1600 - Grant Closeout

In this Section

1610 - Development Project Closeout
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General
The completion of a project does not end with the physical completion of the work. The formal closeout of a project grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactory complete all requirements set forth in the grant agreement. Generally, the closeout process addresses these three areas:

1. Physical completion of work
2. Administrative requirements for closeout
3. Financial requirements for closeout

Timely Submittal of Closeout Documentation
By entering into a grant agreement, a Sponsor agrees to a grant condition that requires them to carry out and complete the project without undue delay. Once all work is complete in conformance with the approved plans and specifications and the final inspection supports project acceptance, the Sponsor must proceed with finalizing all project costs and assembling required closeout documentation in a timely manner.

The sponsor must strive to submit all final closeout documentation within 90 days of the final payment to the contractor. The FAA will consider extensions to this time limit if unique circumstances prevent the reasonable determination of the final project costs. This can include mitigating contractual issues and/or resolving disputes regarding the final pay estimate.

FAA Review
The FAA will review the submitted closeout documentation to assess whether claimed costs are reasonable, supported by appropriate documentation, and eligible under the AIP program. Upon approval of the final project documentation, the FAA project will authorize (typically via e-mail) the Sponsor to make the final drawdown. After the final transfers of funds occur, the FAA project will initiate a letter to the Sponsor indicating the project is fiscally closed.
1610 - Development Project Closeout

Consultant Agreements

We encourage Sponsors to create a separate task item and pay item within their consultant agreement that specifically addresses the preparation and submittal of required closeout documentation.

The scope of work should clearly state specific requirements necessary for project closeout. It should also establish a time of performance of 90 days from project acceptance for this deliverable.

Identifying the closeout phase as a separate pay item highlights this task on billing statements. This permits easier status tracking for this deliverable. Both the Sponsor and the consultant can easily track the status of project closeout through the periodic billing statements.

Because the project closeout requirements and the time of performance can be fully defined with little or no anticipated variation, we recommend Sponsors address this task using a lump sum contract method as opposed to a cost-plus-fixed fee method. Experience has shown that agreements that combine project closeout tasks along with construction phase services often result in a situation where the project closeout task becomes a forgotten or delayed task.

REQUIRED DOCUMENTATION

The necessary closeout documentation will vary per the type and size of the development project. Typically, a Sponsor must submit the items listed below in order to close an AIP development grant project. Sponsors may omit items not relevant for the specific project. Please note, the FAA does reserve the right to request additional information consistent with the approved collection of information for the AIP.

It may be necessary for the Sponsor to submit some documentation prior to final acceptance of the project from the contractor. For example, Sponsors must submit aeronautical data and Navaid commissioning data before a runway is re-opened to aircraft operations.

We encourage Sponsors to consult with the FAA project manager to determine what items are necessary based on the type and size of the project. This coordination should occur at the time the Sponsor is preparing the scope of work.

Common Closeout Documentation

1. **Sponsor Certification for Final Acceptance** - The sponsor shall complete and submit the FAA standard certification attesting to the satisfactory completion of the work in conformance with the approved plans & specifications.
   - Each certification statement requires the sponsor to indicate a response
   - Negative replies to an certification statements require the Sponsor to provide an explanation
   - An authorized official of the Sponsor must sign and date the certification

2. **Final Outlay Report (SF-271)** - Per Federal Regulation 49 CFR Part 18.41, grantees must submit a final outlay report that identifies all claimed costs under the project grant. Due to separation of duty concerns, two different individuals must attest to the certification statement (Box 12). The Sponsor’s authorized official and must sign and date certification box 12a. A separate Sponsor representative must sign and date certification box 12b.

   The Office of Management and Budget recently established a new Federal Financial Report form (SF-425) for grant recipients. Sponsors must complete and submit a separate report for each individual grant as part of the project closeout process.

   - **SF-425 Form**
     - [pdf](#) (fillable)
     - [xls](#)
   - **Instructions** - As published by OMB
   - **Supplemental Guidance** – As published by FAA Central Region

1600-2
4. Final Project Cost Summary - The final project cost summary provides greater detail and itemized account of the incurred costs than the SF 271 form.
   - The summary should identify all expenses, including AIP non-participating costs incurred under the project.
   - The breakout of the expenses in the summary shall be along clear and logical classifications that would allow easy verification by an independent party.
   - Provide the derivation of non-participating costs as an attachment.
   - Submit documentation supporting all incurred costs (final invoices, billing statements, receipts, purchase orders, etc.). The FAA reserves the right to request additional documentation to evaluate the justification of any claimed cost.

