

STATEWIDE AVIATION GRANT PROGRAM

SPECIAL PROJECTS

Guide for Grant Sponsors



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***** GENERAL *****

Maryland Department of Transportation Maryland Aviation Administration's (MDOT MAA) Statewide Aviation Grant Program offers financial assistance to public-owned/public-use airports. Special Grants are available for airport projects that are either Airport Improvement Program (AIP) eligible but not AIP funded or non-AIP eligible. Projects that are non-revenue generating and considered reasonable for the improvement, development and/or preservation of public-use areas on the airport are eligible for Special Grant funds.

This guide has been assembled to provide Airport Owner (Sponsor) with an easy-to-read description of the financial assistance available under the Statewide Aviation Grant program. This guide also provides important information regarding eligibility requirements, application procedures, reimbursement procedures and Sponsor responsibilities.

Aviation grant funds are made available through the MDOT Consolidated Transportation Program (CTP) at <https://mdot.maryland.gov/tso/pages/Index.aspx?PageId=27>. Appropriation for an individual airport project will be administered by MDOT MAA's Office of Regional Aviation Assistance (ORAA). A special grant is not intended for development of new landing facilities. Sponsors must be in good-standing with MDOT MAA and satisfy any airport operating license discrepancy. Special grant is capped at 75% of eligible project cost. Funds will be distributed on a reimbursement basis. MDOT MAA may issue interim program policy memorandums to supplement this guidance.

Special grant requests will be evaluated on past grant performance and resolution of open airport operating license issues in accordance with the Code of Maryland Regulations (COMAR).

Absence of grant funding does not relieve Sponsor from compliance with COMAR 11.03.04, *Aeronautical Regulations* and COMAR 11.03.05, *Obstructions to Air Navigation*.

* * *

*** PROJECT PLANNING ***

1. Due to limited funding in any given fiscal year, Special Grant requests should be scoped for completion within the same fiscal year. The deadline for Special Grant application is January 31 of the current fiscal year. Projects should be planned and scoped to allow project completion & acceptance, request for reimbursement and grant close-out prior to June 30 of the same fiscal year.
2. Sponsors are required to submit to MDOT MAA an Airport Capital Improvement Program (ACIP) showing all capital improvement projects at your airport, including Federal, State-only and Local-only funded type of projects. A comprehensive ACIP allows MDOT MAA to consider funding assistance for various projects. ACIP updates are due before April 1 each year. Updates to the ACIP, outside the normal annual update cycle, should be shared with MDOT MAA.

ACIP should include at a minimum: State fiscal year, project title, total cost, Sponsor, Federal (as applicable) and State dollar share and percentage of total cost. For each project, a separate detail project description is required. An ACIP template may be requested from ORAA.

3. Early coordination with MDOT MAA is necessary to develop reasonable and eligible scope of work and schedule. Cost eligibility will be determined after obtaining bids. Depending on project complexity, design, permitting and bid services may need to be a separate phase from the construction phase.
4. Prior to any grant submission, all enabling tasks are required to be completed. These tasks may include, but not limited to design, local permit, Clearinghouse determination, bids, etc.
5. For project costs greater than \$500,000 **and** grant request for minimum 50% MDOT MAA share, Sponsor is required to comply with Maryland's prevailing wage rate (COMAR 21.11.11, Sec 17201-17226). Sponsor must obtain a wage rate determination from Maryland Department of Labor, Licensing and Regulations (DLLR) prior to soliciting bids. Reference Appendix D for more detail.
6. For any project subject to Maryland Intergovernmental Review and Coordination (MIRC) (aka State Clearinghouse) review, Sponsor must obtain determination letter from Clearinghouse prior to grant application. Sponsor must demonstrate project scope will satisfy any comments received from the Clearinghouse. Reference Appendix E for more detail.
7. Grant eligibility of soft costs needs to be determined in advance of application. Sponsor should proactively exercise their authority to review and negotiate fees. Airport Cooperative Research Program Report 87, *Procuring and Managing Professional*

Services for Airports, complements FAA Advisory Circular 150/5100-14E (or its recent revision) in the Sponsor's management of engineering services.

