

Project Documentation Requirements

				MDOT Aeronautics Division					
Design Phase	Check	Item	FAA-ADO Jackson	Airport Federal Match Program			MDOT Multimodal Projects		
				Paper	Electronic	Comments	Paper	Electronic	Comments
		Pre-application (SF 424, Estimate, Project Sketch, Pre-construction Photos^)		3 originals		Upon approval, MDOT will provide 2 copies to FAA			
		Consultant Agreement	X	X	X		X	X	
		Preliminary Plans and Specs (incl Safety Plan)	X	X		11" x 17" acceptable	X		11" x 17" acceptable
Pre-Construction / Bid Phase		Construction Plans and Specs (incl Safety Plan)	X		X			X	
		Project Application (SF 424, 5100-4, Project Sketch)		3 originals		Upon approval, MDOT will provide 2 copies to FAA			
		Pre-construction Photo(s)	X						
		Sponsor Certifications	X						
		Construction Safety Plan (filed electronically with the FAA at the OEAAA website)	X						
		Bid Tabulation and Engineers Estimate	X	X	X	Can be included with Application	X	X	
		Construction Management Plan (paving projects > \$500k)	X						
Grant Phase		Executed Contract Documents	X	X	X		X	X	
		Exhibit "A" update (land acquisition projects only)	X		X			X	
		Proof of title on land projects (prior to first draw)	X	X	X		X	X	If applicable, include with reimbursement request
		Grant Payment Forms (SF270, 271 or equal)	X						
		Summary of Test Results (paving projects > \$500k)	X						
		Weekly Inspection Reports (5370-1 or similar)	X						
		Sponsor Quarterly Performance Report	X				X		Include with reimbursement request
		Change Order/Suppl Agreement Approval resulting in amendment	X	X	X			X	
		Final Inspection Report (5110-17)	X	X	X				
		Application for Payment of State Aid (including copies of invoices to document costs incurred)		X		(1) copy of Application & invoices; AIP project# listed on each invoice	X		(1) copy of Application & invoices; MM project# listed on each invoice

Close-out	Check	Item	FAA-ADO Jackson	Airport Federal Match Program			MDOT Multimodal Projects		
				Paper	Electronic	Comments	Paper	Electronic	Comments
		Final SF271 or equivalent (includes Statement of Distribution of Project Costs)	X	X	X				
		Final Form 425	X						
		Final Invoice (Contracts > \$1k)	X						
		Post Construction Photo(s)	X					X	
		Equipment Photo w/ vehicle number and delivery date	X					X	
		Summary of Change Orders / Project Costs	X	X	X		X	X	
		FINAL Application for Payment of State Aid (including copies of invoices to document costs incurred)		X		(1) copy of Application & invoices; AIP project# listed on each invoice	X	X	(1) copy of Application & invoices; MM project# listed on each invoice
		As-built Construction Plans (if applicable)			X			X	

^ The preconstruction photos are an FAA requirement only. Submit one (1) set of photos with preapplication package and MDOT will forward them to the FAA.