

ANE AIP Grant Close-Out Package Requirements for Equipment Acquisition Projects

Close Out Package Content (only 1 set)	Details/Comments
Sponsor's Close Out Cover Letter	This letter should include, but is not limited to, statement certifying the eligibility of claimed costs, and Sponsor amendment request (if applicable).
SF-271 "Final Outlay Report"	With original signature; (please do not submit instruction pages)
SF-425 "Final Federal Financial Report"	With original signature; (please do not submit instruction pages)
Invoices	All final invoices, force account documents/back-up (if applicable), etc.
ANE's "Project Closure Summary" form	ANE' Regional form
Final Equipment Report	To include, but not limited to, brief narative to identify the make, model and serial number or acquired equipment, warranty date, etc.
Photographs of acquired equipment	Provide sufficient number of photographs to depict the acquired equipment. Please strive to depict all sides of the acquired equipment. Please submit photographs electronically (CD is acceptable).
Amendment Request	Only applicable if Sponsor is requesting additional federal funds. This request can be part of the Sponsor's close-out cover letter.
Summary of DBE Utilization	If applicable, prepare and submit a summary of the actual DBE participation. (* Please note that this submittal does not relieve the Sponsor of the responsibility for reporting DBE accomplishments to the FAA Office of Civil Rights through the DOORs system.)
Sponsor Certification for Project Final Acceptance form	With original signature