

# GRANT ADMINISTRATION



- Sponsor State Agreement (SSA)
  - Resolution
  - Sponsor Certifications
- Supplemental Agreement (SA)
- Request for Reimbursement
  - Payment Lookup
- Project Closeout



# Sponsor State Agreement (SSA)

- What is it?
- How do I apply?
- Where do I sign?
- Where do I return it?



# Sponsor State Agreement (SSA)

## ➤ What is it?

Agreement between the Airport Sponsor and the State of Louisiana stating the LA DOTD Aviation Section will provide a percentage of the total project cost.

- Often referred to as the State Grant
- Includes Resolution
- Includes Sponsor Certifications
- Three different formats
  - State Only funds – 100%
  - Match to FAA funds – currently 10%
  - Match to Sponsor funds – percentage varies



# Sponsor State Agreement (SSA)

## ➤ How do I apply?

Coordinate with your DOTD Program Manager for required documentation to initiate the SSA

### Design Project

- PreDesign meeting to determine scope
- Executed ESA

### Construction Project

- Executed ESA for Construction Professional Services
- Final Bid Documents for DOTD review
- Environmental Approval
- Airspace Clearance
- Bid Tab
- Construction Contract

### Land Acquisition

- Executed ESA
- Appraisals and Review Appraisals

# Sponsor State Agreement (SSA)

## ➤ Where do I sign?

**LEAVE BLANK**

STATE OF LOUISIANA  
**DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT**

AGREEMENT

STATE PROJECT NO. H.XXXXXX  
PROJECT DESCRIPTION  
LOUISIANA AIRPORT  
LOUISIANA PARISH

**THIS AGREEMENT**, made and executed in two (2) original copies on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Louisiana Department of Transportation and Development, hereinafter referred to as "DOTD", and the LOUISIANA PARISH, a political subdivision of the State of Louisiana, responsible for all matters pertaining to the LOUISIANA Airport, hereinafter referred to as "Sponsor";

WITNESSETH: That;

WHEREAS, the Sponsor has requested funding assistance to finance certain improvements at the LOUISIANA Airport as described herein; and,

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature, authorized the financing of the certain airport improvements from funds appropriated from the Transportation Trust Fund; and,

WHEREAS, the Louisiana Legislature has granted approval of the project as listed in the FY 2015-2016 (#XXGA) Aviation Needs and Project Priority Program; and

WHEREAS, reimbursement for project costs will not exceed the estimated project cost as approved by the legislature and allocated to the DOTD Aviation Program for the fiscal year in which the project was approved by the legislature, unless DOTD agrees to participate in the increase and additional funds become available; and

WHEREAS, DOTD is agreeable to the implementation of this project and desires to cooperate with the Sponsor provided certain requirements are adhered to as hereinafter provided:

NOW, THEREFORE, in consideration of the premises and mutual dependent covenants herein contained, the parties hereto agree as follows:

1

SPX: H.xxxxx  
PROJECT DESCRIPTION  
Page 10 of 11

WITNESSES: NAME OF SPONSOR

(Witness for First Party) BY: \_\_\_\_\_  
(Signature)

(Witness for First Party) \_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Sponsor's Federal Identification Number

**SIGN HERE**  
(Don't forget to include your  
Federal Identification Number)

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# Sponsor State Agreement (SSA)

## ➤ Resolution

Resolution is required with SSA

- Verify the Resolution authorizes the correct person to sign the SSA
- Verify all information is correct
- Available via word document, if needed

**(SPONSOR)**

RESOLUTION NUMBER: \_\_\_\_\_ Date: \_\_\_\_\_

The *(Sponsor)* of the Parish of \_\_\_\_\_ met in regular session on this date. The following resolution was offered and seconded by \_\_\_\_\_.

**RESOLUTION**

A resolution authorizing the *(Mayor, Chairman, President, etc.)* to execute an Agreement with the Louisiana Department of Transportation and Development (LA DOTD) for improvements at the \_\_\_\_\_ Airport.

