



AIP Application Submission Requirements for Development – Land and/or Easement Acquisition 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- Airport Sponsors **must** use current versions of forms as part of their application submission; we cannot accept outdated/old forms (e.g. sponsor certifications; FAA Form 5100-101; FAA Form 5100-100; etc.).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

Exhibit A Property Map and Exhibit A SOP Checklist are **required** as part of a land and/or easement acquisition application submission package.

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 Land and/or Easement Acquisition 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 5100-100	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.
Sketch of Project Area	Sketch must clearly illustrate the project area.
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.
Project Plans and Specifications Certification FAA Form 5100-132	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.

Application Content (only 1 set)	Details/Comments
Equipment and Construction Contracts Certification FAA Form 5100-131	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.
Real Property Acquisition Certification FAA Form 5100-133	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/). - All most all need to use the "Airport Sponsors" version of the Grant Assurances 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	Airport Sponsor must follow instruction on page one of this document.

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)
 - If project involves "Noise" land acquisition, then the description needs identify how many homes/residences to be acquired and approximate number of residents to be relocated.
 - Also needed is an Exhibit A Property Map identifying the properties, the locations, and acres to be acquired under this project.
 - If project involves land and/or easement acquisition (not related to Noise program), then description needs identify how many parcels, number of acres for each parcel to be acquired and intended use of land and/or easement.
 - Also needed is an Exhibit A Property Map identifying the location of the parcel(s) to be acquired under this project.
- 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 is **not required**. This is due to the fact that all land and/or easement acquisition projects are required to submit an updated Exhibit A Property Map drawing and SOP Checklist.
 - Please refer to page one for details.

- Statement regarding notary signature:
 - The Airport Sponsor must provide a statement advising if the county requires all signatures within the AIP grant offer agreement to be notarized so the agreement can be recorded with the local register of deeds or if they do not require these signatures to be notarized.
 - Please be advised that we cannot issue a grant offer for land or easement acquisition projects without this information.