- a. Architectural/Engineering (A/E) services and fees require MDOT MAA review and consent prior to grant application. Provide scope, fee summary, hourly rates as well as fee schedule in Sponsor submission to MDOT MAA. Delayed submission will delay MDOT MAA review and possible ineligible determination.
 - i. Project Administration (PA) fees are capped at 12% of the total A/E service fee (including A/E subs, fixed fee, overhead and profit).
 1. If PA fees exceed 12% of total A/E fee, then the total A/E fee will not be MDOT MAA grant eligible. Sponsor must reduce grant request accordingly.
 - ii. Profit for A/E services are capped at:
 1. 15% of total labor fee for construction administration; and
 2. 10% of total labor fee for design, planning, environmental or land acquisition services.
 3. Total labor includes fully loaded or audited overhead rates.
 4. Profit calculations on fixed expenses (travel, per diem, printing, mailings, etc.) is not MDOT MAA grant eligible.
 5. Profit calculations on subconsultant cost (also known as mark-up) is not MDOT MAA grant eligible.
 6. If profit exceed (1) or (2) and/or includes a mark-up, then the **total** A/E fee will not be MDOT MAA grant eligible.
8. Quality Control (QC) and/or Inspection Services are the responsibility of the Sponsor. Depending on the project, these services ensure product delivery is within the tolerance(s) defined in the construction documents and performance specifications. If Sponsor does not have qualified internal staff capability to ensure QC, overall project scope should include task item for QC and/or Inspection services.
9. Sponsor has control over ***method and means*** of project execution. MDOT MAA will expect Sponsor to demonstrate proposed ***method and means*** will meet grant agreement terms. For example, a paving project that requires a 20-year pavement lifespan will be defined in the grant agreement, but the Sponsor will have to determine best construction solution to meet that requirement.

Certain services or tasks require professional certification. Land valuation require certified appraiser. Obstruction survey require certified surveyor. Construction drawings require professional engineer. MDOT MAA will not accept Sponsor-submitted products without the requisite professional certification. Grant eligibility determination will be made solely by MDOT MAA. Sponsor should obtain eligibility determination prior to initiating any service or task.

10. MDOT MAA strongly recommends being prepared to submit new grant application package in early July to maximize the full fiscal year. Appendix A provides list of eligible projects and their respective priority rating.
11. Upon notice-to-proceed (NTP), Sponsor should take great care in ensuring that the project remains on budget, on schedule and on scope.
12. Overrun costs associated with a Special Grant are not guaranteed and will be considered eligible for funding at the sole discretion of MDOT MAA. The Sponsor will be responsible for completion of grant-funded project(s), regardless of overrun costs.

Grant eligibility of overrun costs will be based on funding availability and scope justification.

Overrun costs less than \$2,000 will not be considered for additional funding.

13. Project cost incurred prior to grant execution will not be eligible for grant reimbursement. The MDOT MAA highly recommends securing the grant agreement prior to any NTP. Funds will be disbursed on a reimbursement basis. Sponsor should secure adequate funds to meet labor, material and service obligations prior to grant application submittal.

* * *

*** APPLICATION PROCEDURES ***

1. A formal grant request application for an MDOT MAA grant is required.
 - a. Submit application via email to ORAA Director.
 - b. Submit as a single .PDF file not to exceed 10 pages.
 - c. Submit prior to date set by ORAA or no later than January 31 of the current fiscal year.

2. Sponsor should include the following information in the electronic application package:
 - a. Signed cover letter with project description and benefits to be derived; i.e., what the airport wants to do, why the airport wants to do it, proposed timeline and benefits for the airport and community.
 - b. Project schedule (including major milestones).
 - i. Plan accordingly so as to allow completion, reimbursement and close-out prior to June 30 of the same fiscal year in which the special grant is issued
 - c. Exhibit(s) of project work area(s), drawing(s), and/or photos of current condition.
 - d. Bid Table showing, at least 3, responsive contractor bids. Selected bid should be part of the grant request application. The other bids should be kept at the airport and available upon request.
 - e. Grant amount requested (include both total dollar amount and the percentage of total requested).
 - i. Taxes are not eligible and finance charges are not eligible.
 - ii. For complex projects, include a summary table showing individual task costs (i.e. A/E fees, survey fees, construction, permit, etc.).
 - f. Statement the Sponsor has coordinated project scope with FAA for consistency with ALP and federal environmental compliance. Separately, provide copy of FAA and Sponsor correspondence. If FAA ALP review, environmental review or any other Federal review is not required, then a statement to this point is required in Sponsor's package.
 - g. Statement of sufficient available funds to cover the entirety of costs to ensure Sponsor can pay full invoice(s) prior to seeking reimbursement.
 - h. For construction projects, need copy of permit and/or zoning approval from local governing body.

