



**FAA
New England Region Airports Division**

AIP Application Submission Requirements for Environmental or Planning Projects

Reminders pertaining to all application submissions:

- Airport Sponsor **must** comply with this regional office’s deadline to receive AIP application submissions as announced via an email blast with other grant deadline dates.
- Airport Sponsors **must** use current versions of forms as part of their application submission; we cannot accept outdated/old forms (e.g. sponsor certifications; FAA Form 5100-101; FAA Form 5100-100; etc.).
- Do not combine a construction project with either a planning project, a land/easements project, a reimbursable agreement project, and/or an environmental project in one application.
- Rule of thumb – keep the applications “clean.” So, one “stand alone” application for construction, one for planning, one for equipment, one for land/easements, one for reimbursable agreements, and one for environmental. When in doubt, please contact our AIP Airports Program Specialist.
- There are certain projects/work elements that we do not want combined with other elements into a single application. These projects/work elements will need to be submitted as a “stand-alone” application. The projects that will need a “stand-alone” application are:
 - Wildlife Hazard Assessments
 - Reimbursable Agreements
 - Land and/or Easement Acquisition
- Application descriptions **must** be clear on what will be done with the requested AIP funds. Anyone reading the project description should be able to figure out what the application is for.
 - If the application is for a phase of an overall project, than the description must describe what will be funded for that particular phase.
- If an Airport Sponsor is required to submit an updated Exhibit A Property Map, then the Airport Sponsor must:
 - Follow FAA Airports Division Exhibit A Standard Operating Procedure (SOP);
 - Submit a completed Exhibit A SOP Checklist; and
 - Please note that the signature block is for FAA staff **only**
 - Submit D size Exhibit A drawing (24 x 36 inches)
 - Drawing must contain required components and be current
 - For example – the “revision box” must be updated

If you are unsure as to whether or not you need to submit an Exhibit A Property Map, then please check with our FAA Compliance and Land Use Specialist.

This regional office has four different application requirements documents, one for each “project type” (e.g. planning &/or 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 Environmental or Planning Project Application Submission:

- Please submit one complete application package in electronic format to this regional office’s FAA AIP Program Specialist.
 - Please send a complete application 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.

Application Content (only 1 set)	Details/Comments
SF-424 form	The Airport Sponsor must sign this form. Must use the most current version. Form is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). Please do not submit instruction pages.
FAA Form 5100-101	Submit all pages. Must use the most current version. Form is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). Must answer all items in complete sentences. Please do not submit instruction pages.
Supplemental Narrative Page(s)	Refer to following page(s) for required content.
Organizational Chart	Organizational Chart with key persons involved with project: <ul style="list-style-type: none"> - Airport Sponsor staff; - Airport Sponsor’s consultant; and - FAA personnel
Drug Free Workplace Certification FAA form 5100-130	The Airport Sponsor must sign this form. Must use the most current version. Form is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). Please do not submit instruction pages.
Certification and Disclosure Regarding Potential Conflicts of Interest Certification FAA Form 5100-135	The Airport Sponsor must sign this form. Must use the most current version. Form is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). Please do not submit instruction pages.
Certification Regarding Lobbying form	The Airport Sponsor must sign this form. Must use the most current version. Form is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). Please do not submit instruction pages.
Selection of Consultants Certification FAA Form 5100-134	The Airport Sponsor must sign this form. Must use the most current version. Form is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). Please do not submit instruction pages.
Grant Assurances	Must submit the most current version. Link to the document is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/). <ul style="list-style-type: none"> - All most all need to use the “Airport Sponsors” version of the Grant Assurances

Application Content (only 1 set)	Details/Comments
	Reminder to fill-in item #34 with the date of the current Advisory Circulars (AC) Checklist, which is also located on FAA Airports Division’s national web site.
Advisory Circulars (AC) Checklist	Must submit the most current version. Link to the document is located on FAA Airports Division’s national web site (https://www.faa.gov/airports/aip/).
Exhibit A Property Map and SOP Checklist; Or Exhibit A Statement	If the Airport Sponsor has acquired and/or released any land/easements, then Airport Sponsor must follow instruction on page one of this document. If the Airport Sponsor has not acquired and/or released any land/easements, then an Exhibit A statement is required. Please follow instructions on this page and next.

Supplemental Narrative Page(s) to include following content/statements:

- Brief Project Description (this needs to be clear and concise in order to explain what the requested federal funds will accomplish)
 - For Environmental project applications – Description to include type of environmental study and purpose
 - For Planning project applications – Description regarding the proposed planning study
 - For both application types – Copy of the Scope of Work that has been pre-approved by FAA must be included in the application submission.
- Cost breakdown of major work items.
- Project Schedule
- Environmental Status statement in accordance w/ most current FAA Order 5050.4 [e.g. categorically excluded and paragraph number; FONSI issued on _____ (date); ROD issued on _____ (date), etc.].
- Statement on Disadvantage Business Enterprise status (e.g. exempt, plan approved, plan on file awaiting approval, etc.)
- Statement regarding coordination with state agency (e.g. CAA, ME DOT, MA DOT, NH DOT, VTrans, etc.), where applicable.
- Exhibit A Statement (if you are not submitting updated drawings, then this statement is required):
Per the FAA Airports Division’s Standard Operating Procedure (SOP) number 6.00, titled “FAA Review and Approval of An Airport Improvement Program (AIP) Grant Application,”:
 - An Exhibit A Property Map must be included with each application unless there has been **no change** in the Exhibit A Property Map since the last AIP grant and/or last Exhibit A submittal (with one exception – Exhibit A Maps are always required with land and/or easement acquisition projects/grants).
 - If there has been **no change**, then the previous Exhibit A Property Map must be referenced within the grant application. In the case of planning and/or environmental project applications, this reference needs to be made in the Supplemental Narrative section.
 - The language to be used to make this reference is as follows:

"I hereby certify that the Exhibit A Property Map dated _____, and attached to the Grant Application for AIP 3-xx-xxxx-xxx-xxxx reflects, to the best of my knowledge, the current information as of this date.

The above mentioned Exhibit A Property Map is, therefore, incorporated into this Grant Application by reference and made a part thereof."

- The blank for the "...Map dated _____..." needs to be the revision date on the Exhibit "A" Property Map that was attached to a previous AIP grant.
- The AIP number for the "...AIP 3-xx-xxxx-xxx-xxxx reflects..." needs to be the previous AIP grant that the current Exhibit A Property Map was a part of the application submission and grant offer.