



FAA

New England Region Airports Division

Airport Sponsor Application Submission Requirements: Development-Land/Easement Acquisition Projects

Reminders Pertaining to All Application Submissions

- An Airport Sponsor is the legal owner of an airport/worksite.
- Airport Sponsor *must* comply with this regional office's deadline to receive an airport application submission as announced via an email blast with other grant deadline dates.
- Airport Sponsors *must* use current versions of forms as part of their application submission; we cannot accept outdated/old forms (e.g., sponsor certifications; FAA Form 5100-101; FAA Form 5100-100; etc.).
- *Do not* combine a construction project with either a planning project, a land/easements project, a reimbursable agreement project, and/or an environmental project in one application.
 - There also are certain projects/work elements that we **do not** want combined with other elements into a single application. These projects/work elements will need to be submitted as a "stand-alone" application. The projects that will need a "stand-alone" application are:
 - Wildlife Hazard Assessments
 - Reimbursable Agreements
 - Land and/or Easement Acquisition
 - *Rule of thumb* – keep the applications "clean." So, one "stand alone" application for construction, one for planning, one for equipment, one for land/easements, one for reimbursable agreements, and one for environmental. When in doubt, contact our AIP/Grants Airports Program Specialist.
- Application descriptions *must* be clear on what will be done with the requested federal funds. Anyone reading the project description should be able to figure out what the application is for.
 - If the application is for a phase of an overall project, then the description must describe what will be funded for that specific phase.
- If an Airport Sponsor is required to submit an updated Exhibit A Property Map, then the Airport Sponsor *must*:
 - Follow FAA Airports Division Exhibit A Standard Operating Procedure (SOP);
 - Submit a completed Exhibit A SOP Checklist; and
 - Note that the signature block is for FAA staff **only**
 - Submit D size Exhibit A drawing (24 x 36 inches)
 - Drawing must contain required components and be current
 - For example – the "revision box" must be updated

If you are unsure as to whether you need to submit an Exhibit A Property Map, then check with the Airports Division Planner assigned to your geographic area.

This regional office has four different application requirements documents, one for each “project type” (e.g., planning &/or environmental; equipment acquisition; etc.). Grant application requirements guidance is located on our regional web site, [Airport Improvement Program \(AIP\) | Federal Aviation Administration \(faa.gov\)](http://www.faa.gov/airports/new_england/aip/), (http://www.faa.gov/airports/new_england/aip/).

If you have questions about application submission requirements, contact this regional office’s AIP/Grants Program Specialist.

For ANE Development – Land/Easement Acquisition Project Application Submission

- Submit **one complete** application package in electronic format to this regional office’s FAA Project manager and copy the FAA Airports Program Specialist for AIP/Grants.
- Send a **complete** application package via email with a PDF attachment or via email with a link to the Airport Sponsor’s FTP site/file share software.
 - **Do not** mail anything to our office.
 - We prefer that you submit the complete application package in **PDF** format (flatten file).
 - **Do not** submit forms in the original fillable format.
 - **Do not** submit the instruction pages associated with any of the forms.

Application Content	Details/Comments
SF-424 form	The Airport Sponsor must sign this form. Must use the most current version. The form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
FAA Form 5100-100	Submit all pages (excluding instructions). Must use the most current version. Form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program). Must answer all items in complete sentences.
Supplemental Narrative Page(s)	<u>Refer</u> to following page(s) for required content.
Sketch of Project Area	Sketch must clearly illustrate the project area.
Drug Free Workplace Certification FAA form 5100-130	The Airport Sponsor must sign this form. Must use the most current version. Form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
Certification and Disclosure Regarding Potential Conflicts of Interest Certification FAA Form 5100-135	The Airport Sponsor must sign this form. Must use the most current version. Form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
Certification Regarding Lobbying form (no FAA form #)	The Airport Sponsor must sign this form. Must use the most current version. Form at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).

