

Airport Sponsor Grant Closeout Worksheet

Airport Sponsor's Name:

Airport Name:

LOC ID:

AIP Grant Number:

Project Description/Title:

Grant Closeout Requirements.

(General Standards for AIP Grant Closeouts are available in FAA Order 5100.38D, [Airport Improvement Program \(AIP\) Handbook](#), Chapter 5, Section 8. Grant Closeout.)

In order for the FAA ADO (Airports District Office) to close a grant, the ADO and sponsor must have done the following:

- Physically complete all projects in the grant (as discussed in Table 5-32)
- Complete all grant administrative and financial requirements (as discussed in Table 5-33)
- Complete the closeout processing steps (as discussed in Table 5-34)

FAA policy is for these steps to be completed in a timely manner, and that grants should not be open for more than four years from when the grant was issued. Grants open beyond four years may be subject to additional scrutiny by various offices within the federal government, may affect a sponsor's ability to receive new grants, and may require additional sponsor and ADO reporting requirements.

Documents Required for All Grants	Dated (mm/dd/yy)	Yes	No
1. Amendment Request: Request in accordance with Section 7 of the AIP Handbook.			
2. FPSW: Final Payment Summary Request Worksheet has been submitted.			
3. SF-271: Final Pay Request SF-271 Form has been submitted (or SF-270, as appropriate).			
4. SF-425: Final Pay Request SF-425 Form has been submitted.			
5. Final Invoices: Attach final invoices as appropriate or required by FAA ADO.			

Documents Conditional on Grant type	Dated (mm/dd/yy)	Yes	No	N/A
6. Planning Grant Deliverables (For Planning Grants) List planning deliverables due as part of this grant, showing FAA has reviewed, accepted, or approved the deliverables as applicable.				
7. Sponsor Final Closeout Report is attached. (For development grants, address <i>all</i> projects in the grant). <i>Brief project summary -- include the below items, as applicable:</i> <ul style="list-style-type: none"> • Project history, with significant events during the life of the project identified. • Discuss significant dates as appropriate (e.g. bid opening, award of contract, construction start, construction complete, final inspection, final payment, DBE utilization, etc.) • Discuss significant change orders and significant changes in quantities. • Noise Grants: Summarize/submit Noise Land Inventory and Reuse Plan. • State Block Grants: Describe how the sponsor has followed the requirements in the block grant master agreement, annotating documents submitted to the ADO. • AWOS projects: Summarize and confirm requirements have been met, with appropriate references/dates. 				
8. ALP: The As-Built, Revised, or Updated ALP has been submitted to the FAA.				
9. Equipment: Inventory of Non-Expendable Personal Property document(s) is/are attached.				
10. As-Built Construction Drawings: On file with Sponsor or submitted as required by ADO.				
11. Exhibit "A" Property Map has been submitted to the FAA.				
12. Environmental Requirements have been met.				

Added closeout requirements (Sponsor shall contact the FAA for clarification)	Dated (mm/dd/yy)	Yes	No	N/A
13.				
14.				
15.				
16.				

Airport Sponsor's Representative (printed)	Contact's Phone Number	Date