

NEBRASKA AIRPORT REMINDERS

NDOT DIVISION OF AERONAUTICS | JANUARY 2025 | E-SIGNING GRANTS



E-SIGNING GRANTS

The FAA anticipates issuing the first round of FY25 BIL AIG grants in January. As a reminder, FAA Grants (except for land acquisitions) are now electronically signed.

To ensure a smooth process, here are a few key points and steps to follow.

ITEM 1: *Ensure Accurate E-Signature Information.*

Over the last few months, NDOT Division of Aeronautics has reached out to update your E-Signature Form. These forms are critical as they let the FAA know:

- Who is authorized to sign the grant (name and email address).
- The sponsor's attorney who will certify the grant.
- Any additional contacts to be CC'd on the signed grant.

Please confirm that this information is up to date with NDOT Aeronautics.

ITEM 2: *Three Simple Steps to Sign Your Grant Offer*

Step 1: Watch for the Grant Offer Email

- The email will come from Kevin Luey via Adobe Acrobat Sign at echosign@echosign.com
- Check your **SPAM, JUNK, or BULK** folders if you don't see it in your inbox.

Step 2: Review the Grant Offer

Take a moment to review key details:

- Airport Name
- Grant Number
- Maximum Obligation
- Offer Expiration Date

Step 3: Electronically sign the Grant Offer

- Click the yellow "Start" tab in the email to begin signing.
- Follow the prompts and click "Apply" to finalize your electronic signature.
- At completion, you'll receive an immediate confirmation that your grant has been signed.

The grant will then be automatically forwarded to the Sponsor's Attorney listed on the E-Sign form for certification.

ITEM 3: *Important Tips*

- Give your attorney a heads-up that the grant offer email is coming.
- Be vigilant about watching your email, as the grant offer comes from Adobe Acrobat Sign, not an @FAA.gov address.

For a detailed walkthrough of the signing process, check out the FAA's short video tutorial:

<https://www.youtube.com/watch?v=sKqJ67Qdntg>

ITEM 1

Ensure Accurate E-Signature Information

ITEM 2

Three Simple Steps to Sign Your Grant Offer

ITEM 3

Important Tips

QUESTIONS OR COMMENTS?

Call the NDOT Division of Aeronautics office at 402.471.2371