

AIRPORT				1. SPONSOR INFORMATION				
				Mayor (or Authorized Representative)		Term Expiration		
			LOCAL PRIORITY NUMBER	Physical Street Address (no PO Box)				
				City		State	Zip	
				Phone	Fax	E-mail		
2. LOCAL CONTACT INFORMATION				3. CONSULTANT INFORMATION				
Name		Title/Position		Company/Firm Name				
Phone Number		Fax		Point of Contact		E-mail		
Alternate Phone		E-mail		Phone		Fax		
Mailing Address				Mailing Address				
City		State	Zip	City		State	Zip	
4. OVERALL DEVELOPMENT OBJECTIVE (ODO)								
State the Overall Development Objective (ODO). An ODO is described in FAA Order 5100.39A.								
NOTE: For a development project to be considered eligible for federal funding, the development must be shown on an approved Airport Layout Plan (ALP) or Airport Layout Drawing (ALD) and have a favorable environmental determination.								
4a. ODO COMPONENT WORK ITEMS								
List all work items associated with the ODO						Estimated Cost		
ODO Estimated Total Cost								
4b. ODO DRAWING/SKETCH								
Attach an 8½"x11" or 11"x17" sketch depicting the limits of each proposed development project/phase in relation to the airport. Shading, hatching or color-coding a reduced Airport Layout Plan (ALP) is ideal. For projects involving land acquisition, attach a copy of the airport's property map (Exhibit A) identifying the parcel(s) and/or easement(s) to be acquired.								
4c. ODO JUSTIFICATION								
Attach FAA Form 5100-100 PART IV – PROGRAM NARRATIVE (or an equivalent) describing the need, method of accomplishment and benefit expected.								
5. IMPACTS								
Describe impacts to navigational aids, approach procedures, environmental concerns, utilities etc. associated with ODO execution.								
6. COST ESTIMATE								
Attach FAA Form 5100-100 PART III – BUDGET INFORMATION – CONSTRUCTION, SECTION B -CALCULATION OF FEDERAL GRANT.								

Completed By: _____
(Print Name)

Date: _____

FOR FAA USE		
Date Received: _____	Date Loaded: _____	Program Manager's Initials: _____

PART IV
PROGRAM NARRATIVE

(Suggested Format)

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

PROJECT:
AIRPORT:
1. Objective:
2. Benefits Anticipated:
3. Approach: <i>(See approved Scope of Work in final Application)</i>
4. Geographic Location:
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: <i>(incl. address & tel. no.)</i>

PART III - BUDGET INFORMATION - CONSTRUCTION

SECTION A - GENERAL

1. Federal Domestic Assistance Catalog No..... _____

2. Functional or Other Breakout _____

SECTION B -CALCULATION OF FEDERAL GRANT

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount	Adjustment + or (-)	
1. Administration expense	\$	\$	\$
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Total (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. (Excluding Rehabilitation Grants)			
20. Federal Share requested of Line 19			
21. Add Rehabilitation Grants Requested (100 Percent)			
22. Total Federal grant requested (lines 20 & 21)			
23. Grantee share			
24. Other shares			
25. Total Project (Lines 22, 23 & 24)	\$	\$	\$

INSTRUCTIONS

PART IV PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution.

Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

3. APPROACH

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program. Cite factors that might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements.

b. Provide each grant program monthly or quarterly quantitative projections of the accomplishments to be achieved, if possible. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in Item 2 are being achieved.

d. List each organization, cooperator, consultant, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project and area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

a. Describe the relationship between this project and other work planned, anticipated, or underway under the Federal Assistance listed under Part II, Section A, Item 10.

b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.

c. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding re-quest. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded or if individual budget items have changed more than the prescribed limits contained in Attachment K, Office of Management and Budget Circular No. A-102, explain and justify the change and its effect on the project.

INSTRUCTIONS

PART III

SECTION A. GENERAL

1. Show the Federal Domestic Assistance Catalog Number from which the assistance is requested. When more than one program or Catalog Number is involved and the amount cannot be distributed to the Federal grant program or catalog number on an over-all percentage basis, prepare a separate set of Part III forms for each program or Catalog Number.

However, show the total amounts for all programs in Section B of the *basic* application form.

2. Show the functional or other categorical breakouts, if required by the Federal grantor agency. Prepare a separate set of Part III forms for each category.

