



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

# Advisory Circular

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**Subject:** State Block Grant Program

**Date:** 12/1/2015

**AC No:** 150/5000-XX

**Initiated By:** APP-520

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1    1    **Purpose.**

2        This advisory circular (AC) provides guidance for application to and implementation of  
3        the State Block Grant Program (SBGP).

4    2    **Application.**

5        The Federal Aviation Administration (FAA) guidance and references in this AC are not  
6        mandatory for airport owners and operators not in the SBGP. However, the FAA highly  
7        recommends any state contemplating application to conduct their own SBGP to review  
8        the guidance in this AC. For those states already in the SBGP the use of this AC is  
9        mandatory. See Aviation Block Grant Program Grant Assurance No. 4 and standard  
10       Airport Improvement Program (AIP) Assurance No. 34, "Policies, Standards, and  
11       specifications."

12   3    **Implementation.**

13       The FAA requests all states currently in the SBGP submit an implementation plan for  
14       the requirements contained in this AC no later than March 1, 2016. The FAA's goal is  
15       to have updated Memorandum of Agreement's (MOAs) executed between the current  
16       state block grant states and the FAA no later than October 1, 2016 for the FY-2017 AIP  
17       grant program.

18   4    **Feedback on this AC.**

19       If you have suggestions for improving this AC, you may use the Advisory Circular  
20       Feedback form at the end of this AC.

21   Elliott Black  
22   Director, Office of Airport  
23   Planning and Programming

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## CHAPTER 1. INTRODUCTION

### 1.1 Purpose.

This Advisory Circular provides guidance to state aviation officials, Federal Aviation Administration (FAA) officials and other interested parties for the administration of the Airport Improvement Program (AIP) through the State Block Grant Program (SBGP) as authorized by title 49 United States Code (U.S.C.), § 47128.

### 1.2 Audience.

The audience for this Advisory Circular includes FAA regions, FAA airports District Offices (ADO), state aeronautical agencies, nonprimary airports, and others associated with the SBGP.

### 1.3 Background.

In 1987, congress authorized the FAA to initiate a pilot program using state block grants to provide AIP funds to small airports. “Small airports” included general aviation, reliever, and nonprimary commercial service airports. Under this program, FAA provides funds directly to participating states that, in turn, prioritize, select and fund AIP projects at small airports. The participating states also perform FAA’s oversight role for the AIP at these airports. Three states were authorized initially for the pilot program. The legislation now provides for up to ten qualified states to assume the responsibility for AIP grants to airports in these states, except for funds designated for use at primary airports. Table 1-1 outlines the history of the SBGP.

**Table 1-1: History of the State Block Grant Program**

Date	Major Milestone
December 30, 1987	The Airport and Airway Safety and Capacity Expansion Act of 1987 authorized the State Block Grant Pilot Program. (Pub. L. 100-223, recodified at title 49 U.S.C, § 47128).
October 20, 1988	Title 14 Code of Federal Regulations (CFR) part 156, State Block Grant Program, was published.
October 1, 1989	The State Block Grant Program became effective and allowed three states to apply for the program.
October 31, 1992	The Airport and Airway Safety, Capacity, Noise Improvement, and Intermodal Transportation Act of 1992 extended the State Block Grant Program until 1996 and authorized four additional states. (Public Law (P.L.) 102-581).

Date	Major Milestone
October 9, 1996	The Federal Aviation Reauthorization Act of 1996 authorized one additional state to participate in the program for a total of eight and made the State Block Grant Program a permanent feature of AIP. (P.L. 104–264).
April 4, 2000	The Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (P.L. 106-181) authorized two additional states to participate in the program (one in Fiscal Year (FY) 2000 or 2001 and one after FY 2001) for a total of ten.

#### 1.4 Definitions of Key Terms.

The following general key terms are used throughout this Advisory Circular:

1. **Airport Improvement Program (AIP):** FAA’s Federal grant program used for funding airport planning and development.
2. **Airports District Office (ADO):** The FAA Office of Airports office that directly works with the state. In regional offices that do not have ADOs, the use of the term ADO refers to the FAA Office of Airports branch within the regional office that deals directly with the state.
3. **Block Grant State:** A state participating in the SBGP.
4. **Capital Improvement Program (CIP):** A plan prepared by an airport or state aeronautical agency, which identifies proposed capital projects, provides a planned schedule, identifies options for financing the plan, and is used in compiling the FAA Airports Capital Improvement Plan (ACIP).
5. **Flexibility:** The ability that SBGP states have in setting up their own processes and procedures to work with airports to execute the program. SBGP states are encouraged to use this flexibility and develop innovative ways to improve the effectiveness of the program, while also fulfilling all statutory requirements.
6. **Project:** A project or separate projects included in one grant application, or all projects to be undertaken at an airport in a fiscal year, to achieve airport development or airport planning. For the purposes of this advisory circular, an item of work such as a runway extension or apron rehabilitation is considered a project. Separate projects can be included in one grant application per title 49 U.S.C, § 47102(17).
7. **State Block Grant Memorandum of Agreement (MOA):** A document which formalizes an agreement between FAA and an individual state. The MOA identifies the relative responsibilities of FAA and each state aviation office.
8. **Sponsor:** (A) a public agency that submits an application for AIP financial assistance; or (B) a private-owner of a public-use airport that submits to the

- 122 Secretary an application for AIP financial assistance, as defined in title 49 U.S.C.,  
123 § 47102(26).
- 124 9. **State Block Grant Agreement:** An FAA grant issued to a state participating in the  
125 SBGP. This is a formal agreement between FAA and a state, which obligates and  
126 makes available state apportionment, nonprimary entitlement, cargo entitlement,  
127 and/or discretionary funds that the state will administer on behalf of FAA for  
128 airports included in the SBGP MOA.
- 129 10. **Subgrant:** The formal agreement between a state and airport wherein the state  
130 distributes AIP funds from a block grant. This may be in the form of a grant  
131 agreement between the state and subgrantee similar to FAA’s grant agreement, or  
132 another form of document consistent with state requirements. The general term  
133 “subgrant” will be used for the state’s agreement with the airport subgrantee.
- 134 11. **Subgrantee (also referred to as Subrecipient):** The airport sponsor which  
135 receives Federal funds through a subgrant from the state.
- 136 12. **Transfer of Entitlements (Waiver):** Title 49 U.S.C., § 47117(c)(2) (Waiver)  
137 allows an airport to transfer part or all of its entitlements to another airport within  
138 the same state. Normally FAA administers, oversees and documents this process.  
139 In a block-grant state, the state aeronautical agency takes on the responsibility for  
140 administration and oversight of transfers.

## CHAPTER 2. PROGRAM FRAMEWORK

### 2.1 Governing Documents.

The following documents provide the general framework of the SBGP. These are discussed in more detail within this AC as appropriate.

1. **Title 49 U.S.C., chapter 471** provides the legislative framework for AIP and is the basis for key requirements such as project eligibility, allowable costs, and types of funding for airport projects. Title 49 U.S.C., § 47128 directly addresses the SBGP.
2. **FAA Order 5100.38, *Airport Improvement Program Handbook***, provides detailed program requirements for projects funded under the AIP. This Order includes guidance for grant agreements, eligibility, allowable costs, accomplishment of projects, standard assurances, authorities retained by FAA, reporting, and FAA oversight for all FAA grants. The AIP Handbook will be referenced throughout this AC where appropriate and is considered a companion document to this AC.
3. **Memorandum of Agreement (MOA)** identifies the respective SBGP responsibilities of FAA and the state aviation office. There is a separate MOA for each state. These are discussed in detail in Chapter 3, *Block Grant Management*, of this AC and a template is provided in Appendix A.
4. **Other FAA Orders and ACs** are typically referenced in the MOA. They are also listed as attachments to an FAA grant agreement. Notable examples include: Order 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*; Order 5100.39, *Airports Capital Improvement Plan*, and Advisory Circular 150/5300-13, *Airport Design*. The applicability of these and other FAA Orders and ACs to the SBGP is discussed in more detail in Chapter 4, Subgrant Project Management. Current versions of ACs and some Orders are publicly available online at [www.faa.gov](http://www.faa.gov).

### 2.2 Requirements of the SBGP.

Based upon the above governing documents and generally accepted standards of good program management practices, the following are key requirements of an effective SBGP. Each of these requirements is discussed in more detail where appropriate in other chapters of this AC.

1. The state's program must be based on state legislation that authorizes acceptance of Federal funds on behalf of the airport sponsors.
2. The state's program must include only eligible airports, eligible projects, and allowable costs for the projects.
3. The MOA must clearly identify the responsibilities of both the state and FAA, reflect the requirements of governing legislation and regulations, identify accountability of each party, and address major program elements (planning, environmental, airspace, etc.).

4. The state staff must be sufficient in number and professional competency to administer the program and manage all aspects of the block grants and subgrants.
5. FAA block grant agreements and subgrants must meet the requirements of the governing documents and clearly identify subgrantees, funding amounts, projects, and funding type(s). All subgrants must identify the same data elements.
6. State priorities for the selection of projects to fund must be consistent with Federal priorities.
7. The state must have a program process that is clear, transparent, and ethically sound, and that results in eligible, justified projects being completed in a timely, efficient, and cost-effective manner.
8. A state that is also the airport sponsor (or that acts as an agent for the airport sponsor on contractual matters) must do so in a manner that avoids any actual or perceived conflicts of interest.
9. The state's airport development program and projects must meet Federal requirements, including FAA airport design and construction standards and regulatory requirements, utilizing the most current ACs and Orders. Any project deviating from standards must be reviewed, acknowledged, and approved by FAA, as appropriate, before the construction bid documents are issued.
10. The state must manage AIP funds with effective financial controls so the state knows and can provide the status of each block grant funding type and amount at all times. The state must work with subgrantees to ensure funds are obligated in a subgrant, invoices and payments are supported with appropriate documentation, and closeouts meet the terms specified in the block grant agreement and the MOA.
11. The state must issue clear and thorough program guidance to airport sponsors.

## 2.3 **How a State Applies for the SBGP.**

2.3.1 There is no set application schedule for the SBGP. A prospective state should check with FAA prior to preparing an application to determine if there are any available slots in the program. The FAA will only accept applications when there is an available or expected available slot. As specified in title 49 U.S.C., § 47128(b), *State Block Grant Program*, an application consists of a letter of request to FAA with the following information:

1. The state has an organization capable of effectively administering block grants;
2. The state uses a satisfactory airport system planning process;
3. The state uses a programming process acceptable to the Secretary of Transportation;
4. The state has agreed to comply with the United States Government standard requirements for administering the block grant, including the National Environmental Policy Act of 1969 (title 42 U.S.C., § 4321 *et seq.*), Executive



217 orders, agency regulations, agency guidance and other Federal environmental  
218 requirements<sup>1</sup>; and

219 5. The state has agreed to provide the Secretary of Transportation with required  
220 program information.

221 2.3.2 If a state is accepted into the program, the state may remain in the program unless it  
222 decides to withdraw or FAA suspends or terminates its participation.

#### 223 2.4 **FAA/State Memorandum of Agreement (MOA).**

224 The FAA and each participating state must enter into an MOA that identifies the scope  
225 of agreement and the relative responsibilities of the program. Appendix A provides a  
226 template for the MOA. This MOA template may be amended by FAA due to changing  
227 program requirements. The MOA template is maintained by the FAA Office of  
228 Airports (APP-520) and may not be altered without sufficient justification and  
229 concurrence by APP-520. The state and ADO may customize the MOA as needed to  
230 reflect state law and/or situations unique to a particular state, but such modifications  
231 must be approved by APP-500 before execution. Customized elements of a MOA will  
232 follow the last standard element of the MOA. FAA's Manager of the Airports Financial  
233 Assistance Division (APP-500), in coordination with the field, will determine when  
234 MOAs need revision.

#### 235 2.5 **Inclusion of an Airport in the SBGP.**

236 2.5.1 The state and FAA jointly determine which airports are included in the SBGP.  
237 Generally, all eligible airports other than primary airports are included. Participating  
238 airports are identified in Appendix A of the MOA.

239 2.5.2 In order for an airport to be eligible for inclusion in the SBGP, it must be all of the  
240 following:

- 241 1. In the National Plan of Integrated Airport Systems (NPIAS);
- 242 2. Within the boundaries of the block grant state;
- 243 3. An existing (not planned) public-use airport;
- 244 4. A nonprimary airport; and

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<sup>1</sup> The state assumes administrative responsibility-pursuant to the specific SBGP contractual terms-to complete applicable environmental requirements that the FAA would have normally fulfilled. Therefore, pursuant to their contractual commitments under the SBGP, the states shall fulfill all environmental duties as set forth by the current version of FAA Orders 1050.1 and 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects*. The FAA's Office of Airports approval of the block grant funds to a participation state under 49 USC §47128 is not a delegation of FAA's environmental responsibilities.

