Memorandum

U.S. Department of Transportation
Federal Aviation Administration

Subject: ACTION: PGL #20

Date: Nov 2, 1984

Reply to Attn of: CASTELLANO; 426-3857

From: Lowell H. Johnson
Manager, Grants-in-Aid Division, APP-500

To: All Regions and AAC-960
Attention: Manager Airports Division

20.1 Suspension and Debarment - Ben Castellano (426-3857). Attached is draft Chapter 8, Section 3 of the AIP new handbook, entitled Suspension and Debarment of Contractors. This guidance is effective immediately. Copies of the suspension and debarment regulation, 49 CFR Part 29, were sent to the regional Airports Division Managers in April. It should be noted that there is flexibility in the regulation in making the determination to suspend or debar. For example, even if causes exist for debarment as specified in 29.41, the proposal to debar is discretionary and must be in the public interest. However, once debarred or suspended from any DOT-assisted program, the party is debarred or suspended from the AIP as well. PGL Item 12.2, Contractor Suspension and Debarment List is cancelled.

20.2 Programming Friction Measuring Devices - Ben Castellano (426-3857). On October 22-26, tests were conducted at Wallops Island, Virginia, on different friction measuring devices. As a result of these tests, the MU Meter and the Skiddometer have been certified as meeting the FAA specification and are added to the qualified product list. The Saab Friction Tester was certified previously. The other guidance in PGL 14.2 is still current.

20.3 Conversion of Sponsor Letter of Credit Payments - Jack Cathell (426-3857). The Department of Treasury has advised that sponsors now receiving letter of credit payments through the Federal Reserve System must be converted to the Treasury Financial Communications System (TFCS). To accomplish this action, the Office of Accounting has sent the attached letter to sponsors receiving letter of credit payments, explaining the general procedures for the new system. AAA-200 is working with the regional accounting offices to effect the conversion. This item is for your information only; no Airports action is anticipated.

20.4 Federal Register Notice of Grant Deadlines for FY 85 - Jack Cathell (426-3857). Attached for your information is a copy of the Notice for the AIP submission deadline for FY 1985.

Attachments
830. GENERAL. There are two distinct sets of suspension and debarment rules applicable to the AIP:

a. Suspension and Debarment under Department of Labor Regulations. When a contractor or subcontractor is found to have violated the provisions of the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, or other laws implemented by the Department of Labor, these firms may be suspended or debarred by DOL. The names of these firms and individuals appear in the current list of ineligible contractors under Codes C, F, and G of the Consolidated List of Debarred, Suspended, and Ineligible contractors published by GSA. A sponsor may not award a contract to a contractor nor may a contractor award to a subcontractor who is on that list.

b. Suspension and Debarment under DOT Regulations. The suspension and debarment procedures, 49 CFR Part 29, enable DOT elements to deny an individual, a corporation, or other business entity the opportunity to participate in programs receiving DOT financial assistance because of serious misconduct or improper use of Federal financial assistance funds. In addition to debarment and suspension, the regulation also provides for voluntary exclusion.

831. APPLICABILITY OF 49 CFR PART 29. The procedures are applicable to contractors and subcontractors at any level, including suppliers, fee appraisers, inspectors, real estate agents and brokers, consultants, architects, engineers, attorneys, and to affiliates of these contractors. The rule does not provide for suspension and debarment of a sponsor.

832. DOT UNIFIED LIST. DOT will maintain a list containing the name, address, and type of business of persons and firms suspended, debarred, or voluntarily excluded under 49 CFR Part 29. A sponsor may not award a contract to a contractor nor may a contractor award to a subcontractor who appears on the DOT Unified List regardless of which DOT element suspended, debarred, or excluded that individual or firm.

