



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



# Memorandum

Subject: Program Guidance Letter 91-1

Date: 10 OCT 1990

From: Manager, Grants-in-Aid Division, APP-500

Reply to  
Attn. of:

To: PGL Distribution List

91-1.1 Sponsor Certification - Mark Beisse (267-8826).

1. General. Section 509(d) of the Airport and Airway Improvement Act of 1982, as amended (AAIA), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. This sets forth policy, guidelines, and formats for obtaining sponsor certifications in administering the AIP.

2. Policy. In order to use resources more effectively in administration of the AIP, FAA Airports field offices will obtain and rely on sponsor certification of compliance with applicable statutes, regulations, and policies to the extent consistent with program goals and the need to protect the Federal investment. The procedures in this guidance will be followed with all sponsors.

3. Background. Airport development and planning projects are being administered based on the philosophy that responsibility for assuring compliance with program requirements rests primarily with the sponsor. The sponsor is also responsible for the preparation, adequacy, and correctness of required project documents.

To ensure proper use of Federal funds and compliance with grant assurances, considerable FAA staff resources have been expended on the detailed review of sponsor project documentation and monitoring project implementation. With the significant increase in program funding levels and expansion of FAA Airport staff responsibilities in other areas, these detailed reviews and monitoring activities cannot adequately be accomplished at current staffing levels. Accordingly, a decision has been made to place greater reliance for satisfying grant assurances on sponsors through mandatory sponsor certification procedures as authorized in Section 509(d) of AAIA.

The signing by a sponsor of an AIP project pre-application, application, and the grant agreement establishes the sponsor's

obligation to comply with all grant terms and conditions. The sponsor certification procedures in no way replace, abrogate, or diminish the sponsor's legal obligations to carry out all of the requirements contained in the grant agreement. It is a means, however, of focusing the sponsor's attention on specific requirements and making them more knowledgeable and diligent in assuring that their grant obligations are satisfied.

Guidance pertaining to sponsor certification was initially provided in Order 5100.34, Interim Guidance for Sponsor Certification, dated September 14, 1977. Subsequent guidance was incorporated in Chapter 15, section 3 of the AIP Handbook, Order 5100.38, as supplemented by regional directives, written instructions, etc. It specified that sponsor certifications for various program requirements were to be obtained on a voluntary and selective basis from officials of the sponsor authorized to sign the application. The extent of use of these sponsor certifications in lieu of detailed oversight activities by FAA personnel has varied significantly from one region to another. A national program to standardize the use of sponsor certification across the country will afford all FAA airport regions a significant opportunity to reassign resources to other pressing needs.

#### 4. Application of Sponsor Certifications.

a. Sponsor certification as authorized by the Act allows the FAA to obtain adequate assurances that an airport sponsor has complied with the statutory and administrative requirements imposed through grant agreements.

b. Use of sponsor certifications does not relieve FAA personnel from their responsibility to maintain a broad overview of AIP projects and to be reasonably assured that the sponsor is meeting all of its obligations. Sponsor certifications can, when used with educational activities, help alert sponsors to what is expected of them in meeting these obligations and can assist FAA meet its broad overview responsibilities. This can improve effectiveness of the program and allow the field offices to shift resources to other necessary work.

c. Acceptance of a sponsor certification does not inhibit or limit FAA's ability to request and review documentation to ensure the accuracy of a certification. These certifications are not a substitute for judgment. They should be questioned when information becomes available indicating the sponsor may be in noncompliance with requirements or may lack the knowledge and capability to complete an accurate certification. Under these circumstances, a more detailed oversight review by FAA together with an increased emphasis on educational activities is appropriate and should be performed.

d. In accepting sponsor certifications, FAA Airports personnel retain responsibility for coordination of the proposed development with appropriate organizational elements within FAA

and for reviewing safety aspects of the project. In particular, FAA reviewers shall be sensitive to aspects of the project involving compliance with the Part 139 regulation.

e. Effective use of sponsor certifications will initially require a concentration of efforts in educating sponsors, consultants, and contractors in meeting their responsibilities under the AIP.

5. Areas Excluded from Sponsor Certifications. The following areas involving FAA responsibilities and determinations under the law are not normally appropriate for sponsor certification:

a. Matters and subjects directly involving safety considerations.

b. Determination of project or equipment eligibility under AIP.

c. Determination of reasonableness and necessity of costs in the expenditure of AIP funds.

d. Modification of FAA standards.

e. Airspace determinations.

f. Environmental impact determinations.

g. Disadvantaged business enterprise compliance.