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature authorized the financing of certain airport improvements from funds appropriated from the Transportation Trust Fund; and

WHEREAS, the *(Sponsor)* has requested funding assistance from the LA DOTD to *(or insert project description)*; and

WHEREAS, the stated project has been approved by the Louisiana Legislature and the LA DOTD is agreeable to the implementation of this project and desires to cooperate with the *(Sponsor)* according to the terms and conditions identified in the attached Agreement; and

WHEREAS, the LA DOTD will provide the necessary funding for the *(insert project description)* and reimburse the sponsor up to \$\_\_\_\_\_ of project cost.

NOW THEREFORE, BE IT RESOLVED by the *(Sponsor)* that it does hereby authorize the *(Mayor, Chairman, etc.)* to execute an Agreement for the project identified as ADP No. 3-22-0000-00 and SPN \_\_\_\_\_, more fully identified in the Agreement attached hereto, and to execute any subsequent related documents, including, but not limited to, amendments, to said agreement.

This resolution shall be in full force and effect from and after its adoption.

The aforesaid resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

WHEREUPON, the resolution was declared adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**(SPONSOR)**

BY: \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Typed or Printed Name)*

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
*(Signature)*

TITLE: \_\_\_\_\_

**CERTIFICATE**

IT IS HEREBY certified that the above is a true and correct copy of a resolution passed by the *(Sponsor)* of \_\_\_\_\_ Parish, Louisiana in regular session convened on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Secretary of Sponsor)*

TITLE: \_\_\_\_\_

**SIGN HERE**



# Sponsor State Agreement (SSA)

## ➤ Where do I return it?

- Return to your DOTD Program Manager:
  - Both copies of signed SSA (with original signatures)
  - Signed Resolution (with original signature)
  - Completed Sponsor Certification #1, Consultant Selection and Engineering
- Keep Sponsor Certifications #2 and 3 until project is complete
  - Sponsor Certification #2 is applicable to property acquisition projects
  - Sponsor Certification #3 is applicable to all other projects



# Supplemental Agreement (SA)

Agreement increasing the funding amount for an SSA

- Submit written request for overage, with justification
- Coordinate as early as possible with your DOTD Program Manager for any potential overage!
- All overages may be at the sponsor's expense until the funds are available (see SSA)



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

# Supplemental Agreement (SA)

- Return executed original to Tonjia Summerell
- You will be provided a signed copy for your files



Office of the Secretary  
PO Box 94245 | Baton Rouge, LA 70804-9245  
ph: 225-379-1232 | fx: 225-379-1803

Bobby Jindal, Governor  
Sherri H. LeBas, P.E., Secretary

August 29, 2014

Mr. John Smith  
Chairman, Louisiana Airport  
100 Airport Drive  
City, Louisiana 70800

Subject: Revised State Funding for the Louisiana Airport Reconstruction project due to a justified increase in quantities.

Dear Mr. Smith:

Per your request, the funding for the State Project indicated below has been increased. Funding for this project is as follows:

State Project Number	State's Previous Funding Amount	Amount Increased By	State's New Funding Amount
H.XXXXXXX	\$100,000.00	\$ 10,000.00	\$110,000.00

By reference in the associated Sponsor State Agreement, the above stated "State's New Funding Amount" shall be binding in accordance with the terms of said agreement.

**Use if Supplemental Funds on Priority Program or Discretionary, Planning, or Future Obligations:**

WHEREAS, the Louisiana Legislature has granted approval of funds as listed in the \*FY\* (Line Number or Supplemental Fund Source) Aviation Needs and Project Priority Program.

**If NOT on the Priority Program and Underrun Funds are used, Use this Paragraph:**

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature, authorized the financing of the certain airport improvements from funds appropriated from the Aviation portion of the Transportation Trust Fund.