833. DESIGNATIONS. 49 CFR Part 29 specifies that two levels of agency management be made responsible in suspension and debarment procedures.

a. Initiating Official. The Airports Division Manager has been designated the Initiating Official by the Administrator (Memo, dated July 3, 1984). This designation may not be delegated.

b. Review Officer. The Administrator has delegated the Regional Director to be the Review Officer.

c. Hearing Officers. Judges of the DOT Board of Contract Appeals augmented by administrative law judges as necessary, are designated as hearing officers under the regulation.

d. Coordinator. APP-510 will serve as the national coordination point and should be notified when a party has been suspended, debarred, or voluntarily excluded from contracts under AIP. They, in turn, will notify all regions and the Assistant Secretary for Administration (OST) for the purposes of inclusion on the Unified List.

834. PROCEDURES FOR SUSPENSION AND DEBARMENT. Regions should consult and carefully follow the procedures for suspension and debarment contained in 49 CFR Part 29. Figure 8.1 outlines the general procedures.

835.-899. RESERVED.
Dear Grantee:

The Department of the Treasury has advised us that grantees receiving letter-of-credit payments through the Federal Reserve System must be converted to the Letter-of-Credit - Treasury Financial Communications System (LOC-TFCS). The LOC-TFCS is a funds transfer system through which letter-of-credit payments are effected by wire. With the use of electronic funds transfer for letter-of-credit payments, Treasury will be able to assure effective cash management and an efficient delivery system. This conversion is scheduled to occur on December 1, 1984.

To receive payment under the LOC-TFCS, you must submit a request for funds form (TF-5805) to your financial institution. Your financial institution sends an electronic request for funds to Treasury. Treasury, in turn, transmits the request to the Federal Aviation Administration (FAA) who must approve or disapprove the request in 1 business day. If approved, your funds will be credited to your account by your financial institution on the day of approval by FAA. In addition, your financial institution will provide you notice of credit that day also. If your request for funds is rejected, your financial institution will provide you a detailed explanation of the reason for rejection.

Some preliminary paperwork needs to be completed prior to the transition to the LOC-TFCS. The enclosures need to be completed and returned to the following address by November 9, 1984.

Federal Aviation Administration  
Office of Accounting  
Accounting Operations Division, AAA-200  
800 Independence Avenue S.W.  
Washington, D. C. 20591  
Attention: Jim Wallace

If you have any questions on this matter, please call John Osipchak of my staff on 202-426-8154.

Sincerely,

R. L. Angle, Acting Manager,  
Financial Systems Division, AAA-400  
Office of Accounting

Enclosures
Signatory Authorization and Certification

(Signature of Authorized Official)

This is to certify that the above is the signature of

(Typed Name) (Title)

(Name of Recipient Organization)

and that he/she is authorized to certify the signature appearing in block 7 of the Standard Form 1194, Authorized Signature Card for Payment of Vouchers on Letter of Credit.

(Signature of Witness)

(Typed Name of Witness)

(Date)

NOTE: AFFIX OFFICIAL SEAL OR HAVE NOTORIZED
REQUEST FOR FUNDS

TO:  

FROM:  

AMOUNT:  $1,179,025.00  

REQUEST FOR FUNDS

DATE: July 22, 1982  

SIGNATURE:  

TITLE: Assistant Treasurer  

DATE: July 22, 1982  

COUNTERSIGNATURE:  

TITLE: Chief, Accountant  

DEPARTMENT OF THE TREASURY - FISCAL SERVICE
BUREAU OF GOVERNMENT FINANCIAL OPERATIONS
INSTRUCTIONS FOR THE PREPARATION
OF
"REQUEST FOR FUNDS" (TFS FORM 5805)

Section I - Message Format

The grantee shall complete the TFS Form 5805 as follows:

1. PC (Priority Code) - This item is not completed by the grantee.

2. TO - The nine-digit identifier, 021030004, is the routing symbol of the U. S. Treasury. This item is a constant and must be reflected on all messages. (If not preprinted, ENTER).

3. TYPE - The type/subtype code 1031 identifies the message as a Request for Funds. (If not preprinted, ENTER this code).

4. FROM - Enter the nine-digit identifier of the sending financial institution as shown on the letter of credit.

5. CL (CLASS) - This item is not completed by the grantee. (Note: Some Federal Reserve Districts prohibit use of this field).