6. Areas Appropriate for Sponsor Certification. The following areas are considered appropriate for obtaining sponsor certifications and standard formats have been developed for each area:

a. Selection of Consultants . . . . . Attachment 1

b. Project Plans and Specifications . . . . . Attachment 2

c. Equipment/Construction Contracts . . . . . Attachment 3

d. Real Property Acquisition . . . . . Attachment 4

e. Construction Project Final Acceptance . . Attachment 5

7. Waiving Sponsor Certifications.

a. In unusual circumstances, Airports Division Managers may waive the requirements for submission of a certification by a first-time sponsor. However, since the latter is required to be knowledgeable of and to satisfy grant requirements, all sponsors will normally be required to submit appropriate certifications. Certifications not only can assist sponsors in reviewing their compliance, but also are helpful to both the airport sponsor and

FAA personnel in discovering any shortcomings. As described in paragraph 4c above, FAA should request and review documentation if there is any concern with the accuracy of a certification.

b. If a sponsor has been found to be inaccurate in making certifications, Airports Division Managers should require the sponsor to routinely submit full documentation in support of the certification and should take appropriate follow on action in accordance with paragraph 9.

#### 8. Sponsor Certification Procedures.

a. Depending on the nature of the grant, FAA field offices should request sponsors to submit standard certifications during the grant process at appropriate times as determined by the field office. The certification process should begin in the early steps of project development by making these certifications available to sponsors and consultants so that they are made aware of specific federal requirements which must be met. However, execution of the certifications can be required by each field office at selected points in the grant process to best suit the field office grant procedures. When practicable, certifications should be timed to require sponsors to certify to actions or conditions the sponsor has already completed or met.

b. Each standard certification contains a basic statement of certification, a checklist to be attested in meeting the requirements, and a signature line for the sponsor. Each standard certification also contains reference to the basic documents (statute, regulation, or advisory circular) which describe the requirements.

c. Each checklist item must be completed either by checking "yes," "no," or "N/A" (not applicable). Any checklist question checked "no" shall be accompanied by an explanation or additional information which becomes part of the certification. Any checklist item marked "N/A" should be reviewed by the field office to confirm non-applicability to the project. Incomplete certifications shall be returned to the sponsor for further action.

d. FAA field offices should review all information, including the sponsors name, airport, project number, project description, authorized representative, and typed name, to ensure it is correct. Also review all attachments to confirm that they appear to be correct and complete.

e. The standard certifications may be supplemented by regions to reflect special conditions or assurances in the grant. As changes occur during project execution which might affect certain certifications, regions may use judgement to require recertification or to rely on the original. In addition, regions may continue to use their existing checklists, forms, or certification procedures for areas other than those described in

paragraph 6 above, if appropriate.

f. The executed standard certifications and attachments shall be included in the project file. Any checklist items not meeting full compliance should be clarified or negotiated with the sponsor and documented in the file.

g. Once certifications are properly executed by the sponsors and accepted by FAA, no further routine or detailed compliance or conformance reviews of that area on that project will be necessary by field offices unless exceptional circumstances arise.

9. False and Inaccurate Certifications.

a. Sponsors shall be immediately notified in writing when certifications submitted are discovered to be false, inaccurate, or incomplete. The notification should state the nature of the problem, remind the sponsor of its responsibilities in submitting accurate certifications, and specify actions necessary to remedy the situation.

b. Most inaccuracies discovered in sponsor certifications will probably occur as a result of the sponsor or its consultant's lack of knowledge of requirements rather than being deliberately incomplete or making false statements. In such cases, the emphasis should be placed on correcting the deficiencies and educating and upgrading sponsor capabilities rather than invoking penalties.

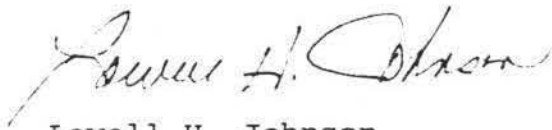
c. Negotiations with the sponsor may be necessary where inaccurate certifications are discovered in on-going or finished projects. Such negotiations shall address possible corrective actions and may involve action to withhold or readjust Federal funds in accordance with Order 5100.38A where project costs are affected.

d. Where fraud or criminal action or intent is suspected, the Justice Department shall be immediately notified through regional counsel.

