



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: PFC Update, PFC 41-02

Date: September 30, 2002

From: Manager, Airports Financial
Assistance Division

Reply to
Attn. of:

To: All Regional Airports Division Managers
and AMA-620
Attention: PFC Contacts

Chapter 14 of the FAA Order 5500.1 (August 9, 2001) provides guidance on the closeout procedures for PFC projects and decisions. To assist the FAA Staff in accomplishing these procedures and to provide for consistent documentation, we have developed the closeout forms discussed in this update. The forms for project physical and financial closeout and PFC application closeout referred to here have been developed for national use. These forms are to be used for all PFC project and application closeouts after this date.

Following close out, project-specific records may be archived. However, the decision report, along with the decision and any amendments, should be retained in FAA Airports office records for at least 3 years, along with any project-specific information that the FAA Airports office deems necessary for the case history of the projects.

PFC 02-41.1. Project Completion Certificates.

The project completion certificates include two forms that address the physical and financial completion of an approved PFC project. These forms are to be completed by the public agency upon the physical and financial completion of each project as they occur and submitted to the FAA Airports office with the next quarterly report. In many cases, these completion dates will not coincide; in which case the project is completed as of the latest of these dates. The FAA Airports office will notify APP-530, either by written notice or by entry into a national database, of physical and financial project completion. FAA actions associated with project completion certificates can be found in chapter 14 of the FAA Order 5500.1. Records of each project's physical and financial completion should be kept in the decision file until such time as the decision can be closed out.

These forms, with instructions, will be located on the FAA PFC internet site for the public agency's use.

PFC-02-41.2. Application Closeout Form.

The PFC decision closeout process refers to the final administrative and financial reviews necessary to ensure PFC collection, handling, and use for a specific decision have been

conducted in accordance with the provisions of the PFC statute and regulation. PFC decision closeout occurs after all projects in the approved decision have been completed, physically and financially, and the authorized PFC collection period for the decision has been completed.

This form is to be filled out by the FAA Airports office. The form is to act as a checklist to confirm that all projects approved in the decision have been physically and financially completed; confirm that all PFC revenue collected under the authority granted in the decision has been used on approved PFC projects; and initiate actions to approve the use of any excess PFC revenue identified at closeout. Further information on PFC decision closeout can be found in chapter 14 of the FAA Order 5500.1.

This form will be located on the FAA PFC intranet site.

If you have any questions or would like to comment on the new formats, please direct your comments to Jane Johnson of the APP-530 staff.

Barry Molar