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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **OUTGRANT (PERMIT AND LICENSE)** |

**Contract #:** [XXXXX-XX-X-XXXXX]

**Location/Facility:** [INSERT CITY/STATE/ATID/FACILITY TYPE]

| **CHECKLIST ITEM**  **(“/” means “or”)**  NAMING CONVENTION | **AMS Reference** | **IN FILE? Y / N or N/A** | **COMMENT:** State why a required item is not in file unless it is not applicable (N/A). |
| --- | --- | --- | --- |
| **SECTION 1 - LEASE CONTRACT DOCUMENTS** |  |  |  |
| File Checklist & Form w/ QA Approval  Lease# \_FC/FCA | T3.10.1.A.7, RP Procurement Templates & Samples |  |  |
| Clause Review Checklist & Form w/ QA Approval  Lease# \_CC/CCA |  |  |  |
| Outgrant Amendments  Lease# \_OA 01 | T3.8.8.I |  |  |
| Executed Outgrant  Lease#\_Outgrant | T3.8.8.I |  |  |
| Proof of ownership/control of property [Underlying land/space document(s) including deed(s), transfer(s), lease(s), easement(s), consent letter(s), etc.]  Lease#\_Owner Verify | T3.2.2.7 & T3.8.8 |  |  |
| Corporate/Municipality/ Limited Liability Company Certificate/Notary Certificate/other evidence of authority  Lease#\_Authority | T3.2.2.7 |  |  |
| Right of Entry (feasibility study, environmental study, survey, etc.)  Lease#\_ROE | T3.10.1 |  |  |
| Proof of Insurance (not required for permits)  Lease#\_ POI | T3.8.8.I |  |  |
| FAA environmental documentation (i.e. Environmental Screening Checklist 1050.19C App. D)  LEASE # REQ ESC | T3.6.3, RP Procurement Templates & Samples |  |  |
| Environmental Exception 1050.19C  App C  LEASE # REQ EDDE | T3.6.3, RP Procurement Templates & Samples |  |  |
| Other Environmental Documentation (if applicable)  Lease#\_EDDA | T3.6.3 |  |  |
| Previous Outgrant(s) (if applicable)  Lease#\_Expiring Outgrant | T3.10.1 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| PRISM Purchase Order  Lease#\_PO  Lease#\_MOD 01  Lease#\_DOTO | T3.3.1 |  |  |
| Verification of Grantee set up with Accounts Receivable (outgrants w/ cost)  Lease#\_VOG | T3.3.1 |  |  |
| Financial Correspondence  Lease#\_Financial Comm | T3.3.1 |  |  |
| **SECTION 3 – CORRESPONDENCE** |  |  |  |
| Application For Outgrant on FAA Property  Lease#\_Outgrant Application | T3.8.8.I |  |  |
| Structure, Equipment, & Frequency Inventory List (if applicable)  Lease#\_SEFIL | T3.8.8.I |  |  |
| Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) –Aeronautical Study “Determination Letter” or “NRA” (if applicable)  Lease#\_OE  Lease#\_AAA | T3.8.8.I |  |  |
| **SECTION 4 – COMMUNICATIONS** |  |  |  |
| Correspondence, Memos and Emails (in chronological order)  Lease#\_Email/Correspondence | T3.10.1 |  |  |
| Advertisement/Solicitation Documents, including evaluation and notices (if applicable)  Lease#\_Ad  Lease#\_Solicitation Docs | T3.2.2.3 |  |  |
| Contracting Officer Representative (COR) Documentation (if designated by RECO) (if applicable)  Lease#\_COR | T3.10.1.A.3, RP Procurement Templates & Samples |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Contact List |  |  |  |
| REMS (Show Outgrant scanned into REMS)  Lease#\_REMS | T3.10.1 |  |  |
| RETS Notes  Lease#\_RETS | T3.10.1.7.a |  |  |
| Negotiators Report  Lease#\_NR | 3.2.2.3.1.2.5 & T3.2.2.3.A.10 & T3.8.8, RP Procurement Templates & Samples |  |  |
| Legal Review – Deviation from Standard Outgrant Clauses  Lease#\_Legal Review | T1.15 |  |  |
| Market Survey/Appraisal  Lease#\_MA  Lease#\_Appraisal | T3.2.1.2, T3.8.8.I |  |  |
| Cost estimates or Annual Cost Statement (if applicable)  Lease#\_Cost Est | T3.8.8.I |  |  |
| Legal description / Restricted Areas, if applicable  Lease#\_LD  Lease#\_RA | T3.10.1 |  |  |
| LOB Concurrence to Issue Outgrant and any limiting restrictions/conditions on use of site  Lease#\_LOB Concur | T3.8.8.I |  |  |
| Inspections of Property (Initial, periodic, and final)  Lease#\_Inspections | T3.8.8.I, T3.10.1 |  |  |
| **SECTION 6 – DRAWING/MISC.** |  |  |  |
| Grantee’s Facility Plans (floor layout, rack layout, antenna plan, plot plan, etc.) and/or Specification sheets (if applicable)  Lease#\_Plans | T3.10.1 |  |  |
| Drawings, Photos, and Miscellaneous Info  Lease#\_Drawing/Photo | T3.10.1 |  |  |
| Disposal/Termination Documents  Lease#\_Disposal/Termination | T3.10.6 |  |  |

**File Checklist prepared by:**

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Signature of preparer if different than RECO Date

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RECO Signature Date

QA review complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(QA signature) Date