Application Content	Details/Comments
Selection of Consultants Certification, FAA Form 5100-134	The Airport Sponsor must sign this form. Must use the most current version. Form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
Project Plans and Specifications Certification, FAA Form 5100-132	The Airport Sponsor must sign this form. Must use the most current version. Form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
Equipment and Construction Contracts Certification, FAA Form 5100-131	The Airport Sponsor must sign this form. Must use the most current version. Form at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
Real Property Acquisition Certification, FAA Form 5100-134	The Airport Sponsor must sign this form. Must use the most current version. Form at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
FAA Civil Rights Title VI Pre-Grant Award Checklist, FAA Form 5100-145	Required as part of every application package submission for Large & Medium Hub Airports starting in FY2023. Required as part of every application package submission for Large Hub, Medium Hub, Small Hub, and Primary Non-Hub Airports in FY2024. Required as part of every application package submission for all airport types in FY2025. Airport sponsors use this checklist to certify they are currently in compliance with Title VI of the Civil Rights Act of 1964 or have a corrective action plan approved by the FAA Office of Civil Rights to come into compliance. Must submit the most current version. Form is at the Office of Airports Forms page, (https://www.faa.gov/airports/resources/forms#Airport_Improvement_Program).
Grant Assurances	Must submit the most current version. Link to the document is located on at the Office of Airports Forms page, (https://www.faa.gov/airports/aip/grant_assurances). <ul style="list-style-type: none"> Most of our Airport Sponsors will need to use the “Airport Sponsors” version of the Grant Assurances Reminder – fill in: <ul style="list-style-type: none"> Item #30b. with Airport Sponsor Name - The Airport Sponsor is the Legal Owner of an airport. Item #34 with the “Project Application Date” - This is the date that FAA “receives” the complete application package
Advisory Circulars (AC) Checklist	Must submit the most current version. Link to the document is located at the Office of Airports Forms page, (https://www.faa.gov/airports/aip).
Exhibit A Property Map and SOP Checklist;	Please refer to pages 1 and 2 for details. Airport Sponsor must follow instructions as outlined in this document.
Agreement on State Sponsorship and Airport Sponsor Obligations FAA Form 5100-128	To be completed/executed <i>by each</i> Airport Sponsor and then submitted by the State Agency for a Statewide project application (e.g. various locations Rwy/Twy/Apron pavement crack sealing project). Airport sponsors use this to consent to project sponsorship by State Agency for projects funded under AIP only .

Items to Include in Supplemental Narrative Section of Application Package

Brief Project Description

Include the program from which you are requesting federal funding.

- Current federal airport grant programs administered by FAA Airports Division are:
 - **AIP** – Airport Improvement Program
 - **SA** – Supplemental Appropriations
 - **SA CDS** – Supplemental Appropriations Congressional Directed Spending
 - **IIJA AIG** – Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG)
 - **IIJA ATP** – Infrastructure Investment and Jobs Act (IIJA) Terminals Program (ATP)
 - **IIJA FCT** – Infrastructure Investment and Jobs Act (IIJA) FAA Contract Tower (FCT) Competitive Grant Program

Enter a clear and concise explanation of what the requested federal funds will accomplish.

- If project involves "**Noise**" land acquisition, then the description needs identify how many homes/residences to be acquired and approximate number of residents to be relocated.

Also needed is an Exhibit A Property Map identifying the properties, the locations, and acres to be acquired under this project.

- If project involves land and/or easement acquisition **not related to Noise program**, then description needs to identify how many parcels, number of acres for each parcel to be acquired and intended use of land and/or easement.

Also needed is an Exhibit A Property Map identifying the location of the parcel(s) to be acquired under this project.

Cost breakdown of major work items

- If application involves multiple equipment items, then also provide a breakout of the requested federal share for each.

Project Schedule (key milestones)

Environmental Status statement

Statement referencing the current FAA Order 5050.4.

- Categorically Excluded statement, which included the Order's paragraph number;
- FONSI issued on _____ (date) statement; **or**
- ROD issued on _____ (date) statement

Statement on Disadvantage Business Enterprise status

One of the following:

- Exempt Statement;
- Statement that the Plan/Goal approved by FAA Civil Rights – include when Plan/Goal covering this project was approved and that the Plan/Goal covers the federal fiscal year; **or**
- Statement that the Plan/Goal is on file awaiting approval from FAA Civil Rights

Statement regarding coordination with state agency, where applicable

(e.g., CAA, ME DOT, MA DOT, NH DOT, and/or VTrans)

Exhibit A Statement

Exhibit A statement is **not required**. This is due to the fact that all land and/or easement acquisition projects are **required** to submit an updated Exhibit A Property Map drawing and SOP Checklist.

Statement regarding Notary Signatures

The Airport Sponsor **must** provide a statement advising if the county requires **all** signatures within the grant offer agreement to be notarized so the executed grant offer agreement can be recorded with the local register of deeds or if they do not require these signatures to be notarized.

- Please be advised that we **cannot** issue a grant offer for land or easement acquisition projects without this information.