

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE FEDERAL AVIATION ADMINISTRATION
AIRPORTS DISTRICT OFFICE, JACKSON, MISSISSIPPI**

AND

**THE ALABAMA DEPARTMENT OF TRANSPORTATION
AERONAUTICS BUREAU**

This memorandum of understanding (MOU) is entered into by and between the Alabama Department of Transportation (hereinafter referred to as ALDOT), an agency of the State of Alabama, and the Federal Aviation Administration Airports District Office in Jackson, Mississippi (hereinafter referred to as FAA/ADO), an agency of the federal government of the United States of America.

WHEREAS, Section 23-1-361 of the Code of Alabama 1975 enacted by the Alabama Legislature and made effective on May 13, 2000 authorizes ALDOT to act as the agent for each municipality, county, or airport authority for the purpose of applying for, receiving, and disbursing federal funds made available pursuant to the provisions of the Airport and Airway Development Act of 1970, 49 USC Section 1701, et seq., as amended, and

WHEREAS, the authority granted to ALDOT by Section 23-1-361 is more commonly referred to as state "channeling" authority, and

WHEREAS, the Federal Aviation Administration's Airport Improvement Program Handbook (Order 5100.38B), dated May 31, 2002, states that the FAA regions should administer the Airport Improvement Program to accommodate state "channeling" requirements, and

WHEREAS, the successful accomplishment of the state "channeling" authority and the FAA airport improvement program requires understandings and commitments on the part of both ALDOT and the FAA/ADO, and

WHEREAS, it is mutually agreed by ALDOT and FAA/ADO that these understandings and commitments should be in a written form and executed by representatives of each party.

NOW THEREFORE, the ALDOT and the FAA/ADO do hereby enter into this MOU and attest to the following understandings and commitments with respect to ALDOT's state "channeling" authority.

Section 1. Airports to be Covered by this MOU

(a). The obligations of this MOU shall apply only to the publicly owned general aviation and reliever (nonprimary) airports within the State of Alabama and those air carrier airports having fewer than 10,000 originating enplanements in a calendar year on regularly scheduled airlines certificated by the FAA. A listing of these airports is attached to this MOU as Attachment 1. It is understood that the obligations of this MOU do not apply to those air carrier airports that have 10,000 originating enplanements each calendar year on airlines certificated by the FAA.

Section 2. ALDOT Review of Airport Layout Planning (ALP) Documents

(a). Airport Layout Planning (ALP) documents and Master Plans will be submitted to the FAA/ADO through ALDOT by the airport sponsor. ALDOT's review will be for the purpose of assuring that such documents are consistent with the Alabama State Airport System Plan, that future development will meet the state's minimum airport licensing requirements established by ALDOT, and that such plans are consistent with the FAA's airport design requirements. The FAA/ADO and ALDOT will coordinate any comments and changes of the ALP documents and master plans prior to FAA/ADO's final approval.

The airport sponsor will submit the number of ALP and Master Plan documents as specified in Attachment 2 of this MOU.

(b). ALDOT will provide the FAA/ADO with its written comments for each ALP document. ALDOT will also provide the airport sponsor with a copy of its written comments.

(c). The FAA/ADO will take into consideration ALDOT's written comments prior to issuing its final approval of ALP documents and Master Plans.

(d). ALDOT will review and comment on the ALP documents in a timely manner to reduce or avoid delays in project funding or any other schedules that may be critical to the FAA. FAA/ADO staff will notify ALDOT personnel of those ALP or Master Plan documents that require prompt attention.

(e). The FAA/ADO will provide ALDOT with an approved copy of the ALP documents and Master Plans, including any conditions that may apply.

Section 2-1. ALDOT Review of Environmental Documents and Runway Justification Studies

(a). The National Environmental Policy Act (NEPA) requires federal review of all projects that could have an effect on the environment. To satisfy this requirement, the airport sponsor will submit Draft Environmental Documents to FAA/ADO through ALDOT. Draft Environmental Documents will be forwarded

to FAA/ADO in a timely manner by ALDOT. A copy ALDOT's transmittal letter and/or written comments submitted to FAA/ADO pertaining to the Draft Environmental Documents will be provided to the airport sponsor by ALDOT. FAA/ADO staff will coordinate the review of the Draft Environmental Documents with ALDOT personnel. All environmental findings will be made by FAA/ADO.

