FAA

New England Region Airports Division

Airport Sponsor Application Submission Requirements: Environmental or Planning 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- Airport Sponsors *must* use current versions of forms as part of their application submission; we cannot accept outdated/old forms (e.g., sponsor certifications; FAA Form 5100-101; FAA Form 5100-100; etc.).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.

  o 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

  o *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.

  o 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*:

  o Follow FAA Airports Division Exhibit A Standard Operating Procedure (SOP);

  o Submit a completed Exhibit A SOP Checklist; and

    ▪ Note that the signature block is for FAA staff *only*

  o 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/).

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

For ANE Environmental or Planning 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.

    o *Do not* mail anything to our office.

    o We prefer that you submit the complete application package in **PDF** format (flatten file).

    o *Do not* submit forms in the original fillable format.

    o *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 5100-101	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)	Refer to following page(s) for required content.
Organizational Chart	Organizational Chart with key persons involved with project: Airport Sponsor staff; Airport Sponsor's consultant; FAA personnel; Etc.
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).

Application Content	Details/Comments
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).
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).
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). • Most of our Airport Sponsors will need to use the "**Airport Sponsors**" version of the Grant Assurances **Reminder – fill in:** • 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; **or** Exhibit A Statement	If the Airport Sponsor has acquired and/or released any land/easements, then Airport Sponsor must follow instruction on page one of this document. If the Airport Sponsor has not acquired and/or released any land/easements, then an Exhibit A statement is required. Please follow instructions on this page and next.
Agreement on State Sponsorship and Airport Sponsor Obligations FAA Form 5100-128	To be completed/executed *by each* 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.

- For Environmental project applications – Description to include type of environmental study, purpose, and proposed projects study is for.

- For Planning project applications – Description regarding the proposed planning study.

- For **both** application types – Copy of the Scope of Work that has been pre-approved by FAA must be included in the application submission.

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

If you are not submitting updated drawings, then this statement is required per the FAA Airports Division's Standard Operating Procedure (SOP) number 6.00, titled "FAA Review and Approval of An Airport Improvement Program (AIP) Grant Application":

- **A Revised Exhibit A Property Map** must be included with each application *unless* there has been **no change** in the Exhibit A Property Map since the last grant and/or last Exhibit A submittal (with one exception – Exhibit A Maps are always required with land and/or easement acquisition projects/grants).

If there has been no change, the previous Exhibit A Property Map must be referenced within the grant application.

In the case of development project applications, this reference needs to be made in **FAA Form 5100-100 Part III, Section E – "Remarks"**. Use the below language in **Section E – "Remarks"** to make this reference:

"I hereby certify that the Exhibit A Property Map dated _____ and attached to the Grant Application for XXX **3-xx-xxxx-xxx-xxxx** reflects, to the best of my knowledge, the current information as of this date.

The above-mentioned Exhibit A Property Map is, therefore, incorporated into this Grant Application by reference and made a part thereof."

The blank for the "…Map dated _____..." needs to be the revision date on the Exhibit "A" Property Map that was attached to a previous AIP grant.

The grant number for the "…XXX 3-xx-xxxx-xxx-xxxx reflects…" needs to be the previous airport grant that the current Exhibit A Property Map was a part of the application submission and grant offer.

Important: Replace the "XXX" with the abbreviation for the airport grant program in front of the grant number. Current federal airport grant programs administered by FAA Airports Division are:

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