

Federal Project Time Line

<u>Date Needed</u>	<u>Task</u>
9/12	List projects on the CIP
By 10/1	Submit Categorical Exclusion Checklist for next FY Projects
By 1/1	Return "FAA validation letter." This must be submitted no later than 1/1 for any projects. Detail the project & cost. If there is no project this year, say the intent is to "Carry-over Funds."
By 1/15	Submit two copies of programming information sheets for federal projects to MnDOT. (Sheets for out years are requested but not required.)
Before Advertisement	Prepare Plans and Specifications Provide a copy to MnDOT Aeronautics
February-March*	Advertise the project Open Bids – Note: Time may change based on pending new legislation
By 3/1	Submit Final Environmental Assessment for next FY Projects (for FAA determination by October 1)
Before 4/15*	Request MnDOT Aeronautics prepare a Federal Grant Application
5/1*	MnDOT prepares and submits federal application
May*	FAA will prepare the Grant Offer Aeronautics will forward the Grant Offer for acceptance Aeronautics will prepare a State Agreement to facilitate payment
Before 8/20 (or as noted in the grant offer)	FAX verification of federal grant acceptance, and mail signed paper copies of the grant offer to MnDOT, Aeronautics
Prior to Start of Project	Invite Aeronautics to a Pre-construction Conference Approve the State Agreement
During Construction	Request Partial Payments or a Final Payment Submit Weekly Construction Reports (for contractor work) to MnDOT Submit sponsor Quarterly Performance Report to FAA and Aeronautics
When Complete	Invite Aeronautics to a Final Inspection Prepare a Close-Out Report Aeronautics will request an Amendment if appropriate
Before 2014	The project will be closed

* [Projects for which Discretionary funds are anticipated have some flexibility. Contact your FAA Program Manager.](#)

[Note: Adjustments may be made to accommodate pending FAA Reauthorization legislation.](#)