



**FAA  
Airports**

**ARP SOP  
6.00**

Effective Date:

10/1/2015

## **Standard Operating Procedure (SOP)**

### **FAA Review and Approval of an Airport Improvement Program (AIP) Grant Application**

#### **A. PURPOSE**

Establish uniform procedures for the Federal Aviation Administration (FAA) Office of Airports (ARP) that address the review and approval of a grant application under the Airport Improvement Program (AIP).

#### **B. SCOPE**

This Standard Operating Procedure (SOP) applies to all grant applications that seek funding under the Airport Improvement Program (AIP).

#### **C. CANCELLATION**

This SOP does not cancel a previous version.

#### **D. LIMITATIONS OF THIS SOP**

This SOP addresses procedures necessary for complying with the most recent, approved FAA policy. This SOP does not establish or modify FAA policy.

#### **E. APPLICABLE REGULATIONS, POLICY, AND GUIDANCE**

Requirements identified within this SOP originate in or are further described in various FAA publications including Orders, Regulations, and Advisory Circulars. See the current versions.

- a. Title 49 United States Code Chapter 471, Subchapter I – Airport Improvement
- b. FAA Order 5100.38, Airport Improvement Program Handbook
- c. FAA Order 5100.39, Airports Capital Improvement Plan
- d. Advisory Circular 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program (AIP) Assisted Projects
- e. Advisory Circular 150/5020, Noise Control and Compatibility Planning for Airports
- f. Advisory Circular 150/5300-13, Airport Design

**F. GRANT APPLICATION REQUIREMENTS AND OBJECTIVES**

An airport sponsor is required to submit a formal grant application as part of requesting federal funding for eligible airport planning and/or development. Furthermore, the FAA is required to ensure certain requirements have been met in the process of reviewing and approving the application.

**G. IMPLEMENTATION**

This SOP is to be implemented at applicable FAA Airports offices that administer the AIP; and as such, review and approve AIP grant applications.

**H. DISTRIBUTION**

This SOP is distributed to the FAA’s Office of Airports (ARP) and all interested parties. The SOP will be available electronically on the Airports section of the FAA website.

**I. CHANGE TABLE**

| Date of Change | SOP Version | Page Changed | Reason for Change |
|----------------|-------------|--------------|-------------------|
|                |             |              |                   |
|                |             |              |                   |



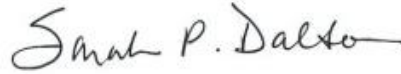
Elliott Black  
Director, Airport Planning and Programming

6/30/15

Date



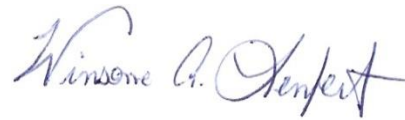
Byron K. Huffman  
Manager, Alaskan Region Airports Division



Sarah P. Dalton  
Manager, Northwest Mountain Region Airports Division



Jim A. Johnson  
Manager, Central Region Airports Division



Winsome A. Lenfert  
Manager, Southern Region Airports Division



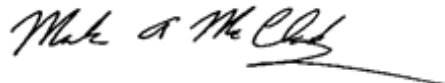
Debbie Roth  
Manager, Eastern Region Airports Division



Ignacio Flores  
Manager, Southwest Region Airports Division



Susan Mowery-Schalk  
Manager, Great Lakes Region Airports Division



Mark A. McClardy  
Manager, Western-Pacific Region Airports Division



Mary T. Walsh  
Manager, New England Region Airports Division

## **Table of Contents**

|   |            |
|---|------------|
| <b>1.1 ROLES AND RESPONSIBILITIES .....</b>   | <b>1</b>   |
| <b>2.1 PROCEDURE.....</b>   | <b>2</b>   |
| <b>2.1.1 Review of Project Evaluation Report and Development Analysis<br/>    (PERADA).....</b>             | <b>2</b>   |
| <b>2.1.2 Grant Application Package .....</b>  | <b>3</b>   |
| <b>3.1 STANDARD GRANT APPLICATION FORMS .....</b>   | <b>5</b>   |
| <b>3.2. GRANT APPLICATION REVIEW .....</b>  | <b>5</b>   |
| <b>3.3. PROJECTS WITH “PHASES” .....</b>  | <b>5</b>   |
| <b>APPENDIX A. AIP GRANT APPLICATION CHECKLIST AND INSTRUCTIONS,<br/>    SAMPLE GRANT APPLICATION .....</b> | <b>A-1</b> |

