



Federal Aviation
Administration

New York Airports District Office
159-30 Rockaway Blvd, Room 111
Jamaica, New York 11434
Telephone: 718-995-5770
https://www.faa.gov/airports/eastern/nyado_bulletin/

March 15, 2019

Re: FY19-003 - NYADO Grant Closeout Process

Dear Airport Sponsor,

To further update our FY19-001 – FY19 NYADO Updates guidance, please see below:

❖ **Grant Closeouts**

When you are preparing the final package for close out of a grant, please remember to follow the ARP SOP 10.00, *Administrative Closeout of Airport Improvement Program Grants*:
<https://www.faa.gov/airports/resources/sops/media/arp-sop-1000-aip-closeout.pdf>

Beginning FY19, please submit the closeout request and package to the attention of:

Christine Sanchez
Program Specialist
FAA-NYADO
159-30 Rockaway Blvd, Room 111
Jamaica NY 11434

Christine.Sanchez@faa.gov
718-995-5766

Please also provide a copy to the grant Program Manager (Engineer, Planner or EPS).

To ensure a complete, and thorough, closeout package submission, the AIP Handbook (HB) (https://www.faa.gov/airports/aip/aip_handbook/) is also a great resource to identify the grant closeout steps and requirements (see Chapter 5, Section. 8 *Grant Closeouts*).

The closeout package must include all applicable documents as required in Table 5-31 *Project Physical Completion Requirements* (see attachment). Some examples include, a final planning deliverable, obtaining satisfactory property interest in all parcels, completed all required commissioning, inspection, initial flight check, and/or acceptance requirements, completed the final inspection and verifies that all punch list items have been addressed, and a complete and useable facility is fully available for its intended use. The complete list can be found in Table 5-31.

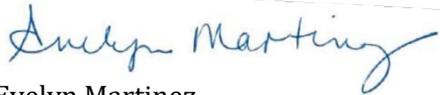
If an amendment is requested, the necessary documentation needs to be submitted per Table 5-15 *Sponsor and ADO Requirements for Contract Changes* (b)(see attachment). Some examples include, change orders, supplemental agreements, justification for the changes or supporting documentation requested by this office. The complete list can be found in Table 5-15.

The amendment package needs to be submitted at the same time as the closeout package.

Your cooperation with the closeout package (and amendment request) submission will ensure the closeout is processed without any undue delays in a timely manner.

If you have any further questions, please don't hesitate to contact your respective project manager.

Sincerely,

A handwritten signature in blue ink that reads "Evelyn Martinez". The signature is written in a cursive style and is enclosed within a thin, light-colored rectangular border.

Evelyn Martinez
Manager, New York Airports District Office

Enc.: AIP Handbook Excerpts

Table 5-15 Sponsor and ADO Requirements for Contract Changes

If the sponsor proposes to...	The sponsor must...	And the ADO...
<p>a. Execute change orders, supplemental agreements, and contract modifications</p>	<p>(1) Conduct a cost analysis. Paragraph U-21 contains guidance to sponsors on how to perform price and cost analyses.</p> <p>(2) If there is a change in scope, notify the ADO. Otherwise notify the ADO upon ADO request.</p> <p>(3) If requested by the ADO, submit the following documentation:</p> <p>(a) Change order or supplemental agreement.</p> <p>(a) Justification for the change.</p> <p>(b) A statement signed by the sponsor that the cost analysis was performed that includes the sponsor's recommendation that the FAA accept the statement and analysis as evidence of cost reasonableness.</p> <p>(c) Any other support documentation requested by the ADO.</p>	<p>Has the option to request that the sponsor submit associated documentation.</p> <p>Has the option to conduct a pre-award review.</p> <p>Has the option, if the ADO chooses to conduct a review, to provide the sponsor with a written response containing the ADO finding and/or keep a copy available for future reference.</p>
<p>b. Request a grant amendment</p>	<p>(1) Have conducted a cost analyses for all change orders, supplemental agreements, and contract modifications. Paragraph U-21 contains guidance to sponsors on how to perform price and cost analyses.</p> <p>(2) Submit (or have submitted) the following documentation:</p> <p>(a) All associated change orders, supplemental agreements, and contract modifications.</p> <p>(b) Justification for the changes.</p> <p>(c) A statement signed by the sponsor that a cost analysis was performed for all change orders, supplemental agreements, and contract modifications that includes the sponsor's recommendation that the FAA accept the statement and analysis as evidence of cost reasonableness.</p> <p>(d) Any other support documentation requested by the ADO.</p>	<p>Must review the project costs to ensure that <i>all</i> of the requirements in Chapter 3 have been met, including cost reasonableness.</p> <p>By signing the grant amendment, the ADO is documenting that the associated project costs in the amendment meet the requirements in Chapter 3.</p>

2 CFR § 200.343 requires that the sponsor submit all required closeout documentation to the ADO within 90 days after the period of performance ends. However, per 2 CFR § 200.343(a), APP-520 has the option to extend this time frame to beyond the 90 days.

Per 2 CFR § 200.343, the FAA has a maximum of one year from receipt and acceptance of the closeout documentation to complete all closeout actions. This includes all closeout actions from all FAA offices (including the FAA Office of Finance and Management, FAA Accounts Payable Section B (AMK-314)). APP-520 has the option to further define ADO specific closeout time frames within this one year period.

Table 5-31 Project Physical Completion Requirements

For the following type of project...	The project is not complete until the following requirements are met...
a. Planning	<ul style="list-style-type: none"> (1) The sponsor has submitted the final planning deliverable to the ADO. (2) The FAA has reviewed, accepted, or approved the planning document as applicable..
b. Land Acquisition	<ul style="list-style-type: none"> (1) The sponsor has obtained satisfactory property interest in all parcels included in the grant description. (2) The sponsor has submitted an updated Exhibit A to the ADO that properly reflects the land acquisition.
c. Equipment Acquisition	<ul style="list-style-type: none"> (1) The sponsor has full ownership of the equipment (must be delivered, installed, and tested in accordance with plans and specifications). (2) The FAA Air Traffic Organization (ATO) has completed all required commissioning, inspection, initial flight check, and/or acceptance requirements (if applicable to the project). (3) The sponsor has submitted any FAA required equipment inventory updates to the ADO.
d. Construction	<ul style="list-style-type: none"> (1) The ATO has completed all required commissioning, inspection, initial flight check, and/or acceptance requirements (if applicable to the project). (2) The sponsor has completed the final inspection and verifies that all punch list items have been addressed. (3) A complete and useable facility is fully available for its intended use (except in the case of phased projects). (4) The sponsor has received the as-built plans. The ADO has the option to require the sponsor to submit an electronic or paper copy of these plans to the ADO.