6. REF (REFERENCE NUMBER) - Leave Blank. This item is completed by the financial institution transmitting the message.

7. AMOUNT - Enter the total dollar amount of Federal funds requested. This amount must be properly punctuated to include the cents digits and must not exceed fourteen (14) positions, including commas and the decimal point. For example, total amount requested: $1,179,025.00

8. SPECIAL HANDLING INSTRUCTIONS - "REQ FOR FUNDS" is used to indicate the purpose of the message. (If item is not preprinted, ENTER).

9. SENDER - (Sending Financial Institution Name) Enter the telegraphic abbreviation of the sending financial institution as shown on the letter of credit.

10. RO BANK - (GRANTEE'S FINANCIAL INSTITUTION) If the grantee's financial institution is not the sending financial institution, i.e., the sending financial institution is acting as a correspondent bank for the
Appendix 3

INSTRUCTIONS FOR THE PREPARATION
OF
"REQUEST FOR FUNDS" (TFS FORM 5805) (CONT'D)

grantee's financial institution, the grantee enters the nine-digit identifier of its financial institution as shown on the letter of credit. If the grantee's financial institution is the sending financial institution, enter the word SAME in this field.

11. RECEIVER - The telegraphic abbreviation, TREAS NYC, is required on all messages sent to the U.S. Treasury. (If not preprinted, ENTER).

12. TDO - (AGENCY LOCATION CODE OF TREASURY DISBURSING OFFICE) If not preprinted ENTER (303). This code must be enclosed in parentheses. It is used to identify the Treasury Regional Disbursing Center disbursing funds.

13. FPA - (AGENCY LOCATION CODE OF THE FEDERAL PROGRAM AGENCY) Enter the FAA Agency Location Code — 69008701. Do not include dashes and/or spaces.

14. LCN - (LETTER OF CREDIT NUMBER). Enter the eight-digit letter of credit number as shown on the letter of credit. Do not include dashes and/or spaces.

15. ACN - (GRANTEE'S COMMERCIAL BANK ACCOUNT NUMBER) Enter the account number at the financial institution to be credited with the funds as shown on the letter of credit. Do not include dashes and/or spaces.

16. RQN - (REQUEST NUMBER) Enter the number assigned to this TFS Form 5805. TFS Forms 5805 are to be numbered consecutively starting with 001 and reverting back to 001 each October 1, the beginning of the Federal fiscal year. If a TFS Form 5805 is rejected, the next TFS Form 5805 is assigned the next consecutive number.

17. BOH - (BALANCE ON HAND) Enter the total amount, to the nearest dollar, of Federal funds on hand at the time of submission of the TFS Form 5805 that is applicable to the award(s) funded through the letter of credit. This amount must be in whole dollars and include commas, not to exceed eleven positions. For example, $10,787.52 would be shown as 10,788.
INSTRUCTIONS FOR THE PREPARATION
OF
"REQUEST FOR FUNDS" (TFS FORM 5805) (CON'T)

18. DLR - (DATE OF LAST REQUEST) Enter the date on which the TFS Form 5805 immediately preceding this TFS Form 5805 was submitted for payment under the letter of credit. Sample entries are illustrated as follows:

November 13, 1981 is entered as 111381; January 8, 1982, as 010882. Show initial request as 000000 or leave blank.

19. RON - (GRANTEE NAME) Enter grantee's name as shown in the "Treasury Checks To Be Made Payable To:" block on the letter of credit.

20. THIRD PARTY INFORMATION - The grantee enters information detailing the projects for which a drawdown is being applied. For example, if a drawdown is being requested for $1,179,025.00 the third party information might show:

MD030001$79,025/MD050002$900,000/MD090003$200,000

The sum of all program draws must equal the total amount requested (Item 7). Grantees are requested to draw only in whole dollars to the extent possible. This will eliminate the need for entering the cents digits in the third party information field. If, however, funds are to be applied in other than whole dollars, the cents digits must be entered for the applicable projects.

