

ADOT-Multimodal Planning Division-Aeronautics Group

2025 Master Plan 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>		

PLANNING PHASE

9.	Copy of Notice to Proceed (NTP) to consultant received from Sponsor. <i>Milestone: Sponsor Issues Notice to Proceed</i>		
10.	Planning Advisory Committee (PAC) Invitation Letter received from Sponsor.		
11.	Planning Advisory Committee (PAC) Member List received from Sponsor.		
12.	First Planning Advisory Committee (PAC) Meeting. <i>Milestone: First Planning Advisory Committee Meeting</i>		
13.	Copy of FAA Forecast Review Request Letter received from Sponsor. <i>Milestone: Submit Aircraft Forecasts to FAA</i>		
14.	Copy of the FAA Forecast Approval Letter received from Sponsor.		
15.	Second Planning Advisory Committee (PAC) Meeting.		

PLANNING PHASE CONTINUED

#	Process	Yes	Comments
16.	First Public Workshop Notification from Sponsor. <i>Milestone: Public Workshop</i>		
17.	Third Planning Advisory Committee (PAC) Meeting. <i>Milestone: Final Planning Advisory Committee Meeting</i>		
18.	Final Draft Document received from Sponsor. <i>Milestone: Submit Final Draft to FAA and State</i>		

FINAL PHASE

19.	Copy of Sponsor's board formal acceptance/approval of Airport Master Plan (AMP). <i>Milestone: Master Plan Approval of Board/Council</i>		
20.	Draft Airport Layout Plan (ALP) and cover letter sent to FAA, copy of letter sent to ADOT <i>Milestone: Submit Final Report and Draft ALP</i>		
21.	Final Airport Master Plan (AMP) electronic document received from Sponsor. <i>Milestone: Submit Final Report and Draft ALP</i>		
22.	FAA approved Airport Layout Plan (ALP) received from Sponsor. <i>Milestone: Submit Approved ALP to State</i>		

CLOSE OUT PHASE

23.	Final Grant Reimbursement Request and close out letter received from Sponsor. <i>Milestone: Submit Final Reimbursement Request and Sponsor's 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.