- 245 5. Listed as a block grant airport in Appendix A of the SBGP MOA between FAA and  
246 the state.

247 2.5.3 However, FAA and the state have the option to allow certain airports, meeting specific  
248 criteria, to remain outside (opt out) of the SBGP. The only nonprimary airports that  
249 may be excluded or opt out of the SBGP are those airports owned by an airport sponsor  
250 of at least one primary airport, or airports that fluctuate frequently between primary and  
251 nonprimary status (title 49 U.S.C., § 47128(a)). The airport sponsor of both primary  
252 and nonprimary airports must specifically advise FAA and the state when it chooses to  
253 opt out of the SBGP. This decision must then be in place until the next revision or  
254 update of the MOA.

255 2.5.4 An airport that changes from primary to nonprimary status will normally be included in  
256 the SBGP, with responsibility transferred to the block grant state the first year the  
257 airport receives nonprimary entitlement funds. The FAA will retain responsibility for  
258 administering and closing out grants that were issued by FAA.

259 2.5.5 An airport within the SBGP that changes from nonprimary to primary status will  
260 become the responsibility of FAA the first year it receives primary entitlement funds.  
261 The state shall retain responsibility for administering any subgrants through grant  
262 closeout if a subgrant was issued while the airport was within the SBGP. Since block  
263 grant states are not generally allowed to administer primary entitlement funds, it is  
264 generally more practical for FAA to regularly administer all grants for an airport that  
265 repeatedly fluctuates between nonprimary and primary status. The FAA, the state, and  
266 airport sponsor must jointly determine when and if such airports are excluded from the  
267 SBGP including those that fluctuate between primary and nonprimary status.

268 2.5.6 Nonprimary airports that hold a title 14 CFR, part 139 certificate are included in the  
269 SBGP although FAA is responsible for ensuring the airport meets the requirements of  
270 title 14 CFR, part 139.

271 2.5.7 Appendix A to the MOA will require an amendment any time an airport is added to or  
272 excluded from the SBGP.

273 2.6 **FAA Relationship to Grant Subrecipients and Consultants.**

274 The FAA shall refer a subgrantee and their consultants to the state to answer project-  
275 specific questions on active or proposed SBGP projects. In the event there is a dispute  
276 between the state and the subgrantee, the parties may contact FAA for advice. The  
277 ADO shall provide policy guidance and advisory opinions to the state, and shall oversee  
278 the state's management of the program. Although the state is ultimately responsible for  
279 project administration and program decisions related to projects (including compliance  
280 with statutory requirements), FAA is responsible for establishing policy regarding not  
281 only AIP but also the many associated disciplines (planning, environmental,  
282 engineering, certification, compliance, etc.).

**2.7 State Suspension, Termination, Removal or Withdrawal from the SBGP.**

2.7.1 The FAA has the option to suspend and/or remove a state from the SBGP if FAA determines the state fails to comply with the MOA, state block grant assurances and/or regular grant conditions and assurances. A state may also voluntarily withdraw from the SBGP.

2.7.2 The FAA shall consider the same criteria for admitting a state to the program (see paragraph 2.3), compliance with the grant assurances, and the conditions of the MOA when deciding whether to suspend or remove a state. Examples of causes for removal or suspension are lack of sufficient staffing to administer the program and repeated failure to comply with major program requirements as specified in the MOA. The extent and nature of the state's difficulty in meeting program requirements shall determine if it results in a suspension or removal from the program.

2.7.3 When a state is suspended, FAA shall work with the state to determine a course of corrective action and a timeframe for compliance. Upon suspension, the ADO shall assume all administrative responsibilities associated with the program.

2.7.4 A state may voluntarily withdraw from the SBGP. When doing so, the state must coordinate closely with FAA in advance (normally at least two full fiscal years) to jointly determine how to administer open subgrants and block grants. The MOA must be amended to reflect the transfer of responsibilities back to the ADO. The MOA must also list all open and closed subgrants and indicate what documentation should be transferred to the FAA.

2.7.5 In all cases, whether removal, suspension, or state withdrawal from the program, the ADO must obtain concurrence from the Director of the Office of Airport Planning and Programming (APP-1). A terminated state may reapply to be in the SBGP at a later date, under the same application procedures for a new applicant.

## 309 CHAPTER 3. BLOCK GRANT MANAGEMENT

### 310 3.1 Introduction.

311 3.1.1 Under the SBGP, FAA provides Federal funds each year directly to the state; and the  
312 state issues subgrants for airport improvements to subrecipients. This chapter provides  
313 information on the SBGP grant process and how block grants are managed by both  
314 FAA and the state. Requirements for all AIP grants are discussed in detail in the AIP  
315 Handbook.

316 3.1.2 The SBGP block grants may include state apportionment, nonprimary entitlement,  
317 cargo entitlement, and discretionary funds (when authorized and provided by FAA), for  
318 the nonprimary airports included within the SBGP. The AIP Handbook further  
319 discusses these types of funds and how they may be used for projects.

### 320 3.2 FAA/State Grant Process.

321 The grant process for the SBGP is as follows:

#### 322 3.2.1 Step One.

323 Annually, the state collects Capital Improvement Plans (CIP) from the nonprimary  
324 airport sponsors. The state will then submit their statewide CIP to the FAA for  
325 inclusion in the NPIAS. The FAA will then consider this information when generating  
326 the FAA's Airports Capital Improvement Plan (ACIP).

#### 327 3.2.2 Step Two.

328 The state prepares and submits a grant application (Standard Form 424) to FAA for  
329 funds for all airports included within the program. These state applications are  
330 completed annually and include all fund types. Discretionary fund requests to FAA  
331 must specify the airport and project(s). The entitlement request covers all nonprimary  
332 airports within the state's program listed in Attachment A to the MOA and the total  
333 amount of the entitlements available. The FAA staff must advise the state of the  
334 amount of state apportionment, nonprimary entitlement, and cargo entitlement funds  
335 that will be available for the year and the application must reflect these amounts. The  
336 FAA strongly encourages the state to plan its program in advance and include  
337 information with the grant application about projects the state intends to fund with state  
338 apportionment and entitlement funds. However, FAA will identify specific project  
339 locations and descriptions in the block grant for those projects for which discretionary  
340 funds are identified.

#### 341 3.2.3 Step Three.

342 The FAA issues a block grant offer for available funds and once the state accepts the  
343 offer it becomes a formal grant agreement. See paragraph 3.3 for a discussion of the  
344 grant agreement.

3.2.4 Step Four.

Upon state execution of the block grant, the state in turn provides funds to airports through subgrants issued to individual airport sponsors (subrecipients) for specific projects. These subgrants may contain funds from multiple block grant agreements. Chapter 4 discusses subgrant and project management. Each state has its own process for subgrants; however, certain basic requirements must be met as indicated in Chapter 4.

3.2.5 Step Five.

Subgrant projects are implemented. Project execution includes bidding, construction, payments, oversight and closeout, etc. as discussed further in Chapter 4.

3.2.6 Step Six.

Once all FAA grant funds have been expended on airport projects, the FAA block grant is closed out. See paragraph 3.12 for the block grant closeout process.

3.3 **The FAA Grant Agreement.**

3.3.1 The FAA issues one or more grants to the state each year for available nonprimary entitlements, state apportionment, and, if applicable, cargo entitlements. The FAA has the option of issuing additional grants to the state with discretionary funds for individual airports for specific projects. Block grants with discretionary funds are issued separately from the other fund types.

3.3.2 The FAA's Office of Airports maintains a standard state block grant agreement template. APP-1 will revise the standard agreement when necessary to reflect new or changed legislative requirements. The grant agreement includes the following basic elements:

1. Date of Offer;
2. Block Grant Number, if used;
3. AIP Grant Number;
4. The state's Data Universal Numbering System (DUNS) Number;
5. Maximum amount of the grant offer;
6. Terms and Conditions of the grant offer that include:
  - a. Offer expiration date;
  - b. Type, amount of funds, and airport project description (discretionary funded projects);
  - c. Date of Exhibit "A" Property Map;
7. Acceptance block;
8. Certificate of state's attorney;

9. Airports and their entitlements by name in an attachment;
10. The state apportionment amount which the state may distribute for projects at airports included within the SBGP; and
11. Statutory responsibilities and applicable laws, regulations and FAA orders.

#### 3.4 **Transferring AIP Nonprimary Entitlement Funds between Airports.**

3.4.1 Title 49 U.S.C., § 47117(c)(2) allows an airport sponsor to forego its entitlement funds and permit the funds to be transferred to another airport so that the funds do not expire or get carried over to future years. A block grant state may authorize airports to transfer their nonprimary entitlements provided the conditions and requirements outlined in §4-11 of the AIP Handbook are met. Specifically, the state will prepare the transfer document using FAA Form 5100-110, *Agreement for Transfer of Entitlements*. Both airport sponsors must execute this form and submit it to the state. The state must either approve or deny the transfer request. Neither the state nor the FAA is a party to the agreement.

3.4.2 Discretionary funds may not be transferred to another airport or project.

#### 3.5 **Timeline for Receiving Block Grants.**

3.5.1 Recommended steps for a state to follow in working with airport sponsors to manage the SBGP:

1. **Two to Three Years prior to anticipated FAA block grant agreement:** The state works with airport sponsors to update their CIPs and prepare a statewide funding plan. The state begins discussions with FAA if discretionary funds will be needed.
2. **One to Two Years prior to anticipated FAA block grant agreement:** The state works with airport sponsors to complete all planning and environmental approvals for proposed projects. The state also works with airport sponsors to complete project scoping, establish a firm funding plan, and resolve issues related to project development.
3. **One Year before anticipated FAA block grant agreement:** The state and airport sponsors complete engineering design, prepare plans and specifications and construction safety and phasing plans, get ready to advertise for construction, and/or begin land negotiations.
4. **The Year of FAA block grant agreement:** Projects are advertised for construction and, upon FAA issuance of the state block grant agreement, states may issue subgrants and projects may be carried out. The FAA strongly encourages the state to issue subgrants based on bids and negotiated land costs.

3.5.2 All state block grant funds shall be appropriately expended within the four years of funding availability and the block grant closed within five years of its issuance. Block

grants must be closed as soon as practical and not held open until the end of the fifth year. The FAA has a general expectation that obligated funds will be subawarded as expeditiously as possible.

### 3.6 Allowable Costs.

3.6.1 Title 49 U.S.C., § 47110 requires that project costs meet certain basic conditions to be allowable for AIP funding. Costs must be: necessary for the project, reasonable, not included in another grant (subgrant), and within the Federal share per the subgrant agreement. The AIP Handbook provides a detailed discussion of allowable project costs. The state must ensure that all project costs meet the allowable cost requirements.

3.6.2 Per 49 USC § 47120, the state must give lower priority to discretionary projects submitted by the subrecipient if the subrecipient proposes using entitlement funds for a lower priority project than the priority of the project for which discretionary funding is being requested.

3.6.3 Block grant funds may be used for any project administration direct cost that would normally be incurred by an airport sponsor and eligible under a development grant if issued by FAA instead of the state. A state that formally acts as an agent for an airport sponsor for a specific project(s) incurs allowable administrative direct costs when it acts in lieu of the sponsor. Examples of these activities are: contracting, review of construction plans and specifications in lieu of the airport sponsor, preparation and handling of invoices from consultants and construction contractors, and construction inspections.

3.6.4 Project administrative direct costs are allowed in connection with the accomplishment of a project; however, direct costs must be supported by documentation that such costs were actually incurred, were necessary to the accomplishment of the project, identify the personnel, and indicate how the cost is specifically related to the project. Detailed timesheets may be used to provide the basis for project direct costs.

3.6.5 Program-level administrative costs are not allowable. Program-level administrative costs are those costs associated with the administrative requirements of managing several individual airport project grants. Program-level administrative costs are costs which would normally be incurred by FAA if it were to administer the airport grant(s) instead of the state. An example of a program-level administrative cost is the cost a state incurs when providing general program guidance to airport sponsors. Also, program-level administrative costs include the state's overall program activities such as preparation of a statewide CIP, reviewing individual airport sponsor subgrant applications, preparation of state block grant applications, and accounting for program expenditures. When the state is acting in its general oversight role of a sponsor's project and is performing tasks that FAA would otherwise do, such as approving subgrant payments, these are also program-level administrative costs and are not allowable.