5. Summary of DBE utilization
   Prepare and submit a summary of the actual DBE participation.
   - Obtain a signed statement/affidavit attesting to the extent of participation from each DBE contractor. The statement should include the name of the DBE contractor and the actual dollar amount of participation.
   - Provide explanation/justification if an approved DBE firm’s participation is omitted or significantly reduced.
   - NOTE: This submittal does not relieve the sponsor of the responsibility for reporting DBE accomplishments to FAA Office of Civil Rights through the DOORs system.

6. Final Construction Report - The sponsor/consultant shall prepare and submit a final construction report that provides an appropriate and accurate record of the project. Sponsors should incorporate this task as a specific deliverable item in their consultant’s scope of services.

   The extent of this report will vary depending on the type and size of the project. Consult your FAA project manager to address questions regarding what items the final report should address. Unless otherwise approved by the FAA project manager, the report shall address the following items:

   - Brief narrative of work accomplished:
     - Include explanation for any deleted work item
     - Provide brief description of non-participating work item

   - Summary of key milestone dates
     - Receipt of Bids
     - Notice-to-proceed
     - Substantial completion
     - Contract date
     - Final inspection
     - Final acceptance

   - Contract Time
     - Explanation of liquidated damages (if required)
     - Justification for weather delays (Note: Calendar contracts require submittal of NWS data to justify weather events exceeded the normal monthly events.)

   - Labor Provisions
     - Statement of compliance with contract labor provisions (i.e. payroll reviews, etc.).
     - Summary of any complaints/findings and how resolved.

   - Administrative Costs
     - Brief explanation of claimed costs
     - Refer to Section 310.c of FAA Order 5100.38c for eligibility provisions.
• **Engineering Costs**
  - Brief explanation of claimed costs
  - Delineation of eligible and ineligible costs

• **Force Account**
  - Identify FAA approval date
  - Provide listing of claimed costs
  - Provide supporting documentation if not already submitted with drawdown documentation.
  - Note: Claims for Wages and Salaries must comply with OMB A-87 requirements and may not be arbitrary or prorated.
  - Sponsors may not claim indirect costs unless they have a prior approved cost allocation plan.

• **Construction Costs**
  - Summary of final contract quantities.
  - Delineation of eligible and ineligible costs
  - Clearly identify added or deleted work items
  - Explanation/Justification of underruns and overruns
  - Summary of Change Order and supplemental agreements
  - For asphalt construction, please address the following:
    - Difference in quantities attributed to design unit weight versus average field density
    - Quantity change attributed to areas of pavement that were added or deleted
    - Quantity change attributed to average installed pavement thickness vs. design thickness.

• **Buy American Provisions**
  - Provide a Sponsor/consultant statement addressing whether contractor complied with Buy American provisions and how Sponsor/consultant verified compliance.
  - Note: The Sponsor shall maintain documentation that supports contractor compliance with Buy American provisions. If specifically requested by the FAA project manager, the sponsor must provide this documentation to the FAA as part of the closeout documentation.
  - As a minimum, the sponsor/consultant should maintain product information sheets and a shop drawing submittal log or summary table similar to the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Mfg</th>
<th>Origin</th>
<th>100% B.A.</th>
<th>B.A. Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel Dowels</td>
<td>ABC Mfg</td>
<td>USA</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>1/4 #8 AWG</td>
<td>XXX Mfg</td>
<td>USA</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cable Connectors</td>
<td>ZZZ Mfg</td>
<td>USA/Canada</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Airfield Lighting Equipment

- Provide a statement indicating whether or not the installed airfield lighting equipment complies with the FAA certification program per AC 150/5345-53c.
  i. Identify the date of appendix 3 at the time the contract is established.
  ii. To remain eligible, the product number of the subject equipment must be listed in Appendix 3 to AC 150/5345-53 for the version current at the time bids are received.
- The Sponsor must maintain documentation that supports the contractor's compliance with the FAA Airport Lighting certification program.
  i. It is not necessary to submit this documentation with the closeout report
  ii. Sponsor must make this information readily available to the FAA upon request.
- As a minimum, the sponsor/consultant should maintain product information sheets and a shop drawing submittal log of installed airfield lighting equipment similar to the following:

