FAA
New England Region Airports Division

AIP Closeout Package Submission Requirements for Planning 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    - We cannot accept outdated/old forms (e.g. sponsor certifications; SF-270; SF-271; etc.).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 Planning Project Closeout Package Submission:

Closeout Package Content (only 1 set)	Details/Comments
Airport Sponsor's Close Out Cover Letter	This letter must include, but is not limited to, 1) a statement certifying the eligibility of claimed costs; 2) statement that the project is complete; and 3) a statement that the Airport Sponsor has accepted or approved all deliverables. This letter must be signed by the Airport Sponsor **with original signature**.
SF-270 "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.
* Narrative Report and/or Airport Master Plan (*If applicable)	Final Narrative Report and/or Airport Master Plan document(s) in sufficient quantity for the FAA to redistribute. Please coordinate with the FAA project manager on quantity and format.
* Airport Layout Plan (ALP) (*If applicable)	Final ALP drawing sets signed by the Sponsor in sufficient quantities to allow the FAA Planner to sign and redistribute. Please coordinate with the FAA project manager on quantity and format.
* Wildlife Hazard Assessment Plan (*If Applicable)	Final Wildlife Hazard Assessment documents in sufficient quantity for the FAA to redistribute. Please coordinate with the FAA project manager on quantity and format.