



**FAA
New England Region Airports Division**

AIP Closeout Package Submission Requirements for Land and/or Easement Acquisition 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 - We cannot accept outdated/old forms (e.g. sponsor certifications; SF-270; SF-271; etc.).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/).

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

For ANE AIP Land and/or Easement Acquisition 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 (broken out; e.g. acquisition costs, relocation expenses; relocation payments, etc.); 2) Sponsor verification that parcels/easements obtained are same as identified in the grant agreement; and 3) Sponsor's amendment request (if applicable).</p> <p>This letter must be signed by the Airport Sponsor with original signature.</p>
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 Evidence	<p>Only required if not submitted with previous payment reimbursement requests.</p> <p>Reminder – Land and/or easement acquisitions can only be reimbursed after it has been acquired.</p>
Exhibit A Drawing	2 printed D size drawings depicting updated property information and 1 in PDF format submitted via a CD.
Noise Land Inventory and Reuse Plan	Only required for "noise land" acquisition projects.
* 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 original signature.</p>
5010 Updates	Only required whenever improvements modify existing data.