Please acknowledge acceptance of this letter by endorsing below and returning this letter to DOTD Aviation Section.

Sincerely,

Col. Phil Jones  
Deputy Assistant Secretary  
Intermodal Transportation

ACKNOWLEDGEMENT:

I acknowledge the funding increase for this project stated herein and accept this codicil as integral to the Sponsor State Agreement for the above specified State Project number.

Sponsor's Printed Name: \_\_\_\_\_ Sponsor's Signature \_\_\_\_\_

Sponsor's Title \_\_\_\_\_ Date Signed \_\_\_\_\_

cc:

**SIGN HERE**



# Request for Reimbursement

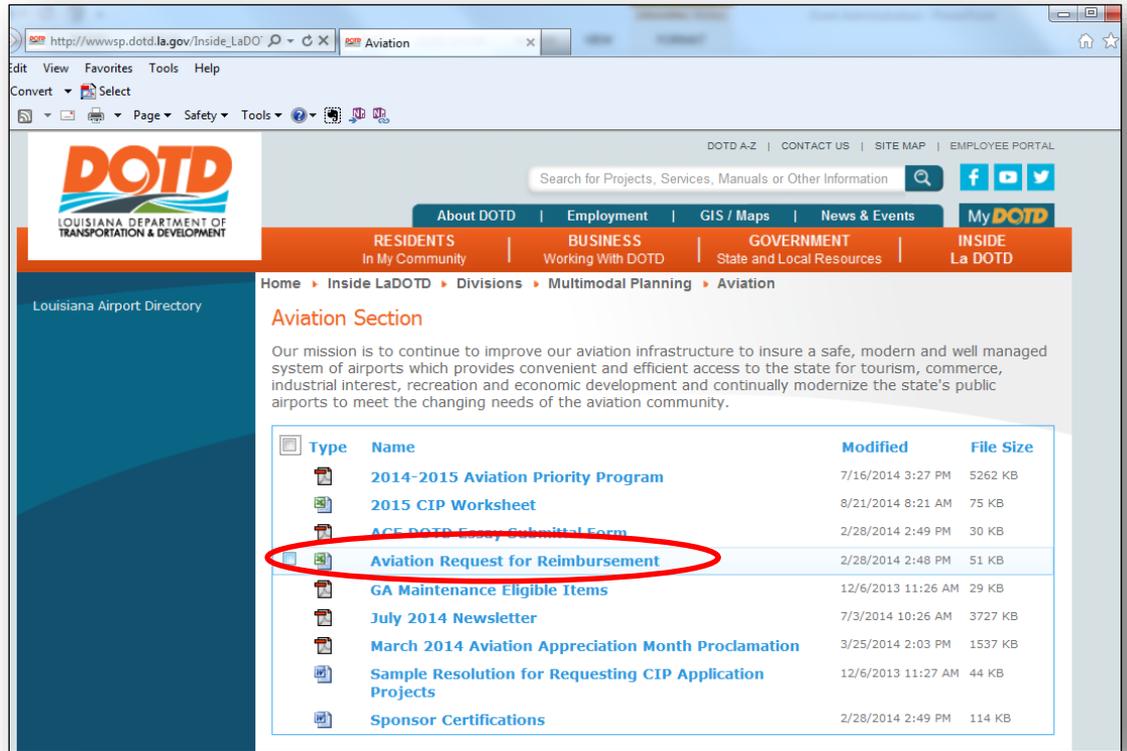
- Where do I get the form?
- How do I Submit?
- How do I track my payment?

# Request for Reimbursement

➤ Where do I get the form?

You can get the current form on our website at:

[www.dotd.la.gov](http://www.dotd.la.gov)



The screenshot shows the DOTD website's Aviation Section. The page title is "Aviation Section" and the mission statement is: "Our mission is to continue to improve our aviation infrastructure to insure a safe, modern and well managed system of airports which provides convenient and efficient access to the state for tourism, commerce, industrial interest, recreation and economic development and continually modernize the state's public airports to meet the changing needs of the aviation community."