<table>
<thead>
<tr>
<th>FAA Item Number</th>
<th>Mfg</th>
<th>Product #</th>
<th>FAA Certified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-807 Windcone</td>
<td>ABC Mfg</td>
<td>Xxxxxxx</td>
<td>Yes/No</td>
</tr>
<tr>
<td>L-824 UG Cable</td>
<td>XXX Mfg</td>
<td>xx-xx-xx</td>
<td>Yes/No</td>
</tr>
<tr>
<td>L-823 Cable Connectors</td>
<td>ZZZ Mfg</td>
<td>xx-xxx</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Based on Appendix 3 to AC 150/5345-53 dated xx/xx/xx

Construction Material Testing and Acceptance

- Provide summary of all required acceptance tests per the project specifications and the approved construction observation plan (Grant obligation).
- Sponsor/consultant does not need to submit actual test reports with closeout report but must make such information available upon request by the FAA.
- The summary must provide clear explanation of any price adjustments due to the application of the Percent Within Limits (PWL).

Final Inspection Report/Record of Completion

- Identify attendees that participated in final walkthrough
- List any outstanding punch list items that remain
- Include signature of consultant and date of inspection.

Contractor's Final Statement of Completion

- Examples: final payment request or signed affidavit

Project Photographs

- Include a representative number of photographs that depict major elements of the project prior to the improvement and after completion of construction.

7. As-built Record Drawings
   The sponsor must request and retain a set of as-built project drawings for future reference.
   - It is not necessary to submit copies of the record drawings to the FAA unless specifically requested by the FAA project manager.
   - Sponsor must provide written confirmation to the project manager that they have received a copy of the record drawings. This may simply be a statement in their transmittal letter confirming receipt of the record drawings.
   - Projects that include work on FAA facilities do require submittal of record drawings to the FAA at the conclusion of the project and as addressed within the reimbursable agreement.
   - Best Practice: Include requirement in SOW to have the consultant deliver a copy of the record drawings on a CD in pdf format.
8. **As-built ALP (Required if geometric changes made to airfield pavements)**
   - AIP project improvements that result in revisions to airfield pavement geometry require the submittal of an as-built ALP plan set at the conclusion of the project.
   - The sponsor must revise all impacted drawings in the ALP set. The Sponsor shall submit the complete ALP set to the FAA for review.
   - The eligibility of costs for this task is limited to the revisions necessitated by the AIP development work. This should mainly be drafting revisions. These costs should not include effort to update the ALP to reflect non-participating improvements or planning revisions.

9. **As-built Survey – AIP projects that result in geometric changes to runway pavements require an as-built survey that captures appropriate aeronautical information.** Refer to sub-section 1130 of the Central Region AIP Sponsor Guide Section 1100 for additional guidance.

10. **5010 Updates (Required whenever improvements modify existing data)**
    Development projects that modify the dimensions of existing runways require an update of the airport aeronautical data. Airport operators must submit all such changes on line using the NFDC Portal website and the NFDC Airport Data Change Form.

    In order to meet critical publication dates Sponsors should strive to submit complete information to the FAA no later than the NFDC cut-off dates. The cut-off date is typically six weeks prior to the publication date. Do not wait until the submittal of the closeout report to submit updated of airport aeronautical data. Refer to sub-section 1120 of the Central Region AIP Sponsor Guide Section 1100 for additional guidance.

    The final report should briefly state what action the Sponsor has taken to update the airport aeronautical data. Please include a copy of the "Airport Data Change receipt" that NFDC forwards to the individual requesting the changes.

11. **Airport Chart/Diagram Modification**
    All modifications of airport charts and diagrams (typically airports with ATCT) require the airport operator to complete and submit a NFDC Aeronautical Chart Change Form with applicable attachments such as a marked-up airport diagram. The preferred method of submission is in electronic format (PDF, TIF, JPG, or PPT). Avoid submitting low-resolution documents such as that which result from faxing diagrams. Refer to sub-section 1120 of the Central Region AIP Sponsor Guide Section 1100 for additional guidance.

    The final report should briefly state what action the Sponsor has taken to update the airport aeronautical data. Please include a copy of the “Airport Chart Change receipt” that NFDC forwards to the individual requesting the changes.

