



Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, VA 23250-2422
www.doav.virginia.gov

Policy and Procedures Guidance Bulletin 5

Topic: Work initiation prior to grant execution May 22, 2008

Issue: Sponsors have begun work on projects or procurement of goods and services before receiving approval for Airport Capital Program projects from the Virginia Aviation Board.

Guidance: **At its May 15, 2008 meeting, the Virginia Aviation Board directed all sponsors, managers, and consultants to be notified that a grant agreement must be executed prior to the initiation of project work and the cost of any work undertaken before the execution of a grant is not eligible for reimbursement.**

The board has identified the following exceptions for which DOAV may provide reimbursement:

- acquisition of land necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition
- engineering design that had been approved for a project
- approved preliminary engineering work required to develop a final scope of work for a planning or engineering project, such as surveys, geotechnical work, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects

DOAV approval is required prior to the initiation of work or the procurement of goods and services for the projects under Airport Special Fund programs.

Appropriate approval is also required prior to the initiation of work related to a grant amendment or change order.

Please see the reference section on page 2 for the relevant citations in the *Airport Program Manual*.



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Reference: *Airport Program Manual*
6.5.1 Tentative Allocations
6.6 Project Implementation
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Distribution: Airport Sponsors and Managers
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