



U.S. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: Program Guidance Letter #13

Date: OCT 13 1983

From: *Lowell H. Johnson*
Lowell H. Johnson
Manager, Grants-in-Aid Division, APP-500

Reply to
Attn. of: YATZECK:426-3857

To: All Regions and AAC-960
Attention: Manager, Airports Division

13.1 Advance Grant Payments - Jack Cathell (426-3857). A recent review of sponsors who have been given advance payments has shown that a number of them have held these funds for a period far in excess of a time considered reasonable. Paragraph 1324 of 5100.36 requires that advance payments be limited to estimated costs of work accomplished within 30 days of the sponsor's application and that the funds be disbursed by the sponsor as soon as administratively feasible after receipt from the U.S. Treasury. Guidance received from the Office of Financial Management in OST indicates that advances should be disbursed no later than 7 days after receipt by the sponsor. Further, OMB Circular A-102, Attachment J, requires that sponsors receiving advance payments must 1) meet the financial management system standards of A-102, and 2) establish procedures minimizing the time between receiving and disbursing Federal funds.

Any sponsor currently receiving advances but not meeting the above requirements should be notified that future payments will be made on a reimbursement basis until the two requirements are met.

13.2 FAA Project Signs at Construction Site - Bob David (426-3857). This revises PGL Item 9.8 dated February 22, 1983. Project signs erected by a sponsor or a contractor at an airport construction site are not required but, if erected at the sponsor's option, may be eligible items of cost if the following conditions are met:

1. The construction project includes at least \$200,000 of Federal funding and will be underway for at least 3 months.
2. The sign shall contain at least a brief description of the project and the following statement:

"Part of the funding for this project is being provided by a grant from the Airport Improvement Program which is administered by the Federal Aviation Administration and financed through the Airport and Airway Trust Fund."

3. Federal participation in the cost of the sign shall be limited to \$500.

13.3 Excess Funds in Grant Projects - Bob David (426-3857). The OIG recently completed an audit which examined funds remaining under obligation that were not needed for the project. The audit considered funds to be excess in a project if: 1) the project was physically complete and the actual costs were known, but the project had not yet been financially closed out or 2) the project was placed under grant based on estimates and the actual bid amounts were less than the estimates. The OIG recommended that FAA take appropriate action to ensure that excess obligations are identified and deobligated in accordance with existing FAA policy. This would allow funds to be reallocated giving priority to projects with the greatest need.

We have agreed with the OIG that funds should be deobligated from a project as soon as it can be determined that they will not be needed. However, it was recognized that such an effort must be undertaken within available resources and prioritized along with other responsibilities and duties.

Regions should take the following actions:

1. Projects which have been under grant for at least 2 years and where there have been no cash drawdowns are to be reviewed to determine if the funds can be deobligated. (See APP-1 memo dated 4/21/83, copy attached).
2. Future grant projects which are based upon estimates are to be reviewed at the time bids are received to determine if any funds can be deobligated.
3. As time permits, fiscal year 1982 grants which were issued based upon estimates are to be reviewed to determine if any funds can be deobligated.

We are also working with the Office of Accounting to develop a report that identifies projects where no payments have been made over the previous 6 months. We will keep you apprised of our efforts in this area.

13.4 Updated PGL Index. The attached index lists, by title and PGL number, all of the items covered by PGL's to date and supersedes that attached to PGL #9. It is included for your reference and guidance in conjunction with the ADAP Handbook. Each subsequent PGL will include an updated index page.

Attachments

500R

REMINDER MEMO

➤ AVOID ERRORS — PUT IT IN WRITING ◀

TO: All Regions
 Attn: Manager, Airports Division
 SUBJECT: Timely Payment of AIP Grants

DATE

4/21/83

WORK ORDER

ROUTING SYMBOL

The attached listing shows projects that are more than two years old for which no payment has been made. It is updated annually and provided to the House Appropriations Committee for printing in the committee record.

We would like to be able to report, in a future year, that there are no such projects in our system. We are asking, accordingly, that you review regional procedures for project follow-up and payment so as to eliminate, or at least minimize, this type situation.

Attachment

AFP-520:JSEKMAN:68590:4/21/83

cc: AFP-520,500,1/ARP-11B

no control

Original Signed by

Paul L. Galis

SIGNATURE

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

ROUTING SYMBOL

APP-1

(The Information Follows)

