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**NYADO Capital Improvement Program (CIP) Planning Schedule**  
*(Fiscal Year beginning in October)*

<b>Dates</b>	<b>Actions</b>
December	<p>- Determination of eligibility made by ADO based on documentation submitted by September in the previous fiscal year (including 1542 certifications and negotiated land agreements). A formal letter or email will be provided by the respective team member approving the request.</p> <p>- 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).</p> <p>- Sponsor submits 5-year CIP update request to ADO, including:</p> <ul style="list-style-type: none"><li>• A CIP data sheet for <b>3 years</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> <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	<p>Sponsor submits 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 - May	<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 end of the fiscal year for grant being requested.</p>

Dates	Actions
April	<ul style="list-style-type: none"> <li>- Sponsor confirms intent to use available entitlements to the ADO. (Final Date provided by Federal Register Notice)</li> <li>- A FONSI/FONSI-ROD approval required for projects competing for AIP funds in the next fiscal year (if applicable).</li> <li>- Sponsors submit final grant packages to ADO to process closeouts with remaining funds.</li> </ul>
May	<p>Final Grant Applications due to the respective ADO team member. (Final Date provided by Federal Register Notice)</p>
June	<ul style="list-style-type: none"> <li>- Submit the CSPP for complex projects at 90% completion for formal review to the assigned ADO Engineer for projects considered in the next fiscal. (See ARP SOP 1.00 for further guidance)</li> <li>- Sponsors submit final grant packages to ADO to process closeouts with no remaining funds.</li> </ul>
July	<p>Sponsors submits complete environmental documentation (CATEX) for projects competing for entitlement/SA funds in the next fiscal year for ADO review and approval.</p>
September	<p>Sponsors submits complete environmental documentation (CATEX) for projects requesting discretionary funds in the next fiscal year for ADO review and approval.</p>
September	<p>Submission of documentation is needed to make final eligibility for projects that require a Modification of Standards, BCA's, equipment inventory (ARFF, SRE, aircraft deicing, etc.) or proration (buildings, utilities, etc.) for projects being considered in the next fiscal year. See AIP Handbook for further guidance and/or confirm with your assigned PM as needed.</p>
September	<p>Annual PFC Audit - Submit your previous fiscal year audit report (this can also be included in your Single Audit report, and a copy provided to the ADO).</p>
September - November	<p>The ADO and sponsor hold ACIP meetings <b>NOTE:</b> The current fiscal year adjustments will typically be limited to deletions or cost adjustments and not the addition of new projects unless previously approved by the ADO.</p>