

Airport Improvement Program (AIP)

Application Instructions

1. The project application for a development project consists of the following forms and documents. Do not include the instruction pages when submitting an application.
 - a. Form 424, Application for Federal Assistance. (page 1)
 - b. Form 5100-100 Part II, Project Approval Information, Section A. (page 2)
 - c. Form 5100-100 Part II - Section C. (page 3a)
 - d. Form 5100-100 Part II - Section C continued. (page 3b)
 - e. Form 5100-100 Part III, Budget Information, Sections A and B. (page 4)
 - f. Form 5100-100 Part III, Budget Information, Sections C, D, and F. (page 5)
 - g. Program Narrative: Provide a description of the work to be accomplished under the project, giving a justification for each item and describing the procedures intended to accomplish each item.
 - h. Project Cost Estimate: Provide cost estimates (preferably based on bids) for each major item of work, i.e. runway, taxiway, apron, runway lighting, taxiway lighting, fencing, etc. The estimate for each major work item should include the administrative and engineering fees.
 - i. Airport Sponsor Assurances
 - j. Project Sketch clearly identifying major work items.
 - k. Exhibit "A" Property Map (may be referenced on page 5 under Section E. Remarks, if no new land acquisition is involved with project).
 - l. Standard DOT Title VI Assurance (may be referenced on page 5 under Section E. Remarks, if included in a previous grant).
 - m. Plans and Specifications (should be referenced on page 5 under Section E. Remarks).
 - n. Current listing of FAA Advisory Circulars for AIP/PFC Projects
 - o. Sponsor Certification for Drug-Free Workplace.
 - p. Title VI Pre-award Sponsor Checklist (required if the project includes an Environmental Assessment (EA) or Impact Statement (EIS); airport or runway relocation; major runway extension; relocation of any structure or person; impact to access; preservation of any burial ceremonial or other sacred or historical structures or lands of any indigenous or ethnic population.
2. The project application for a planning project consists of the following forms and documents. Do not include the instruction pages when submitting an application.
 - a. Form 424, Application for Federal Assistance. (page 1)
 - b. Form 5100-100 Part II, Project Approval Information, Section A. (page 2)
 - c. Form 5100-101 Part III, Budget Information, Sections A and B. (page 3)
 - d. Form 5100-101 Part III, Budget Information, Sections C, D, E and F. (page 4)
 - e. Part IV-Program Narrative (Work Scope) with schedule.
 - f. Project Cost Estimate or negotiated cost.
 - g. Standard DOT Title VI Assurance (may be referenced).
 - h. Airport Sponsor Assurances
 - i. Sponsor Certification for Drug-Free Workplace.
 - j. Title VI Pre-award Sponsor Checklist (if it meets the requirements of item 1.o. above).
3. FAA Form 424. The catalog number (item 10.) for the Airport Improvement Program is 20-106.
4. FAA Form 5100-100, Part II-Section C, Item 1, page 3a, Compatible Land Use

Title 49 U.S.C. Section 47107(a)(10) states that the Secretary of Transportation may approve a project grant application under this subchapter for an airport development project only if the Secretary receives written assurances, satisfactory to the Secretary, that appropriate action,

including the adoption of zoning laws, has been or will be taken, to the extent reasonable to restrict the use of land next to or near the airport to uses that are compatible with normal airport operations.

Part V, Assurances, provides this assurance for future action. In this section of the application, the sponsor should describe the past actions that have been taken to restrict the use of land adjacent to or in the vicinity of the airport to activities and purposes compatible with normal airport operations.

Appendix 1, Advisory Circular 150/5020-1, describes land uses normally compatible with various noise levels. Other incompatible uses include activities which produce smoke, electronics interference, or attract birds. While the responsibility for determining acceptable and permissible land uses falls upon local authorities, AIP legislation requires the appropriate action be taken by the sponsor to restrict the use of land in the vicinity of the airport to compatible uses.

As a result, many questions have arisen as to what actions constitute appropriate actions to satisfy the assurance.