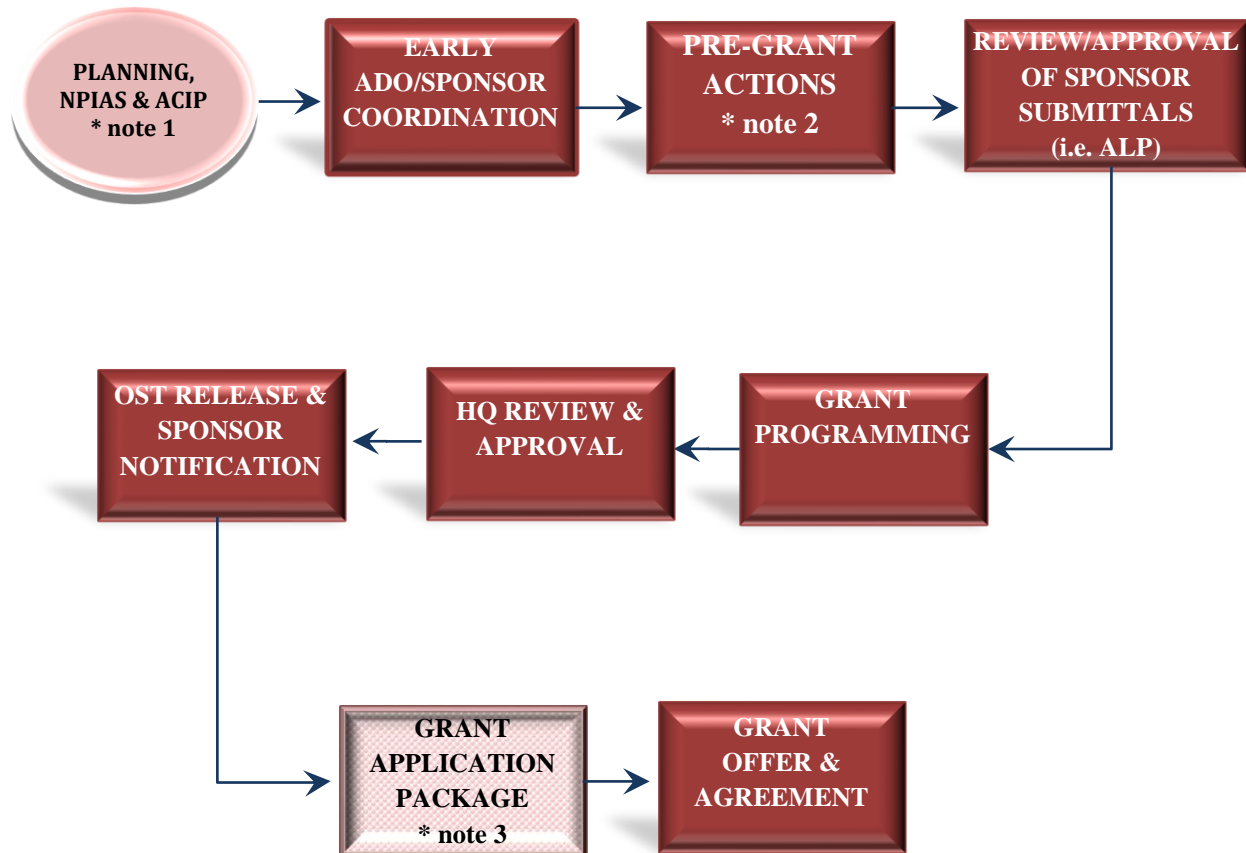
## **1.1 ROLES AND RESPONSIBILITIES**

The FAA Office of Airports administers the Airport Improvement Program (AIP). As such, review and approval of the grant application is a fundamental step in the grant approval process prior to providing a Grant Offer/Agreement. For the purpose of this SOP the term Airports District Office (ADO) is used to reference the FAA Office of Airports office that works directly with a sponsor. In Regional Offices (RO) that do not have ADO office(s), the use of the term ADO refers to the particular branch/section that works directly with sponsors. Please note that the guidance provided within this SOP does not supplant the coordination responsibilities between an airport sponsor and an applicable state related to state block grants and channeling act requirements.

## 2.1 PROCEDURE

The FAA review and approval of a sponsor’s grant application is a critical part of a systematic review process that begins in the initial planning stages of a project and ends with a grant award. It is useful to understand the grant application in the overall context of project/grant review and approval. For this reason Figure 1, depicting a graphical representation of the generalized project/grant process, has been provided.

**Figure 1. Flowchart of AIP Grant Process**



**NOTES:**

1. Project need and justification established. Requirements of applicable environmental laws and regulations are discussed and considered during early stages of planning
2. Typical activities: airspace study, initiate PERADA, ALP, environmental
3. Submittal of the grant application (and components thereof) can vary but package must be complete and accurate prior to grant offer

### 2.1.1 Review of Project Evaluation Report and Development Analysis (PERADA)

There are certain statutory and regulatory requirements that are considered prior to and as part of processing a grant application. The AIP Handbook contains the “Project Evaluation Report and Development Analysis” (PERADA) checklist to account for these mandatory requirements. The ADO must review all items on the PERADA checklist. Review of the grant application is the final item on the PERADA checklist. By issuing the grant, the ADO is confirming that all of the

applicable requirements within the PERADA have or will be met. See the “AIP Handbook” for further guidance as it relates to the PERADA.

