

Pre-agreement requirements for 2021-2022 COAR grants

Use this checklist to help determine if you have provided all supporting documentation and completed the required steps in the Pre-Agreement Preparation phase. If you have any questions, please contact ODA Program Coordinators!

Step 1. Upload the following documents into the “Miscellaneous Uploads” form in e-Grants. Make sure you click the Save button after uploading.

- Copy of FAA AIP Grant
- All contracts associated with project, including bid tabs
- Predesign checklist
- Insurance requirements from Exhibit C of the grant agreement*
**New requirement. ODA must be listed as Additional Insured. See Exhibit C.*

Step 2. Enter the following information into the “Grant Agreement/Amendments” form in e-Grants.

Make sure you click the Save and the Submit buttons once complete.

- Remaining project costs
*Enter project costs remaining as of **TBD (Board Approval Date)**, which is the date the Aviation Board approved the project list.*
- Project Milestones
Milestones and dates should be the same as the task items that you will use in your Quarterly Performance Reports to the FAA.