(b). When required by FAA policy, airport sponsors will submit Runway Justification Studies to FAA/ADO through ALDOT. These studies will be forwarded to FAA/ADO in a timely manner by ALDOT. A copy of ALDOT's transmittal letter and/or written comments submitted to FAA/ADO pertaining to Runway Justification Studies will be provided to the airport sponsor by ALDOT. FAA/ADO staff will coordinate the review of Runway Justification Studies with ALDOT personnel and airport sponsors as appropriate. Decisions to accept or reject Runway Justification Studies will be made by FAA/ADO.

Section 3. ALDOT Review of Capital Improvement Plans (CIPs)

(a). ALDOT will coordinate with FAA/ADO to issue an annual call for CIPs with reference to the FAA/ADO schedules and requirements for submitting the CIPs. The annual call for CIPs will be for the purpose of requesting that airport sponsors validate or update the CIPs that are already on file with ALDOT and FAA/ADO.

(b). Airport sponsors will submit CIPs to FAA/ADO through ALDOT. ALDOT will review the CIPs to verify that the plans are consistent with the Alabama State Airport System Plan, that future development will meet the state's minimum airport licensing requirements established by ALDOT, and that such plans are consistent with FAA airport design requirements.

(c). ALDOT will collect and submit CIPs to the FAA/ADO based upon the schedule agreed upon by ALDOT and FAA/ADO.

Section 4. Consultant Selection Procedures

(a). To meet departmental requirements when state funding for airport improvement projects is anticipated, ALDOT will review and concur with the selection of professional consultants by the covered airports. ALDOT will verify that qualifications based selection procedures are followed to assure, inasmuch as possible, that qualified, competent, and experienced consulting firms are selected by the covered airports. ALDOT will provide FAA/ADO with its letter of concurrence.

(b). Upon the request of any covered airport that desires to engage the professional services of a consultant to perform airport planning or design work, ALDOT will post the airport's "Notice to Consultants" advertisements on the Aeronautics Bureau's website pages. These notices will be cross-linked to the "Notice of Need for Services" website pages maintained by the Consultant Management Section of the ALDOT Design Bureau.

Section 5. Consultant Scopes of Service and Fee Proposals

(a). The ALDOT and FAA/ADO mutually understand that AC 150/5100-14C provides that state aviation personnel may be relied upon to perform independent cost analyses of the fees associated with the contracts entered into between airport sponsors and their professional consultants.

(b). ALDOT personnel will make a reasonable effort to attend project scoping meetings and will provide the covered airports with technical assistance in the development of scopes of services for professional services contracts entered into between an airport sponsor and the consultant. The minutes of such meetings will be provided to the FAA/ADO through ALDOT.

(c). ALDOT will perform an independent cost analysis on all proposed professional services contracts entered into between an airport sponsor and its consultant to satisfy departmental policy, regardless of the anticipated amount of the fees. All proposed professional services contracts will be provided by the airport sponsor to FAA/ADO through ALDOT. ALDOT's independent cost analysis will be performed in a manner that complies with FAA requirements for projects with engineering basic services fees of over \$100,000.00. For contracts anticipated to exceed a fee for basic services of \$100,000.00 or more, ALDOT's independent cost analysis will be accepted by FAA/ADO.

(d). A written copy of ALDOT's independent cost analysis will be provided to the FAA/ADO and the airport sponsor.

(e). ALDOT's independent cost analysis is intended to provide airport sponsors with information that will facilitate the negotiation of contracts with the selected consultant. In the event that the airport sponsor is required to negotiate the fees in accordance with AC 150/5100-14C, the Record of Negotiation (RON) will be submitted to FAA/ADO through ALDOT.

(f). Upon the execution of a professional services contract between the airport sponsor and its consultant, the airport sponsor will submit a copy of the final agreement to FAA/ADO through ALDOT.

Section 6. FAA Preapplications

(a). ALDOT will coordinate with FAA/ADO to issue its "call for projects" (preapplications) in sufficient time for submittal to the FAA/ADO by December 15th each year, unless otherwise agreed to by FAA/ADO and ALDOT. The annual "call for projects" letter issued by ALDOT will contain the procedures for submitting the FAA's preapplication to and through ALDOT. Preapplications that include a request for state funding assistance may be made on the "Application for Federal Assistance" form (SF 424). The airport sponsor will submit the number of preapplications as specified in Attachment 2 of this MOU.