12. **Airport Part 139 Sign and Marking Plan (As Required)**
    AIP projects that impact existing airfield signage at airports that have a Part 139 certificate must submit an updated sign and marking plan.
    - Part 139 operators should submit this as soon as improvements are complete and pavement is open to aircraft operations. **Do not** wait until the submittal of the closeout report to submit this information.
    - An Airport Certification Inspector will review the revised plan for approval.
13. Sponsor Cover letter

Prepare a cover letter that transmits the required closeout documentation. This letter should include statements and certifications as noted below:

- **Sponsor Amendment Request**: If the incurred eligible costs exceed the original Federal obligation, the sponsor may make a written request to amend the grant amendment. The Sponsor must provide adequate justification for the increase. The FAA will review the request for a determination of reasonableness and eligibility. The FAA does not guarantee funds will be readily available to cover such eligible overages. The process to fund a grant amendment can take several months.

- **Statement of compliance with approved plans & specifications**: Include a statement attesting to the conformance of the completed work with the approved plans and specification.

- **Eligibility of Claimed Costs**: Include a statement addressing whether all claimed costs have been incurred, are eligible for AIP participation, and are supported by appropriate documentation. Note and explain any exceptions.

- **Record Drawings**: Include a Sponsor statement confirming receipt of project “as-built” drawings.

14. OMB Audit A-133

The requirement for an audit is established by grant assurance #13 and by incorporation of Federal Regulation 49 CFR Part 18. Sponsors that expend $500,000 or more in an year in Federal funds must have a single or program-specific audit conducted for that year in accordance with the Single Audit Act of 1984 (as amended) and OMB Circular A-133 "Audits of States, Local Governments and Nonprofit Organization”. The Single Audit Act of 1984, implemented within OMB Circular A-133, “Audits of States, Local Governments and Nonprofit Organization” establishes the procedures to ensure uniformity in the process of conducting audits. This audit is typically not available at the same time as the grant closeout.

**Submittal**: Once completed, the Sponsor shall submit the audit report online to the Federal Audit Clearinghouse at [http://harvester.census.gov/fac/](http://harvester.census.gov/fac/). Sponsor's may no longer mail audit reports to the Federal Clearinghouse.

**OMB Brochure**: [Single Audit Basics and Where to Get Help](http://harvester.census.gov/fac/) (pdf)

### RESOURCES

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1620 - Equipment Project Closeout

The formal closeout of an equipment project grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactorily complete all requirements set forth in the grant agreement. Generally, the closeout process addresses three areas:

1. Delivery and acceptance of equipment
2. Administrative requirements for closeout
3. Financial requirements for closeout

REQUIRED DOCUMENTATION for EQUIPMENT PROJECTS

The type and amount of required documentation may vary per the type and size of the equipment procurement. For most equipment projects, submit the items listed below to formally close out an AIP equipment grant. The FAA reserves the right to request additional information for the purpose of evaluating AIP eligibility.

1. Sponsor Certification for Equipment Final Acceptance - Complete and submit a certification attesting to the satisfactory completion of the work in conformance with the approved plans & specifications.
   - Each certification statement requires the sponsor to indicate a response.
   - Negative replies to questions on the certification require an explanation.
   - A sponsor’s authorized official must sign and date the certification.

2. Final Outlay Report (SF-271) - Per Federal Regulation 49 CFR Part 18.41, grantees must submit a final outlay report that identifies all claimed costs under the project grant. Due to separation of duty concerns, two different individuals must attest to the certification statement (Box 12). The Sponsor’s authorized official and must sign and date certification box 12a. A separate Sponsor representative must sign and date certification box 12b.

3. Final Federal Financial Report (SF-425) - The Office of Management and Budget recently established a new Federal Financial Report form (SF-425) for grant recipients. Sponsors must complete and submit a separate report for each individual grant as part of the project closeout process.
   
   - SF-425 Form
     - pdf (fillable)
     - xls
   - Instructions - As published by OMB
   - Supplemental Guidance – As published by FAA Central Region

4. Final Project Cost Summary - The final project cost summary provides greater detail and an itemization account of the incurred costs than that of the SF 271 form.
   - The summary should identify all expenses, including AIP non-participating costs incurred under the project.
   - The breakout of the expenses in the summary must be along clear and logical classifications and must be capable of easy verification by an independent party.
   - If applicable, provide a derivation of non-participating costs as an attachment.
   - Submit documentation supporting all incurred costs (Final invoices, billing statements, receipts, purchase orders, etc.). The FAA reserves the right to request additional documentation to evaluate the justification of any claimed cost.
5. **Final Acceptance Report** - Prepare and submit a final acceptance report that provides a complete and accurate record of the equipment acquisition. While the degree of information may vary per the type of equipment being purchased, as a minimum, this report shall address the following:

- **Brief narrative of work accomplished**;
  - Identify the make, model and serial number of the acquired equipment.
  - Include explanation for any deleted work item
  - Provide description of non-participating work item

- **Photographs of Acquired Equipment** - Provide a sufficient number of photographs to depict the acquired equipment. Please strive to depict all sides of the acquired equipment.

