# NYADO Capital Improvement Program (CIP) Planning Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Actions</th>
</tr>
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<tbody>
<tr>
<td>September 30, 2020</td>
<td>Sponsors submits complete environmental documentation (CATEX) for projects requesting AIP funds in FY21.</td>
</tr>
<tr>
<td></td>
<td>Sponsor submits eligibility/justifications for FY21 projects that require a Modification of Standards, BCA’s, equipment inventory (ARFF, SRE, aircraft deicing, etc.), proration (buildings, utilities, etc.), or planning studies. See AIP Handbook for further guidance and/or confirm with your assigned PM as needed.</td>
</tr>
<tr>
<td></td>
<td>Annual PFC Audit - Submit your FY19 audit report (this can also be included in your Single Audit report, provide the ADO a copy).</td>
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<tr>
<td>September - December 2020</td>
<td>The ADO and sponsor hold FY21-25 CIP meetings.</td>
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<td></td>
<td><strong>NOTE:</strong> FY21 adjustments will typically be limited to deletions or cost adjustments and not the addition of new projects.</td>
</tr>
<tr>
<td>November 1, 2020</td>
<td>Financial and Legal requirements are due to the NYADO as follows:</td>
</tr>
<tr>
<td></td>
<td>o Legal and Financial Requirements:</td>
</tr>
<tr>
<td></td>
<td>1. Sponsor Attorney Legal Certification</td>
</tr>
<tr>
<td></td>
<td>2. CPA certification – as per FAA Order 5100.38D, Airport Improvement Program Handbook, Table 2-9(e)</td>
</tr>
<tr>
<td></td>
<td>3. Title Search</td>
</tr>
<tr>
<td></td>
<td>a. No more than 2 years old</td>
</tr>
<tr>
<td></td>
<td>b. For all parcels on airport property</td>
</tr>
<tr>
<td></td>
<td>c. Showing all encumbrances on airport property</td>
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<tr>
<td></td>
<td>4. Most current Exhibit A.</td>
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<td>o Land donation requirements:</td>
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<tr>
<td></td>
<td>1. Title Search</td>
</tr>
<tr>
<td></td>
<td>a. Copy of the recorded deed</td>
</tr>
<tr>
<td></td>
<td>2. FMV Appraisals (needs to updated yearly)</td>
</tr>
<tr>
<td></td>
<td>3. ALP including exhibit A defining all property to be dedicated</td>
</tr>
<tr>
<td>December 1, 2020</td>
<td>Determination of eligibility/justification made by ADO based on documentation submitted by September 30, 2020 (including 1542 certifications and negotiated land agreements). A formal letter or email will be provided by the respective team member approving the request.</td>
</tr>
<tr>
<td></td>
<td>For FY21, submit Construction Plans and Specification and Construction Safety and Phasing Plans (CSPP) (for single review projects) 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).</td>
</tr>
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</table>
December 15, 2020  Pen & Ink Changes (including any associated NRA cases) must have received approval for FY21 projects.  
**NOTE:** Airspace case reviews can take a minimum of 45 days.

Sponsor submits FY22-26 CIP update request to ADO, including:
- A CIP data sheet for **FY22-24** projects only.
- Include a sketch of all the projects referencing the ALP.
- Updates to the ALP (if necessary).

December 15, 2020  Submit a scope or engineering agreement for ADO review for Planning, Environmental, and Design projects for final application submittal by January 31, as noted below.

December 31, 2020  **Consultation Selection** – Please submit the current consultant agreement for engineering, planning, and environmental services.

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 **AIP Grant Payment and Sponsor Financial Reporting Policy**, Section 9 (see link).

- SF-271 – Outlay Report and Request for Reimbursement for Construction Program
- SF-270 – Request for Advance or Reimbursement (non-construction projects)

https://www.faa.gov/airports/aip/grant_payments/media/aip-grant-payment-policy.pdf

January 31, 2021  Sponsor submits FY21 grant pre-application(s) based on estimates.

Planning, Environmental, Design Projects – Submit a final grant application.

ADO eligibility determination letter/email will need to be included as part of the pre-application/application package.

February 1-May 1, 2021  Submission of Bid Tabulations to ADO requesting ADO Concurrence to Award. **NOTE:** It is recommended the contractor be able to hold the bid through September 2021.

April 15, 2021  Sponsor confirms intent to use available entitlements to the ADO. (**Final Date provided by Federal Register Notice**) 

April 30, 2021  A FONSI/FONSI-ROD approval required for projects competing for AIP funds in FY22.

June 1, 2021  For FY22, 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)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>May 15, 2021</td>
<td>NYADO FY21 Final Grant Applications due to the respective ADO team member. (<a href="#">Final Date provided by Federal Register Notice</a>)</td>
</tr>
<tr>
<td>July 31, 2021</td>
<td>Last day to request grant closeouts with remaining funds.</td>
</tr>
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<td></td>
<td>Sponsors submits complete environmental documentation (CATEX) for projects competing for entitlement/SA funds in FY22 for ADO review and approval.</td>
</tr>
<tr>
<td>August 15, 2021</td>
<td>Last day to request grant closeouts with no remaining funds.</td>
</tr>
<tr>
<td>September 30, 2021</td>
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