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## NYADO Fiscal Year 2020-21 Capital Improvement Program (CIP) Planning Dates

Dates	Actions
September 30, 2019	Sponsors submits complete environmental documentation (CATEX) for projects requesting AIP funds in FY20.
September 2019-November 2019	The ADO and sponsor hold FY20-24 CIP meetings <b>NOTE:</b> FY20 adjustments will typically be limited to deletions or cost adjustments and not the addition of new projects.
December 1, 2019	Financial and Legal requirements are due to the NYADO as follows: <ul style="list-style-type: none"><li>○ Legal and Financial Requirements:<ol style="list-style-type: none"><li>1. Sponsor Attorney Legal Certification</li><li>2. CPA certification – as per FAA Order 5100.38D, Airport Improvement Program Handbook, Table 2-9(e)</li><li>3. Title Search<ol style="list-style-type: none"><li>a. No more than 2 years old</li><li>b. For all parcels on airport property</li><li>c. Showing all encumbrances on airport property</li></ol></li><li>4. Most current Exhibit A.</li></ol></li><li>○ Land donation requirements:<ol style="list-style-type: none"><li>1. Title Search<ol style="list-style-type: none"><li>a. Copy of the recorded deed</li></ol></li><li>2. FMV Appraisals (needs to updated yearly)</li><li>3. ALP including exhibit A defining all property to be dedicated</li></ol></li></ul>
December 1, 2019	Determination of eligibility made by ADO based on documentation submitted by September 30, 2019 (including 1542 certifications and negotiated land agreements). A formal letter or email will be provided by the respective team member approving the request.
December 1, 2019	For FY20, submit Construction Plans and Specification and Construction Safety and Phasing Plans (CSPP) (for <b>single review projects</b> ) at 90% completion for formal review. For CSPP complex projects that require multiple reviews, discussions with the ADO will be required (see ARP SOP 1.00 for further guidance).
December 15, 2019	Sponsor submits FY21-25 CIP update request to ADO, including: <ul style="list-style-type: none"><li>• A CIP data sheet for <b>FY21-23</b> projects only.</li><li>• Include a sketch of all the projects referencing the ALP.</li><li>• Updates to the ALP (if necessary).</li></ul>

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December 31, 2019	<p>Sponsor submits year-end financial reports (due 90 days after the end of each of the FAA’s fiscal year) to summarize grant expenditures and the status of project funds per the <i>AIP Grant Payment and Sponsor Financial Reporting Policy</i>, Section 9 (see link).</p> <ul style="list-style-type: none"> <li>• SF-425 – Federal Financial Report</li> <li>• SF-271 – Outlay Report and Request for Reimbursement for Construction Program</li> <li>• SF-270 – Request for Advance or Reimbursement (non-construction projects)</li> </ul> <p><a href="https://www.faa.gov/airports/aip/grant_payments/media/AIP-Grant-Payment-Sponsor-Financial-Reporting-Policy.pdf">https://www.faa.gov/airports/aip/grant_payments/media/AIP-Grant-Payment-Sponsor-Financial-Reporting-Policy.pdf</a></p>
January 31, 2020	<p>Sponsor submits FY20 grant pre-application(s) based on estimates. Eligibility determination letter/email will need to be included as part of the pre-application.</p> <p>Planning, Environmental, Design Projects – Submit a final grant application.</p>
February 1-May 1, 2020	<p>Submission of Bid Tabulations to ADO requesting ADO Concurrence to Award. <b>NOTE:</b> It is recommended the contractor be able to hold the bid through September 2020.</p>
April 15, 2020	<p>Sponsor confirms intent to use available entitlements to the ADO. (<b>Final Date provided by Federal Register Notice</b>)</p>
April 30, 2020	<p>A FONSI/FONSI-ROD approval required for projects competing for AIP funds in FY21.</p>
June 1, 2020	<p>For FY21, submit the CSPP for complex projects at 90% completion for formal review to the assigned ADO Engineer. (See ARP SOP 1.00 for further guidance)</p>
May 15, 2020	<p>NYADO FY20 Final Grant Applications due to the respective ADO team member. (<b>Final Date provided by Federal Register Notice</b>)</p>
July 31, 2020	<p>Last day to request grant closeouts with remaining funds.</p>
July 31, 2020	<p>Sponsors submits complete environmental documentation (CATEX) for projects competing for entitlement/SA funds in FY21 for ADO review and approval.</p>
August 15, 2020	<p>Last day to request grant closeouts with no remaining funds.</p>
September 30, 2020	<p>Sponsors submits complete environmental documentation (CATEX) for projects requesting discretionary funds in FY21 for ADO review and approval.</p>