3.6.6 Cost allocation plans must be used and approved by FAA as the basis for direct and indirect administrative project costs. Title 2 CFR, part 200, subpart E contains a detailed discussion of direct and indirect costs related to federally funded projects. Title 2 CFR, part 200, subpart E, Appendix VII states: Flat rates or percentages of costs applied by the state are not allowable. This is because those may include program administrative costs which are not eligible. An example of this unallowable cost is when a state adds 2 percent to every invoice submitted for reimbursement.

### 3.7 **Grant Payments.**

Both block grant payments to states and state subgrant payments to airport subrecipients must be based on requirements outlined in the AIP Handbook, with documentation supporting that the costs are allowable. Payments and documentation of costs must also comply with the requirements of title 2 CFR, part 200. The FAA block grant payment requests will be processed by the DOT electronic grant payment system.

### 3.8 **Reporting – General.**

3.8.1 The state's fiscal control and accounting procedures must be sufficient to permit preparation of reports necessary to comply with program and statutory requirements, and to permit the tracking of funds to a level of expenditure adequate to establish that funds have been used consistently with requirements of the program.

3.8.2 There are two types of state reporting and documentation required:

1. Block grant and subgrant status reports to help both the state and FAA ascertain funding, program, and project status (see Paragraph 3.9); and
2. Federal financial reporting (see Paragraph 3.10).

3.8.3 The state must have a database system to collect the necessary data for all types of reports.

### 3.9 **Status Reports.**

3.9.1 Status reports must be available to FAA within 30 days of the request and include the following types of information (see Appendix B):

#### 3.9.1.1 **FAA Grant Status and Subgrant Reporting.**

The reporting data elements for each FAA block grant are outlined in Appendix B. These data elements provide the grant breakdown of Federal funds by subgrant location, the description of work, and fund types for each subgrant. This reporting must include all block grants used for a specific project.



3.9.2 Accounting of state funding (non-AIP) must be maintained separately from Federal funds. When a project uses both Federal and state funds, fund tracking documents must clearly distinguish state funds from Federal funds.

### 3.10 Federal Financial Reporting.

3.10.1 In addition to maintaining program and project funds status reports, the state must periodically provide various financial reports to FAA as described below.

3.10.2 In accordance with title 2 CFR, part 200, subpart D, §§ 200.327 and 200.328, the state is required to submit the following financial reports to summarize grant expenditures and the status of project funds:

1. **SF-425, Federal Financial Report:** The state must submit this report annually for each open grant, due 90 days after the end of each Federal fiscal year, to monitor outlays and program income on a cash or accrual basis. In addition, this report must be submitted as a final financial report during closeout.
2. **SF-271, Outlay Report and Request for Reimbursement for Construction Program:** The state must submit this report, or an equivalent report approved by the ADO/region, which is used for construction projects and must be submitted annually, due 90 days after the end of each Federal fiscal year, to summarize requests for reimbursements. In addition, this report must be submitted as a final financial report during closeout.
3. **SF-270, Request for Advance or Reimbursement:** The state must submit this report, or an equivalent report approved by the ADO/region, which is used for nonconstruction projects only and must be submitted annually, due 90 days after the end of each Federal fiscal year, to summarize requests for block grant reimbursements. In addition, this report must be submitted as a final financial report during closeout.
4. **Federal Funding Accountability and Transparency Act (FFATA) Report:** This report is required monthly for all primary recipients (the state) of individual Federal grants of \$25,000 or more that are awarded. The state is required to report subaward and executive compensation data on the FFATA Subaward Reporting System (FSRS) at <http://www.fsrs.gov/>. The state must submit FFATA required data into FSRS by the end of the month after the award or award amendment is made. Appendix C identifies the information elements which the state must provide in the FFATA system.

3.10.3 The state must also provide any additional reporting as required by the Secretary of Transportation and pursuant to the requirements outlined in the signed grant agreement.

### 3.11 Block Grant and Subaward Challenges.

3.11.1 FAA block grants are to be completed and closed as soon as possible, but within 5 years of their issuance. States should consider inclusion of a closeout goal within their

subgrants, requiring the airport sponsor to complete the work and financially close the subgrant per a project schedule that will in turn enable the state to timely close the FAA block grant.

3.11.2 There are several conditions that impact the pace of block grant expenditures and, thus, the state's financial drawdowns of block grants. The FAA encourages the state to adopt practices and work with FAA to minimize the impact of the following conditions:

1. Short construction season in cold climates and the need to adjust construction schedules;
2. A SBGP state not completing formal state project approval processes until after receipt of Federal funds delays the issuing of subgrants;
3. A SBGP state reluctant to issue subgrants for project design only. Subgrants for design enable the state and airports to get construction started as soon as future block grants are received;
4. State staffing levels that are low and do not provide for proactive contact with airport sponsors;
5. Staff priorities and emphasis on very detailed reviews of project construction plans and specifications. The states must follow the FAA risk-based approach, at a minimum, to plans and specifications review as outlined in FAA Memorandum dated December 8, 2014. A state that is also the airport sponsor or acts as an agent of the airport sponsor must do so in a manner that avoids any actual or perceived conflicts of interest;
6. State laws that contradict Federal law and imply that costs incurred prior to subgrants are not reimbursable; therefore, project design and bidding is not done until well after the FAA block grant is issued. Subgrants are Federal funds and Federal laws, rules, and regulations are applied to those funds. Subgrants for plans and specifications are specifically eligible under title 49 U.S.C., § 47106(b) development grants. The definition of "development" in title 49 U.S.C., § 47102(3)(A)(ii) includes plans and specifications. States should get FAA help if needed to interpret Federal law; and
7. Airport sponsors postponing bidding until the state receives the FAA grant agreement and the state issues the subgrant. The state must encourage airport sponsors not to postpone design and bidding. These project formulation costs incurred prior to a subgrant are eligible for reimbursement per title 49 U.S.C., § 47110(c).

### 3.12 **Block Grant Closeouts.**

3.12.1 Once all funds within an FAA block grant agreement have been expended, the state must close it out by providing the following to FAA, as a minimum:

1. A record of how all funds were used. For each project, identify the airport, the project funded, total project funds and funding breakdown (federal, state, local),

- 566 and type of Federal funds used. The state must provide a Final Outlay Report (SF-  
567 271), and Federal Financial Report (SF-425);
- 568 2. Some projects that were funded with the block grant that is being closed may not  
569 yet be physically complete because they are using funds from additional block  
570 grants not ready for closeout. The state must identify these projects with the block  
571 grant closeout information and also identify the project status on block grant status  
572 reports, as discussed in paragraph 3.9. There must be an eventual final accounting  
573 of each subgrant project to ensure Federal funds resulted in a complete and usable  
574 airport planning or development project. This final project accounting must be  
575 done with the closeout of the last block grant that provided funds for the project;
- 576 3. Identification of entitlement funds that may have been transferred from one airport  
577 to another and how they were used. (See Appendix B.3 for a sample report.); and
- 578 4. Identification of any funds not used and are, therefore, being returned to FAA. This  
579 would normally only be discretionary funds.
- 580 3.12.2 The state may reuse entitlement and state apportionment funds that were included in  
581 subgrants and later recovered from a completed airport project. However, these funds  
582 must still be expended before the block grant is closed. The state must return any  
583 recovered discretionary funds to FAA if not related to the specific project(s) identified  
584 in the grant. Discretionary funds (including recovered discretionary funds) may not be  
585 transferred to another airport or project.
- 586 3.13 **Suspension or Termination of Grants.**  
587 The FAA may suspend and/or terminate a state block grant for noncompliance with  
588 Federal obligations. This will only occur after consultation with the Associate  
589 Administrator for Airports.  
590

591                   **CHAPTER 4. SUBGRANT AND PROJECT MANAGEMENT**

592    4.1       **Introduction.**

593       The MOA between FAA and each state in the SBGP details subgrant management  
594       responsibilities. These responsibilities include selection of projects for funding and  
595       overseeing project requirements such as airport layout plans (ALP), environmental  
596       approval, land appraisals/negotiations, and construction plans and specifications.

597    4.2       **State Programming and Project Selection.**

598    4.2.1     The state is allowed flexibility in how it carries out the SBGP. The state may use FAA  
599       forms and procedures or use its own, provided the mandatory provisions and procedures  
600       outlined in the block grant agreement and MOA are met. Examples of flexibility that a  
601       state may use are:

- 602       • **Pre-project planning:** A state may use its own process in working with airports to  
603       determine development requirements;
- 604       • **Programming process:** A state may use its own programming process provided it  
605       addresses the needs of the national system;
- 606       • **State priority system for project selection:** A state may use its own priority  
607       system in selecting projects provided it is consistent with the FAA's priority system;
- 608       • **State/local matching share:** Per title 49 U.S.C., §47109(a)(2), states may fund  
609       individual projects using any Federal share of allowable project costs that is not  
610       greater than that allowed by title 49 U.S.C. For example, a state may issue a  
611       subgrant for a project that is 50 percent federal, 40 percent state, and 10 percent  
612       local even though title 49 U.S.C., § 47109 may allow a maximum of 90 percent  
613       Federal share. A state may fund projects in similar ways to more effectively use  
614       state/local funds and maximize the number of projects.
- 615       • **Form of subgrant Agreement:** A block grant state may use its own form of  
616       agreement for subgrants. However, standard Federal provisions and grant  
617       assurances must be included.

618    4.2.2     The state must have a process for determining which projects are needed and how funds  
619       are distributed. Prior to submitting a block grant application, the state works with each  
620       airport sponsor to identify the airport's needs and the state prepares a statewide Capital  
621       Improvement Plan (CIP) that includes estimated state, Federal, and local funding for  
622       each project. This provides for timely management of the block grant agreement. It  
623       also helps support requests for discretionary funds when FAA can understand how the  
624       state plans to use entitlement and state apportionment funds.

625    4.2.3     All projects which the state selects for Federal funding must be legally eligible and  
626       justified. FAA Order 5100.38, *AIP Handbook*, provides a current and complete  
627       discussion of what is eligible. Generally, this includes planning and development

projects, airport master plans, airfield construction and rehabilitation, land acquisition, and general aviation terminals.

4.2.4 Only nonprimary entitlements may be used for revenue producing facilities such as hangars, aircraft wash racks, and fuel farms (provided that the airport has satisfied its airside needs). Title 49 U.S.C., § 47110(h) requires that airport sponsors make adequate provision for funding the airport's airside needs before a grant can be issued for the construction of an allowable revenue-producing facility. The state must confirm this is the case before providing Federal funds to airports for revenue producing facilities.

4.2.5 Each state has flexibility in its process for receiving applications for funds from airports, its process for selecting projects for funding, and the subgrant/subaward agreement process and format. However, the state must ensure:

1. The project meets all of the eligibility and justification requirements in the AIP handbook;
2. The project is depicted on and consistent with a current and approved ALP;
3. Project environmental review requirements are met based on the current version of FAA Orders 1050.1, *Environmental Impacts: Policies and Procedures*, and 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects*. The state assumes administrative responsibility-pursuant to the specific contractual terms of the SBGP Memorandum of Agreement with the FAA-to complete applicable environmental requirements that the FAA would have normally fulfilled;
4. The airport sponsor understands and legally conveys it is able and willing to comply with the FAA Grant Assurances and Terms and Conditions for Receiving Federal Funds; and
5. The airport sponsor maintains a current Exhibit "A" Property Map.