(b). FAA/ADO will review the preapplications and coordinate its consideration of projects to be funded with ALDOT. FAA/ADO will make a final determination on those projects that will receive federal funds.

(c). FAA/ADO will provide ALDOT with a copy of any written correspondence (e.g., tentative allocation letters) sent to the airport sponsors that specify the projects that will be funded and the amount of funding that is expected.

Section 7. Disadvantaged Business Enterprise Plans

All correspondence produced by or on behalf of the airport sponsor regarding Disadvantaged Business Enterprise (DBE) plans should be sent by the airport sponsor to the Civil Rights Division of the FAA's southern region office in Atlanta, Georgia (see Attachment 2).

Section 8. Plan and Specification Reviews

(a). FAA/ADO and ALDOT will coordinate to develop project schedules for each airport for which federal funding is anticipated.

(b). ALDOT personnel will make a reasonable effort to attend pre-design meetings to confirm that project plans and specifications are consistent with FAA design standards, state airport licensing standards, and ALP documents.

(c). Airport sponsors will submit project plans and specifications to ALDOT for the purpose of a 50% design review in accordance with state requirements. ALDOT will perform 50% design reviews for those projects for which federal or state funding are anticipated.

(d). Airport sponsors will submit project plans and specifications to FAA/ADO through ALDOT for the purpose of a 90% design review in accordance with state requirements. ALDOT will perform 90% plan and specification reviews and provide the FAA/ADO with its written comments.

(e). ALDOT'S review of an airport sponsor's plans and specifications will be performed in a timely manner to accommodate project schedules.

(f). The airport sponsor will submit a sufficient number of copies of the project's final plans and specifications to FAA/ADO through ALDOT in accordance with Attachment 2 of this MOU.

(g). The airport sponsor will submit a sufficient number of copies of all executed contract documents (e.g., construction contracts) to FAA/ADO through ALDOT.

Section 9. FAA Project Applications, Grant Offers and Executed Grant Agreements

(a). All applications for FAA funding will be submitted to FAA/ADO through ALDOT on Standard Form 424 (SF 424) plus the appropriate attachments. The number of copies submitted through ALDOT will be in accordance with Attachment 2 of this MOU.

(b). A copy of the grant offer issued by FAA/ADO to the airport sponsor will be forwarded to ALDOT by FAA/ADO at the time the offer is made.

(c). A copy of the executed grant offer will be returned by the airport sponsor directly to the FAA/ADO. The FAA/ADO will provide ALDOT with a copy of the executed grant offer.

Section 10. Construction Projects and Project Execution

(a). ALDOT personnel will make a reasonable effort to attend pre-construction conferences and will request that such meeting minutes be submitted to the FAA/ADO. The airport sponsor must submit a copy of the notice to proceed to FAA/ADO through ALDOT.

(b). ALDOT personnel will make a reasonable effort to conduct periodic site visits of state and FAA-assisted construction projects and to inform the FAA/ADO regarding the progress of the project and any problems or concerns noted during the site visits.

(c). ALDOT personnel will make a reasonable effort to attend the final inspection of state and FAA-assisted construction projects.

(d). Airport sponsors will submit all project change orders, supplemental agreements and any other requests that changes the original scope of the project in writing to FAA/ADO through ALDOT.

Section 11. Receipt and Disbursement of Federal Funds

(a). It is mutually understood by FAA/ADO and ALDOT that it is the FAA's policy that its Airport Improvement Program (AIP) should be administered to accommodate state "channeling" requirements, including the receipt ("drawdown") and disbursement ("payment") of federal funds. Consistent with this policy, FAA/ADO recognizes that Section 23-1-361 of the Code of Alabama

1975 sets forth the statutory authority for ALDOT to drawdown and issue payments of federal funds made available to airports sponsors under the FAA's AIP. FAA/ADO further recognizes that ALDOT may establish policies and procedures, in coordination with FAA/ADO, to drawdown and pay federal funds on behalf of airport sponsors. It is acknowledged that ALDOT reserves the authority to modify its policies and procedures to "drawdown" and pay federal funds in coordination with FAA/ADO.