### 2.1.2 Grant Application Package

The sponsor must submit a complete and accurate grant application package prior to the ADO issuing a grant offer. The standard grant application forms and instructions are located at the following website:

<http://www.faa.gov/airports/aip>

Table 1 outlines the required forms and documents to be included within a grant application package as prescribed within Chapter 5, Section 4, of the “AIP Handbook.” While the items listed in Table 1 can be submitted separately, all applicable items must be received to complete the grant application review as described in section 3.2. To promote ease of use, this SOP is organized as though all of the information has been submitted at one time. Form 5100-100 is used for airport development grants (i.e. construction, equipment, land acquisition). Form 5100-101 is used for planning grants if Form 5100-100 is not used (i.e. airport master plan, airport system plan, environmental study, noise compatibility plan). Appendix A of this SOP provides a checklist and instructions that can assist a sponsor in preparing a grant application package for submittal to the ADO.

**Table 1. Grant Application Package Contents**

| Application Form/Document  | Development Grant | Planning Grant | State Block Grant <sup>1</sup> |
|--|-------------------|----------------|--------------------------------|
| Form 424 Application for Federal Assistance  | ✓                 | ✓              | ✓                              |
| Form 5100-100 Part II, Project Approval Information, Section A (pg 2)  | ✓                 |                |                                |
| Form 5100-100 Part II - Section C (pg 3a)  | ✓                 |                |                                |
| Form 5100-100 Part II - Section C (continued) (pg 3b)  | ✓                 |                |                                |
| Form 5100-100 Part III - Budget Information; Sections A, B (pg 4)  | ✓                 |                |                                |
| Form 5100-100 Part III - Budget Information; Sections C, D, E (pg 5)   | ✓                 |                |                                |
| Form 5100-100 Part IV - Program Narrative: Provide a description of the work to be accomplished under the project per application instructions and describe the procedures for accomplishing each item. (pg 6) | ✓                 |                |                                |
| Form 5100-101 Part II, Project Approval Information, Section A (pg 2)  |                   | ✓              |                                |

