



## **AIP Closeout Package Submission Requirements for Equipment Acquisition Projects**

### **Information and 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 Airport Sponsor performs all necessary administrative and financial actions to satisfactory complete all requirements set forth in the grant agreement.
- Airport Sponsor 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  - We cannot accept outdated/old forms (e.g. sponsor certifications; SF-270; SF-271; SF-425; etc.).
- As a condition of receiving Federal assistance, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.
- 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.
- Period of Performance (PoP) Standard Condition:
  - All grant offer agreements issued Federal Fiscal Year (FY) 2016 to current FY include a PoP Standard Condition.
  - To summarize the PoP standard condition language:
    - A grant's specific PoP "end date" is 1,460 days from date that the Airport Sponsor has signed the grant offer agreement.
    - FAA **will not** reimburse any eligible/justified/reasonable costs incurred after the grant's PoP end date. The Airport Sponsor will be required to either complete items under a grant offer agreement at their own expense for any costs incurred after PoP end date; or reimburse FAA for any/all partial payment reimbursements already paid to the Airport Sponsor, after which FAA will terminate the grant offer agreement.
    - In addition, the PoP Standard Condition requires the Airport Sponsor to submit a complete closeout package with all deliverables associated with a grant such that it is received by FAA within 90 days of the grant's PoP end date.

This regional office has four 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 Equipment Acquisition Project Closeout Package Submission:**

- Please submit one complete closeout package in electronic format to this regional office’s FAA AIP Program Specialist.
  - Please send a complete closeout package via email with a PDF attachment or via email with a link to the Airport Sponsor’s FTP site/file share software.
    - Please ***DO NOT*** mail anything to our office.

Closeout Package Content (PDF Format)	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>The Airport Sponsor must sign this letter.</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 signed by the Airport Sponsor.</p> <p>The Airport Sponsor must sign this letter.</p>
ANE Airports Division’s "Airport Sponsor Grant Closeout Worksheet"	Regional version of the National form “Airport Sponsor Grant Closeout Worksheet” completed by the Airport Sponsor.
SF-271 “Final Outlay Report”	Completed and Signed by Airport Sponsor. Please <b><i>do not</i></b> submit the instruction pages.
SF-425 “Final Federal Financial Report”	Completed and Signed by Airport Sponsor. Please <b><i>do not</i></b> submit the instruction pages.
Final Invoice Summary	Final Invoice summary sheet.
Invoices	All final invoices, force account documents/back-up (if applicable), etc.
Airport Sponsor’s Final Closeout Report	To include, but not limited to, brief narrative to identify the make, model and serial number of acquired equipment, warranty date, etc.
Updated Equipment Inventory (SRE/ARFF)	Equipment inventory list to include, but not limited to, the year, make, and model of all equipment. As well as, the year of purchase and the source of funds.
Photographs of acquired equipment	<p>Provide sufficient number of photographs to depict the acquired equipment.</p> <p>Please strive to depict all sides of the acquired equipment.</p> <p>Please submit photographs electronically.</p>
Sponsor Certification for Project Final Acceptance (FAA Form 5100-129)	Completed in “past tense” and Signed by Airport Sponsor. Please <b><i>do not</i></b> submit the instruction pages.