#### 4.3 **Project Development Requirements.**

Some important project requirements for the state to meet when managing Federal grant funds:

1. Project costs must be allowable. FAA Order 5100.38, AIP Handbook, provides a detailed discussion of what project costs are allowable. See title 2 CFR, part 200, subpart E, Cost Principles;
2. A state that acts as an agent for the airport sponsor on project contractual matters must avoid any actual or perceived conflicts of interest;
3. Projects must comply with all Federal requirements, Federal laws, published guidance, and regulations, and state regulations, if more restrictive;
4. Unless otherwise approved in advance by the FAA, the state will not permit a subgrant recipient to acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under an AIP block grant. The state

will include a provision implementing Buy American Preferences under 49 USC § 50101 in every grant and procurement documents. All Buy American waiver requests must be submitted to the FAA for approval;

5. Project procurement, including professional services, land acquisition, and construction, must meet legal requirements. Specifically, procurements must comply with title 2 CFR, part 200, subpart D, *Standards for Financial and Program Management*;
6. Land projects must meet the requirements of title 49 CFR, part 24, *Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs*;
7. All proposed airport projects requiring airport layout plan approval and/or using Federal funds must meet the applicable regulations implementing NEPA and other federal environmental (special purpose) laws. Specifically, environmental impacts of proposed projects and reasonable alternatives shall be analyzed and considered in environmental reviews and decisions according to requirements of the current FAA Orders 1050.1 and 5050.4. These requirements include affording opportunities for public involvement to the extent practicable in preparing environmental assessments and appropriate opportunities for public hearings. The FAA remains responsible for the environmental findings on all projects involving discretionary funds and other specific Federal actions as listed in Order 5050.4, including installing or moving FAA-owned navigational equipment and facilities. However, as part of the block grant agreement the state assumes responsibility for the environmental findings on all other projects involving Airport Layout Plan approval and/or AIP funding. Therefore, the state shall work with airport sponsors and their consultants early in project planning to help determine the appropriate level of environmental review necessary for a proposed project. This early upfront coordination will help facilitate the timely execution of a block grant and individual projects. The state must also work with airport sponsors to ensure appropriate notice and opportunities for public participation during the environmental review and decision-making process. States or agencies having environmental laws similar to NEPA, within the meaning of CEQ regulations (40 CFR 1506.2(c)) agree to follow their NEPA like state laws, along with any applicable special purpose laws;
8. For all development projects the state must coordinate, with the FAA, the review of all “*Safety and Phasing Plans*” with FAA Form 7460-1, *Notice of Proposed Construction or Alteration*, for any construction or alteration of airports taking place within the property boundaries of airports participating in the SBGP; however, FAA must make the actual airspace determinations; and
9. Projects must be executed and closed physically, administratively, and financially in a timely manner with appropriate documentation maintained throughout the project.

707 4.4 **Planning Projects.**

708 4.4.1 Airport planning projects are eligible for Federal funding under the SBGP. FAA  
709 Order 5100.38, *AIP Handbook*, discusses required items within planning studies. Types  
710 of planning projects eligible for funding include airport master plans and planning  
711 studies that are identified in the AIP Handbook as an eligible standalone project. In  
712 some cases, the planning study will include an updated ALP to reflect the result of the  
713 study. State block grants may not be used to prepare or update state system plans and  
714 cannot be used for a project for a new airport. FAA must issue these grants directly to a  
715 state or airport outside of the SBGP process. FAA AC 150/5070-6, *Airport Master*  
716 *Plans*, provides guidance for preparation of master plans.

717 4.4.2 The state must ensure that proposed development projects are shown on the current  
718 ALPs and are unconditionally approved and have been reviewed under NEPA before  
719 awarding a subgrant for construction. As indicated in the MOA, the state must review  
720 and coordinate ALPs with FAA prior to the state approving them on FAA's behalf.

721 4.5 **Land Acquisition Projects.**

722 Projects involving land or easement acquisitions with Federal funds require that the  
723 state ensure the airport sponsor complies with title 49 CFR, part 24, *Uniform Relocation*  
724 *Assistance and Real Property Acquisition for Federal and Federally Assisted*  
725 *Programs*, and the current version of FAA Advisory Circular 150/5100-27, *Land*  
726 *Acquisition and Relocation Assistance for Airport Improvement Program Assisted*  
727 *Projects*.

728 4.6 **Procurement of Professional Services.**

729 Procurement of professional services for Federally funded projects must be done using a  
730 qualifications-based selection process per title 49 U.S.C., § 47107(a)(17) and the  
731 current version of FAA Advisory Circular 150/5100-14, *Architectural, Engineering,*  
732 *and Planning Consultant Services for Airport Grant Projects*. Generally, airport  
733 sponsors are responsible for procurement of professional services with assistance as  
734 needed from the state. The state must avoid actual or perceived conflicts of interest  
735 when assisting airport sponsors with procurement of professional services.

736 4.7 **Project Checklists.**

737 4.7.1 Although the state may use its own processes and forms as needed, it is a good practice  
738 for the state to use both internal and external checklists to help ensure important  
739 requirements are met. FAA Order 5100.38, *AIP Handbook*, provides internal checklists  
740 such as the *Project Evaluation Review and Development Analysis Checklist* or  
741 PERADA (FAA Form 5100-109).

742 4.7.2 The state may create external project checklists for sponsors and consultants that reflect  
743 state processes and requirements. It is strongly recommended the state and airport

sponsors use FAA checklists included with any FAA Standard Operating Procedures. These are maintained on the FAA Office of Airports website.

#### 4.8 **Project Oversight Responsibilities.**

Many of the AIP project oversight activities that would normally be the responsibility of FAA become the responsibility of the state under the SBGP:

1. **Design:** The state must ensure projects use FAA design standards. The state must first review and make recommendations on any request for a modification to standards before submitting it to the ADO for review. If the FAA region/ADO concurs in the modification to standards, the ADO will then forward the request to the FAA Office of Airport Engineering (AAS-100) for review and approval or disapproval. AAS-100 must approve any modification to standards before construction or procurement may begin.
2. **Review of Plans and Specifications:** The state must ensure projects use FAA design standards and specifications contained in various ACs or alternative specifications approved by FAA. The state is responsible for the overall review and approval of construction plans and specifications. The states must follow the FAA risk-based approach, at a minimum, to plans and specifications review as outlined in FAA Memorandum dated December 8, 2014.
3. **Construction Safety and Phasing Plan:** The state must ensure all projects have a construction safety phasing plan consistent with AC 150/5370-2, *Operational Safety on Airports During Construction*, FAA's applicable Standard Operating Procedure, and is approved by FAA.
4. **Procurement:** The state must ensure that all project procurements, including construction and equipment, follow the policies and provisions of title 2 CFR, part 200, subpart D, *Standards for Financial and Program Management*.
5. **Airspace:** The state must coordinate the review of all FAA Forms 7460-1, "Notice of Proposed Construction or Alteration" with FAA for any construction or alteration of airports taking place within the property boundaries of airports participating in the SBGP; however, FAA must make the actual airspace determinations.
6. **Runway Approaches:** The state must ensure runway approaches have no obstructions deemed to be hazards prior to issuing a subgrant, or appropriate action is taken per title 49 U.S.C., § 47107(a)(9) and the FAA's established policy dated September 27, 2012.
7. **Disadvantaged Business Enterprise (DBE) Program:** The state must administer the DBE program for all projects under the SBGP in accordance with the requirements of title 49 CFR, part 26. The state must confirm that only certified DBEs are used on subgrant projects. Also, the state is expected to coordinate with the FAA Office of Civil Rights and to meet all reporting requirements.



**4.9 Project Closeouts.**

4.9.1 When both the airport sponsor and the state are satisfied that a project has been physically and financially completed, the subgrantee must submit closeout documentation to the state for review, approval, and filing. The AIP Handbook has a complete discussion on project closeout. The following are some of the required documents for project closeout:

1. Airport sponsor certification of final acceptance of the project work;
2. Final certified project pay item quantities and cost of the contract;
3. Certification letter from the prime contractor for each DBE firm attesting that the work was performed and the amount paid the DBE firm;
4. A certified copy of the contractor's project payroll records;
5. A testing summary that documents materials met the specification requirements of the construction contract;
6. A copy of all change orders and supplemental agreements between the airport sponsor and the contractor, if applicable;
7. A copy of record drawings documenting as-built conditions;
8. For land projects: a plat, copy of closing settlement statement, copy of deed, a certification by the sponsor's attorney that the sponsor has obtained and recorded clear title, appraisals, offer of just compensation, record of negotiations, documentation of relocation assistance costs, and copies of invoices for professional service fees, survey costs, legal fees, court costs, and an updated Exhibit "A" property map reflecting the acquisition; and
9. An updated ALP reflecting any project changes and final airport development.

4.9.2 The above items and any other documents that may be appropriate or that the state requires must be kept on file by the state and made available to auditors or FAA staff when requested. The state and subgrantee must retain files. Per title 2 CFR, § 200.333 to 200.337, Record Retention and Access, the sponsor is required to keep these records for at least three years from the date the sponsor submits the last payment request. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three year period, the sponsor must retain the records until the completion or resolution of the action, or the three year period, whichever is later.

**4.10 Subrecipient (Sponsor) Compliance.****4.10.1 Compliance.**

The state is responsible for monitoring project accomplishments at all SBGP airports and each recipient of funds under the SBGP shall be required to adhere to the Federal airport grant assurances as provided by FAA and such assurances shall be incorporated into the terms and conditions of the subgrant agreement issued by the participating state. The state shall not issue subgrants to those airports determined by FAA to be in

821 noncompliance with Federal obligations. FAA Order 5190.6, FAA Airport Compliance  
822 Manual, sets forth compliance policies and procedures and will help the state oversee  
823 airport sponsor compliance.

824 4.10.2 Land Releases.

825 The FAA must make the final determination of whether or not to release land from  
826 Federal obligations. The state is responsible for the review of airport sponsor requests  
827 for release of airport land from Federal obligations. The state must provide its  
828 recommendation to FAA.

829

**CHAPTER 5. OVERSIGHT**830 5.1 **FAA Oversight Role.**

831 5.1.1 The FAA is responsible for oversight of the SBGP. The extent of this oversight may  
832 vary by state (i.e., the ADO has the latitude to determine areas of particular focus  
833 depending upon specific circumstances), but the FAA's oversight will include periodic  
834 formal reviews of each state's management of the program as discussed in paragraph  
835 5.2 below. The FAA shall periodically review the following:

- 836 1. The state's implementation of the MOA;  
837 2. The state's system planning and capital planning processes;  
838 3. The state's management of block grants; or  
839 4. The state's management of subgrants.

840 5.1.2 The FAA will notify states of new and updated policies, procedures, and guidance as it  
841 is issued. In addition, the FAA will also notify SBGP states of any available training  
842 classes and associated costs as it becomes available.

843 5.2 **FAA Program Reviews.**

844 The FAA shall conduct periodic program inspections and formal reviews of the state's  
845 management of the SBGP. The FAA plans to review at least one program area every  
846 3 years for each state. These reviews will be relative to requirements in the state's  
847 MOA, the AIP Handbook, and this AC. Examples of these reviews include:

848 5.2.1 General.

849 The FAA evaluates each state upon its entry into the program using the criteria outlined  
850 in paragraph 2.3. Periodic reviews shall focus on these same criteria, such as adequacy  
851 of the state's organization and staff to effectively manage the program, the state's  
852 progress with grants, verification of individual airport sponsor eligibility, processes for  
853 protecting against real or perceived conflicts of interest, and the state's programming  
854 process and administration of subgrants consistent with the MOA. General reviews  
855 shall also look at how well the state oversees and incorporates grant terms and  
856 conditions in subgrants.

857 5.2.2 Financial.

858 The FAA shall review the state's financial controls for the program. This will include:

- 859 • Examination of a random sampling of subgrants and their financial records;  
860 • Payments/reimbursements to subgrantees at correct percentage for completed work;  
861 • Allocation of nonprimary entitlement (NPE) funds and entitlement transfer  
862 agreements;  
863 • Closeout documentation;

- Overall grant administration and progress;
- Funding utilization rates;
- Ensuring grant fund types are used as required; and
- Ensuring program administration costs are not being funded with AIP.

#### 5.2.3 Project Management.

The FAA shall review the state's performance with various aspects of projects such as:

- Environmental review and approval processes;
- Project designs and construction specifications review;
- Airspace review coordination;
- Currency of ALPs;
- Currency of Exhibit "A" property maps;
- Modifications to standards; and
- Subrecipient construction and equipment procurement processes.

#### 5.2.4 Project Selection and AIP Requirements.

The FAA shall review how the state selects projects and ensures the projects meet AIP requirements. This shall include:

- A random review of subgrants to ensure compliance with FAA orders and guidance relative to eligibility, justification and allowable costs; and
- Ensuring revenue producing projects are funded only when appropriate (e.g., airside needs test must be met.)

### 5.3 **State Reporting.**

5.3.1 The state must maintain program data and information sufficient to comply with Federal requirements as well as enable FAA reviews. The state must maintain program status data in a manner to easily provide the types of reports discussed in Chapter 3 and Appendix B when requested. The ADO may require additional information in order to conduct sufficient oversight. The FAA will use these reports to help oversee the state's progress with grants and the program in general.

5.3.2 In addition to program status reporting, the state must provide a copy of its 3-year statewide CIP to FAA once a year at the time the state submits the annual application for block grant funds. Also, the state must coordinate with airport sponsors, compile data, and transmit data to FAA for a biennial update to the NPIAS.

895 5.4 **State Outreach.**

896 The FAA encourages the states to periodically reach out to airport sponsors, consultants  
897 and other stakeholders to solicit feedback on state procedures, policies, and service in  
898 general.

