



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

Memphis Airports District Office
2600 Thousand Oaks, Suite 2250
Memphis, TN 38118

Phone: 901-322-8180

July 1, 2014

The Honorable William V. Bell, Mayor
City of Durham, North Carolina
101 City Hall Plaza
Durham, NC 27701

Dear Mayor Bell:

We are enclosing nine original grant offers for Airport Improvement Program (AIP) Project No. 3-37-0056-45-2014 at Raleigh-Durham International Airport. This letter outlines expectations for success. Please read the conditions and assurances carefully.

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

- The governing body must pass a resolution and execute the grant, along with your attorney's certification, by August 29, 2014, in order for the grant to be valid.
- No change may be made by you or your representative to the Grant Offer.
- We ask that you return one executed original to us by overnight mail and FAX a copy to this office at 901-322-8195. If appropriate, please forward a copy to your associated State Aviation Officials, and maintain an executed copy for each of the five co-sponsors for your records.

Subject to the requirements in 49 CFR § 18.21, 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.

Please note Grant Condition No. 4 requires you to complete the project without undue delay. We will be paying close attention to your progress to ensure proper stewardship of these Federal funds. **You are expected to submit payment requests for reimbursement of allowable incurred project expenses in accordance with project progress.** Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status which will impact future grant offers.

Until the grant is completed and closed, you, or your designated representative, 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

- Quarterly Performance Reports due every quarter.

Once the project is completed and all costs are determined, we ask that you close the project without delay and submit, as a minimum, the following:

- Sponsor Certification for Project Final Acceptance;
- Summary of all change orders and summary of all testing; and
- Final SF-270 or SF-271 (or equivalent) and SF-425.

Michael Thompson 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,



Paul Friedman
Assistant Manager

Identical letter sent to:

The Honorable Nancy McFarlane, City of Raleigh
Mr. Phil Matthews, Wake County
Mr. Michael D. Page, Durham County
Mr. Tommy Hunt, Raleigh-Durham Airport Authority