10. Implementation Schedule. The above sponsor certification procedures should be implemented as quickly as practicable to realize benefits of redirecting field office resources. Many sponsors can use these procedures immediately. However, we recognize that some sponsors and consultants may need a period for adjustment and education. The above procedures should be fully implemented during fiscal year 1991.

11. Procedure Feedback. As with any major procedural change, need for some revision to the process may become evident as the procedure is implemented. AAS and APP personnel will be working with the regions and with aviation interest groups to promote the sponsor certification procedures. Please advise APP-510 of any

problems, suggestions, or recommendations to make the system work effectively.

A handwritten signature in dark ink, appearing to read "Lowell H. Johnson". The signature is fluid and cursive, with the first name "Lowell" being more prominent.

Lowell H. Johnson

Attachments

Canceled



SPONSOR CERTIFICATION FOR SELECTION OF CONSULTANTS

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Sponsor's Name

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Airport

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Project Number

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Project Description

Section 509(d) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A". General procurement standards for consultant services within Federal grant programs are described in 49 CFR 18.36. Sponsors may use other qualifications-based procedures provided they are equivalent to specific standards in 49 CFR 18 and Advisory Circular 150/5100-14.

1. Advertisements (were) (will be) placed to ensure fair and open competition from a wide area of interest.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. For contracts over \$25,000, consultants (were) (will be) selected using competitive procedures based on qualifications, experience, and disadvantaged business enterprise requirements with the fee determined through negotiation.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. An independent cost analysis (was) (will be) performed, and a record of negotiations (has been) (will be) prepared reflecting the considerations involved in the establishment of fees.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. If engineering or other services are to be performed by sponsor force account personal, prior approval (was) (will be) obtained from FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. The consultant services contracts clearly (establish) (will establish) the scope of work and delineate the division of responsibilities between all parties engaged in carrying out elements of the project.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. Costs associated with work ineligible for AIP funding (are) (will be) clearly identified and separated from eligible items.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. All mandatory contract provisions for grant-assisted contracts (have been) (will be) included in all consultant services contracts.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. If the contract is awarded without competition, pre-award review and approval (was) (will be) obtained from FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

9. Cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards (were not) (will not be) used.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

10. If the services being procured cover more than the single grant project referenced in this certification, the scope of work (was) (will be) specifically described in the advertisement, and future work will not be initiated beyond three years.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I certify that, for the project identified herein, the responses to the forgoing items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Sponsor's Authorized Representative

\_\_\_\_\_  
Typed Name and Title of Sponsor's Representative



SPONSOR CERTIFICATION FOR PROJECT PLANS AND SPECIFICATIONS\_\_\_\_\_  
Sponsor's Name\_\_\_\_\_  
Airport\_\_\_\_\_  
Project Number\_\_\_\_\_  
Project Description

Section 509(d) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A". General AIP standards are described in Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16. A list of current advisory circulars with specific standards for design or construction of airports and procurement or installation of airport equipment and facilities is referenced in Grant Assurance 34.

1. The plans and specifications (were) (will be) developed in accordance with all applicable Federal standards and requirements, and no deviation from or modification to standards set forth in the advisory circulars (was) (will be) necessary other than those previously approved by FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Specifications for the procurement of equipment (are not) (will not be) proprietary or written so as to restrict competition. At least two manufacturers can meet the specification.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. The development (included) (to be included) in the plans is depicted on an airport layout plan approved by FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Development which is ineligible for AIP funding (has been) (will be) omitted from the plans and specifications.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. Process control and acceptance tests required for the project by standards contained in Advisory Circular 150/5370-10

(are) (will be) included in the project specifications.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. If a value engineering clause is incorporated into the contract, concurrence (was) (will be) obtained from FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. The plans and specifications (incorporate) (will incorporate) applicable requirements and recommendations set forth in the Federally-approved environmental finding.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 (have been) (will be) discussed with FAA and incorporated into the specifications. A safety/phasing plan (has been) (will be) prepared, and FAA concurrence (has been) (will be) obtained, if required.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

9. The project (was) (will be) physically completed without Federal participation in costs due to errors or omissions in the plans and specifications which were foreseeable at the time of project design.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I certify that, for the project identified herein, the responses to the forgoing items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Sponsor's Authorized Representative

\_\_\_\_\_  
Typed Name and Title of Sponsor's Representative

SPONSOR CERTIFICATION FOR EQUIPMENT/CONSTRUCTION CONTRACTS

Sponsor's Name	Airport	Project Number
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Project Description

Section 509(d) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A". Standards for advertising and awarding equipment and construction contracts within Federal grant programs are described in 49 CFR 18.36. Sponsors may use their procurement procedures reflecting State and local laws or regulations provided procurements conform to specific standards in 49 CFR 18 and Advisory Circulars 150/5100-6, 150/5100-15, and 150/5100-16.

