FAA ANE Project Readiness Form

Before FAA can program a project (that is, put it into our database system) we have to be sure that it is “ready to go”. Our tool for checking this is an in-house document, the Project Evaluation Review and Development Analysis form (commonly called a PERADA form). Our planners fill out this form based on their project knowledge and discussions with the sponsors and our specialists.

To help us get information faster, more accurately and more consistently, we ask our sponsors to fill out a simple document: the Sponsor Project Readiness Form and Verification (PRF). The PRF consists of:

- A checklist of 10 items, which largely correspond to PERADA items;
- A section for a description of the project (including each work item);
- A section to provide additional narrative, if needed;
- A section for environmental information (new from previous form version); and
- A block for Sponsor signature. This block should be signed by the sponsor or a designated consultant.

Project Sketch Guidance
The completed form must include a project sketch. We need this sketch to meet Section 106 (Tribal and Historic Preservation) requirements.

- The sketch should be in 8.5” x 11” format, unless details require a larger, 11” x 17” size.
- It should identify areas where any excavation or re-grading of unpaved surfaces is required, including trenches, construction staging areas, temporary roads, etc.
- Include local street names to help non-aviation agencies locate project.

Part II – Description, Justification and Cost Estimate of Work Items (UPDATED)
In this Part, include a brief description of each item. That description should include information about the size or scale of the work (e.g. The length or area of pavement work, acres/number of parcels acquired, etc.). The narrative should also include the need for each item (e.g. age of equipment or pavement being replaced), and the most recent total project cost estimate.

Part III Narrative
This block should be used to supplement or clarify checklist information. In addition, you may use this section to provide any other information that you feel is relevant to project readiness.
Part IV – Environmental Requirements (NEW)
In this section, the Sponsor confirms that appropriate environmental review has been completed.
This review consists: (1) NEPA review and (2) National Historic Preservation Act (NHPA) i.e.
Section 106.

The Sponsor needs to identify the type of NEPA review completed (e.g. CATEX, EA, etc.) and
how the NHPA applies. Concise details about tribal coordination or mitigation should be included
as needed.

Implementation of the Form
Sponsors (or their designated consultants) must complete, sign and forward a PRF for
each project expected to be considered for current FY funding. This form is due no later
than November 29th of the Fiscal Year.

The PRF is available on our [regional website](#).