899 **APPENDIX A. FAA/STATE MEMORANDUM OF AGREEMENT (MOA) FOR THE STATE**  
900 **BLOCK GRANT PROGRAM**

901 **Notes:** The latest version of this MOA template is kept on file at the FAA's Office of Airports.  
902 The FAA and each state may mutually agree to customize Article V of the MOA as needed to  
903 reflect situations unique to the state, subject to the approval of the Manager of the FAA's  
904 Airports Financial Assistance Division (APP-500).

**STATE BLOCK GRANT PROGRAM  
MEMORANDUM OF AGREEMENT  
BETWEEN  
THE FEDERAL AVIATION ADMINISTRATION  
AND**

**THE \_\_\_\_\_**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_ by and between the State of \_\_\_\_\_ (referred herein as "State"), and the Federal Aviation Administration (FAA), an agency of the United States of America.

WHEREAS, the FAA has selected the State of \_\_\_\_\_ to administer Federal airport aid funds under the FAA State Block Grant Program (SBGP), and

WHEREAS, successful accomplishment of this program requires understandings and commitments on the part of both the State of \_\_\_\_\_ and the FAA, and

WHEREAS, the State of \_\_\_\_\_ and the FAA, intending to be legally bound, do hereby agree to the following understandings and commitments with respect to the SBGP.

**ARTICLE I – SCOPE OF AGREEMENT**

**1. TERMS OF THIS AGREEMENT**

Unless otherwise stipulated, the responsibility of the State in carrying out the terms of this Agreement and the SBGP (see title 49 U.S.C., § 47128) shall begin on the date of the latest signature of this Agreement and end if the SBGP is canceled or substantially altered by either the U.S. Congress or the FAA. The State may elect to withdraw from the SBGP as of the beginning of any new grant year (Federal Fiscal Year) with at least one full Federal fiscal year's advance notice to the FAA. If the State withdraws from the SBGP it agrees to comply with the termination policies set forth by the FAA as well as continue to administer open grant projects previously placed under grant by the State even though the final phases of administration and closeout of such projects may extend beyond the effective date when the State withdraws from the program. This Agreement shall be reviewed annually by both parties and Article V may be amended from time to time provided the specific amendment is agreed to, in writing, by both parties, subject to the approval of the Manager of the FAA's Airports Financial Assistance Division (APP-500).

**2. AIRPORTS COVERED**

The obligations of this Agreement shall apply only to those airports eligible for funding under the State Block Grant Program; i.e., all non-primary airports located within the boundaries of the State that are eligible for the receipt of Federal funds

under the Airport Improvement Program (AIP). A listing of those airports is included in Attachment A to this Agreement. Airports that are otherwise eligible for inclusion in the SBGP, but whose sponsors elect not to be administered by the State under this agreement, are also identified in the attached list. It is understood that airports classified as “primary” are not eligible for funding under the SBGP (see title 49 U.S.C., § 47128(a)) and thus no Federal funds or oversight obligations shall accrue to the State for such airports under this Agreement.

Airports that change from primary to non-primary status may be added to the State’s block grant program responsibilities at such time as agreed to by both the State and the FAA, but no later than three years after the change. Airports within the block grant program that change from non-primary to primary status shall be removed from subsequent grants in the first fiscal year that AIP primary airport entitlement funds are available. Each party shall retain the responsibility for administering those grants or subgrants that the party issues, regardless of subsequent changes in primary versus nonprimary status.

### 3. ROLE OF FAA AND RELATIONSHIP TO SPONSORS AND CONSULTANTS

The \_\_\_\_\_ FAA Airports District Office (or Regional Office) shall provide overall program guidance on behalf of the FAA and shall serve as primary contact for the State. A detailed list of functions and responsibilities under the SBGP is included as Attachment C to this MOA. The FAA shall refer airport sponsors and their consultants to the State to answer questions about active and proposed block grant projects. The FAA shall provide policy guidance and advisory opinions to the State as needed. However, the State bears ultimate responsibility for project administration that complies with Federal requirements. In the event there is a dispute between the sponsor and the State, either or both parties may contact the FAA for an opinion.

### 4. FAA REVIEW OF STATE BLOCK GRANT PROGRAM

The FAA shall review the State’s adherence to program and administrative requirements through its oversight efforts. An FAA team composed of FAA representatives may conduct evaluations, which could include visits to project sites and the State office. The FAA shall conduct various program oversight reviews on a periodic basis per FAA program guidance.

## **ARTICLE II – PROGRAM ADMINISTRATION**

### 5. COMPLIANCE WITH FEDERAL REQUIRMENTS

In accomplishing this program, the State must comply with all the current Federal requirements set forth in the assurances attached to each AIP grant agreement between the FAA and the State, as well as Federal legislation, FAA Orders and mandatory Advisory Circulars, Executive Orders, and Office of Management and Budget (OMB) Circulars. A list of relevant Federal legislation, Executive Orders, Federal regulations, OMB Circulars, and FAA Orders is included in Attachment B.



984 6. ADHERENCE TO GRANT ASSURANCES

985 Each sub recipient (sponsor) of Federal funds under the SBGP shall be required to  
986 adhere to the current standard Federal sponsor assurances and associated  
987 documents as provided by the FAA. These assurances and associated  
988 documents must be incorporated into the terms and conditions of the funding  
989 agreements issued to each airport sponsor by the State.

990 7. STATE PRIORITIES, PROCEDURES, and FORMS

991 It is the intent of the FAA in administering this program to encourage States to use  
992 innovative approaches and to allow maximum flexibility for them to carry out the  
993 grant program effectively and efficiently. The State may use either FAA forms and  
994 procedures or its own with FAA (ADO/RO) approval. The State must use an  
995 airport system planning and programming process approved by the FAA. If the  
996 State uses its own procedures and forms, the State must provide them to the FAA  
997 during the annual review of this Agreement.

998 8. EFFECTIVE ADMINISTRATION

999 The State must maintain an organization capable of effectively administering the  
1000 SBGP funds, including trained and professional personnel sufficient to fulfill the  
1001 State's program responsibilities under this Agreement. Prior to acceptance of this  
1002 Agreement, the State shall provide to the FAA a statement of anticipated staffing  
1003 levels to administer this program. The State is required to have an accounting  
1004 system that accurately reflects expenditures of SBGP funds, as SBGP projects  
1005 and subgrants are subject to the same audit requirements as other grants issued  
1006 by the FAA.

1007 9. LIABILITY OF THE UNITED STATES GOVERNMENT

1008 The United States shall not be responsible or liable for damage to property or  
1009 injury to persons that may arise from, or be incident to, compliance with this  
1010 Agreement.

1011 10. PRIOR AGREEMENTS

1012 Nothing in this Agreement may be construed as relieving the State of its  
1013 obligations under any agreements previously entered into between the FAA and/or  
1014 any other parties.

1015 11. ALLOWABLE PROJECTS

1016 The State may not use SBGP funds to accomplish projects which are not eligible  
1017 and justified under title 49 U.S.C., chapter 471, as interpreted by the FAA, nor for  
1018 projects at airports not identified in Attachment A.

1019 12. PROJECT AND BLOCK GRANT CLOSEOUT

1020 The State is not required to provide project records to the FAA unless otherwise  
1021 indicated in this MOA. However, the State must maintain all records to satisfy

1022 Federal requirements such as, DBE provisions and the Terms and Conditions of  
1023 Accepting Airport Improvement Program Grants. All project records must be  
1024 available to FAA and/or the Office of the Inspector General for inspection upon  
1025 request. After project completion, the State must maintain documentation provided  
1026 by the Airport Owner including: a Certification of Project Acceptance, a summary of  
1027 the Final Project Cost, and a statement indicating that all related Project expenses  
1028 were reasonable in amount, necessary for the Project, and that all are paid in full  
1029 (see title 2 CFR, Subpart D, §200.343 Closeout).

1030 State block grants must be closed within 5 years from the date of acceptance of  
1031 the Grant. Any remaining funds shall be recovered by the FAA after said 5 years.  
1032 In rare cases, FAA may approve an extension to the 5-year closeout requirement,  
1033 subject to approval by the Manager of the FAA's Airports Financial Assistance  
1034 Division (APP-500).

### 1035 **ARTICLE III – FINANCIAL MANAGEMENT**

#### 1036 **13. ISSUANCE OF BLOCK GRANT FUNDS**

1037 The State must submit grant applications annually to the FAA that include the  
1038 breakdown of requested block grant funds by airport, project, and fund type (i.e.  
1039 non-primary entitlement (NPE), state apportionment, and discretionary). The FAA  
1040 may issue one or more block grants to the State for each fiscal year for the  
1041 combined NPE and state apportionment funds for eligible airports. The FAA may  
1042 issue subsequent block grants to the State within each fiscal year for the  
1043 discretionary funds for specific projects at eligible airports. However, block grant  
1044 funds may be issued by the FAA to the State differently, each year, as  
1045 circumstances require.

#### 1046 **14. ADMINISTRATION OF BLOCK GRANT FUNDS**

1047 The State must ensure that projects funded with AIP funds are implemented  
1048 expeditiously. The State must also ensure that projects funded with AIP funds are  
1049 appropriately phased, if necessary, to use funds in a reasonable timeframe that  
1050 result in usable units of work.

1051 The State shall be responsible for administering NPE and state apportionment  
1052 funds to eligible airports.

1053 Prior to obligation under a block grant agreement, NPE funds are available for the  
1054 fiscal year apportioned and can be carried over by the FAA for three subsequent  
1055 years, for a total of four years, before they expire and are recovered by the FAA.  
1056 State Apportionment funds are only available for the fiscal year apportioned and  
1057 can be carried over by the FAA for two subsequent years, for a total of three years.  
1058 Once the FAA obligates these funds to a block grant state, the FAA expects the  
1059 funds to be utilized in accordance with the same timeframe, with due consideration  
1060 of the specific rules related to each subcategory of AIP funds.

In a given FY, the FAA issues a block grant offer for available non-primary and state apportionment funds, and once the state accepts the offer it becomes a formal grant agreement (obligated funds). After state execution of the block grant, the state in turn provides funds to airports through subgrants issued to individual airport sponsors (subrecipients) for specific projects. These subgrants may contain funds from multiple block grant agreements. Each state must develop its own process for subgrants; however, certain basic requirements must be met. The statute [Title 49 U.S.C., § 47117(c)(2)] allows an airport sponsor to forego its NPE funds and permits the funds to be transferred to another non-primary airport in the state. A block grant state may develop a process to transfer NPEs between locations and years in order to optimize the use of NPEs. The FAA expects the state to use the block grant funds within 5 years. The block grant must be closed and all funds accounted for within the closeout package. Obligated discretionary funds may not be transferred to another airport or project, and any recovered discretionary funds must be returned to the FAA.

#### 15. FEDERAL SHARE REQUIREMENT

The Federal share of all work accomplished for each fiscal year shall not exceed the statutory limit (see title 49 U.S.C., section 47109(a)(2)). The State has flexibility to fund individual projects at any matching share they wish provided the total AIP grant funds spent by the State does not exceed the statutory limit.

#### 16. MISUSED BLOCK GRANT FUNDS

The State shall take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal anti-trust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purpose of this Agreement, the term "Federal funds" means funds used or disbursed by the State that were originally paid pursuant to any Federal grant agreement. The State must obtain the approval of FAA for the amount of the Federal share of such funds, and return the recovered Federal share to the FAA, including funds recovered by settlement, order, or judgment. Also, the State must furnish to FAA, upon request, all documents and records pertaining to the determination of the Federal share amount or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements, in court or otherwise, involving the recovery of such Federal share must be approved in advance by FAA.

#### 17. ELIGIBILITY OF ADMINISTRATIVE COSTS

Block grant funds may be used for allowable project administration costs that would normally be incurred by a sponsor and eligible under a development grant issued by FAA.

Any program administration costs, which would normally be incurred by FAA if it were administering the airport project, are not allowable.

1101 18. BLOCK GRANT PAYMENTS

1102 Financial drawdowns of SBGP Federal funds must be through the use of the  
1103 electronic grant payment system administered by (or on behalf of) the U.S.  
1104 Department of Transportation.

1105 **ARTICLE IV – PROGRAM RESPONSIBILITIES**

1106 Many of the Airport Improvement Program activities that would normally be the  
1107 responsibility of FAA become the responsibility of the State under the SBGP. The State  
1108 and FAA's program responsibilities for airport actions are described in Attachment C.  
1109 Major program areas are discussed below:

1110 19. AIRPORT LAYOUT PLAN (ALP)

1111 The State shall approve the Airport Layout Plan (ALP) on behalf of FAA for airports  
1112 covered under this program. Once the ALP has been reviewed by the State, it  
1113 must be submitted to FAA for review and any other required circulation. All  
1114 comments generated by the FAA's review shall be addressed and incorporated  
1115 into the ALP document prior to approval by the State on the FAA's behalf. No  
1116 grant shall be issued to an airport sponsor by the State under the SBGP unless the  
1117 airport has an approved ALP and the project is consistent with the approved ALP.