(b). The following procedures for the drawdown and payment of federal AIP funds will be followed by ALDOT for all airports except those that have been expressly exempted by ALDOT in accordance with its policies and procedures:

1. On behalf of each airport sponsor receiving FAA AIP funds, ALDOT will serve as the agent for establishing all of the accounting records to execute the drawdown and payment of FAA AIP funds to the airport sponsor.
2. Upon the start-up of a project that is supported by FAA AIP funds, airport sponsors will submit invoices to ALDOT not more frequently than monthly using forms that are acceptable to ALDOT. ALDOT will process invoices for payment immediately upon receipt. The invoices will be reviewed by ALDOT personnel to assure that the pay items included on the invoice are eligible for payment under the terms of the FAA's grant agreement with the airport sponsor and to verify the amount of federal and state funds claimed for payment are accurate.
3. In the event that ALDOT should dispute an airport sponsor's claim for payment submitted on its monthly invoice, only the amount disputed will be withheld from payment. All undisputed amounts will be paid to the airport sponsor promptly. ALDOT will make every reasonable effort to resolve the dispute immediately by notifying the airport sponsor in writing about the disputed amount of the invoice and by requesting additional documentation to support the disputed claim amount. ALDOT will also notify FAA/ADO in writing about the disputed claim and will coordinate with FAA/ADO personnel to resolve the dispute. Should the dispute be resolved in favor of the airport sponsor, the challenged amount will be paid by ALDOT immediately upon resolution.
4. Airport sponsors will be required to submit all project closeout documents, including a "Statement and Distribution of Project Costs" report, and "Outlay Report and Request for Reimbursement for Construction Programs" form (SF 271) to FAA/ADO through ALDOT. Supporting documentation such as change orders, test reports, and administrative reports should be submitted with the "Statement and Distribution of Project Costs" report. Airport sponsors will be encouraged by ALDOT and FAA/ADO to submit

a summary of any close-out documentation to FAA/ADO through ALDOT within 60 days of the project's completion.

5. Airport Sponsors will submit all written requests for grant amendments to FAA/ADO through ALDOT. ALDOT will notify an airport sponsor in writing that its request for a grant amendment has been forwarded to FAA/ADO. FAA/ADO will provide ALDOT with a copy of all documents pertaining to the approval or disapproval of FAA grant amendments. Invoices for grant amendments will not be accepted and processed by ALDOT until the amendment is approved by FAA/ADO.

(c). For all federal funds drawn down and paid to airport sponsors by the Aeronautics Bureau, ALDOT shall prepare and submit a "Federal Cash Transactions Report" (Standard Form 272, or SF 272) to the Airports Division of the FAA's Southern Region Office in Atlanta, Georgia. This report will be submitted within fifteen (15) working days following the end of each quarter of the fiscal year. The SF 272 reports will be submitted by ALDOT in January, April, July and October of each fiscal year to cover the three-month period that immediately precedes the month of submittal.

(d). Airport sponsors may be exempted by ALDOT from the procedures set forth in section 10(b) of this MOU on the basis of the following conditions:

1. The airport sponsor may submit to ALDOT a written request to be exempted from ALDOT's "channeling" procedures pertaining to the drawdown and payment of FAA AIP funds. The request for exemption must be submitted at least three (3) months in advance of the issuance of a grant offer made by the FAA/ADO. A request for exemption will only be considered prior to the issuance of a new grant by FAA/ADO; no changes concerning the party responsible for executing the drawdown of FAA AIP funds will be made while a grant project is underway. The requested exemption will apply to all projects for which the FAA/ADO issues a grant to the airport sponsor in a fiscal year. ALDOT will review the exemption on an annual basis prior to the issuance of any new grants by FAA/ADO. This annual review will be based upon the audits that are performed either by the airport sponsor in compliance with OMB Circular A-133 that implements the federal Single Audit Act of 1984 (P.L.98-502) and its amendments or one performed by ALDOT's auditors.

2. Immediately upon completion of any audit performed by the airport sponsor in compliance with OMB Circular A-133 that implements the federal Single Audit Act of 1984 (P.L.98-502) and its amendments, the airport sponsor shall provide ALDOT with two (2) copies of the audit. The audit will be reviewed by ALDOT's audit staff and must be deemed acceptable for the

airport sponsor to be exempted from ALDOT's "channeling" requirements.

In the event that ALDOT's audit staff determines that another audit may be appropriate, ALDOT's auditors will perform an audit of the airport sponsor's project records involving both state and federal funds.

To be exempt from ALDOT's "channeling" requirements, the airport sponsor's audit must not disclose any major unresolved adverse findings. A major adverse audit finding will be considered grounds for ALDOT's denial of an airport sponsor's request to be exempt from the requirements outlined in section 10 (b) of this MOU. An airport sponsor may resubmit a request to be exempt from the procedures outlined in section 10 (b) of this MOU after the adverse audit findings have been addressed and corrected to the satisfaction of ALDOT.

