



## **AIP Closeout Package Submission Requirements for Development – Construction Projects**

### **Reminders pertaining to all closeout package submissions:**

- The completion of a project **does not** end with the physical completion of the work. The formal closeout of a grant is the process by which the Sponsor performs all necessary administrative and financial actions to satisfactory complete all requirements set forth in the grant agreement.
- Airport Sponsors must use current forms as part of their closeout package submission.
  - We cannot accept outdated/old forms (e.g. sponsor certifications; SF-270; SF-271; etc.).
- Grant assurance #13 requires Airport Sponsors that expend \$500,000 or more of Federal funds in a year to conduct a single or program-specific audit for that year in accordance with the Single Audit Act of 1984 (as amended) and OMB 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Once completed, the Airport Sponsor must submit the audit report online to the Federal Audit Clearinghouse at <http://harvester.census.gov/fac/>. Audit reports may no longer be mailed to the clearinghouse.

- Airport Sponsors **may not** submit their final payment reimbursement request via the DELPHI/eInvoicing system until after they have received an e-mail from our office advising them the final payment reimbursement amount that our office will authorize.

This regional office has five different closeout package submission requirements documents, one for each "project type" (e.g. planning, environmental, equipment acquisition, etc.). These documents are located on our regional website ([http://www.faa.gov/airports/new\\_england/aip/](http://www.faa.gov/airports/new_england/aip/)).

If you have questions regarding application submission requirements, then please contact this regional office's FAA AIP Program Specialist.

**For ANE AIP Development - Construction Project Closeout Package Submission:**

Closeout Package Content (only 1 set)	Details/Comments
Airport Sponsor's Closeout Cover Letter	<p>This letter must include, but is not limited to, 1) a statement certifying the eligibility of claimed costs; and 2) Sponsor's amendment request (if applicable).</p> <p>This letter must be signed by the Airport Sponsor <b>with original signature</b>.</p>
SF-271 "Final Outlay Report"	<b>With original signature;</b> (please do not submit instruction pages)
SF-425 "Final Federal Financial Report"	<b>With original signature;</b> (please do not submit instruction pages)
Invoices	All final invoices, force account documents/back-up (if applicable), etc.
New England Region, Airports Division's (ANE) "Project Closure Summary" form	ANE's Regional form to be completed by Airport Sponsor.
Final Construction Report	<p>Brief Narrative to include:</p> <ul style="list-style-type: none"> <li>- Include explanation for any deleted work item</li> <li>- Provide brief description of non-participating work item</li> </ul> <p>Construction Costs:</p> <ul style="list-style-type: none"> <li>- Summary of final contract quantities</li> <li>- Delineation of eligible and ineligible costs</li> <li>- Clearly identify added or deleted work items</li> <li>- Explanation/Justification of under runs and over runs</li> <li>- Summary of Change Order and supplemental agreements</li> </ul> <p>Construction Material Testing and Acceptance:</p> <ul style="list-style-type: none"> <li>- Provide summary of all required acceptance tests per the project specifications and the approved construction observation plan (Grant obligation)</li> <li>- Sponsor/consultant does not need to submit actual test reports with the close out report, but must make such information available upon request by the FAA</li> <li>- The summary must provide clear explanation of any price adjustments due to the application of the Percent Within Limits (PWL)</li> </ul> <p>Final Inspection Report/Record of Completion:</p> <ul style="list-style-type: none"> <li>- Identify attendees that participated in the final walkthrough</li> <li>- List any outstanding punch list items that remain</li> <li>- Include signature of consultant and date of inspection</li> </ul> <p>Contractor's Final Statement of Completion:</p> <ul style="list-style-type: none"> <li>- Examples: final payment request or signed affidavit</li> </ul> <p>Project Photographs:</p> <ul style="list-style-type: none"> <li>- Include a representative number of photographs that depict major elements of the project prior to the improvement and after completion of construction</li> </ul>

Closeout Package Content (only 1 set)	Details/Comments
"As-Built" Record Drawings	If applicable, 1 PDF format version via a CD (no paper); please check with FAA's project mgr.
"As-Built" ALP	<p>Only applicable if a "proposed" and/or "actual" project on ALP has changed.</p> <p>If applicable, 1 printed D size drawing per sheet submitted and 1 PDF format version via a CD; please check with FAA's project mgr.</p>
* Amendment Request (* If applicable)	<p>Only applicable if Sponsor is requesting additional federal funds.</p> <p>This request can either be part of the Sponsor's closeout cover letter or a separate letter that is signed by the Airport Sponsor.</p> <p>We will need this letter with the Airport Sponsor's <b>original signature</b>.</p>
5010 Updates	Only required whenever improvements modify existing data.
Sponsor Certification for Project Final Acceptance form	<b>With original signature</b>