



Illinois Department of Transportation

Division of Aeronautics

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SPONSOR GUIDANCE FOR DEVELOPMENT AND IMPLEMENTATION OF LOCAL-LET PROJECTS AT PRIMARY AIRPORTS

Over the years, the Federal Aviation Administration (FAA) and the Illinois Department of Transportation (IDOT), Division of Aeronautics (Division) have been assisting airport Sponsors with adherence to federal procurement requirements for locally-let construction projects and equipment procurements to ensure federal funding eligibility. This responsibility is shared jointly.

The following is a general understanding of the process established and agreed to by the Division and the FAA for purposes of satisfying state and federal audit requirements and federal funding eligibility for locally-let projects at primary airports in the state of Illinois. This understanding is in substantial conformance with the accepted practice of the FAA for administration of locally-let projects in non block grant states.

The Illinois Aeronautics Act requires that the development of any airport improvement project is contracted for under the supervision and guidance of the Division. In cases where IDOT has prequalification authority over the Contractors, this is accomplished through the state letting process. In cases where a project can not be accommodated on an IDOT letting, the project must be locally-let by the airport Sponsor and an agreement of limited agency is executed between the Sponsor and Division. Examples of locally-let projects and procurements include, but are not limited to, the following:

- New building construction and building renovations and repairs (SRE, ARFF, and terminal buildings)
- Snow removal and fire fighting vehicle procurements
- Projects with an estimated construction cost of \$25,000 or less

Due to the nature of these projects, it is the responsibility of the airport Sponsor to self-certify that all federal requirements and grant general conditions have been satisfied for every local-let project. This responsibility is demonstrated through the Sponsor's implementation and execution of the Standard Sponsor Certification Forms contained as Appendix 25 of the FAA Airport Improvement Program (AIP) Handbook (FAA Order 5100.38) and grant terms and conditions assurances. This compliance is a condition of accepting federal AIP grant funds and subject to audit. The most current version of FAA Order 5100.38, Airport Improvement Program Handbook may be referenced at the FAA website: http://www.faa.gov/airports/aip/aip_handbook/

In order to meet requirements of the state Channeling Act for the distribution of federal AIP funds, all projects must first be formally requested and programmed through the Division. This process is initiated at annual Transportation

Improvement Proposal (TIP) meetings. This activity must take place prior to submitting a project application to the FAA.

The following procedure is established to assist the Division, FAA and Sponsor through the reimbursement process for all locally-let projects. It has been established to satisfy the Division's monitoring responsibility under the Illinois Aeronautics Act and ensure all federally mandated requirements are met for locally-let projects and procurements:

Defining Terms:

"LPE" refers to the Local Projects Engineer for the Division of Aeronautics.

"PE" refers to the Program Engineer for the Division of Aeronautics

"PM" refers to the assigned FAA Program Manager for the primary airport.

"Sponsor" refers to primary airport manager/director or designated official representative.

1. Sponsor meets with the Division's PE, LPE and FAA PM at annual TIP meetings to discuss airport needs.
2. Sponsor prioritizes needs and submits TIP request to Division PE, copy FAA PM.
3. Division and FAA consult on program and budget.
4. Sponsor receives confirmation in writing from IDOT, Office of Planning and Programming that a project/procurement has been programmed. Detailed scope and budget is provided. This is the official project notice-to-proceed (NTP).
5. Sponsor prepares federal application for funding request and submits to FAA PM, copy the Division LPE.
6. Sponsor selects consultant and negotiates fees (as applicable).
7. Sponsor initiates pre-design / procurement kick-off meeting (as applicable) by contacting the Division LPE and FAA PM.
8. Sponsor and/or Sponsor's Consultant prepares bid package (Proposal / Construction Plans and Special Provisions) and submits to FAA PM for review and approval, copy Division LPE.
9. Sponsor and/or Sponsor's Consultant submits FAA Form 7460 / Construction Safety Phasing Plan to FAA PM for review, comment and processing.
10. Sponsor advertises project / solicits quotes / opens and reviews bids in accordance with FAA guidance.
11. Sponsor requests FAA PM concurrence to award to lowest responsive bidder, copy Division LPE.
12. Division develops as-bid APMS line items and budgets.
13. FAA PM writes grant.
14. Division PE initiates limited agency agreement.
15. Sponsor issues NTP to the Contractor, copy Division LPE. An approved Safety Phasing Plan by FAA PM is required prior to NTP.
16. Sponsor and/or Sponsor's Consultant administers project and processes all change orders through FAA PM, copy Division LPE.
17. Sponsor reviews all payment requests for completeness and makes payments to the Contractor and Consultant or equipment vendor.
18. Sponsor submits payment reimbursement request package to FAA PM, copy Division LPE. Packages must include:
 - a. Contractor / Vendor invoice.

- b. Verification of payment (e.g. electronic funds transfer statement, canceled checks or photocopy of same from bank – both sides).
 - c. Properly executed applicable FAA checklists certifying collection of all required paper work (payrolls, certifications, etc...) or acceptance. Sponsors are reminded that the checklists are not comprehensive and ALL GRANT TERMS AND CONDITIONS ARE THE RESPONSIBILITY OF THE SPONSOR AND MUST BE MET.
19. FAA PM reviews and approves reimbursement package and recommends payment via written authorization or e-mail detailing invoice numbers and amounts.
 20. LPE submits reimbursement package to Contract Section via Aeronautics Form AER 1961 (Progress/Reimbursement Payment Invoice).
 21. Division reimburses Sponsor for federal share and credits the local share.
 22. Sponsor conducts final inspection of project. Provide Division LPE and FAA PM opportunity to attend.
 23. Sponsor issues final acceptance letter indicating project is acceptable and all invoicing is complete. Copy LPE.

Sponsor must maintain all project records on site for a period of no less than 5 years after project closeout and agrees to make available such records in electronic media format for the purpose of audit within two days of written request from the Division.