3. The airport sponsor must certify in writing that the person authorized to execute the drawdown of FAA AIP funds is not employed by any person, firm or corporation that is the final recipient (payee) of the federal funds. This certification must be submitted on a form acceptable to ALDOT.

4. The person authorized by the airport sponsor to execute the drawdown of FAA AIP funds must receive training conducted by ALDOT personnel regarding the procedures that must be followed and the records that must be maintained to draw down FAA AIP funds.

5. ALDOT will provide FAA/ADO with a list of the airport sponsors that have been granted approval to be exempted from ALDOT's "channeling" requirements.

(e). FAA/ADO may request, in writing, that ALDOT be responsible for the drawdown and payment of AIP funds for a specified airport sponsor. This request will take precedence over the airport sponsor's request to be exempted from ALDOT's "channeling" requirements.

(f). Any airport that is approved to be exempt from ALDOT's "channeling" requirements will be responsible for complying with the FAA's requirement to complete and submit quarterly "Federal Cash Transactions Reports" (SF 272) to the Airports Division of the FAA's Southern Region office in Atlanta, Georgia. A copy of each quarterly report shall be submitted to ALDOT at the same time that the report is submitted to the FAA.

Section 12. Audits

(a) It is mutually understood by FAA/ADO and ALDOT that it is ALDOT's policy to conduct periodic annual audits of airport sponsors that are the recipients of state funds. These audits may also include an examination of FAA AIP funds, for example, when state funds have been used by the airport sponsor to match FAA AIP funds. ALDOT will administer its airports audit policy in conformity with OMB Circular 133 , as revised, that implements the provisions of the federal Single Audit Act of 1984 (P.L. 98-502) as amended.

(b). ALDOT will provide a copy of an airport sponsor's audit to FAA/ADO. FAA/ADO may use the audits as it deems appropriate.

Section 13. Amendments to MOU

(a). This MOU may be amended or terminated by mutual consent of ALDOT and FAA/ADO. All amendments must be in writing and signed by the duly authorized representatives of ALDOT and FAA/ADO. The termination of this MOU will likewise be acknowledged by both parties in writing.

(b). In the event that any provision of this MOU is found to conflict with any existing or future changes in state or federal, laws, rules, regulations or operating procedures, ALDOT and the FAA/ADO each reserve the right to cancel the provision or provisions of this MOU that are found to be in conflict. Should one party cancel a provision in this MOU, that party will notify the other in writing that the provision is cancelled and disclose the basis for such cancellation.

Section 14. Execution of MOU

In WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by those individuals who are duly authorized by the Alabama Department of Transportation and the Federal Aviation Administration Airports District Office

FOR THE FEDERAL AVIATION ADMINISTRATION:

AUTHORIZED FAA REPRESENTATIVE

BY: R. D. Black
Rans D Black (Signature)

Rans D. Black
(Typed Name of FAA Representative)

Manager, FAA Airports District Office
(Typed Title of FAA Representative)

MARCH 24, 2005
(Date)

FOR THE ALABAMA DEPARTMENT OF TRANSPORTATION:

RECOMMENDED FOR APPROVAL:

John C. Eagerton IV
John C Eagerton IV, D.P.A.
Chief, Aeronautics Bureau

D.W. Vaughn
D.W. Vaughn, Deputy Director, Operations
Alabama Department of Transportation

STATE OF ALABAMA
acting by and through its
Department of Transportation

D.J. McInnes
D.J. McInnes
Transportation Director

March 16, 2005
(Date)