| <u>Location</u> | <u>Airport</u> | <u>Project No.</u> | <u>Federal Funds</u> |
|-----------------------|------------------------------|------------------------|--------------------------|
| Pago Pago, Am. Samoa | Pago Pago | 0180 | \$ 2,474 |
| Bakersfield, CA. | Meadows Field | 0678 | 1,447,858 |
| Carlsbad, CA. | Palomar | 0376 | 163,800 |
| Hollister, CA. | Hollister Mini. | 0178 | 299,700 |
| Hollister, CA. | Hollister Mini. | 0279 | 189,386 |
| Hollister, CA. | Hollister Mini. | 0380 | 105,750 |
| Imperial, CA. | Imperial Co. | 0780 | 380,700 |
| Long Beach, CA. | Long Beach-Daugherty Field | 0897 | 657,815 |
| Los Angeles, CA. | Los Angeles Int'l. | 0878 | 1,853,250 |
| Los Angeles, CA. | Los Angeles Int'l. | 1380 | 1,719,481 |
| Ontario, CA. | Ontario Int'l. | 0479 | 225,000 |
| San Diego, CA. | Brown Field | 0179 | 663,330 |
| San Diego, CA. | Gillespie Field | 0480 | 200,000 |
| South Lake Tahoe, CA. | South Lake Tahoe | 0680 | 247,500 |
| Vacaville, CA. | Nut Tree | 0580 | 103,500 |
| Van Nuys, CA. | Van Nuys | 0179 | 332,709 |
| Gainesville, FL. | Gainesville Regional | 1079 | 239,440 |
| Jupiter, FL. | Jupiter | 0180 | 42,880 |
| Sarasota, FL. | Sarasota-Bradenton | 0780 | 334,125 |
| Tampa, FL. | Tampa Int'l. | 1080 | 2,193,511 |
| Atlanta, GA. | Atlanta-Martsfield Int'l. | 2080 | 126,250 |
| Lihue, HI. | Lihue | 0779 | 8,843,092 |
| Lihue, HI. | Lihue | 0880 | 6,012,215 |
| Mokuleia, HI. | Dillingham | 0179 | 262,008 |
| Mokuleia, HI. | Dillingham | 0280 | 146,724 |
| Burlington, ID. | Burlington Mini. | 0580 | 329,197 |
| Goodland, KS. | Renner Field/Goodland Mini. | 0680 | 90,000 |
| Hays, KS. | Hays Mini. | 0378 | 446,400 |
| Hammond, LA. | Hamond Mini. | 0179 | 180,000 |
| Golden Meadow, LA. | LaFourche Parish | 0180 | 250,000 |
| New Orleans, LA. | New Orleans Int'l. | 1580 | 1,507,134 |
| New Orleans, LA. | New Orleans Int'l. | 1680 | 1,305,000 |
| Patterson, LA. | Harry P. Willans Mem. | 0379 | 410,000 |
| Waterville, ME. | Robert LaFleur | 0679 | 160,000 |
| Sagina, MI. | Tri-City | 0679 | 836,440 |
| Houston, MO. | Houston Mem. | 0180 | 285,255 |
| Osage Beach, MO. | Linn Creek-Grand Glaize Mem. | 0179 | 272,000 |
| Mankato, MN. | Mankato Mini. | 0579 | 480,000 |
| Caldwell, NJ. | Essex County | 0579 | 35,479 |

| <u>Location</u> | <u>Airport</u> | <u>Project No.</u> | <u>Federal Funds</u> |
|------------------------|----------------------------|------------------------|--------------------------|
| Salisbury, NC. | Rowan County | 0178 | \$ 48,600 |
| Santa Fe, NM. | Santa Fe County Mem. | 0380 | 52,380 |
| Farmingdale, NY. | Republic | 0780 | 560,938 |
| Islip, NY. | Long Island-MacArthur | 0780 | 120,000 |
| Monticello, NY. | Sullivan Co. Int'l. | 0379 | 43,532 |
| New York, NY. | LaGuardia | 2779 | 148,508 |
| Syracuse, NY. | Syracuse-Hancock Int'l. | 1180 | 326,270 |
| Utica, NY. | Oneida Co. | 0879 | 217,763 |
| Springfield, OH. | Springfield Muni. | 0272 | 60,750 |
| Allentown, PA. | Allentown-Bethlehem-Easton | 1480 | 198,720 |
| Mayaguez, PR. | Mayaguez | 0279 | 52,888 |
| San Juan, PR. | Puerto Rico Int'l. | 1280 | 508,698 |
| Mountain City, TN. | Johnson County | 0179 | 80,607 |
| Union City, TN. | Everett-Stewart | 0180 | 30,744 |
| Yap, TT. | Yap Int'l. | 0180 | 2,466,820 |
| Brownsville, TX. | Brownsville Int'l. | 0980 | 418,046 |
| Corpus Christi, TX. | Corpus Christi Int'l. | 1080 | 127,932 |
| Houston, TX. | William P. Hobby | 0780 | 600,000 |
| Houston, TX. | William P. Hobby | 0880 | 300,000 |
| Houston, TX. | Houston Intercontinental | 1480 | 4,873,013 |
| Houston, TX. | Houston Intercontinental | 1580 | 600,000 |
| Blanding, UT. | Blanding Muni. | 0280 | 85,000 |
| Cedar City, UT. | Cedar City Muni. | 0680 | 144,854 |
| Barre-Montepelier, VT. | Edward F. Knapp State | 0376 | 283,500 |
| Springfield, VT. | Springfield Hartness | 0276 | 27,000 |
| Logan, WV. | Logan County | 0177 | 750,000 |
| Logan, WV. | Logan County | 0278 | 150,000 |
| Totals | 66 Projects | | \$46,655,966 |