| Application Form/Document   | Development Grant | Planning Grant | State Block Grant <sup>1</sup> |
|---|-------------------|----------------|--------------------------------|
| Form 5100-101 Part III - Budget Information; Sections A, B (pg 3)   |                   | ✓              |                                |
| Form 5100-101 Part III - Budget Information; Sections C, D, E, F. Part IV, Program Narrative (work scope) with schedule (pg 4)  |                   | ✓              |                                |
| Project Cost Breakdown: Provide detailed project cost information on an individual project basis (preferably based on bids and/or consultant negotiation). The cost for each project includes the administrative and engineering fees. This will assist the ADO in determining whether the project costs for each of the projects are reasonable.   | ✓                 | ✓              |                                |
| Project Sketch: 8 ½" x 11" or larger sketch clearly identifying each of the projects and its respective location on the airport.  | ✓                 |                |                                |
| <p>Project Documentation Needed for Reasonableness Determination: Supporting information must be included (or previously submitted to the ADO) that will allow a "reasonableness of cost" determination to be performed.</p> <ul style="list-style-type: none"> <li>• Development projects (i.e. construction, equipment acquisition) require the submittal of bid tabulations unless a project is preapproved by the ADO to be based on engineer's estimate.</li> <li>• Land acquisition projects require appraisals and negotiated agreement amounts.</li> <li>• Qualifications-based selections (i.e. engineering design, inspection services, airport master plans) require negotiated agreement amounts (unless approved otherwise by the ADO).</li> </ul> | ✓                 | ✓              | ✓                              |
| <p>Exhibit A Airport Property Inventory Map: A current Exhibit A must be on file with the ADO.</p> <ul style="list-style-type: none"> <li>• If the airport is a first time sponsor, an Exhibit A must be submitted.</li> <li>• If there has been <u>no change</u> in the Exhibit A since the last AIP project and/or last Exhibit A submittal, sponsor may reference the previous Exhibit A (Part III, Section E – Remarks) in lieu of submitting another copy.</li> <li>• The Standard Operating Procedure (SOP) for "FAA Review of Exhibit A" provides applicable review requirements.</li> </ul>   | ✓                 |                |                                |
| <p>Plans and Specifications: A copy of the plans and specifications are not required to be attached to the grant application. However, they must be incorporated <u>by reference</u> within the grant application (Part III – Section E – Remarks).</p>   | Referenced        |                |                                |

<sup>1</sup> "State Block Grant" column outlines required grant application submittals from a block grant state to the FAA. It does not supplant the submittal requirements between airport sponsor(s) and a block grant state.



### 3.1 STANDARD GRANT APPLICATION FORMS

Form SF-424, "Application for Federal Assistance" is required for use as a cover sheet for submission of an AIP grant application. Forms 5100-100 and 5100-101 are continuations of the SF-424 that provide supporting grant information. Note that policy allows an "equivalent" to the 5100-100 and 5100-101 forms as long they contain the exact information as the standard forms. All forms have associated instructions for filling in each of the items. Appendix A of this SOP provides a sample grant application incorporating some standard verbiage, directions, guidance, and reference aides associated with the different sections of an "airport development" grant application (SF 424 and Form 5100-100). The planning grant application (Form 5100-101) is available on line, and the review guidance included within this SOP is applicable.

### 3.2. GRANT APPLICATION REVIEW

The ADO reviews the grant application in accordance with Chapter 5 of the AIP Handbook. This review ensures accuracy and completeness prior to the ADO making a final determination on a grant offer. During the review of the grant application package, the ADO must request that the grantee submit missing or unacceptable documentation. Regardless of the timing of receipt of the application items, all applicable items within Table 1 must be received by the ADO to satisfactorily complete the application review. The following elements must be reviewed by the ADO to ensure that the application sufficiently supports the issuance of an AIP grant:

