

ANE AIP Grant Close-Out Package Requirements for Land and/or Easement 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, acquisition costs, relocation expenses, relocation payments, Sponsor verification that parcels/easements obtained are same as identified in grant agreement, 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.
Land and/or Easement Title Certificates	Only required if not submitted previously.
Exhibit "A" Drawing	Full/D size drawing depicting updated property information (2 sets)
Noise Land Inventory and Reuse Plan	Only required for "noise land" acquisition projects.
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.)
5010 Updates	Only required whenever improvements modify existing data.