1118 20. EXHIBIT "A" PROPERTY MAP

1119 All land shown on an Exhibit "A" constitutes the airport property Federally obligated  
1120 for compliance under the terms and covenants of a grant agreement. The State  
1121 must require each recipient of funds to develop (or update) an Exhibit A Property  
1122 Map, which clearly shows by appropriate legal description, all airport land owned  
1123 by the sponsor for airport purposes, including land and interests in land in the  
1124 runway approach areas, plus any areas or tracts of land proposed to be acquired  
1125 in connection with a project. The map must indicate, by appropriate symbols or  
1126 other markings, the property interest (fee title, aviation easement, etc.) the sponsor  
1127 holds in each tract or parcel of land and the property interest to be acquired in  
1128 each tract or parcel of land in connection with the project. The Exhibit "A" Property  
1129 Map must also identify how each airport tract of land was acquired, i.e. Federal  
1130 grant, Federal surplus property, or sponsor-acquired land. An airport sponsor is  
1131 Federally obligated to obtain FAA consent to delete any land described and shown  
1132 on the Exhibit "A". New Airports receiving a grant for the first time must submit an  
1133 Exhibit "A" depicting the land required to support the facilities needed to operate  
1134 the airport.

1135 21. NPIAS and ACIP UPDATING

1136 Upon FAA request, the State agrees to provide data and updates related to the  
1137 National Plan of Integrated Airport Systems (NPIAS) and Airport Capital  
1138 Improvement Plan (ACIP). The State must coordinate and compile this data from  
1139 airport sponsors and then provide it to FAA. The data request may include airport  
1140 name and location, name of airport owner, brief description of each work item,

estimated Federal funds needed, status of environmental review, a benefit-cost analysis (if required) for discretionary funds, and any additional information the FAA may need to know that may have a bearing on the requested project items. The State also agrees to provide FAA a 3-year capital improvement program each year. The FAA shall advise the State when these updates are needed. To help with preparation of the ACIP the State should work with the FAA to prioritize discretionary projects requested.

## 22. ENVIRONMENTAL APPROVAL OF PROJECTS

The State assumes administrative responsibility pursuant to the specific SBGP contractual terms set forth in this Memorandum of Agreement (MOA) to process and complete all applicable environmental actions that the FAA would have normally fulfilled. Therefore, pursuant to the State's contractual commitments under this SBGP MOA, the State shall fulfill all applicable environmental duties in accordance with the National Environmental Policy Act (title 42 U.S.C., § 4321, *et seq.*), as implemented by the Council of Environmental Quality (CEQ) Regulations, as well as any other applicable environmental statutes, regulations and executive orders identified and discussed in FAA Orders 1050.1 and 5050.4. For any project involving an Airport Layout Plan change and those projects that will involve state block grant funding but not AIP discretionary funds, the State shall assume responsibility for determining and completing the appropriate level of NEPA review and analysis, including the review and findings associated with Categorical Exclusions (absent extraordinary circumstances), Environmental Assessments or Environmental Impact Statements, as well as addressing the specific environmental topics and concerns as identified and required by the applicable paragraphs and appendices of FAA Orders 1050.1 and 5050.4. For any project that will involve AIP discretionary funds, 139 certificates, or direct federal actions, the FAA retains authority for preparing the documentation and analysis as well as issuing the environmental findings as identified in FAA Orders 1050.1 and 5050.4. (See 49 USC §47128) The FAA shall retain oversight and approval authority of airport noise compatibility programs under title 14 CFR, part 150. The FAA shall oversee the portion of the SBGP for which the participating state is responsible. This oversight is needed to ensure the participant is honoring its commitment to the contractual agreements it made when it became a SBGP participant. This includes working with the block-grant state to determine whether an EIS may be required, and whether any circumstances may require FAA involvement.<sup>2</sup> Other Federal agencies that are responsible for issuing an approval, license, or permit to ensure compliance with an environmental requirement applicable to a project to be carried out by a State using block grant funds must coordinate and consult with the State, use the environmental analysis prepared by the State if adequate or consult

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<sup>2</sup> Title 49 U.S.C. 47106(c)(1)(A)(ii) allows communities that meet certain criteria to petition the Secretary in connection with certain airport projects. The FAA interprets this provision as not being applicable to a project solely approved and administered as part of a state block grant.

1180 with the State to describe the supplemental analysis the State must provide to  
1181 meet applicable federal requirements. Failure of the SBGP State to perform the  
1182 requisite environmental analysis and determination, as required by the  
1183 Memorandum of Agreement may jeopardize continued eligibility and participation  
1184 in the SBGP.

1185 23. DESIGN CRITERIA

1186 The geometric and design criteria to be used for projects under this program must  
1187 be those promulgated by FAA in its Advisory Circulars. Any request for a  
1188 modification of these standards by a sponsor must be first submitted to the State  
1189 for review and comment. The State must submit all requests for modification of  
1190 standards to the FAA with a recommendation. Any project that complies with FAA  
1191 standards, or for which a modification of standards has been mutually agreed to by  
1192 the FAA and State, shall be deemed to meet FAA standards for the purpose of  
1193 future block grant funded projects at that airport.

1194 24. CONSTRUCTION PLANS AND SPECIFICATIONS

1195 The construction specifications used for projects under this program shall be those  
1196 promulgated by FAA in the Advisory Circulars. Alternative individual standards  
1197 such as those of the State may be proposed by the State for FAA approval. Any  
1198 project complying with either FAA or FAA-approved State standards shall be  
1199 deemed to meet Federal standards for the purpose of future federally funded  
1200 projects. The State shall be responsible for review and acceptance of  
1201 construction plans and specifications for purposes of bidding for any project  
1202 under this program. The State must ensure all projects have a Construction  
1203 Safety Phasing Plan that meets FAA Advisory Circular requirements, and  
1204 coordinate it with the FAA as appropriate.

1205 25. AIRSPACE

1206 The State must coordinate the review of all airspace cases, i.e., "Notices of  
1207 Proposed Construction or Alteration," FAA Form 7460-1, for any construction or  
1208 alteration taking place within the property boundaries of an airport approved for  
1209 participation in the block grant program. The review coordination must be in  
1210 accordance with FAA policies and FAA shall make the final determination. The  
1211 State must coordinate with the airport sponsor to ensure the final airspace  
1212 determination is followed and to resolve any comments generated through the FAA  
1213 review process. The State will also ensure that all projects have a Construction  
1214 Safety Phasing Plan and coordinate it with FAA for its approval as appropriate.  
1215 For certificated airports, this coordination shall be with the FAA Airport Certification  
1216 Safety Inspector.

1217 26. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

1218 The State shall administer the DBE Program for all projects under the block grant  
1219 program in accordance with the requirements of title 49 CFR, part 26. The State  
1220 may use the total of all block grant funded contracts by the State to meet the DBE

1221 goal. The state is responsible for all coordination directly with the FAA Office of  
1222 Civil Rights.

1223 27. COMPLIANCE RESPONSIBILITIES

1224 The State shall be responsible for ensuring that all agreements and Federal grant  
1225 assurances with airport sponsors are met during the program. The State agrees  
1226 to: (1) not issue a grant under this program to an airport that has been formally  
1227 determined by FAA to be in noncompliance with the Federal grant assurances; and  
1228 (2) perform an investigation under title 14 CFR, part 13, of informal complaints filed  
1229 with the state (or informal complaints received by FAA and delegated to the state)  
1230 concerning the compliance of airports covered under this program and, prepare a  
1231 report on the findings of the investigation with recommendations for corrective  
1232 action, as applicable. Formal complaints filed under title 14 CFR, part 16, will be  
1233 adjudicated by the FAA Office of Airport Compliance and Management Analysis  
1234 (ACO-100) only. The State shall also advise FAA promptly of any proposed sale  
1235 or release of land, and any concurrent or interim use of land on an obligated  
1236 airport.

1237 28. AIRPORT LAND RELEASES AND LAND USE APPROVALS

1238 The State is responsible for review of sponsor requests for release of airport land  
1239 from Federal obligations as well as requests for concurrent and interim uses of  
1240 airport land. The State must review the request and provide FAA its  
1241 recommendation. The FAA shall review the request and make the final  
1242 determination.

1243 29. WILDLIFE MANAGEMENT

1244 The State shall review hazardous wildlife attractant issues on or near block grant  
1245 airports, including proposed landfills, in accordance with Advisory Circular  
1246 150/5200 - 33, *Hazardous Wildlife Attractants On or Near Airports*. The State shall  
1247 forward its review comments to the ADO for a final determination.

1248 30. NATIONAL SAFETY INITIATIVES

1249 The FAA periodically has special initiatives for development and safety on airports.  
1250 These initiatives must be included in the state's program. For example states are  
1251 currently implementing the following initiative: The State must prepare a runway  
1252 safety area (RSA) study for any project for runway construction, reconstruction, or  
1253 significant expansion in accordance with FAA Order 5200.8, *Runway Safety Area  
1254 Program*. The State shall review and provide FAA with a recommendation on the  
1255 study findings. The ADO shall issue those determinations where the RSA meets  
1256 or is practical to meet FAA RSA design standards. The FAA Regional Airports  
1257 Division Manager shall issue the determination for those existing RSAs that can be  
1258 improved to enhance safety, but will still not meet current standards, and those  
1259 existing RSAs that do not meet current standards and it is not practicable to  
1260 improve the RSA.

## 1261 31. AIRPORT SITE SELECTION

1262 The State must provide to FAA a review and recommendation for approval of any  
1263 airport site selection where future inclusion of the airport in the NPIAS or Federal  
1264 funding requests are anticipated.

## 1265 32. LAND USE ZONING

1266 The State shall help airport sponsors with their efforts to protect against  
1267 encroachment of incompatible land use, such as establishing zoning protection to  
1268 safeguard the Federal investment in an airport.

## 1269 33. RECORDS AND REPORTING REQUIREMENTS

1270 The State must maintain all subgrant sponsor records as well as information  
1271 needed to satisfy the Civil Rights provisions. All project records must be available  
1272 to FAA for inspection upon request. The State must retain files for closed subgrant  
1273 projects for at least 3 years.

1274 At a minimum, the State must provide the following reports to FAA with the  
1275 frequency noted:

- 1276 • Grant status report (annual, November 15): The State must outline program  
1277 activity for each open block grant. This report for each block grant must include  
1278 the description of each Federally-funded project by airport with identification of  
1279 amount and type of the block grant funds used on each project. It must also  
1280 identify the funds from other block grants also used on each project. This report  
1281 is intended to be a complete snapshot of how block grant funds are being used at  
1282 the end of each fiscal year.
- 1283 • Record of nonprimary entitlement funds (annual, November 15): This report  
1284 shows each airport and its disposition of nonprimary entitlements by block grant  
1285 number, state project number, and project description. It must clearly show the  
1286 amount of each year's nonprimary entitlement funds not obligated in a subgrant.
- 1287 • Record of state apportionment funds (annual, November 15): This report shows  
1288 the disposition of state apportionment funds by block grant, state project number,  
1289 and project description for each block grant.
- 1290 • Federal Financial Report, SF-425: The State must provide this form to show the  
1291 financial progress of each grant.
- 1292 • Federal Funding Accountability and Transparency Act Report (FFATA) (monthly):  
1293 This report is required for all prime recipients (the State) of individual Federal  
1294 grants of \$25,000 or more that are awarded. The State is required to report  
1295 subaward and executive compensation data on the FFATA Subaward Reporting  
1296 System (FSRS) at <http://www.fsrs.gov/>. The State must submit FFATA required  
1297 data into FSRS by the end of the month, plus 30 days, in which the award or  
1298 award amendment is made.



## 1299 34. Part 139 AIRPORTS

1300 All title 14 CFR, part 139, airport certification matters shall remain the responsibility  
1301 of FAA, including development proposed in connection with part 139.

1302 **ARTICLE V – UNIQUE STATE CONSIDERATIONS**

1303 FAA and each state may mutually agree to customize Article V of this MOA as needed  
1304 to reflect situations unique to the state. Any elements of Article V must be approved in  
1305 advance by APP-500.

