



Commonwealth of Virginia
Department of Aviation
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Policy and Procedures Guidance Bulletin 8

Topic: scope approval as part of the bridge loan process April 2, 2012

Issue: Project requests for bridge loans are being submitted without the required scope approvals by DOAV and FAA. As a result the requests are not complete, and this situation can lead to staff not recommending the funding of a project to the Virginia Aviation Board.

Guidance: To insure that federal funds are maximized, scopes for project requests being submitted as bridge loans must be approved by **DOAV and FAA** prior to the submission of the request through Airport IQ. The scope package should include the A/E agreement, description of tasks to be completed, schedule, cost estimates, and IFE if needed. Sponsors need to allow adequate time for the review and approval of scopes before the submission deadline.

The sponsor also needs to make sure the project is included in the federal AIP.

Reference: *Airport Program Manual*
6.3.2 Submission of Project Scopes
6.7.4 Bridge Loan

Distribution: Airport Sponsors and Managers
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