- i. If no permit is required, attach a written statement from the local jurisdiction indicating a formal permit is not needed.
 - ii. If permit(s) are to be acquired during the project, Sponsor needs to define task, provide schedule milestones and cost to obtain permit.
 - i. Statement that Sponsor has compatible land-use zoning in place for the protection of the airport from tall structures and incompatible land-uses.
 - i. If adequate zoning is not in place, provide statement as to what Sponsor is doing to achieve protective airport zoning.
 - ii. This statement is not specific to the project but focused on the overall protections for the airport. Sponsor should be able to demonstrate proactive efforts to safeguard the accessibility and usability of the landing facility.
3. If there is a need to exercise a priority ranking, MDOT MAA will use ACIP project list to determine ranking in accordance with the MDOT MAA's airport grant priority rating structure (see Appendix A).
 4. MDOT MAA will utilize the DocuSign platform for electronic review and signature of the formal grant agreement. See Appendix B. Steps in the MDOT MAA grant approval process include:
 - a. Grant agreement circulated through MDOT MAA for draft coordination and approval;
 - b. Grant agreement sent to Sponsor via DocuSign for review and signature;
 - c. Grant agreement sent to MDOT MAA leadership and MDOT Secretary for final signatures;
 5. Distribution and announcement of the signed grant:
 - a. Upon full execution, Sponsor will receive an email notification from ORAA. Email will include .PDF copy of executed grant agreement. Hard copy will not be sent. Sponsor may make additional copies at your discretion.
 - b. A grant project manager will be assigned by ORAA.
 - c. A separate formal grant award announcement letter from MDOT Secretary will follow.
 6. Sponsor should plan 2 months from submittal of clean application to final signatures. NTP should be planned accordingly.

* * *

***** GRANT COORDINATION *****

1. Grant agreement terms require Sponsor to provide project correspondences.

Ensure all correspondences (letters, reports, drawings, change orders, etc.) from Sponsor or Sponsor's representative includes the appropriate MDOT MAA grant number.
2. Project meetings and/or updates shall be coordinated in advance with the MDOT MAA. Allow 3 weeks for meeting coordination due to variable demands on ORAA staff.
3. If the Sponsor elects to issue a Notice to Proceed (NTP) prior to grant execution, then Sponsor must be prepared to absorb all costs.
 - a. Only under safety critical situations may MDOT MAA authorize grant eligibility of costs prior to grant execution.
 - b. Sponsor must obtain written approval prior to beginning any work.
 - c. If the state grant agreement is not signed, then MDOT MAA has no obligation to the Sponsor for incurred costs.
4. Project change orders:
 - a. In accordance with MDOT MAA grant agreement terms, Sponsor is required to inform MDOT MAA of any changes to project scope, cost or schedule.
 - b. Sponsor must coordinate through assigned ORAA grant project manager for contract change order review and approval.
5. Contingency expense must have written pre-approval from MDOT MAA.
 - a. Submit request and supporting documents via email to assigned ORAA grant project manager.
 - b. Sponsor should plan 2 weeks for review/determination.
 - c. Any expenditure of contingency without prior written approval is not eligible for reimbursement.
6. Grant Overrun
 - a. A formal grant addendum is needed to receive State funds over the original grant agreement.

- b. Sponsor must provide the same level of detail and supporting information as in the original grant request application.
- c. State grant addendum requires the signatures of original grant agreement parties.
- d. State share for eligible grant overrun costs are not guaranteed and subject to fiscal appropriation limits.
- e. State share of eligible overrun cost less than \$2,000 will not be considered.

