

Planning and Financial

AIP Grants Start to Finish

Prepared for: 2018 Southwest Region
Airport Conference

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AIP Grants...Start to Finish

- **Planning Cycle (Recap)**
 - Getting Started
 - Capital Improvement Plan
- **AIP Grant Cycle**
 - Grant Prerequisites
 - Grant Application
 - Open Grant
 - Grant Closeout



Planning Cycle



GETTING STARTED

- **Who makes decisions for the airport?**
- **Do these people know what is needed on the airport?**
- **Do you know what the FAA priorities are?**



Getting Started (cont.)

- **Identify projects**

- Airfield Inspections

- Starting from the runway centerline.
- Airport Personnel, State Agency and FAA.

- Airport Layout Plan

- Current?
- Must reflect all future development.

- Is the project Eligible, Justified and Feasible?



Capital Improvement Plan (CIP)



- **What is it?**
 - Summary of next 5 years of planned projects.
- **Why is your CIP Important?**
 - Roadmap for your airport's development.
- **CIP Form and supporting documents**
 - Description, cost estimate, justification, sketch.



CIP (cont.)

5 Year Capital Improvement Plan (CIP)

| Sooner Municipal Airport, Boomer, OK | | | | CIP START YEAR: 2019 | | | | |
|--------------------------------------|-----------------------|-------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|------------------|
| | \$10,000 | 2016 Entitlement Balance (Expires FY19) | | Instructions Show all planned projects (not just AIP funded projects) For AIP-MY, show est. cost in initial year & list project in following year(s) w/ \$0 Submit CIP to the ADO as a PDF file dated with signature. | | | | |
| | \$50,000 | 2017 Entitlement Balance (Expires FY20) | | | | | | |
| | \$150,000 | 2018 Entitlement Balance (Expires FY21) | | | | | | |
| | \$150,000 | 2019 Entitlement (for planning purposes through 2023) | | | | | | |
| Fed FY | Entitlement Available | Funding Source | ODO Project Component/Phase | Estimated Cost | Funding Plan | | | |
| | | | | | Entitlement | Additonal AIP | Other | Match |
| 2019 | \$360,000 | AIP | Rehabilitate Runway (Seal Coat) | \$120,000 | \$108,000 | | | \$12,000 |
| | | State | Install Fuel System | \$100,000 | | | \$80,000 | \$20,000 |
| | \$252,000 | Remaining Funds | | 2019 Annual Subtotals: | \$220,000 | \$108,000 | \$80,000 | \$32,000 |
| 2020 | \$402,000 | AIP-MY | Install Runway Lighting | \$500,000 | \$450,000 | | | \$50,000 |
| | | Local | Construct Hangar | \$135,000 | | | | \$135,000 |
| | (\$48,000) | Remaining Funds | | 2020 Annual Subtotals: | \$635,000 | \$450,000 | | \$185,000 |
| 2021 | \$102,000 | AIP | Carry over funds | | | | | |
| | | | | | | | | |
| | \$102,000 | Remaining Funds | | 2021 Annual Subtotals: | | | | |
| 2022 | \$252,000 | AIP | Carry over funds | | | | | |
| | | | | | | | | |
| | \$252,000 | Remaining Funds | | 2022 Annual Subtotals: | | | | |
| 2023 | \$402,000 | AIP | Construct Parallel Taxiway | \$700,000 | \$402,000 | \$228,000 | | \$70,000 |
| | | | | | | | | |
| | | Remaining Funds | | 2023 Annual Subtotals: | \$ 700,000 | \$ 402,000 | \$ 228,000 | \$ 70,000 |
| 5 Year CIP Totals: | | | | \$ 1,555,000 | \$960,000 | \$228,000 | \$80,000 | \$287,000 |