Some types of appropriate actions include the following:

- a. Part 150 Airport Noise Compatibility Planning Program for the airport.
 - b. An off-airport land use plan as an element of a master plan project.
 - c. Actions taken to implement a previously adopted land use plan.
 - d. Zoning ordinances restricting not only the height of structures, but also restricting land use in affected areas to uses and activities compatible with airport operations.
 - e. Proposing and promoting such zoning ordinances by other political jurisdictions.
 - f. Encouraging legislation to provide zoning authority where no local government agency has such authority.
 - g. Urging authorized public agencies to undertake appropriate area planning studies.
 - h. Encouraging and attempting to persuade developers to develop areas adjacent to the airport for uses that are compatible with the airport. This will require sponsors to keep advised of proposals for public and private building construction in the vicinity of the airport.
 - i. Locating sponsor-owned or controlled compatible activities in areas adjacent to the airport.
5. FAA Form 5100-100, Part II-Section C, Item 4, page 3a, Land
- a. This section should be used to describe the property interest held in the existing airport. The declaration of property interest should be based upon a title opinion submitted by an attorney. The declaration of property interest held should be identified using the same parcel numbers as used to identify the property on the Exhibit "A".
 - b. This section is used only for those cases that construction work is included in the project on property that is not currently owned. In these cases the property interest to be acquired should be identified by parcel number corresponding to the Exhibit "A".
 - c. This section should be used to identify the property by parcel number that is being acquired under the project. If the property is currently owned and reimbursement is included in the project, the project should be identified in block (a) rather than in this block.
6. FAA Form 5100-100, Part III, Budget Information – Construction, page 4.

This section is used to show the funds needed to complete the project. The best estimates available should be shown for each classification of cost. **No funds should be shown on Line 18, Contingencies.**

7. Airport Sponsor Assurances

The assurances are submitted by the sponsor as part of the application for Federal assistance. The assurances are submitted by airport sponsors in applications requesting funds for airport development, airport planning, and noise compatibility projects.

8. Exhibit "A" Property Map

A current Exhibit "A" must be included with each application unless there has been no change in property limits since the last AIP project. If there has been no change, the previous Exhibit "A" must be incorporated by referenced. (Part III – Section E – Remarks). Information on land acquisition is available in AC 150/5100-17 "*Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects.*"

9. DOT Title VI Assurances of the Civil Rights Act of 1964

Title VI states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Beginning in October 1984, the first grant issued to a sponsor to construct a facility (including runways, taxiways, aprons, etc.) or to purchase land must include the DOT Title VI Assurance, which includes clauses for contracts and subcontracts and requirements for deeds, licenses, leases, permits or similar instruments. Since the assurance under this condition is applicable for the time the airport is in existence, there is no requirement for a sponsor to execute a new Title VI Assurance, but the sponsor must incorporate it by reference in (Part III – Section E – Remarks) of a grant application.

10. Plans and Specifications

A copy of the plans and specifications are not required to be attached to the grant application. However, they should be incorporated by reference in (Part III – Section E – Remarks) of the grant application.

11. Drug Free Workplace Requirements

In accordance with the Drug-Free Workplace Act of 1988, 41 USC 702-706, grantees shall certify to the Federal Agency they will provide a drug free workplace. Provide a copy of the Sponsor Certification for Drug-Free Workplace.

12. FAA Form 5100-100, Part III – Budget Information – Construction, page 5 of grant application:

Section A – General: Include the Federal Domestic Assistance Catalog Number: **20-106**

Section E – Remarks: Provide the following statement as a minimum. If these items are attached to the grant application, simply state "attached" rather than using a calendar date.

"The following items are incorporated by reference:

- Plans and Specifications, dated _____
- Title VI Assurances, dated _____
- Exhibit "A" Property Map, dated _____"

13. FAA Form 5100-100, Part IV, Program Narrative, Page 5.

On a separate piece of paper, describe the work to be accomplished under the project, giving a justification for each item and describing the procedures intended to accomplish each item.