7. Grant Closeout

- a. Final project report/deliverables are required prior to any release of final reimbursement.
- b. Prior to MDOT MAA grant close-out, Sponsor should ensure all previous reimbursement requests have been received and any outstanding items have been resolved.
- c. If project is subject to Prevailing Wage Rate requirements, Sponsor shall ensure all reporting and compliance requirements of Maryland Department of Labor are satisfied prior to final reimbursement request.

* * *

***** REIMBURSEMENT PROCEDURES *****

1. All drawings, reports, correspondence(s) and/or reimbursement requests must include respective MDOT MAA grant number.
2. MDOT MAA will promptly process requests for grant reimbursement(s) once the grant agreement is fully executed. Forms are available in Microsoft Excel (.XLSX) format upon request.
3. Special grant payments are made on a reimbursement basis only and against invoices paid in full by the Sponsor to a contractor or supplier.
4. Any costs incurred prior to grant execution is eligible for reimbursement only with prior coordination and written concurrence from MDOT MAA. The airport maintains full obligation and risk until the grant agreement is fully executed.
5. Prior to reimbursement, Sponsor must demonstrate any Clearinghouse comment(s) is/will be satisfied.
6. Reimbursement eligibility of contingency funds requires advance MDOT MAA review and written approval.
7. All grant reimbursement requests should be submitted via email to assigned ORAA grant program manager as a single .PDF file.

REIMBURSEMENT REQUEST PACKAGE:

1. Package file (.PDF) should not exceed 10 pages.
2. Package should include:
 - a. Signed cover letter highlighting:
 - i. progress/completion to date;
 - ii. project schedule update;
 - iii. cost update including reimbursement amount requested;
 - iv. any unexpected delays and or changes to scope, cost or schedule.
 - b. Special Grant reimbursement form (see Appendix C).
 - i. All reimbursements will be rounded to nearest cent using general accounting practices.
 - ii. Add the “multi-task summary” form if there are multiple tasks.
 - c. Progress photos.

- d. Copy of Contractor invoice(s).
- e. Copy of Sponsor authorization (i.e. "OK to pay") for payment to Contractor invoice(s).

PARTIAL REIMBURSEMENT:

1. Upon receipt of email reimbursement request:
 - a. ORAA grant project manager will ensure accuracy of submitted material. **Any questions will be forwarded to Sponsor for resolution. Repeat error will cause the reimbursement request to be returned to Sponsor;**
 - b. ORAA will authorize release of funds to MDOT MAA's Accounts Payable;
 - c. MDOT MAA Accounts Payable will validate funds and instruct State Treasurer's office to release funds;
 - d. State Treasurer's Office will make electronic payment to Sponsor.
2. The payment process averages 3-4 weeks for a check, so please be patient.
 - a. Electronic transfer option is available for a quicker turnaround and is recommended. Please contact your ORAA grant project manager for more information.
3. Should a reimbursement payment require an adjustment, Sponsor should request adjustment in future reimbursement request.
4. Multiple grant reimbursement payments to Sponsor may appear as a single lump sum payment.
 - a. Sponsor should develop a tracking system if multiple grants are open at the same time.

FINAL REIMBURSEMENT:

1. The final reimbursement request will be reviewed and approved after a final inspection of all project deliverables. A final site inspection should include Sponsor, Engineer, MDOT MAA, and the Contractor as appropriate.
2. All work must be satisfactory, complete, and acceptable to both the MDOT MAA and the Sponsor in accordance with grant terms.

3. Any deliverables associated with the project (i.e. reports, documents, surveys, drawings, etc.) should be submitted for review/acceptance prior to the final reimbursement request.
4. Pictures/documentation of post construction and/or equipment purchase is required prior to final reimbursement.
5. If project is subject to Prevailing Wage requirements, a copy of final report to Maryland Department of Labor is to be submitted with the final reimbursement request package.
6. Sponsor should plan project acceptance and contractor payment in advance of final reimbursement request. For time management, MDOT MAA recommends submit final reimbursement request no later than June 15 of the fiscal year in which the grant will close.
7. If project remains incomplete at sunset date of grant agreement, grant balance remaining will not be available. Sponsor will be expected to complete the project.