The third party information field is limited to 169 characters. If more space is required due to the number of projects for which drawdowns are being requested, the grantee will have to make more than one drawdown request. In all instances, the sum of the individual project draws in item 20 should equal the total amount requested in item 7.

Section II - Certification

21. DATE - Enter the date(s) the TFS Form 5805 is signed.
INSTRUCTIONS FOR THE PREPARATION OF "REQUEST FOR FUNDS" (TFS FORM 5805) (CONT'D)

22. SIGNATURE/COUNTER - Representatives authorized on the SF 1194 (signature card) on file at the grantee's financial institution sign the request for funds document.
NOTE: If an individual is both a designated signer of requests for funds and a designated official of the grantee, that person's signature must appear in both the appropriate spaces provided on the SF 1194.

23. TITLE - Enter the titles of the individuals signing the TFS Form 5805.

24. DISTRIBUTION OF TFS - The TFS Form 5805 are distributed as follows:
- The original and duplicate copies will be presented to the financial institution as early in the day as possible.
- The triplicate copy will be retained by the grantee. (All financial records and supporting documents will be retained in accordance with established Federal requirements).
<table>
<thead>
<tr>
<th><strong>Letter of Credit Number</strong></th>
<th><strong>Authorized Signature Card</strong></th>
<th><strong>Letter of Credit Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Letter of Credit Number</td>
<td>The letter of credit number is assigned by FAA. (If SF-1194 is updating current signatures, the recipient should enter the eight digit letter of credit number assigned.)</td>
<td>1. Federal Reserve Bank</td>
</tr>
<tr>
<td>2. Federal Reserve Bank</td>
<td>Strike out &quot;Federal Reserve Bank&quot; and insert &quot;FOR TFCS PAYMENT ONLY&quot;.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>Leave blank on INITIAL cards submitted to the FAA Headquarters Accounting Office. Any subsequent changes to the SF-1194 should contain the effective date of the change as illustrated above.</td>
<td>3.</td>
</tr>
<tr>
<td>4. Letter of Credit Issued</td>
<td>Grantee enters grantee organization's complete name and address.</td>
<td>4.</td>
</tr>
<tr>
<td>In Favor Of</td>
<td></td>
<td>5. Issued By</td>
</tr>
<tr>
<td>5. Issued By</td>
<td>Enter U.S. Department of Transportation, Federal Aviation Administration.</td>
<td></td>
</tr>
<tr>
<td>6. Signatures of Individuals Authorized to Draw on the Cited Letter of Credit</td>
<td>FAA requires at least two signatures. Place an &quot;X&quot; in the second block indicating a countersignature is required. Any combination of two (2) authorized signatures on the TF3 Form 5805 will be considered a countersignature.</td>
<td></td>
</tr>
</tbody>
</table>
7. Typed Name and Signature
Typed names and signatures of persons authorized to sign and/or countersign TFS Form 5805. Signatures must be in black nonerasable ink. (Erasures strikeovers, correction fluid, correction tape, etc., are not acceptable and will be REJECTED by Treasury.

8. Typed Name and Signature of Authorizing Official
Typed name, signature and date of official authorizing individuals in 7 above to sign TFS Forms 5805 for the grantee. (The authorizing official must sign and date each card submitted).

9. Approved
Completed by the responsible FAA official approving the TPCS Letter of Credit. (Recipient does not complete).
A. Contact at the Financial Institution:
   Mr. A.B. Carroll, Vice President
   First Commerce Bank of Anywhere
   1609 Somewhere Ave.
   Nowhere, USA 99999
   Telephone No: (999)-123-4567

B. Recipient organization's bank account number: 1234ABCD56

C. American Bankers Association No: 123456789

D. Telegraphic Abbreviation: GGIRS ANYWHERE

E. Recipient's Financial Institution: SAME

The recipient will provide the following information on the Reverse side of only two (2) SF-1194's:

A. The name, address and telephone number of the contact person at the financial institution to whom Treasury should forward the certified SF-1194. (Include full name, title of the individual and the area code in the telephone number).