Type	Name	Modified	File Size
	<a href="#">2014-2015 Aviation Priority Program</a>	7/16/2014 3:27 PM	5262 KB
	<a href="#">2015 CIP Worksheet</a>	8/21/2014 8:21 AM	75 KB
	<a href="#">ACE DOTD Form Submittal Form</a>	2/28/2014 2:49 PM	30 KB
	<a href="#">Aviation Request for Reimbursement</a>	2/28/2014 2:48 PM	51 KB
	<a href="#">GA Maintenance Eligible Items</a>	12/6/2013 11:26 AM	29 KB
	<a href="#">July 2014 Newsletter</a>	7/3/2014 10:26 AM	3727 KB
	<a href="#">March 2014 Aviation Appreciation Month Proclamation</a>	3/25/2014 2:03 PM	1537 KB
	<a href="#">Sample Resolution for Requesting CIP Application Projects</a>	12/6/2013 11:27 AM	44 KB
	<a href="#">Sponsor Certifications</a>	2/28/2014 2:49 PM	114 KB

# Request for Reimbursement

## ➤ How do I submit?

- Complete Items 1-12
- Attach invoices and other backup documentation
- Submit to Program Manager

LA DOTD REQUEST FOR REIMBURSEMENT FOR AIRPORT PROGRAMS						
1. DATE:		2. TYPE OF REQUEST: Partial <input type="checkbox"/> Final <input type="checkbox"/>		3. PAYMENT REQUEST NUMBER:		
4. RECIPIENT INFORMATION: Airport Sponsor: Airport: No. and Street/P.O. Box: City, State, Zip Code:						
5. PROJECT TITLE/DESCRIPTION: Project Description on SSA			6. STATE PROJECT NUMBER: H.XXXXXX		7. VENDOR NUMBER (9 NUMBERS): 31XXXXXXX	
8. TOTAL APPROVED BY STATE: \$XXX,XXX.00		9. FAA AIP NUMBER (if applicable):		10. TOTAL APPROVED BY FAA (if app.): \$		
11. PROJECT EXPENSES		TOTAL PROJECT APPROVED AMOUNT	TOTAL AMOUNT ELIGIBLE FROM STATE	PRIOR DOTD PAYMENTS REQUESTED	AMOUNT THIS REQUEST	BALANCE
A. Engineering / Consulting / Planning						\$0.00
B. Construction Costs (Contract)						\$0.00
C. Land, Structures, Right-of-Way						\$0.00
D. Total project costs/amount requested for reimbursement*		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. SPONSOR CERTIFICATION						
I certify that the billed costs or disbursements are in accordance with the terms of the project and this reimbursement represents the LA DOTD share due which has not been previously requested. An inspection has been performed and all work is in accordance with the terms of the project and meets the requirements set forth in the Sponsor-State Agreement.		A. Airport representative certifying to Item 12. Signature of authorized certifying representative Typed or printed name and title Date Signed				
		B. AIRPORT SPONSOR Signature of authorized certifying official Typed or printed name and title Date Signed				
LA DOTD USE ONLY Approval Recommended - Subject to Audit Review		Signature of authorized DOTD official			Amount Recommended for Approval: \$	
LA DOTD USE ONLY Approval Recommended - Subject to Audit Review		Signature of DOTD Aviation Director			Date of Signature	
*Final payments due the Airport Sponsor will not be reduced below 10% of the total amount of the state-approved participating share in the project costs until the sponsor has complied with all terms and conditions of the Sponsor-State Agreement executed between the owner and LA DOTD, and all deliverable items for the project as specified in the agreement have been provided to DOTD, i.e. letter of acceptance, clear lien certificate, as-builts, etc.						
COMMENTS (For LADOTD Use Only):						
LADOTD DATE STAMP - LADOTD USE ONLY						

