

## ANE AIP Grant Close-Out Package Requirements for Planning 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, statement that the project is complete and that the Sponsor has accepted or approved all deliverables.
SF-270 "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.
* Narrative Report and/or Airport Master Plan	Final Narrative Report/Airport Master Plan documents in sufficient quantity for the FAA to redistribute. Please coordinate with the FAA project mgr on quantity.
* Airport Layout Plan (ALP)	Final ALP drawing sets signed by the Sponsor in sufficient quantity to allow the FAA Planner to sign and redistribute. Please coordinate with the FAA project mgr on quantity.
Summary of DBE Utilization	If applicable, prepare and submit a summary of the actual DBE participation. (* <b>Please</b> note that this submittal does <b>not</b> relieve the Sponsor of the responsibility for reporting DBE accomplishments to the FAA Office of Civil Rights through the DOORs system.)

\* Only required if not submitted previously.