   *If a correspondent bank is the sending financial institution, please include name and address of the correspondent bank.

B. The recipient organization's bank account number at its financial institution. Do not include hyphens or spaces.

C. The American Bankers Association (ABA) nine-digit identifier of the sending financial institution. The sending financial institution is defined as the financial institution requesting the transfer of funds to its Federal reserve account.

D. The telegraphic abbreviation of the sending financial institution.
E. The nine-digit identifier of the recipient organization's financial organization, if it is not the sending financial institution or the word "SAME" if it is also the sending financial institution.

NOTE: If the U.S. Treasury should reject a recipient's SF-1194's, the recipient shall be required to submit new signature cards. Therefore, please ensure that all signature cards are properly completed prior to submitting to the FAA.

(A TFCS account cannot be established until signature cards are accepted by Treasury).

Please return the completed cards to:

Federal Aviation Administration
Office of Accounting; ATTN: AAA-410
800 Independence Avenue
Washington, D.C. 20591
SUMMARY: Pursuant to section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463; 5 U.S.C. App.1) notice is hereby given of a meeting of the Executive Steering Committee of the Federal Aviation Administration National Airspace Review Advisory Committee. The agenda for this meeting is as follows:

Opening Remarks
Presentation of Task Group Staff Studies, including recommendations:
- Task Group 2-3.1 Part 91—Subpart B Evaluation
- Task Group 2-3.2 Part 77 Rewrite
- Task Group 2-3.4 Medium Altitude Communication Areas
- Task Group 2-4.4 Helicopter Instrument Approach Procedures
- Task Group 3-1.3 Airman's Information Manual—Format/Structure
- Task Group 3-1.4 Airport Information Service
- Task Group 3-1.5 Airman's Information Manual—Organization
- Task Group 3-1.6 Airport Operations—Procedures Covering Runway Surface Conditions
- Task Group 3-1.7 Airman's Information Manual—Content
- Task Group 3-3.1 FAAH 7110.10—Flight Services
- Task Group 3-3.3 FAAH 7180.4—Special Military Operations Unfinished business

DATE: December 4, 1984, convenes at 10 a.m.

ADDRESS: The meeting will be held at the Federal Aviation Administration, room 1010, 800 Independence Avenue, SW., Washington, D.C.

FOR FURTHER INFORMATION CONTACT: National Airspace Review Program Management Staff, room 1005, Federal Aviation Administration, 800 Independence Avenue, SW., AAT-30, Washington, D.C. 20591, 202-428-3580. Attendance is open to the interested public, but limited to the space available. To ensure consideration, persons desiring to make statements at the meeting should submit them in writing to the Executive Director, National Airspace Review Advisory Committee, Associate Administrator for Air Traffic, AAT-1, 800 Independence Avenue, SW., Washington, D.C. 20591, by November 27, 1984. Time permitting and subject to the approval of the chairman, these individuals may make oral presentation of their previously submitted statement.

Issued in Washington, D.C., on November 6, 1984.

R.J. Van Vuren,
Executive Director, NARAC.
Index of Items in Program Guidance Letters

Issued by APP-500

PGL #1 - July 23, 1982
1.1 Retroactive Funding
1.2 Cost-Free Land

PGL #2 - August 8, 1982
2.1 Alerting airport Sponsors
2.2 Distribution of Grant Agreement
2.3 Revisions to Davis Bacon Regulations - CNX by PGL 11.1
2.4 MBE Requirements
2.5 Eligibility Change - Airfield Signs
2.6 Eligibility Change - Passenger Boarding Devices

PGL #3 - August 19, 1982
3.1 Programming Automated Weather Reporting Equipment - CNX by APP-1 memo of June 9, 1983
3.2 A-95 Requirements CNX by PGL 16.1
3.3 Program Income

PGL #4 - August 24, 1982
4.1 New Obligations under the AADA
4.2 U.S. Share and Funding Pots