SECTION B. CALCULATION OF FEDERAL GRANT

When applying for a new grant, use the Total Amount Column only. When requesting revisions of previously awarded amounts, use all columns.

Line 1 - Enter amounts needed for administration expenses including such items as travel, legal fees, rental of vehicles and any other expense items expected to be incurred to administer the grant. Include the amount of interest expense when authorized by program legislation and also show this amount under Section E Remarks.

Line 2 - Enter amounts pertaining to the work of locating and designing, making surveys and maps, sinking test holes, and all other work required prior to actual construction.

Line 3 - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

Line 4 - Enter basic fees for architectural engineering services.

Line 5 - Enter amounts for other architectural engineering services, such as surveys, tests, and borings.

Line 6 - Enter fees for inspection and audit of construction and related programs.

Line 7 - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

Line 8 - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

Line 9 - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

Line 10 - Enter the gross salaries and wages of employees of the grantee who will be directly engaged in performing demolition or removal of structures from developed land. This line should show also the cost of demolition or removal of improvements on developed land under a third party contract. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

Line 11 - Enter amounts for the actual construction of, addition to, or restoration of a facility. Also, include in this category the amounts of project improvements such as sewers, streets, landscaping, and lighting.

Line 12 - Enter amounts for equipment both fixed and movable exclusive of equipment used in construction. For example, include amounts for permanently attached laboratory tables, built-in audio visual systems, movable desks, chairs, and laboratory equipment.

Line 13 - Enter amounts for items not specifically mentioned above.

Line 14 - Enter the sum of Lines 1-13.

Line 15 - Enter the estimated amount of program income that will be earned during the grant period and applied to the program.

Line 16 - Enter the difference between the amount on Line 14 and the estimated income shown on Line 15.

Line 17 - Enter the amounts for those items which are a part of the project but not subject to Federal participation (See Section C, Line 26g, Column (1)).

Line 18 - Enter the estimated amount for contingencies. Compute this amount as follows. Subtract from the net project amount shown on Line 16 the ineligible project exclusions shown on Line 17 and the amount which is excluded from the contingency provisions shown in Section C, Line 26g, Column (2). Multiply the computed amount by the percentage factor allowed by the grantor agency in accordance with the Federal program guidance. For those grants which provide for a fixed dollar allowance in lieu of a percentage allowance, enter the dollar amount of this allowance.

Line 19 - Show the total amount of Lines 16, 17, and 18. (This is the amount to which the matching share ratio pre-scribed in program legislation is applied.)

Line 20 - Show the amount of Federal funds requested exclusive of funds for rehabilitation purposes.

Line 21 - Enter the estimated amounts needed for rehabilitation expense if rehabilitation grants to individuals are made for which grantees are reimbursed 100 percent by the Federal grantor agency in accordance with program legislation. If the grantee shares in part of this expense, show the total amount on Line 13 instead of on Line 21 and explain in Section E.

Line 22 - Show the total amount of the Federal grant requested.

Line 23 - Show the amount from Section D, Line 27h.

Line 24 - Show the amount from Section D, Line 28c.

Line 25 - Self-explanatory.

TERMS AND DEFINITIONS

OVERALL DEVELOPMENT OBJECTIVE (ODO): The developmental goal. Capture what is actually being pursued. More runway length? A full parallel taxiway? Removing obstructions? Has a change in aircraft operating at the airport necessitated a need to bringing the runway environment up to new standards?

An ODO may require completion of more than one component work item in order to satisfy the ODO. And some work items may be dependent upon completion of another work item. Physical and/or time constraints may require phasing an ODO over multiple years. Funding constraints may require phasing and an individual work item over more than one year.

PROJECT: A "Project" can mean several different things depending upon the context. An ODO as well as a component work item can be referred to as a "Project". A project is a clearly definable task. Hence, an ODO or one of its component work items can be identified as projects, but if an ODO or a work item is phased over more than one year, we refer to the piece of the work item or ODO as a phase.

COMPONENT WORK ITEM: A subpart of an ODO. A component work item associated with an ODO may also be a phase of an ODO. Several component work items being completed concurrently may actually make up a phase of an ODO. And on the other side of the spectrum, a component work item and ODO can be one in the same.

PHASE: A phase refers to how an ODO is being funded. When a component work item associated with an ODO is phased, the phase of the component work item becomes a phase of the ODO. An ODO with only one work item or multiple work items being completed concurrently, has only one phase.