SPONSOR SIGNATURE: _____

DATE: _____

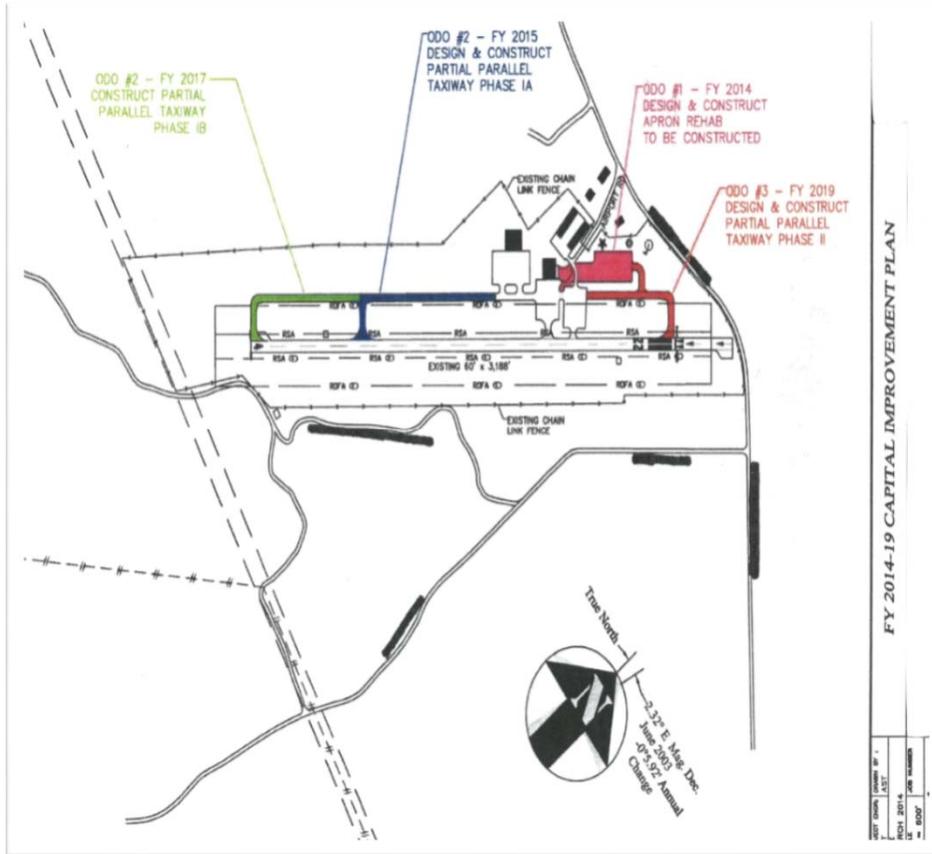


Overall Development Objective (ODO)

- **Eligible**
 - We use the AIP Handbook, FAA Order 5100.38.
- **Justified**
 - Do you have existing or forecasted conditions that require the proposed project?
- **Feasible**
 - Do you have a funding plan?
 - Can the project be completed in a timely manner?



ODO (cont.)



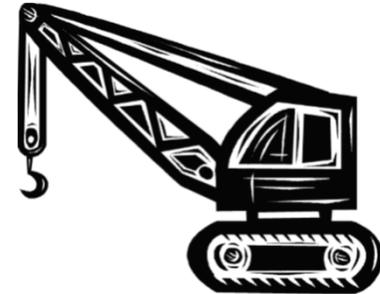
AIP Grants: Start to Finish

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Grant Prerequisites

- **Determined by type of grant.**
 - Construction
 - Land Acquisition
 - Planning/Environmental
 - Equipment
 - Reimbursable Agreement
- **Program Manager will provide an Airport Sponsor Grant Expectation Guide(ASGE) based on type.**



Grant Prerequisites

- **Sponsor Request**
- **Is the project on your ALD?**
- **Environmental Determination**
 - Categorical Exclusion (CATEX): 1 year (SOP #5.1).
 - Environmental Assessment (EA): 2 year.
 - Environmental Impact Statement (EIS): 3 years.



Grant Prerequisites (cont.)

- **Notify FAA of the Development**

- E-filed in OE/AAA.
- Does development meet FAA Geometric Standards?
- Analyze impact on safe and efficient use of airspace.

- **Construction Safety and Phasing Plan**

- File in OE/AAA to notify FAA.
- Refer to SOP #1.
- Coordinate with your airport's assigned Eng. Spec.



Grant Prerequisites (cont.)

- **Plan and Spec Review**
 - Where's the guidance?
 - Prior to review submit:
 - Consultant Scope of Work.
 - Engineering Design Report.
 - 3 Levels of Review
 - Who will be reviewing my project?
 - When should I initiate a review?
 - What to expect from the review?



Grant Prerequisites (cont.)

- **Consultant's Contract**
- **Modification of Standards Approved**
- **Construction Cost Estimate**
- **Bids**
- **Active in System for Award Management**
- **Disadvantaged Business Enterprises(DBE)**
- **Realistic Schedule**



Grant Application

- **Form 424 Application for Federal Assistance & Form 5100-100 Project approval information**
- **Are the cost reasonable?**
 - Design or planning grants: Negotiated agreement amounts.
 - Construction and equipment: Competitive bids .
 - Land acquisition: Appraisal with review appraisal.
- **Current Exhibit A**



Open Grant

- **Monthly Financial Draws**
 - Must has an Invoice Summary or Equivalent.
 - AIP Payment Policy and Sponsor Financial Reporting Policy.
- **Annual Financial Reports**
 - SF 270/271 & SF 425.
- **Performance Reports**
 - Construction Progress and Inspection Reports/
Quarterly Performance Reports.
 - Period of Performance.



Grant Closeout

Is the project financially, physically and administratively complete?

- **Final financial documents**
- **Original Executed Grant/Amendment(s)**
- **Change orders**
- **Test Results (any corrective action)**
- **Photos (pre and post)**
- **Sponsor Certifications**
- **Updated ALD**



AIP Grants...Start to Finish

- **Recap of Planning Cycle** ✓
- **AIP Grant Cycle** ✓
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Thank You!



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