* * *

***** ACCOUNTING AND AUDIT REQUIREMENTS *****

1. In accordance with grant terms, Sponsor must establish and maintain an adequate accounting record for each grant project. MDOT MAA may request these records to verify the eligibility of all incurred costs charged against the grant.
2. Reimbursement requests from Sponsor must be accompanied by Sponsor authorization for payment (i.e. "OK to pay"). A copy of the cancelled check or bank statements showing respective payment has been cleared must be retained at airport in Sponsor's grant record.
3. The Sponsor shall retain documentary evidence such as invoices and cost estimates which support all reimbursement requests charged to State funds for a period of five years following the final grant payment.
4. The Sponsor shall permit an authorized representative of the State of Maryland access to any of the books, documents, papers and records that are pertinent to the grant.
5. Sponsor will benefit from accurate and transparent record keeping. Audit exceptions may trigger additional requirements to Sponsor for future grant requests. If severe audit exceptions are discovered, MDOT MAA retains discretion to cancel open grants.
6. If in doubt of any project and/or cost eligibility, please communicate with MDOT MAA early in the project effort.

* * *

Appendix A

Airport Grant Priority Rating

Maryland Aviation Administration

Priority Rating System

Project Merit (select only one)

Safety / Security

- 55 obstruction removal to meet FAA or COMAR Ch 04 or 05 standards
- 52 repair of inoperative lighting systems / relocation of lights / special lighting needs
- 50 airfield pavement rehab/repair IAW airfield maintenance plan, improve rwy friction surface
- 48 TSA 1542 or CFR 139 requirements, minimum safety/security equipment at GA airports
- 46 airside security improvements (requires existing airport security plan)
- 44 V/PD access control system to AOA
- 43 RSA improvements
- 42 safety condition identified by professional evaluation or accident statistics
- 41 AWOS, rotating beacon, segmented circle, NAV aids/visual aids

Preservation of Existing System

- 40 landing area improvements to handle operation capacity problems (ie: new txwy or rwy)
- 39 landing area improvements for larger critical aircraft (ie: lengthen/strengthen rwy)
- 38 taxi area improvements for larger critical aircraft (ie: lengthen/strengthen txwy)
- 37 apron expansion for additional parking capacity
- 36 apron expansion for critical aircraft consideration
- 35 taxiway to new part of airport development area
- 34 auto access road capacity increase
- 33 auto parking
- 32 terminal capacity improvements

Upgrades to Standards

- 30 primary runway
- 29 primary taxiway
- 28 apron/parking facilities
- 27 secondary runway
- 26 secondary taxiway

Planning

- 40 master plans, alp, site selections
- 30 airport feasibility and management plans
- 25 terminal area and building plans
- 23 air service and air cargo plans / marketing plans
- 20 multimodal plans
- 15 other special plans (business plan, economic study, F&E, land-use, etc)

Land/Easement Acquisition

- 50 land/easement acquisition for obstruction removal
- 40 land/easement acquisition for RPZ
- 30 land/easement acquisition for noise control req'd project
- 25 land/easement acquisition for operational capacity
- 20 land acquisition for new airport
- 15 land/easement acquisition for future expansion

Environmental

- 40 EA or EIS
- 35 wetlands delineation/mitigation
- 30 SWPPP, SPCC, SWM, etc.
- 25 part 150 studies
- 20 other special studies (EDDA, surveys)

Airfield Maintenance Equipment

- 20 tractor / multi-purpose vehicle
- 15 snow blade unit
- 14 mower unit
- 13 sprayer unit
- 12 maintenance shed

Maryland Aviation Administration

Priority Rating System

Situational Considerations (select as many as appropriate)

Special Project Factor

- 50 phased project construction or design
- 25 mandated by federal or state law
- 10 MDOT/MAA policy

Federal Funding Availability

- 20 existing FAA tentative allocation or ACIP project
- 10 FAA funds requested
- 0 not FAA eligible
- 10 FAA eligible, but funds not requested

Compatible Land Use Zoning

- 20 Yes, zoning in place
- 10 Zoning under development review/approval
- 0 No zoning at local jurisdiction

Economic development potential

- 10 yes
- 0 no

Project retains or attracts air service

- 10 yes
- 0 no

Discretionary considerations

- * local funding participation exceeding minimum requirement
- * - 1pt is assigned for each percent exceeding the minimum requirement

Airport Factors (select as many as appropriate)

