

# CHANGE . U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

5100.20B CHG 3

4/4/91

**SUBJ: CHANGE 3 TO PROGRAM CONTROL AND REPORTING PROCEDURES AIRPORT  
GRANT-IN-AIDPROGRAM**

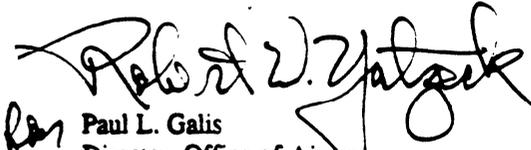
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**1. PURPOSE.** The purpose of this Change is to revise the method of adjusting a Letter of Intent (LOI) when the entitlement funds (includes cargo and primary funds) are more than the amount scheduled and to establish a method for adjusting an LOI schedule when the entitlement funds are less than the amount scheduled. The Change Number and date of change are carried at the top of each page. The changed material is marked by asterisks in the margin.

### PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
15 (and 16) .....	04/12/90	15 .....	4/4/91
		16 .....	4/4/91

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for Paul L. Galis  
Director, Office of Airport  
Planning and Programming



- 84 J - Prior year cargo funds **apportioned** to sponsors  
 84 K Second prior year cargo funds apportioned to sponsors  
 84 M\* - All other prior year cargo funds combined

\* These limitations are not used in obligations of funds.

**NOTE: Multi-Year Projects.** The limitation for each future year of a multi-year project will be the code that will be used in that obligating year. Example: Any future year primary sponsor apportionment will be **84.A**, since that's what it will be when obligated in that year.

**NOTE: Airport Category Changes.** Where classification has changed **from** primary to nonprimary, any entitlement funds previously apportioned **to an airport will be available to that airport for the entire 3-year** life of those entitlements regardless of any subsequent change in airport **classification**.

Also, if a primary **airport is inadvertently or erroneously** classified as a nonprimary **in** the annual announcement of entitlement distributions, a sum equivalent to the **earned** entitlements may be made available to the airport from discretionary funds if headquarters approves.

**NOTE: Code Changes.** Above codes will be **changed** in the **near** future **to show a** fiscal year and a letter for each type of fund. Example: **S92** is for fiscal year **1992** state apportionment; **E91** is for fiscal year **1991** primary sponsor entitlements, etc. These new codes are currently in use in one region and will be published to replace above codes nationwide as soon as accounting and grants management system changes are made.

**NOTE: Overpayment Amounts.** Funds involved in overpayments (accounts receivable) must be entered on a separate **line** with the appropriate fund code, sponsor code (if needed), transaction date, and transaction amount.

**Advance Funds Year:** Entries are made in this field for the **future** year(s) of Multi-Year Grants and for advance year projects (including **LOI's**) only. Enter the last two numbers (**92, 93**, etc.) of the future fiscal year(s) in which the funds will be obligated.

**Sponsor Code:** If the project is funded with sponsor entitlements, enter the four character numerical sponsor code as shown in Order **1375.3**.

**Transaction Date:**

**a. Phase 2 Actions.** Enter numerical eight character date (month/day/year) on which the project is approved. Dates should be entered for future year funding commitments as the first day of the **fiscal** year in which the funds will be available.

**b. For revisions to Funds** after Phase 2 and before Phase 4 (Grant Offer), enter the date the fund adjustment is approved.

**c. Adjustments to Funds – Phase 4 through Phase 8** Enter the date on which the regional Accounting Division certifies data on the FAA Form **1413-1** (screen or form).

**Transaction Amount:** Increase **(+)** or **(-)** Decrease. At Phase 2 (Allocation) enter the funds programmed for the project, including funds to be obligated in future years for multi-year projects. On subsequent actions involving project fund adjustments, enter the fund adjustment as an increase **(+)** or **(-)** decrease.

**Total Transaction Amount:** Enter the sum of transaction amounts.

**4-12. SPECIAL CONSIDERATIONS: PROCESSING A FUNDING YEAR FROM A LETTER OF INTENT.**

Since the original Letter of Intent was previously announced to the Congressional delegation, do not transmit another FAA Form **5100-12** or FAA Form **5100-17**, phase **2**, when obligating funds for a specific funding year. Transmit an FAA Form **5100-17**, phase **4**, with the next consecutive project number for the current fiscal year and all other data required for a phase 2 and 4 combined. (Your system will create a phase 2 which can be ignored.) At the same time, on the original **LOI** allocation project, reduce the same current fiscal year by the amount originally programmed and take the following action(s):

**a.** When entitlement funds (includes cargo and primary) are more than the amount scheduled in a year, the discretionary funds in the same year will be reduced by an amount equal to the **increase** in entitlement funds over the amount scheduled in the **LOI**. In this case, no adjustments have to be made **to** the future funding years in the original **LOI** allocation project.

b. When entitlement funds are less than the amount scheduled, that **year's project** may be **reduced by the** amount of the shortfall in the entitlement **funds. In that case, an amount equal to that shortfall** may be **included** in a future **year** of the **LOI** allocation project in the **form** of **additional** entitlement **funds** or **supplemental** discretionary funds. Another alternative would be the addition of another year to the **LOI**.

**Adjustments made following** subparagraphs a and **b** above will keep the **total** amount of the **LOI** as originally announced. \*