- All applicable items from Table 1 of this SOP are included within the package.
- Form SF-424 is signed and dated by the appropriate sponsor representative.
- The minimum grant threshold amount is achieved (\$25,000) unless the ADO makes a documented determination that a lesser amount is advantageous to the federal government.
- The requested grant amount is appropriately calculated based on the federal share, local share, and project total.
- The costs indicated on the SF-424 are consistent with the calculations within Form 5100-100/101, Part III "Budget Information."
- All pertinent pre-grant actions have been (or will be) completed (applicable items identified within PERADA checklist).
- All applicable Sponsor Certifications have been (or will be) submitted to the ADO.
- The grant amount requested is supported by appropriate documentation which is included within the application or previously submitted to the ADO (bid tabulations, negotiated agreements, land purchase agreements, etc.).
- No project amounts may be included for "contingencies."
- The project sketch clearly identifies all project work items.
- The Program Narrative adequately describes all project components, the project's necessity, and the plan for timely completion.

The issuance of a grant offer by the FAA represents either complete or partial approval of the application; if the grant offer is for less than the amount requested, no one may construe the offer as a commitment to fund any further costs associated with the application.

### 3.3. PROJECTS WITH "PHASES"

While every attempt should be made to fund a project in a single grant, circumstances do not always allow for this to happen. A single airport development or planning project may be funded in multiple grants or "phases." A typical phasing scenario is as follows: A "phase 1" grant is provided to fund a defined portion of project work. The ADO follows up later with a

“phase 2” grant (either within the same fiscal year or a following year) to complete the remainder of planned AIP funding for the overall approved project. It is acceptable for a sponsor to submit a single grant application for the entire requested amount even though the grant funding may occur via multiple grants. It is acceptable for the ADO to offer less than what is outlined within the grant application; however, the ADO may not issue a grant (or multiple grants) for more than the amount requested within a sponsor’s application. The grant application narrative must provide descriptive information when the total aggregate grant funding is expected to be provided in separate, distinct grant “phases.” The requirements associated with project “phasing” are outlined within Chapter 3 (Usable Unit of Work Obtained) of the “AIP Handbook.”

**APPENDIX A. AIP GRANT APPLICATION CHECKLIST AND INSTRUCTIONS, SAMPLE GRANT APPLICATION**

## AIP Grant Application Checklist

**AIRPORT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SYSTEM FOR AWARD MANAGEMENT (SAM) CAGE CODE #:** \_\_\_\_\_

**SYSTEM FOR AWARD MANAGEMENT (SAM) EXPIRATION DATE:** \_\_\_\_\_

This checklist (and attached instructions) is a tool to assist a grantee (airport sponsor) in identifying the requirements and considerations associated with preparing an Airport Improvement Program (AIP) grant application package for submittal to the FAA. Airport sponsors should read and consider each of the items carefully. **Some of the items can be answered by simply checking the “Yes” and “No” boxes while others require providing additional information as part of the airport’s request for AIP funds.**

| Ref.  |  | Yes | No | N/A | Comments Attached |
|---|--|-----|----|-----|-------------------|
| <b>ITEMS REQUIRED TO COMPLETE APPLICATION REVIEW:</b> |  |     |    |     |                   |
| 1.  | Standard Form 424 <i>(signed)</i>  |     |    |     |                   |
| 2.  | Project Cost Breakdown <i>(attached)</i>   |     |    |     |                   |
| 3.  | Project Sketch <i>(at the request of the ADO)</i>  |     |    |     |                   |
| 4.  | Project Narrative <i>(attached or within Form 5100-100/101 Part IV)</i>  |     |    |     |                   |
| 5.  | Form 5100-100 (parts II – IV) <i>(airport development grants)</i><br>Form 5100-101 (parts II- IV) <i>(planning grants)</i> |     |    |     |                   |
| 6.  | Bid Tabulations/Negotiated Amounts <i>(attached or previously submitted to the ADO)</i>                                    |     |    |     |                   |
| 7.  | Exhibit A <i>(attached or previously submitted to the ADO)</i>   |     |    |     |                   |
| 8.  | Title Certificate or Long Term Lease Agreement <i>(at the request of the ADO)</i>  |     |    |     |                   |

## Checklist Instructions

Important: While the items addressed below can be submitted separately, all of the items must be received by the ADO to complete the AIP grant application review. Therefore, it is important to note that an application cannot be considered for a grant offer until the ADO review has been completed.