# Request for Reimbursement

## ➤ Things to Remember

- No less than \$250, unless final payment
- Only 1 submittal per month
- Only request reimbursement for eligible work that has been completed & paid for by sponsor
- Final payment will not be reduced below 10% of the total SSA amount until the required deliverables are provided to DOTD

LA DOTD REQUEST FOR REIMBURSEMENT FOR AIRPORT PROGRAMS					
1. DATE:		2. TYPE OF REQUEST: Partial <input checked="" type="checkbox"/> Final <input type="checkbox"/>		3. PAYMENT REQUEST NUMBER:	
4. RECIPIENT INFORMATION: Airport Sponsor: Airport: No. and Street/P.O. Box: City, State, Zip Code:					
5. PROJECT TITLE/DESCRIPTION: Project Description on SSA			6. STATE PROJECT NUMBER: H.XXXXXX		7. VENDOR NUMBER (9 NUMBERS): 31XXXXXXX
8. TOTAL APPROVED BY STATE: \$XXX,XXX.00		9. FAA AIP NUMBER (if applicable):		10. TOTAL APPROVED BY FAA (if app.): \$	
11. PROJECT EXPENSES					
	TOTAL PROJECT APPROVED AMOUNT	TOTAL AMOUNT ELIGIBLE FROM STATE	PRIOR DOTD PAYMENTS REQUESTED	AMOUNT THIS REQUEST	BALANCE
A. Engineering / Consulting / Planning					\$0.00
B. Construction Costs (Contract)					\$0.00
C. Land, Structures, Right-of-Way					\$0.00
D. Total project costs/amount requested for reimbursement*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12. SPONSOR CERTIFICATION					
I certify that the billed costs or disbursements are in accordance with the terms of the project and this reimbursement represents the LA DOTD share due which has not been previously requested. An inspection has been performed and all work is in accordance with the terms of the project and meets the requirements set forth in the Sponsor-State Agreement.		Signature of authorized certifying representative			
		A. Airport representative certifying to Item 12.		Typed or printed name and title	
				Date Signed	
		B. AIRPORT SPONSOR		Signature of authorized certifying official	
		Typed or printed name and title		Date Signed	
LA DOTD USE ONLY Approval Recommended - Subject to Audit Review		Signature of authorized DOTD official			Amount Recommended for Approval: \$
LA DOTD USE ONLY Approval Recommended - Subject to Audit Review		Signature of DOTD Aviation Director			Date of Signature
*Final payments due the Airport Sponsor will not be reduced below 10% of the total amount of the state-approved participating share in the project costs until the sponsor has complied with all terms and conditions of the Sponsor-State Agreement executed between the owner and LA DOTD, and all deliverable items for the project as specified in the agreement have been provided to DOTD, i.e. letter of acceptance, clear lien certificate, as-builts, etc.					
COMMENTS (For LADOTD Use Only):					
					LADOTD DATE STAMP - LADOTD USE ONLY

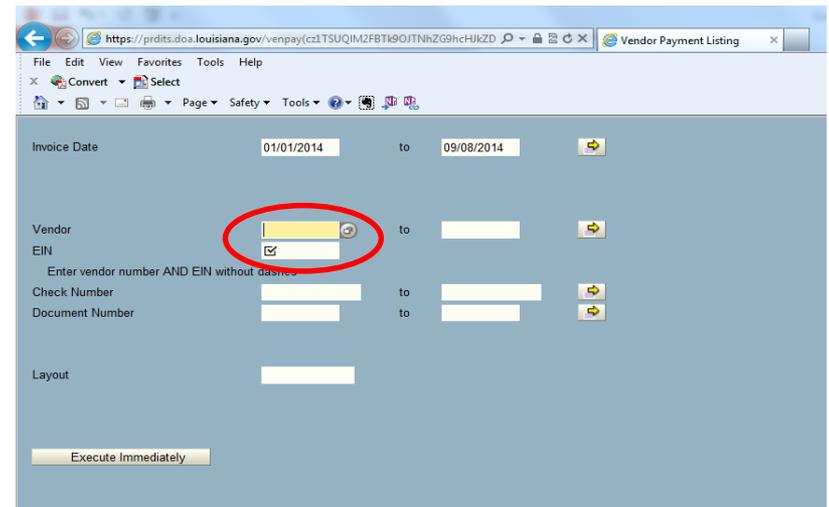
JULY 2014 - LA DOTD Division of Aviation