1. A code or standard of conduct (is) (will be) in effect governing the performance of the sponsor's officers, employees, or agents in soliciting and awarding procurement contracts.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
2. Qualified personnel (are) (will be) engaged to perform contract administration, engineering supervision, and construction inspection and testing.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
3. The procurement (was) (will be) publicly advertised using the competitive sealed bid method of procurement.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
4. The request for bids clearly and accurately (describes) (will describe) all administrative and other requirements of the equipment and/or services to be provided.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
5. Concurrence (was) (will be) obtained from FAA prior to contract award under any of the following circumstances:
  - a. Only one qualified person/firm submits a responsive bid,

- b. The contract is to be awarded to other than the lowest responsive and responsible bidder,
- c. Life cycle costing is a factor in selecting the lowest responsive bidder, and
- d. Proposed contract prices are more than 10% over the sponsor's cost estimate.

6. All contracts exceeding \$100,000, (require) (will require) a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100%. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. Contracts exceeding \$100,000 (contain) (will contain) provisions or conditions specifying administrative, contractual, and legal remedies, including contract termination, for those instances in which contractors violate or breach contract terms. They also (contain) (will contain) provisions requiring compliance with applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and environmental protection regulations (40 CFR Part 15). Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. All construction contracts involving labor (contain) (will contain) provisions insuring that in the employment of labor honorably discharged Vietnam era veterans and disabled veterans will be given preference. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

9. All construction contracts exceeding \$2,000 (contain) (will contain) provisions requiring compliance with the Davis-Bacon Act and bid solicitations (contain) (will contain) a copy of the current Federal wage rate determination. Provisions requiring compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) and the Copeland "Anti-Kick Back" Act (are) (will be) included. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

10. All construction contracts exceeding \$10,000 contain (will contain) appropriate clauses from 41 CFR Part 60 for compliance with Equal Employment Opportunity Executive Order 11246. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

11. All contracts and subcontracts (contain) (will contain) clauses required from Title VI Civil Rights Assurances and 49 CFR 23 for Disadvantaged Business Enterprises. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

12. Appropriate checks (have been) (will be) made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or voluntarily excluded from doing business with any DOT element and appearing on the DOT Unified List. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I certify that, for the project identified herein, the responses to the forgoing items are correct as marked, and that the

attachments, if any, are correct and complete.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Sponsor's Authorized Representative

\_\_\_\_\_  
Typed Name and Title of Sponsor's Representative

Canceled

SPONSOR CERTIFICATION FOR REAL PROPERTY ACQUISITION\_\_\_\_\_  
Sponsor's Name\_\_\_\_\_  
Airport\_\_\_\_\_  
Project Number\_\_\_\_\_  
Project Description

Section 509(d) of the Airport and Airway Improvement Act of 1982, as amended (herein called the Act), authorizes the Secretary to require certification from sponsors that they will comply with statutory and administrative requirements. The following list of certified items includes major requirements for this aspect of project implementation. However, the list is not comprehensive, nor does it relieve sponsors from fully complying with all applicable statutory and administrative standards. Every certified item must be marked. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this project, mark the item "N/A". General requirements on real property acquisition and relocation assistance are in 49 CFR 24. The project Grant Agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act).

1. Good and sufficient title (is) (will be) held on property in the project. The sponsor's attorney or other official (has prepared) (will prepare) and (has) (will have) on file title evidence on the property.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. If defects and/or encumbrances exist in the title which adversely impact the sponsor's intended use of property in the project, they (have been) (will be) extinguished, modified, or subordinated.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. If property for airport development (is) (will be) leased, the term is for 20 years or the useful life of the project. The lessor is a public agency and the lease contains no provisions which prevent full compliance with the grant agreement.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Property in the project (is) (will be) in conformance with the current Exhibit A (property map). The property map is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. For any acquisition of property interest in noise sensitive



approach zones and related areas, property interest (was) (will be) obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. For any acquisition of property interest in runway protection zones and areas related to FAR Part 77 surfaces, property interest (was) (will be) obtained for the right of flight and right of ingress and egress to remove obstructions. Interest (was) (will be) obtained for the right to restrict the establishment of future obstructions.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. Appraisals (include) (will include) valuation data to estimate the current market value for the property interest acquired on each parcel and (were) (will be) prepared by qualified real estate appraisers hired by the sponsor. An opportunity (was) (will be) provided the property owner or representative to accompany appraisers during inspections.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. Each appraisal (has been) (will be) reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation. The written appraisals and review appraisal are available to FAA for review.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

