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

Dates	Actions
October	<p>Financial and Legal requirements are due to the NYADO as follows:</p> <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	<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 style="text-align: center;"><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>

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January	<p>Sponsor submits grant pre-application(s) based on estimates. Final approval of Financial and Legal requirements should be included in the 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>
April	<ul style="list-style-type: none"> <li>- Sponsor confirms intent to use available entitlements to the ADO. (<b>Final Date provided by Federal Register Notice</b>)</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. (<b>Final Date provided by Federal Register Notice</b>)</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 funding in the next fiscal year for ADO review and approval.</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>