- **Summary of key milestone dates**
  - Receipt of Bids
  - Notice-to-proceed
  - Delivery Date
  - Contract date
  - Final acceptance
  - Warranty Date

- **Change Order Summary** – If applicable, briefly describe any change order processed under the acquisition. Note that all change orders must be reviewed by the FAA project manager for a determination of AIP eligibility prior to seeking reimbursement under the AIP

- **Buy American Compliance**
  - Provide a Sponsor/consultant statement addressing whether the contractor complied with Buy American provisions and how Sponsor/consultant verified compliance.
  - The Sponsor shall maintain documentation that supports contractor compliance with Buy American provisions. If specifically requested by the FAA project manager, the sponsor must provide this documentation to the FAA as part of the closeout documentation

As a minimum, the sponsor/consultant shall maintain product information sheets and a shop drawing submittal log or summary table similar to the following format:

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- **Copies of vendor certifications** - Refer to applicable FAA Advisory Circular for requirements.

- **Acceptance Test**
  - Provide a summary of the acceptance tests that were conducted. Consult the appropriate Advisory Circular for specific acceptance criteria that may be required.
  - Statement from accepting official that attests to their concurrence with the acceptance of the subject equipment. This statement should bear the signature of the accepting official.
6. **Sponsor Cover letter**

Prepare a cover letter that transmits the required closeout documentation. This letter shall also include statements and certifications as noted below:

a. **Sponsor Amendment Request:** If the incurred eligible costs exceed the original Federal obligation, the sponsor may make a written request for a grant amendment. The Sponsor must provide adequate justification for the increase.

   The FAA will review the request for a determination of reasonableness and eligibility. The FAA does not guarantee funds will be readily available to cover such eligible overages. The process to fund a grant amendment can take several months.

b. **Statement of compliance with approved procurement specifications:** Provide a statement attesting to the conformance of the completed work with the approved specification. A justification and explanation of excepted work items should be included as well.

c. **Eligibility of Claimed Costs:** Include a statement addressing whether all claimed costs have been incurred, are eligible for AIP participation, and are supported by appropriate documentation. Sponsor must note and explain any exceptions.

d. **Inventory:** Include a statement by the sponsor that they have established an inventory of non-expendable property that is subject to review on a two-year basis.

**SPONSOR OBLIGATION to INVENTORY NON-EXPENDABLE PROPERTY**

Per the requirements of 49 CFR Part 18.32, grantees acquiring equipment under a Federal Grant must maintain property records that include the following:

- Description of the property
- Serial number or other identification number
- Source of the property, who holds title
- Acquisition date
- Cost of the property
- Percentage of Federal participation in the cost of the property
- Location, use and condition of the property
- Ultimate disposition data including the date of disposal and sale price of the property.

Grant recipients should note that a physical inventory of the property is required at least every two years.

**RESOURCES**

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1630 - Planning Grant Closeout

The formal closeout of a planning grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactorily complete all requirements set forth in the grant agreement. Generally, the closeout process addresses three areas:

1. Completion of planning work items
2. Administrative requirements
3. Financial requirements

REQUIRED DOCUMENTATION

The type and amount of required documentation will vary per the type and size of the planning project. Typically, a Sponsor must submit the items listed below to formally close out an AIP funded planning grant. The FAA reserves the right to request additional information for the review of the final project documentation.

1. **Narrative Report/Airport Master Plan**
   Final Narrative Report/Airport Master Plan documents in sufficient quantity for the FAA to redistribute to:
   a) the Sponsor (minimum of 1 copy)
   b) the Sponsor’s Consultant (minimum of 1 copy)
   c) the State Aviation Agency (1 copy)
   d) the FAA Airports Division Office (1 copy)
   e) the FAA Airports Division Office (1 copy in electronic format)