9. A written offer to acquire each parcel (was) (will be) presented to the property owner for not less than the approved amount of just compensation.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

10. Effort (was) (will be) made to acquire each property through negotiation with no coercive action to induce agreement. If negotiation (was) (will be) successful, project files (contain) (will contain) supporting documents for settlements.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

11. If a negotiated settlement is not reached, condemnation (was) (will be) initiated and a court deposit not less than the just compensation (was) (will be) made prior to possession of the property. Project files (contain) (will contain) supporting documents for awards.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

12. If displacement of persons, businesses, farm operations, or nonprofit organizations is involved, a relocation assistance program (was) (will be) established. Displaced persons (received) (will receive) general information on the relocation program in writing, notice of relocation eligibility, and a 90-day notice to vacate.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses (were) (will be) provided within a reasonable time period for each



displaced occupant in accordance with the Uniform Act.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I certify that, for the project identified herein, the responses to the forgoing items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Sponsor's Authorized Representative

\_\_\_\_\_  
Typed Name and Title of Sponsor's Representative

Canceled

SPONSOR CERTIFICATION FOR CONSTRUCTION PROJECT FINAL ACCEPTANCE

Sponsor's Name	Airport	Project Number
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Project Description

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1. The personnel engaged in project administration, engineering supervision, and construction inspection and testing (were) (will be) determined to be qualified and competent to perform the work.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Daily construction records (were) (will be) kept by the resident engineer/construction inspector. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather, equipment use, labor requirements, safety problems, and changes required.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Weekly payroll records and statements of compliance (were) (will be) submitted by the prime contractor and reviewed by the sponsor for Federal labor and civil rights requirements (Advisory Circulars 150/5100-6 and 150/5100-15).

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Complaints regarding the mandated Federal provisions set forth in the contract documents (have been) (will be) submitted to FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. All tests specified in the plans and specifications (were)

(will be) performed and the test results documented. A summary of test results (has been) (will be) available to FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. For any test results outside allowable tolerances, appropriate corrective actions (were) (will be) taken.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. Payments to the contractor (were) (will be) made in compliance with contract provisions and verified by the sponsor's internal audit of contract records kept by the resident engineer. If appropriate, pay reduction factors required by the specifications (were) (will be) applied in computing final payments and a summary of pay reductions (has been) (will be) available to FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. The project (was) (will be) accomplished without significant deviations, changes, or modifications from the approved plans and specifications, except where approval (was) (will be) obtained from FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

9. A final project inspection (was) (will be) conducted with representatives of the sponsor and the contractor. Project files (contain) (will contain) documentation of the final inspection.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

10. Work in the Grant Agreement (was) (will be) physically completed and corrective actions required as a result of the final inspection (were) (will be) completed to the satisfaction of the sponsor.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

11. The as-built plans and an equipment inventory, if applicable, (have been) (will be) submitted to FAA. If requested, a revised airport layout plan (was) (will be) made available to FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

12. Applicable close-out financial reports (have been) (will be) submitted to FAA.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I certify that, for the project identified herein, the responses to the forgoing items are correct as marked, and that the attachments, if any, are correct and complete.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Sponsor's Authorized Representative

\_\_\_\_\_  
Typed Name and Title of Sponsor's Representative

PROGRAM GUIDANCE LETTERS

INDEX OF CURRENT ITEMS AS OF 10/3/90

PGL 85-1

- .7 Eligibility - Emergency Operation Centers

PGL 87-4

- .1 Special Condition for ILS Grants Awarded under the MLS Transition Policy

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- .2 Revision to OMB Circular A-102
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- .2 Replacement of Tanks
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- .2 Grant Agreement Form
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- .9 Special Condition for Projects on Privately Owned, Public Use Airports
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- .1 Implementation of Public Law 101-236
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