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1307 **MOA - ATTACHMENT A**

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1309 Airports included in the State Block Grant Program:

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1320 Nonprimary airports not included in the State Block Grant Program:

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**MOA - ATTACHMENT B****A. Required Statutory and Regulatory References Including:**

1. Title 49, U.S.C., subtitle VII, as amended.
2. Davis-Bacon Act – 40 U.S.C. § 3141 *et seq.*
3. Federal Fair Labor Standards Act – title 29 U.S.C., § 201, *et seq.*
4. Hatch Act – 5 U.S.C. § 1501, *et seq.*<sup>2</sup>
5. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, title 42 U.S.C. 4601, *et seq.*<sup>1 2</sup>
6. National Historic Preservation Act of 1966 - Section 106 – title 16 U.S.C., 470(f).<sup>1</sup>
7. Archeological and Historic Preservation Act of 1974 – title 16 U.S.C., 469 through 469c.<sup>1</sup>
8. Native Americans Grave Repatriation Act – title 25 U.S.C., section 3001, *et seq.*
9. Clean Air Act, title 42 U.S.C., Chapter 85 P.L. 90-148, as amended.
10. Coastal Zone Management Act, title 16 U.S.C., § 1451, *et seq.*, P.L. 93-205, as amended.
11. Flood Disaster Protection Act of 1973 - Section 102(a) – title 42 U.S.C., § 4012a.<sup>1</sup>
12. Title 49, U.S.C., section 303, (formerly known as section 4(f))
13. Rehabilitation Act of 1973 - 29 U.S.C. § 794.
14. Title VI of the Civil Rights Act of 1964 – title 42 U.S.C. § 2000d, *et seq.* (prohibits discrimination on the basis of race, color, national origin);
15. Americans with Disabilities Act of 1990, as amended – title 42 U.S.C., § 12101, *et seq.* (prohibits discrimination on the basis of disability).
16. Age Discrimination Act of 1975 – title 42 U.S.C., 1601, *et seq.*
17. American Indian Religious Freedom Act – title 42 U.S.C., § 1996 P.L. 95-341, as amended.
18. Architectural Barriers Act of 1968 – title 42 U.S.C., § 4151, *et seq.*<sup>1</sup>
19. Power plant and Industrial Fuel Use Act of 1978 - Section 403 – title 42 U.S.C., § 8301, *et seq.*<sup>1</sup>
20. Contract Work Hours and Safety Standards Act – title 40 U.S.C., § 327, *et seq.*<sup>1</sup>
21. Copeland Anti-kickback Act – title 18 U.S.C., § 874.1
22. National Environmental Policy Act of 1969 - title 42 U.S.C., § 4321, *et seq.*<sup>1</sup>
23. Wild and Scenic Rivers Act, title 16 U.S.C., § 1271 *et seq.*, P.L. 90-542, as amended.
24. Single Audit Act of 1984 – title 31 U.S.C., 7501, *et seq.*<sup>2</sup>
25. Drug-Free Workplace Act of 1988 – title 41 U.S.C., § 702 through 706.
26. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).

**Executive Orders:**

27. Exec. Order No. 11246, 30 Fed. R. 12319 (Sept. 24, 1965) as amended.
28. Exec. Order No. 11990, 42 Fed. R. 26961 (May 24, 1977) as amended.

- 1365 29. Exec. Order No. 11988, 42 Fed. R. 26951 (May 24, 1977) as amended by  
1366 Exec. Order No. 12,148, 44 Fed. R. 43239 (July 20, 1979). Exec. Order No.  
1367 12,372, 47 Fed. R. 30959 (July 14, 1982). Exec. Order No. 12699, 55 Fed. R.  
1368 835 (January 5, 1990) as amended.<sup>1</sup>  
1369 30. Exec. Order No. 12898, 59 Fed. R. 7629 (Feb. 11, 1994) as amended.

## 1370 Federal Regulations

- 1371 31. Title 2 CFR, part 180 - OMB Guidelines to Agencies on Government-wide  
1372 Debarment and Suspension (Nonprocurement).  
1373 32. Title 2 CFR, part 200, Uniform Administrative Requirements, Cost Principles,  
1374 and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost  
1375 Principles Applicable to Grants and Contracts with State and Local  
1376 Governments, and OMB Circular A-133 - Audits of States, Local Governments,  
1377 and Non-Profit Organizations].<sup>4, 5, 6</sup>  
1378 33. Title 2 CFR, part 1200 – Nonprocurement Suspension and Debarment.  
1379 34. Title 14 CFR, part 13 - Investigative and Enforcement Procedures.  
1380 35. Title 14 CFR, part 16 - Rules of Practice for Federally Assisted Airport  
1381 Enforcement Proceedings.  
1382 36. Title 14 CFR, part 150 - Airport noise compatibility planning.  
1383 37. Title 28 CFR, part 35- Nondiscrimination on the Basis of Disability in State and  
1384 Local Government Services.  
1385 38. Title 28 CFR, § 50.3 - U.S. Department of Justice Guidelines for Enforcement  
1386 of Title VI of the Civil Rights Act of 1964.  
1387 39. Title 29 CFR, part 1 - Procedures for predetermination of wage rates.<sup>1</sup>  
1388 40. Title 29 CFR, part 3 - Contractors and subcontractors on public building or  
1389 public work financed in whole or part by loans or grants from the United  
1390 States.<sup>1</sup>  
1391 41. Title 29 CFR, part 5 - Labor standards provisions applicable to contracts  
1392 covering Federally financed and assisted construction (also labor standards  
1393 provisions applicable to non-construction contracts subject to the Contract  
1394 Work Hours and Safety Standards Act).<sup>1</sup>  
1395 42. Title 41 CFR, part 60 - Office of Federal Contract Compliance Programs, Equal  
1396 Employment Opportunity, Department of Labor (Federal and Federally assisted  
1397 contracting requirements).<sup>1</sup>  
1398 43. Title 49 CFR, part 18 - Uniform administrative requirements for grants and  
1399 cooperative agreements to state and local governments.<sup>3</sup>  
1400 44. Title 49 CFR, part 20 - New restrictions on lobbying.  
1401 45. Title 49 CFR, part 21 – Nondiscrimination in Federally-assisted programs of the  
1402 Department of Transportation - effectuation of Title VI of the Civil Rights Act of  
1403 1964.  
1404 46. Title 49 CFR, part 23 - Participation by Disadvantage Business Enterprise in  
1405 Airport Concessions.  
1406 47. Title 49 CFR, part 24 – Uniform Relocation Assistance and Real Property  
1407 Acquisition for Federal and Federally Assisted Programs.<sup>1 2</sup>  
1408 48. Title 49 CFR, part 26 – Participation by Disadvantaged Business Enterprises in  
1409 Department of Transportation Programs.

- 1410 49. Title 49 CFR, part 27 – Nondiscrimination on the Basis of Handicap in  
1411 Programs and Activities Receiving or Benefiting from Federal Financial  
1412 Assistance.<sup>1</sup>
- 1413 50. Title 49 CFR, part 28 – Enforcement of Nondiscrimination on the Basis of  
1414 Handicap in Programs or Activities conducted by the Department of  
1415 Transportation.
- 1416 51. Title 49 CFR, part 30 - Denial of public works contracts to suppliers of goods  
1417 and services of countries that deny procurement market access to U.S.  
1418 contractors.
- 1419 52. Title 49 CFR, part 32 – Government-wide Requirements for Drug-Free  
1420 Workplace (Financial Assistance)
- 1421 53. Title 49 CFR, part 37 – Transportation Services for Individuals with Disabilities  
1422 (ADA).
- 1423 54. Title 49 CFR, part 41 - Seismic safety of Federal and Federally assisted or  
1424 regulated new building construction.

#### 1425 Office of Management and Budget Circulars

- 1426 55. Governments.
- 1427 56. A-133 A-87 - Cost Principles Applicable to Grants and Contracts with State and  
1428 Local
- 1429 57. - Audits of States, Local Governments, and Non-Profit Organizations.

#### 1430 Footnotes

1431 <sup>1</sup> These laws do not apply to airport planning sponsors.

1432 <sup>2</sup> These laws do not apply to private sponsors.

1433 <sup>3</sup> Title 49 CFR, part 18 and title 2 CFR, part 200 contain requirements for State and Local  
1434 Governments receiving Federal assistance. Any requirement levied upon State and Local  
1435 Governments by this regulation and circular shall also be applicable to private sponsors receiving  
1436 Federal assistance under Title 49, United States Code.

1437 <sup>4</sup> On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the  
1438 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
1439 in title 2 CFR, part 200. Title 2 CFR, part 200 replaces and combines the former Uniform  
1440 Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or title 2 CFR, part  
1441 215 or Circular) as well as the Cost Principles (Circulars A-21 or title 2 CFR, part 220; Circular A-87  
1442 or title 2 CFR, part 225; and A-122, title 2 CFR, part 230). Additionally, it replaces Circular A-133  
1443 guidance on the Single Annual Audit. In accordance with title 2 CFR, section 200.110, the standards  
1444 set forth in part 200 which affect administration of Federal awards issued by Federal agencies  
1445 become effective once implemented by Federal agencies or when any future amendment to this part  
1446 becomes final. Federal agencies, including the Department of Transportation, must implement the  
1447 policies and procedures applicable to Federal awards by promulgating a regulation to be effective by  
1448 December 26, 2014 unless different provisions are required by statute or approved by OMB.

1449 <sup>5</sup> Cost principles established in title 2 CFR, part 200, subpart E must be used as guidelines for  
1450 determining the eligibility of specific types of expenses.

1451 <sup>6</sup> Audit requirements established in title 2 CFR, part 200, subpart F are the guidelines for audits.

1452 **B. Minimum FAA Orders to be Incorporated**

1453 *This attachment lists key provisions of applicable FAA Orders that must be incorporated*  
1454 *by specific reference in the state block grant agreement. The purpose is to ensure that*  
1455 *block-grant states fully understand their legal obligations under the SBG program, and*  
1456 *the FAA's oversight responsibilities in the various program areas.*

- 1457 1. FAA Order 1050.1
- 1458 2. FAA Order 5050.4 ("National Environmental Policy Act Implementing Instructions  
1459 for Airport Projects")
- 1460 3. FAA Order 5100.38 ("Airport Improvement Program Handbook")
- 1461 4. FAA Order 5100.39 ("Airport Capital Improvement Plan").
- 1462 5. FAA Order 5190.6, ("Airport Compliance Requirements").

1463 **Note:** The above list is not a complete list of FAA Orders. Airport projects may be subject to  
1464 other FAA Orders depending upon the nature of the project.

1465

## MOA ATTACHMENT C

## LIST OF FUNCTIONS AND ASSOCIATED RESPONSIBILITIES

A=Action/Approval, C=Concurrence (State obtains FAA agreement prior to State formal Approval) R=Review/Recommendation. The party identified as "R" shall forward to "A" party for final action.

PROGRAM AREA	STATE	FAA	COMMENTS
<b>A. SPONSOR ELIGIBILITY</b>			
Determination that a new sponsor is eligible under grant program.	R	A	Forward documentation to FAA for legal review. (Order 5100.38)
<b>B. CONSULTANT SELECTION</b>			
Review and approve sponsor's consultant selection procedures.	A		Usually Sponsor Certification (AC 150/5100-14)
Ensure preparation of independent cost estimate prior to sponsor negotiating with consultant	A		(AC 150/5100-14) use of State staff in lieu of external consultant evaluated on a case by case basis to meet requirement
Obtain Sponsor Certification	A		Approves in writing to Sponsor
<b>C. ENVIRONMENTAL</b>			
Advise sponsors and consultants of environmental requirements for proposed projects.	A		
Determine and document if project is categorically excluded from environmental review.	A		(Order 5050.4)
Review and comment to sponsor on all environmental documentation	A		(Order 5050.4) Review by FAA Regional Office as needed
Approve draft EA for public availability purposes	A	R	Review by FAA Regional Office as needed
Make final determination on EA/ FONSI	A	A	Review by FAA as needed; copy FAA upon request. State approves FONSI. FAA shall approve a FONSI for discretionary funded projects
Advise sponsor and monitor compliance	A		(Order 5050.4, Order 5100.38)

PROGRAM AREA	STATE	FAA	COMMENTS
with mitigation plans and conditions of environmental approvals during construction.			
Part 150	R	A	FAA performs/State assists
Initial notification for American Indian and Alaska Native Tribal Consultation	A	R	Order 1210.20
Review & submit Area of Potential Effects (APE) determinations to SHPO	A	R	Section 106 of the National Historic Preservation Act of 1966, Public Law 89-665 (codified as amended at 16 USC § 470h-2)
Review & submit Determination of Eligibility reports to SHPO	A	R	Section 106 of the National Historic Preservation Act of 1966, Public Law 89-665 (codified as amended at 16 USC § 470h-2)
Review & submit Determination of Effect reports to SHPO	A	R	Section 106 of the National Historic Preservation Act of 1966, Public Law 89-665 (codified as amended at 16 USC § 470h-2)
Execute Programmatic Agreements (PA) & Memorandum of Understanding (MOU) with SHPO	R	A	Section 106 of the National Historic Preservation Act of 1966, Public Law 89-665 (codified as amended at 16 USC § 470h-2)
Sanitary Landfill	R	A	
<b>D. AIRPORT IMPROVEMENT PROGRAM</b>			
Assist sponsors in project formulation	A		
Develop Capital Improvement Program	A		Forward ACIP to FAA
Select projects for funding in a specific fiscal year. State submits to FAA.	A		Request, via letter, any supporting Federal regulatory or special programs items from FAA
Aeronautical study of proposed project, FAA provides airspace determination and comments to the State.	R	A	State works with FAA Regional Office and sponsor to resolve comments (Order 7400.2)
Ensure project meets programming prerequisites.	A		(Order 5100.38)



