant Agreement sent to Sponsor.		

CONSULTANT SELECTION/AGREEMENT PHASE

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 be listed in the general solicitation per A.R.S. 34-603 & 604.

#	Process	Yes	Comments
4.	Proposed General Consultant Agreement and RFQ sent to FAA/ADOT for review.		
5.	Executed General Consultant Agreement with Selected Consultants received from Sponsor.		

Project Contract Scope of Work/Consultant Negotiation

6.	Proposed Consultant Contract Scope of Work received from Sponsor. <i>Milestone: Submit Scope for State Review/Approval</i>		
7.	Copy of executed Final Consultant Contract SOW received from Sponsor. <i>Milestone: Submit Contract for State Review/Approval</i>		
8.	Sponsor awards consultant contract within six months of the date the grant was executed. <i>Milestone: Award Consultant Contract</i>		

APPRAISAL PHASE

9.	Copy of FONSI or ROD for land to be acquired received from Sponsor. <i>Milestone: Submit Approved Environmental Documentation to ADOT & FAA</i>		
10.	Copy of Notice to Proceed (NTP) to consultant received from Sponsor. <i>Milestone: Sponsor Issue Notice to Proceed</i>		
11.	Property Appraisal received from Sponsor. <i>Milestone: Submit Appraisal to ADOT ROW for Support</i>		
12.	Final Appraisal received from Sponsor. <i>Milestone: Submit Final Appraisal to State & FAA</i>		

LAND ACQUISITION PHASE

#	Process	Yes	Comments
13.	Copy of Council approval to purchase land received from Sponsor. <i>Milestone: Board/Council Resolution of Approval to Acquire Land</i>		
14.	Offer sent to Land Owner. <i>Milestone: Submit Offer to Land Owner</i>		
15.	Sponsor acquires property. <i>Milestone: Acquire Property (Submit All Documentation)</i>		
16.	Copy of Title, Legal Description, Plat Map, and survey received from the Sponsor. <i>Milestone: Submit Final Documentation</i>		
17.	Updated Exhibit "A" received from Sponsor. <i>Milestone: Submit Updated Exhibit "A"</i>		

CLOSE OUT PHASE

18.	Final Grant Reimbursement Request and close out letter received from Sponsor. <i>Milestone: Submit Final Reimbursement Request and Sponsor Closeout Letter</i>		
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GRANT CHANGE REQUIREMENTS

- Any changes to the consultant contract, authorized by the Sponsor, that include additional funds shall be by amendment and shall be approved by the State prior to being made in order to be eligible for reimbursement.
- Any modification to the approved plans, specifications and schedules shall also be subject to approval of the State and incorporated into the Grant Agreement.
- Any changes to the constructions contract documents, authorized by the Sponsor, must be approved by the State prior to being implemented by the Sponsor in order to eligible for reimbursement under the grant.
- Any increase to the amount of funds authorized hereunder must be by formal amendment and signed by all parties.
- Any changes to the construction and/or planning contract documents, authorized by the Sponsor, must be approved by the State prior to any changes being made in order to be eligible for reimbursement.