### 1. Standard Form SF 424

Application form SF 424 is the application for federal assistance, more commonly known as the “Grant Application.” When filling out item number 15, “Descriptive Title of Applicant’s Project”, provide all the details of what is going to be funded. For example, if the project is a “Runway Extension” include items such as lighting, marking, or any applicable taxiway work.

For item number 18, “Estimated Funding (\$)” use accurate numbers. The federal, state, and local dollar figures must add up to the total project amount.

When signing the SF 424 (item 21) ensure that the person is authorized by the local governing body to request federal grant funds and enter into a grant agreement.

The SF 424 (and instructions) can be found at: <http://www.faa.gov/airports/aip>

### 2. Project Cost Breakdown

The project cost breakdown is an outline of the cost components of the grant. Include all items that the grant is funding (engineering, environmental, construction, etc.). Contact ADO if the applicable federal share for a project is unknown.

Below is an example of what a typical project cost breakdown would look like:

#### Flyville Municipal Airport, Flyville, AK

Project Description: Reconstruct Runway 12/30; Expand Apron; Install PAPIs for Runway 12/30; Land Acquisition (RPZs)

| Brief Item Description   | Construction or Land Cost | Engr./Land Incidental | Admin. Cost | Total Cost  | Federal Share | Non-Federal |
|--------------------------|---------------------------|-----------------------|-------------|-------------|---------------|-------------|
|                          |                           |                       |             |             | <b>90%</b>    | <b>10%</b>  |
| Reconstruct Runway 12/30 | \$1,200,000               | \$160,000             | \$350       | \$1,360,350 | \$1,224,315   | \$136,035   |
| Land Acquisition (RPZs)  | \$150,000                 | \$3,670               | \$200       | \$153,870   | \$138,483     | \$15,387    |
| Expand Apron             | \$160,000                 | \$18,000              | n/a         | \$178,000   | \$160,200     | \$17,800    |
| Install PAPIs            | \$30,000                  | \$12,000              | n/a         | \$42,000    | \$37,800      | \$4,200     |
|                          |                           |                       |             |             |               |             |
| Totals                   | \$1,540,000               | \$193,670             | \$550       | \$1,734,220 | \$1,560,798   | \$173,422   |