PROGRAM AREA	STATE	FAA	COMMENTS
Approval of donations (labor, material, equipment)	A		(Order 5100.38)
Part 139 Equipment	R	A	State coordinates with FAA. Adjust ACIP as needed
<b>E. GRANTS</b>			
Prepare sub-grant offers	A		
Approve sub-grant payments	A		
<b>F. PROJECT IMPLEMENTATION</b>			
Participate In Pre-Design Conference	A		State to attend, as available
Determine need for relocation of FAA facilities, coordinate reimbursable agreements between FAA Technical Operations and sponsor	R	A	State advises ATO of need for facility relocation, State Project Manager coordinates with ATO (Technical Operations) as needed
Review and comment on engineer's report for project	A		Cursory review as needed
Modifications to Standards	R	A	Approval authority rests with the FAA's Office of Airport Safety and Standards (AAS).
Review and approve airport construction safety plan	R	A	FAA Standard Operating Procedure
Review plans & specifications to verify eligibility and compliance with required specifications.	A		(Order 5100.38)
Obtain Sponsor (subgrantee/State) Certification for Project Plans and Specifications	A		
Coordinate Sponsor's annual Disadvantaged Business Enterprise plan		A	State ensures sponsor forwards to FAA Office of Civil Rights for approval
Participate in pre-bid conference	A		If held, State may choose to attend

<b>PROGRAM AREA</b>	<b>STATE</b>	<b>FAA</b>	<b>COMMENTS</b>
Review proposed contract documents. A state that is also the airport sponsor (or that acts as an agent for the airport sponsor on contractual matters) must do so in a manner that avoids any actual or perceived conflicts of interest.	A		As needed
Determine estimated project costs are reasonable and within project budget.	A		
Authorize advertising for bids	A		
Approve utility relocation contracts	A		Check eligibility-easement conditions which may negate payment for relocation (Order 5100.38)
Review bid tabulation and project budget, verify bonding requirements met, and concur in award of contracts to lowest responsible and responsive bidder.	A		(Order 5100.38)
Participate in pre-construction conference. Provide EEO and wage rate posters.	A		State to attend
Make decisions regarding Buy American requirements.	R	A	
Review executed contract documents, authorize issuance of Notice to Proceed.	A		(Order 5100.38)
Obtain sponsor certification for Equipment/Construction Contracts	A		
Approve change orders to construction contracts	A		(Order 5100.38)
Approve Supplemental Agreements to construction contracts	A		(Order 5100.38)
Coordinate with FAA on NAVAID shutdowns and protection of FAA cables/facilities	R	A	State advises FAA
Conduct construction reviews	A		State conducts periodic reviews as appropriate
Review acceptance tests and inspection	A		As needed

PROGRAM AREA	STATE	FAA	COMMENTS
reports during construction			
Verify compliance with airspace determinations during construction reviews	A		Usually requires notice prior to closing runways etc. to insure timely NOTAM issuance.
Approve force account work for participation.	A		Engineering or construction, (Order 5100.38)
Conduct final acceptance site visit	A		
Obtain Sponsor Certification for Construction Project Final Acceptance	A		
Submit updated Airport Master Record/Sketch	A		Copy FAA, upon inspection
Obtain and review "Record Drawing"	A		
<b>G. LAND ACQUISITION – Grant related &amp; Certification for Real Property</b>			
Appraisals	A		
Relocation assistance	A		
Title Opinions	A		
Donated land	A		
Certification of Real Property	A		
Property interest prior to construction	A		
Changes in Exhibit "A", Airport Property Map	A	C	Contact FAA if action resulted in loss of airport property
Review & concur/non-concur with findings of Environmental Determination	A		
<b>H. PLANNING PROJECTS</b>			
For Master Plans, assist sponsor in developing work scope	A		AC 150/5070-6
Review and comment on draft documents	A		
Attend information meetings and public	A		As available

PROGRAM AREA	STATE	FAA	COMMENTS
hearings			
Approve forecasts and design aircraft in writing	A	C	If TAF is exceeded by more than 10%. The region will consult with FAA HQ Planning Division and APO-110
Accept final documents in writing with appropriate disclaimers.	A		
Obtain airspace review/approval	A	R	State forward ALP drawing set to FAA for airspace review
Approve Airport Layout Plan (ALP); FAA reviews all land use changes	A	C	Forward to FAA: copies as specified
<b>I. NPIAS/ACIP</b>			
Recommend locations for inclusion/deletion	R	A	
State compiles and provides ACIP Project data to FAA.	R	A	No candidate projects may be removed from the candidate list without mutual consent of the State and FAA.
<b>J. AIRPORT LAYOUT PLANS</b>			
Obtain and maintain on file a current approved ALP for all NPIAS airports including current Exhibit "A" Airport Property Map	A		
Approve modifications to standards (design)	R	A	State forwards to FAA
<b>K. COMPLIANCE/RELEASES</b>			
Advise FAA promptly of any proposed sale or release of land on an obligated airport	R	A	Copy to FAA Manager
Investigate informal complaints; promote resolution; recommend corrective actions; and ensure sponsor is in compliance with its Federal grant obligations	A		Advise FAA of informal complaints
<b>L. ADMINISTRATION</b>			
Draft responses to congressional inquiries, submit to FAA within sufficient time to meet	R	A	Copy FAA, FAA Regional Office/HQ approves

PROGRAM AREA	STATE	FAA	COMMENTS
response deadline.			
Maintain file of Program Guidance letters and other supplemental guidance from FAA HQ Airports		A	FAA copies State on all PGLs and supplemental guidance
Submit Annual Report of Federal Financial Transactions (SF 270 and/or 271 and 425)	A	R	Refer to AIP Handbook
Program Process Review		A	FAA conducts periodic process audit

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1473

**APPENDIX B. REPORTING DATA ELEMENTS**

1474 The following are the data elements currently required to report the status of block grants,  
1475 subgrants, and fund types. States must use these data elements, at a minimum, to help oversee the  
1476 program, determine progress with block grants, and have a clear knowledge of the disposition of  
1477 funds. The FAA ADO and/or Regional Office may request additional information be included in  
1478 these reports. Reporting requirements are subject to change based on any future Federal  
1479 legislation and guidance. A standard template is available from the ADO.

- 1480 1. State Reference Number (Optional)
- 1481 2. Subgrant Worksite LOC ID
- 1482 3. Subgrantee Address (Optional – reported for FSRs)
- 1483 4. Project Description
- 1484 5. Project Start Date
- 1485 6. Project End Date (Estimate if project is incomplete at time of reporting)
- 1486 7. Total Federal Funds in the subgrant
- 1487 8. Non-primary (NPE) Funds in subgrant
- 1488 9. State Apportionment Funds in subgrant
- 1489 10. Discretionary Funds in subgrant

1490 **APPENDIX C. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT**  
 1491 **(FFATA) REPORTING ELEMENTS**

1492 The state is required to report subaward and executive compensation data on the FFATA  
 1493 Subaward Reporting System (FSRS) at <http://www.fsrs.gov/>. The state must submit FFATA  
 1494 required data into FSRS by the end of the month after the award or award amendment is made.  
 1495 Appendix C identifies the information elements which the state must provide in the FFATA  
 1496 system.

1497 **Grants Reporting Requirements for FFATA**

#	Data Element Name	Definition
<b>Prime Award Data Element</b>		
1	Federal Award Identifier Number (FAIN)	The award number or other identifying number assigned by the Federal awarding agency, such as the Federal grant number.
2	Federal Agency Name	The name of the Federal awarding agency.
3	Awardee - DUNS Number	The prime awardee organization's 9-digit Data Universal Numbering System (DUNS) number associated with the award.
4	Awardee - DUNS Number +4	The +4 extension to a DUNS number created by registrants in CCR when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location.
5	Awardee – Name	The name of the awardee organization. This will be the same name and address that appears in the awardee's Central Contractor Registration (CCR) profile, as applicable.
6	Awardee - DBA Name	The "doing-business-as" name of the organization. This will be the same name and address that appears in the awardee's Central Contractor Registration (CCR) profile, as applicable.
7	Awardee – Address	The address where the awardee organization is located. This will be the same name and address that appears in the awardee's Central Contractor Registration (CCR) profile, as applicable.

#	Data Element Name	Definition
8	Awardee - Parent DUNS Number	The prime awardee parent organization's 9-digit Data Universal Numbering System (DUNS) number. This will be the same parent DUNS that appears in the awardee's Central Contractor Registration (CCR) profile, as applicable.
9	Principal Place of Performance	The primary site where the work will be performed.
10	CFDA Program Number (and Program Title)	The number and program title associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance (CFDA).
11	Project Description	Award title and description of the purpose of each funding action, if any. The description should capture the overall purpose of the award and, if there are multiple funding actions, sufficient description to define the need for each funding action.
12	Total Federal Funding Amount	The net dollar amount of the Federal award including modifications.
13	Obligation/Action Date	Date the award agreement was signed.
14	Subaward Date	Represents the time period (by Month and Year) for subawards made against that Federal Award Identifier Number (FAIN).
15	Awardee Names and Compensation of Highly Compensated Officers	

Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?



#	Data Element Name	Definition
		Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

16 Date of Report Submission

Subaward Data Element		
1	Subawardee - DUNS Number	The subawardee organization's 9-digit Data Universal Numbering System (DUNS) number.
2	Subawardee - DUNS Number +4	The +4 extension to a DUNS number created by registrants in CCR when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location.
3	Subaward - Name	The name of the subawardee organization. The subawardee organization's 9-digit Data Universal Numbering System (DUNS) number. This will be the same information that appears in subawardee's Central Contractor Registration (CCR) profile, as applicable.
4	Subawardee - DBA Name	The "doing-business-as" name of the subawardee organization. This will be the same name and address that appears in subawardee's Central Contractor Registration (CCR) profile, as applicable.
5	Subawardee - Address	Address where the subawardee organization is located. This will be the same name and address that appears in subawardee's Central Contractor Registration (CCR) profile, as applicable, otherwise manually entered.

#	Data Element Name	Definition
6	Subawardee Parent DUNS Number	The subawardee parent organization's 9-digit Data Universal Numbering System (DUNS) number. This will be the same parent DUNS that appears in subawardee's Central Contractor Registration (CCR) profile, as applicable.
7	Amount of Subaward	The net dollar amount of Federal funds awarded to the subawardee including modifications. The subaward carries forward the purpose of the Federal prime award
8	Subaward Obligation/Action Date	Date the subaward agreement was signed.
9	CFDA Program Number (and Program Title)	The number and program title associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance (CFDA).
10	Federal Agency Name	The name of the Federal awarding agency.
11	Subawardee Principal Place of Performance	The primary site where the work will be performed.
12	Subaward Number	Subaward number or other identifying number assigned by the prime awardee organization to facilitate the tracking of its subawards.
13	Subaward Names and Compensation of Highly Compensated Officers	Names and total compensation of Top 5 highly compensated officials of the subawardee organization. This will be the same compensation information that appears in subawardee's Central Contractor Registration (CCR) profile, as applicable. If not available from CCR, the following questions are used to determine applicability of the element
14	Subaward Project Description	Award title and description of the purpose of each funding action, if any. The description should capture the overall purpose of the subaward and, if there are multiple funding actions, sufficient description to define the need for each funding action.

**Advisory Circular Feedback**

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by (1) emailing this form to 9-AWA-APP-Airports-AC-Comments@faa.gov or (2) faxing it to the attention of the Office of Airport Planning and Programming at (202) 267-5302.

Subject: AC 150/5000-XX

Date: \_\_\_\_\_

*Please check all appropriate line items:*

☐ An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_.

☐ Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:

\_\_\_\_\_

☐ In a future change to this AC, please cover the following subject:  
(Briefly describe what you want added.)

\_\_\_\_\_

☐ Other comments:

\_\_\_\_\_

☐ I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_