Attachment 1

Airports Covered By MOU

Location	Airport	Location	Airport
Abbeville	Abbeville Municipal	Geneva	Geneva Municipal
Alabaster	Shelby County	Greensboro	Greensboro Municipal
Albertville	The Albertville Mun...	Greenville	Mac Crenshaw Memorial
Alexander City	Thomas C. Russell	Grove Hill	Grove Hill Municipal
Aliceville	George Downer Field	Gulf Shores	Jack Edwards
Andalusia	Andalusia-Opp	Guntersville	Guntersville Municipal
Anniston	Anniston Metropolitan	Haleyville	Posey Field
Ashland	Ashland/Lineville	Hamilton	Marion Co -Rankin Fite
Atmore	Atmore Municipal	Hartselle	Rountree Field
Auburn	Auburn-Opelika	Hazel Green	Hazel Green
Bay Minette	Bay Minette Municipal	Headland	Headland Municipal
Bessemer	Bessemer	Huntsville	Madison Co Executive
Brewton	Brewton Municipal	Jackson	Jackson Municipal
Butler	Butler-Choctaw Co	Jasper	Walker Co-Bevill Field
Camden	Camden Municipal	Lanett	Chambers Municipal
Centre	Centre Municipal	Marion	Vaiden Field
Centre - Piedmont	Centre-Piedmont-Cherokee County	Monroeville	Monroe Co.
Centreville	Bibb Co.	Muscle Shoals	NW AL Regional
Clanton	Gragg-Wade Field	Oneonta	Robbins Field
Clayton	Clayton Municipal	Ozark	Blackwell Field
Courtland	Lawrence County	Pell City	St Clair Co.
Cullman	Folsom Field	Prattville	Autauga Co
Dauphin Island	Dauphin Island	Reform	North Pickens
Decatur	Pryor Field Regional	Roanoke	Roanoke Municipal
Demopolis	Demopolis Municipal	Russellville	Russellville Municipal
Elba	Carl Folsom	Scottsboro	Scottsboro Municipal
Enterprise	Enterprise Municipal	Selma	Craig Field
Eufaula	Weedon Field	St. Elmo	St. Elmo
Evergreen	Middleton Field	Sylacauga	Merkel Field
Fairhope	H. L. "Sonny" Callahan	Talladega	Talladega Municipal
Fayette	Richard Arthur Field	Troy	Troy Municipal
Floral	Floral Municipal	Tuscaloosa	Tuscaloosa Municipal
Foley	Foley Municipal	Tuskegee	Moton Field Municipal
Fort Payne	Isbell Field	Wetumpka	Wetumpka Municipal
Gadsden	Gadsden Municipal	York	Mallard Field

Attachment 2

Document Submittal Procedures – The type and number of documents that should be submitted through ALDOT to the FAA are specified in the following chart. ALDOT will forward the documents to the Airports District Office in consideration of the FAA’s “Customer Response Standards” published by the Southern Region Airports Division at <http://www.faa.gov/arp/aso/general/custrespstd.htm>. It is ALDOT’s goal that these documents will be forwarded to the FAA/ADO within two weeks of their receipt. ALDOT will notify the sponsors when the documents are forwarded to the FAA.

Documents or Items	No. Copies	Submit Copies to	ALDOT Submits
PLANNING ITEMS			
ALP (Initial submittal)	2	ALDOT	1 to FAA
ALP Final submittal	9	ALDOT	8 to FAA
Master Plan (Initial submittal)	2	ALDOT	1 to FAA
Master Plan (Final submittal)	3	ALDOT	2 to FAA
Runway Justification Studies	2	ALDOT	1 to FAA
Draft Environmental Assessments (EA)	3	ALDOT	2 to FAA
Final EA Document	5	ALDOT	4 to FAA
Notice of proposed Construction, 7460-1	3	ALDOT	2 to FAA
Landing Proposal (7480-1)	3	ALDOT	2 to FAA
AIP PROJECT ITEMS			
Consultant Fee Proposal	2	ALDOT	1 to FAA
Final Engineer contract	2	ALDOT	1 to FAA
Capital Improvement Program (CD?)	2	ALDOT	1 to FAA
Pre-applications	3	ALDOT	2 to FAA
Plans and Specifications (50%)	1	ALDOT	0 to FAA
Plans and Specifications (90%)	6	ALDOT	5 to FAA
Plans and Specifications (Final)	2	ALDOT	1 to FAA
Grant Applications	3	ALDOT	2 to FAA
Executed Grant Offers	3	FAA	FAA copies ALDOT
Executed Contract Documents	2	ALDOT	1 to FAA
Change Orders	2	ALDOT	1 to FAA
Grant Closeout Documents	2	ALDOT	1 to FAA

Disadvantage Business Enterprise (DBE) Plan/ updates and data reporting will be submitted to:

Federal Aviation Administration
 Civil Rights Staff, ASO-9
 Attn: Mr. James Brame
 P O. Box 20636
 Atlanta, GA 30320

A copy of the DBE Plan/ updates and data reporting transmittal letters will be sent to ALDOT and the FAA/Airport District Office (ADO).