

## **FAA ANE Project Readiness Form**

Instructions Updated April 2016

Before FAA can program a project (that is, put it into our database system) we have to be sure that it is “ready to go”. Our tool for checking this is an in-house document, the *Project Evaluation Review and Development Analysis* form (commonly called a PERADA form). Our planners fill out this form based on their project knowledge and discussions with the sponsors and our specialists.

To help us get information faster, more accurately and more consistently, we ask our sponsors to fill out a simple document: the Sponsor Project Readiness Form and Verification of Intent (PRF). The PRF consists of:

- A checklist of 10 items, which correspond to certain PERADA items;
- A section for a description of the project (including each work item);
- A section to provide additional narrative, if needed;
- A section to document environmental requirements;
- A block for Sponsor signature. This block should be signed by the sponsor or a designated consultant; and
- A Verification of Intent Page for use of Fiscal Year Entitlement funds.

### **Project Sketch Guidance**

The completed form must include a **project sketch**. We need this sketch to meet Section 106 (Tribal and Historic Preservation) requirements.

- The sketch should be in 8.5” x 11” format, unless details require a larger, 11” x 17” size.
- It should identify areas where any excavation or re-grading of unpaved surfaces is required, including trenches, construction staging areas, temporary roads, etc.
- Include local street names to help non-aviation agencies locate project.

### **Part II – Description, Justification and Cost Estimate of Work Items**

In this Part, include a brief description of each item. That description should include information about the size or scale of the work (e.g. The length or area of pavement work, acres/number of parcels acquired, etc.). The narrative should also include the need for each item (e.g. age of equipment or pavement being replaced), and the most recent total project cost estimate.

### **Part III Narrative**

This block should be used to supplement or clarify checklist information. In addition, you may use this section to provide any other information that you feel is relevant to project readiness.

### **Part IV – Environmental Requirements**

In this section, the Sponsor confirms that appropriate environmental review has been completed. This review consists: (1) NEPA review and (2) National Historic Preservation Act (NHPA) i.e. Section 106.

The Sponsor needs to identify the type of NEPA review completed (e.g. CATEX, EA, etc.) and how the NHPA applies. Concise details about tribal coordination or mitigation should be included as needed.

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### **Verification of Intent (NEW)**

FAA requires that a sponsor state, in writing, their intent to use (or not use) their entitlement funds. Previously, we have contacted the sponsor via email to obtain that documentation. This revised PRF now includes a Verification of Intent that provides this information.

This page must be included in at least one of the Sponsor's PRF.

### **Implementation of the Form**

**Sponsors (or their designated consultants) must complete, sign and forward a PRF for each project expected to be considered for current FY funding. This form is due no later than November 29<sup>th</sup> of the Fiscal Year.**

**Note that the Verification of Intent page must be signed by the sponsor, NOT by the consultant or other. This is a statutory requirement.**

The PRF is available on our regional website.