PGL #5 - August 31, 1982
5.1 Grant Increase Limitation
5.2 1982 Grants Funded from both ADAP and AIP
5.3 Noise Compatibility Projects - CNX by PGL 17.2

PGL #6 - September 4, 1982
6.1 New Grant Agreement and Assurance Forms - CNX by PGL 18.1
6.2 Special Conditions and Assurances
6.3 Multi-Year Grants

PGL #7 - September 10, 1982
7.1 Addendum to Part V Assurances - CNX by PGL 18.1

Canceled
PGL #8 - September 27, 1982

8.1 Fifty Percent Overage Provision on Land Cost - CNX by PGL 15.1
8.2 Estimate of Land Costs
8.3 Missing Page on Part V Assurances - CNX by PGL 18.1

PGL #9 - February 22, 1983

9.1 Noise Compatibility Project Eligibility - CNX by PGL 12.2
9.2 Noise Planning
9.3 Eligibility of Airport Pavement Repair
9.4 Airport Planning Eligibility
9.5 Private Airport Grants
9.6 Grant Agreement "Acceptance Dispatch"
9.7 Definition of Airport Revenue
9.8 FAA Project Signs at Construction Site - CNX by PGL 13.2
9.9 Expanded Safety and Security Item Eligibility
9.10 Cost-Free Land for Navaids
9.11 Special Assurance for Noise Land - CNX by PGL 17.2
9.12 PGL Index

PGL #10 - May 5, 1983

10.1 AIP Participation in ILS Projects
10.2 Effective Date Extended on Implementing A-95 - CNX by PGL 16.1
10.3 Implementation of Jobs Legislation
10.4 Programming Friction Measuring Devices - CNX by PGL 14.2
10.5 MBE Review for "Jobs Legislation"
10.6 Update on Phase 1 Data or FAA Form 5100-107
10.7 Revision of Work Codes to Document Noise Compatibility Measures on FAA Form 5100-107
10.8 Redesignation of State System Plan Project Grant Numbers on FAA Form 5100-107

PGL #11 - June 6, 1983

11.1 Changes in Department of Labor Regulations
PGL #12 - June 28, 1983

12.1 Letter of Credit
12.2 Contractor Suspension and Debarment Lists - CNX by 20.1
12.3 Retainage
12.4 Engineering Plans and Specifications
12.5 Runway Friction Measuring Equipment - CNX by 14.2
12.6 Bidrigging
12.7 Ultralight Facility Eligibility
12.8 Transfer of Sponsor Entitlement Funds - CNX by 18.2
12.9 Visual Approach Slope Indicators

PGL #13 - October 13, 1983

13.1 Advance Grant Payment
13.2 Construction Sign Eligibility
13.3 Excess Funds in Grant Projects
13.4 Updated PGL Index

PGL #14 - December 14, 1983

14.1 Programming Safety/Security Items
14.2 Friction Measuring Devices
14.3 Procurement of Equipment Under AIP
14.4 Use of Recovered ADAP Funds
14.5 Changes in Airport Classification

PGL #15 - January 23, 1984

15.1 Increasing the Maximum Grant Allocation

PGL #16 - February 3, 1984

16.1 Intergovernmental Review of Federal programs
16.2 Maintenance Facilities

PGL #17 - July 10, 1984

17.1 Revised Standard Form 424 - Federal Assistance
17.2 Noise Compatibility Projects

PGL #18 - August 24, 1984

18.1 Revised AIP Part V Assurances and Grant Agreement
18.2 Guidance on Transfer of Entitlement Funds
18.3 User Consultation
PGL #19 - September 14, 1984

19.1 Federal Register Notice of Grant Assurances
19.2 Revised Procedure for DOT Title VI Assurances

PGL #20 - November 29, 1984

20.1 Suspension and Debarment
20.2 Programming Friction Measuring Devices
20.3 Conversion of Sponsor Letter of Credit Payment
20.4 Federal Register Notice of Grant Deadlines for FY 85