



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Airports Division  
Southern Region  
Georgia

FAA ATL ADO  
1701 Columbia Avenue  
Suite 220  
College Park, GA 30337

July 18, 2018

Mr. Stephen Green, Savannah Airport Commission  
400 Airways Avenue  
Savannah, GA 31408

Dear Mr. Green:

We are enclosing the original and three copies of the Grant Offer for Airport Improvement Program (AIP) Project No. 3-13-0100-060-2018 at Savannah/Hilton Head International in Savannah, Georgia. This letter outlines expectations for success. Please read the conditions and assurances carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than **August 9, 2018**, in order for the grant to be valid.
  - The date of the attorney's signature must be on or after the date of the sponsor's authorized representative's signature.
  - All signatures must be made with blue or black ink; Signature stamps will not be accepted.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. After you properly execute the grant agreement:
  - Return two executed Grant Agreements marked "**Original**" to our office via US mail or commercial courier.
  - Retain the copy marked "Sponsor" for your records.
- e. **Because time is now critical for entering the executed grant into the FAA system, we request you send a copy of the signed agreement to [Stacy.Burgess@faa.gov](mailto:Stacy.Burgess@faa.gov) by email (pdf document) prior to sending the hardcopy document through U.S. mail or commercial courier.**

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

The terms and conditions of this agreement require you to complete the project without undue delay. We will be monitoring your progress to ensure proper stewardship of these Federal funds. **We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress.** Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status, which will affect your ability to receive future grant offers.

Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

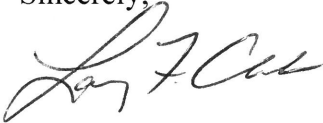
- A signed/dated SF-270 (non-construction projects) or SF-271 or equivalent (construction projects) and SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open); and
- Performance Reports, which are due within 30 days of the end of a reporting period as follows:
  1. Non-construction project: Due annually at end of the Federal fiscal year.
  2. Construction project: Submit FAA form 5370-1, Construction Progress and Inspection Report at the end of each fiscal quarter.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once the project(s) is completed and all costs are determined, we ask that you close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

Nick Goodly, (404) 305-6745, is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,



Larry F. Clark  
Manager

Enclosure  
Grant Agreement  
Grant Assurances  
AC Checklist of AIP Projects

Identical letter sent to:  
Mr. Rob Hernandez, Savannah City Manager