Airport Operational Conditions

- 25 project will assist in meeting minimum safety standards
- 10 minimum safety standards have been established
- 0 minimum safety standards have not been met

Service Role

- 20 air carrier airport
- 15 reliever airport
- 10 general aviation airport
- 0 general aviation airport (local)

Ownership Role

- 10 Public-owned
- 0 Private-owned

Airport maintenance

- 0 satisfactory
- 10 insufficient maintenance

Airport Activity Level (select as many as appropriate)

Based Aircraft

- 25 100+
- 20 50 to 99
- 15 20 to 49
- 10 11 to 19
- 5 0 to 10

Operations

- 25 25,001 +
- 20 7,501 to 25,000
- 15 2,001 to 7,500
- 10 0 to 2,000

Maryland Aviation Administration

Project Priority Evaluation Worksheet

Airport: SAMPLE **City:** xyz
Project Number: 123
Project Title: xyz
Project Description: xyz

Airport Priority Summary

Category	Item	Score
Project Merit	-Select from list in Rating Category sheet-	
Situational Considerations	Special project factor	
	Federal funding availability	
	Compatible Land Use Zoning	
	Economic development potential	
	Project retains or attracts air service	
Airport Factors	Discretionary considerations	
	Airport operational conditions	
	Service role	
	Ownership role	
Airport Activity	Airport maintenance	
	Based aircraft	
	Operations	
		0

Appendix B

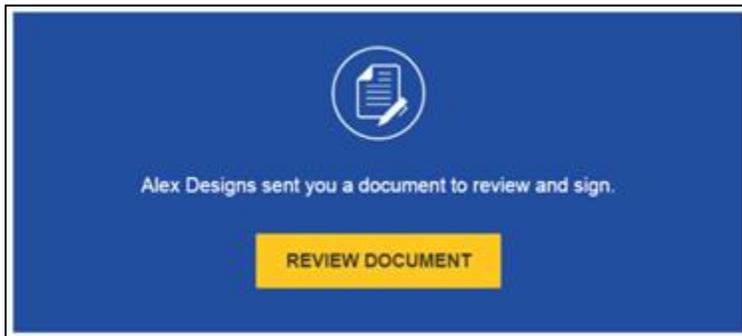
DocuSign Process

E-Signature Procedures for MAA Grants

(effective 2020-06-15)

Grant agreements will be sent to the Official authorized to sign the grant on behalf of the Airport Sponsor. Electronic signature will be requested via email from DocuSign (on behalf of the MDOT MAA Office of Regional Aviation Assistance). A DocuSign account is not required to review or sign documents.

1. Review the DocuSign email. Open the email and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.



2. Agree to sign electronically: Review the consumer disclosure and select the checkbox **I agree to use Electronic Records and Signatures**. Click **CONTINUE** to begin the signing process.



3. Start the signing process: Click the **START** tag on the left to begin the signing process. You are taken to the first tag requiring your action.



Click the **SIGN** tag. You are asked to Adopt Your Signature.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Michael P|

Initials
MP

Select Style Draw

Preview

DocuSigned by:
Michael P
02367A3E9D33485...

DS
MP

[Change Style](#)

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

4. Verify your name: Verify that your name and initials are correct. If not, change them as needed.
5. Adopt a signature.
6. Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.
7. Confirm signing: When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**. A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The MDOT MAA will receive an email with the signed document attached for final execution.

Any questions on the DocuSign e-signature process, please contact:

MDOT MAA Office of Regional Aviation Assistance
Ashish J. Solanki, A.A.E
Director
410.859.7064
443.996.1060 (cell)
asolanki@bwiairport.com

Appendix C

Reimbursement Request Form and Multi-task Summary Form

**Maryland Aviation Administration
Special Grant Reimbursement Request**

Type of Payment:

Partial

Final

MAA Grant Number :

Payment Request # :

Date of Request :

Grantee Name:

Address:

State Grant Share :

Previous Pay Request Amount :

(State share of paid invoices fm past pay requests)

State Grant Balance Available to date :

\$ -

Present Pay Request Amount :

(State share of paid invoices for this pay request)

MAA GRANT BALANCE REMAINING :

\$ -

* Complete only gray shaded boxes, round to nearest cent.

