

Modal Transportation Bureau - Aviation

800 Lincoln Way | Ames, Iowa 50010

Phone: 515-239-1691

September 8, 2021

Waterloo Regional Airport
Keith Kaspari
2790 Livingston Lane
Waterloo, IA 50703

Dear Keith:

The FY 2022 Commercial Service Vertical Infrastructure project you requested was approved for funding by the Iowa Transportation Commission on August 10, 2021

Attached is an agreement between the airport sponsor and the Iowa Department of Transportation (Iowa DOT). The sponsor should review, sign, and email a signed copy to me. Hard copies are not required this year. Once received, we will sign and return one fully executed contract to the sponsor. You are authorized to begin your project **after** receiving the contract with both Iowa DOT and Sponsor signatures in place. **You have 90 days to sign the grant and return it to the Iowa DOT for our signature.** The 12-month requirement to have the project under contract remains in place. Any contracts not returned within the 90-day window may be cancelled.

Please review the agreement noting your required responsibilities and assurances, required affirmative action, targeted small business and audit requirements. If you will be requesting reimbursement for engineering services, you will need to provide me with a copy of the agreement. The Iowa DOT recommends that your engineering agreements are either lump sum, or cost plus with fixed overhead rate and maximum dollar amount. Any engineering agreement more than \$50,000 must have a pre-audit completed by the Iowa DOT. All engineering agreements that are paid with state funds are subject to a final audit. Please include state related nondiscrimination and targeted small business clauses in your agreements.

The project must be under obligation within 12 months. Please note that only expenses incurred on or after the Iowa DOT signature date on the agreement are eligible for reimbursement. Submit claims for reimbursement with copies of invoices, canceled checks

or other documentation that the bills have been paid. Reimbursement will be in whole dollars, rounding down; however, the final reimbursement request may include any 'lost cents' up to the maximum grant amount. Reimbursement requests should be made in the same fiscal year that the work is completed. Reimbursement for work done near the end of a state fiscal year (June 30) must be requested by August 1. **Please note that due to legislative changes for funding this year, these funds revert two years after the end of the fiscal year for which the appropriation is made instead of three.**

A final acceptance form must be completed and submitted with the final claim for reimbursement. Required forms can be downloaded from the Aviation Bureau Web site at <http://www.iowadot.gov/aviation/managersandsponsors/forms.html>.

If you have any questions regarding this information, please call me at 515-239-1048. Good luck with your airport project!

Sincerely,

Shane Wright, C.M.
Program Manager

Enclosures

cc: Tamara Nicholson – Modal Transportation Bureau Director