2. **Airport Layout Plan (ALP)**
   Final ALP drawing sets signed by the Sponsor in sufficient quantity to allow the FAA Planner to apply an Approval stamp and redistribute copies to:
   a) the Sponsor (minimum of 1 copy)
   b) the Sponsor’s Consultant (minimum of 1 copy)
   c) the State Aviation Agency (1 copy)
   d) the FAA Flight Procedures Office (1 copy)
   e) the FAA Technical Operations Office (1 copy)
   f) the FAA Airports Division Office (1 copy)
   g) the FAA Airports Division Office (1 copy in electronic format)

3. **Environmental Assessment (As required)**
   A typical environmental project is complete when the FAA issues a Finding of No Significant Impact (FONSI). Required documents include:
   a) 2 copies of the Final Environmental Assessment
   b) 1 copy of the Finding of No Significant Impact Notice with affidavit showing where and when the Notice was published
   c) **5010 Updates**: (Required whenever Planning effort modifies existing data) - Proposals that modify the usage of existing runways or airport infrastructure require an update of the airport aeronautical data. Airport operators must submit all such changes on line using the NFDC Portal website and the NFDC Airport Data Change Form.
   d) **Airport Chart/Diagram Modification** (Required when Planning effort modifies Airport chart) Modifications of airport diagrams (typically towered airports) require the airport to complete and submit a NFDC Aeronautical Chart Change Form with applicable attachments such as a marked-up airport diagram (i.e. PDF, TIF, JPG, or PPT). Avoid submitting low-resolution documents such as that which result from faxing diagrams.
4. **Final Outlay Report - Standard Form SF-271**
   Per Federal Regulation 49 CFR Part 18.41, grantees must submit a final outlay report that identifies all claimed costs under the project grant. Due to separation of duty concerns, two different individuals must attest to the certification statement (Box 12). The Sponsor’s authorized official must sign and date certification box 12a. A separate Sponsor representative must sign and date certification box 12b.

   The Office of Management and Budget recently established a new Federal Financial Report form (SF-425) for grant recipients. Sponsors must complete and submit a separate report for each individual grant as part of the project closeout process.
   - SF-425 Form
     - pdf (fillable)
     - xls
   - Instructions - As published by OMB
   - Supplemental Guidance – As published by FAA Central Region

6. **Sponsor Cover letter**
   Prepare a cover letter that transmits the required closeout documentation. This letter shall also include a statement that the project is complete and that the Sponsor has accepted or approved all deliverables.

7. **OMB Audit A-133**
   Grant assurance #13 and Federal Regulation 49 CFR Part 18 require Sponsors that expend $500,000 or more in an year in Federal funds to conduct a single or program-specific audit for that year in accordance with the Single Audit Act of 1984 (as amended) and OMB Circular A-133 "Audits of States, Local Governments and Nonprofit Organization”. The Single Audit Act of 1984 establishes the procedures to ensure uniformity in the process of conducting audits. This audit is typically not available at the same time as the grant closeout.
   **Submittal:** Once completed, the Sponsor shall submit the audit report online to the Federal Audit Clearinghouse at [http://harvester.census.gov/fac/](http://harvester.census.gov/fac/). Audit reports may no longer be mailed to the clearinghouse.
   **OMB Brochure:**
   Single Audit Basics and Where to Get Help (pdf)

**RESOURCES**

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1640 - Grant Amendment – Development/Equipment Projects

When eligible project costs result in a final Federal share that exceeds the original grant obligation, a sponsor may formally request an amendment to the original grant agreement that increases the maximum obligation to cover the eligible cost overage.

Amendment Limitations

The AIP statute establishes the following limitations on grant amendments:

- **Development/Equipment grants** - Upward amendments may not exceed a statutory 15% of the original obligation.
- **Planning Grant** – AIP grant for planning efforts cannot be amended.

Generally, the FAA will not consider any request for a grant amendment until the Sponsor properly submits all required grant closeout documentation. The FAA will consider exceptions to this rule on a case-by-case basis.

Form of Request

Sponsors desiring a grant amendment must prepare and submit a formal written request. The request must state the purpose and the amount of the amendment. The request must include a brief narrative that explains the increase and justifies why it is advantageous to the U.S. Government to participate in the additional expenses.

Funding of Grant Increases

The reimbursement of costs that exceed the original grant agreement is typically addressed by two funding methods:

1. The preferred method is the use of the Sponsor's available entitlement funds.
2. If entitlement funds are not available, the FAA will consider funding the increase using recovered discretionary funds from other AIP projects.

FAA does not guarantee the availability of funds for any requested grant amendment. The process to identify whether funding is available take a significant amount of time (i.e. several months).