**Maryland Aviation Administration
Special Grant Reimbursement Request - Multi Task Summary**

MAA Grant Number :

Pay Request # :

Date of Request :

Name of task	Total Project Budget	Previous Invoice(s)	Present Invoice(s)	State Grant Percentage	State Grant Share	Previous Pay Request Amount	Present Pay Request Amount	Grant Balance remaining	Percent Complete
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL GRANT :	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

* For grants with 2 or more projects within a single grant. Use in conjunction w/ Reimbursement Shell.

* Complete all shaded boxes for pay request #1, for subsequent pay requests update only the "Previous Invoice(s)" and "Present Invoice(s)" columns accordingly.

Appendix D

Maryland Prevailing Wage Rate

***** PREVAILING WAGE RATE *****

For any construction project estimated to be greater than \$500,000 *and* MDOT MAA funding assistance is greater than 50% of the project cost, Sponsor is required to comply with Maryland's Prevailing Wage Rate Law. Detail on the Prevailing Wage Rate Law, frequently asked questions and request for rates may be found on Maryland Department of Labor (DLLR) web site at:

<http://www.dllr.maryland.gov/labor/prev/>

Before a project can be bid, Sponsor shall request an official wage rate determination from DLLR through their on-line portal. Public-owned airports should utilize their respective Procurement Officer. Private-owned airports should coordinate through MDOT MAA. Through the DLLR portal, Sponsor will obtain an official wage rate determination and case number.

Sponsor must include the wage rates as part of the bid specifications. Upon receipt and review of bids, any submission not using the prevailing wage rates would be considered ineligible for further consideration. The burden of review/confirmation rests with the Sponsor. Sponsor's bid summary and/or tabulations to MDOT MAA should state low bidder's adherence to the prevailing wage rates.

Upon selection, contractor will have to register with DLLR as contractor-on-record for the assigned case number. When a pre-construction meeting is held, both MDOT MAA and DLLR should be at the meeting. As the project progresses, Contractor shall report certified payroll statements to DLLR. Sponsor should ensure Contractor invoice rates are consistent to the bid rates and invoice for work completed. Sponsor should periodically check with DLLR to ensure Contractor is following the reporting requirements of DLLR. This will prevent any cumulative impacts near the end of a project. In each reimbursement request to MDOT MAA, Sponsor should affirm the invoice is consistent to prevailing wage rates.

Appendix E

Maryland Intergovernmental Review and Coordination (MIRC) / Clearinghouse

***** MIRC / CLEARINGHOUSE *****

For construction projects seeking MDOT MAA grant assistance, Sponsor is required to submit project detail to the Maryland Intergovernmental Review and Coordination (MIRC) office. MIRC is also known as the State's Clearinghouse. The Clearinghouse is the single point of contact for the State of Maryland to ensure that any construction project, funded by any State agency, is consistent with known Maryland laws, regulations and policies. To obtain more information about the Clearinghouse, please call the Clearinghouse at 410.767.4490. Detail regarding the Clearinghouse may be found on the Maryland Department of Planning website at:

<https://planning.maryland.gov/Pages/OurWork/GrantResources.aspx>

Clearinghouse notification is required for construction-type projects seeking any percentage of MDOT MAA grant share and not limited to a minimum dollar amount. Clearinghouse is applicable to both public and private Sponsors. If Sponsor is performing a project design effort, then Clearinghouse coordination should be planned in both the design phase and again in the construction phase. Expect to receive Clearinghouse comments within 30 days.

Sponsor will receive determination from Clearinghouse on any law(s), regulation(s) or policy(s) that need to be addressed for the proposed project. MDOT MAA recommends incorporating any Clearinghouse comments into the final design before proceeding to project bid. If there are any questions on the comments received, Sponsor should coordinate early with the commenting State agency. This will ensure the scope of work adequately covers not just the project, but also any required mitigation. In turn, costs associated with compliance can be incorporated within the grant agreement. If Sponsor does not define additional scope of work for compliance/mitigation in grant application, then Sponsor will be responsible for that portion of the compliance effort.

If the comments are to be addressed through the construction phase, Sponsor should ensure and demonstrate project schedule identifies task and milestones for compliance. To prevent construction delay, early coordination is essential. Lack of compliance will jeopardize MDOT MAA grant reimbursement.