# Request for Reimbursement

## ➤ How do I track payment?

- Access LaGov Vendor Portal
- Need Vendor No. and Employer Identification No. EIN

<https://lagoverpvendor.doa.louisiana.gov/irj/portal>





# Project Closeout

- Submittal Requirements
- Closeout Letter

# Project Closeout

## ➤ Submittal Requirements

- SSA - Article XIV for Final Inspection, Acceptance, Reimbursement & Sponsor Certification

### ARTICLE XIV – FINAL INSPECTION, ACCEPTANCE, REIMBURSEMENT & SPONSOR CERTIFICATION

14.1 FINAL INSPECTION: The Sponsor shall schedule and conduct an inspection of the project no later than ten (10) working days after substantial completion. The Sponsor shall give notification of the inspection, in writing, at least five (5) working days in advance of the inspection to DOTD, the contractor, FAA and other attendees as appropriate. If deficiencies are discovered during the inspection, the Sponsor shall document the deficiencies, determine a dollar value and coordinate completion dates with the contractor for correcting the deficiencies. Once all the deficiencies are corrected the Sponsor will conduct a final inspection and determine that they have been corrected. The Sponsor shall then prepare the Letter of Acceptance.

14.2 Forty-five (45) days after recording the final acceptance of the project, the contractor shall submit to the Sponsor a Clear Lien Certificate from the Recorder's office of the parish or parishes in which the work was performed. If the contractor is unable to obtain a Clear Lien Certificate, the Sponsor may deposit the retainage with the court of competent jurisdiction.

14.3 The Sponsor's Letter of Acceptance shall include the following:

1. The (Sponsor) is satisfied with and accepts the project as accomplished by the contractor, \_\_\_\_\_, who has satisfactorily completed all requirements of the contract.
2. The final Reimbursement Request of \$\_\_\_\_\_ is enclosed and verifies all amounts remaining due and the release of retainage.

14.4 The Sponsor shall also submit with the Letter of Acceptance the following:

1. An updated Airport Layout Plan (ALP), if applicable; and
2. Upon completion of the project, the consultant shall prepare as-built plans and specifications with final quantities for the project, to include any changes made to the original design during construction, on a CAD CD. These shall be labeled with the state project number, project description and airport name. Electronic files shall not be compressed for mailing; and
3. Sponsor Certification #3 incorporated by reference herein, and attached to and made a part of this agreement, which must be completed and signed.

14.5 DOTD will not approve the Sponsor's request for the final reimbursement until each of the above items are received and are satisfactorily completed. Title to the project right-of-way shall be vested in the Sponsor and shall be subject to DOTD and FAA requirements and regulations concerning operations, maintenance, abandonment, disposal, and encroachments.

# Project Closeout

## ➤ Submittal Requirements

- Final Inspection
- Letter of Acceptance
- Final Reimbursement Request with retainage release
- Updated Airport Layout Plan, if applicable
- Contractor's Clear Lien Certificate, if applicable
- As Built Documents with final quantities
- DOTD Sponsor Certifications

“DOTD will not approve the Sponsor's request for final reimbursement until each of the above items are received and are satisfactorily completed.”

# Project Closeout

## ➤ Closeout Letter

- PM will send after final payment
- No additional payments

# Any Questions