**3. Project Sketch**

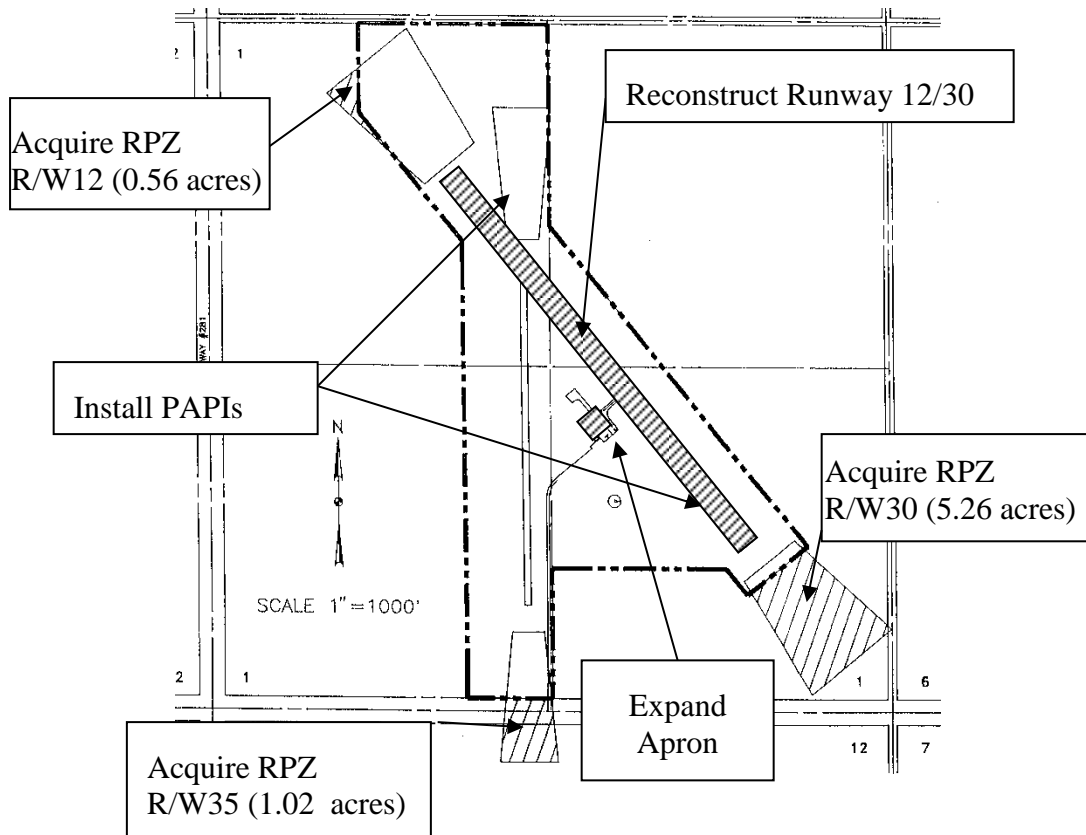
The ADO uses the project sketch to identify the project(s) for which the sponsor seeks AIP funding. If the project is comprised of multiple items (runway, apron, etc.) then:

- 1) the project sketch must identify those items;
- 2) the unconditionally approved airport layout plan (ALP) must depict all the items; and
- 3) the FAA's environmental finding must address the environmental effects due to building and operating the items.

A typical sketch for the above cost summary would look like:

**Flyville Municipal Airport**

**Flyville, AK**



**Project Description:**

Reconstruct Runway 12/30; Expand Apron; Install PAPIs for Runway 12/30; Land Acquisition (RPZs).

#### **4. Project Narrative**

Project narratives should be written so a person completely unfamiliar with the project will understand what is being done and why.

##### **Sample Narratives:**

Pavement Rehabilitations – The pavement associated with runway 12/30 is 27 years old and has reached the end of its useful life. The latest pavement condition index (PCI) is 65. Pavement rehabilitation (mill the upper 3 inches of pavement and install a 3-inch-thick pavement overlay) is necessary to extend the useful life of the runway.

Land - Acquisition of the Runway Protection Zone (RPZ) associated with runway 12/30 is necessary to ensure compatible land use and maintain safe, efficient aircraft operations. A total of 6.82 acres will be acquired.

Expand Apron – Apron expansion is needed to accommodate aircraft currently utilizing the airport. The existing apron is 12 years old and the number of based aircraft have increased from 12 to 34. A total of 2,000 square feet of additional apron space is being constructed to accommodate the additional 22 based aircraft.

Install PAPIs – Precision Approach Path Indicators (PAPIs) are being installed as a result of a Part 139 certification initiative to provide vertical guidance on opposite runway ends that have an ILS.

Runway Edge Lights – The existing medium intensity runway lighting (MIRL) system is 25 years old and has outlived its useful life. Frequent repairs are required to maintain the lighting system. A new system is necessary to maintain a reliable system.

#### **5. Application Forms 5100-100 and 5100-101**

Form 5100-100 is used for airport development projects (i.e. construction, equipment, land acquisition) and Form 5100-101 is used for planning projects (airport master plan, system plan, environmental study, noise compatibility plan) if Form 5100-100 is not used. These forms provide supporting grant information such as the source of the sponsor share, detailed cost estimates, and confirmation that certain key project requirements have been met. These forms (and instructions) can be found at:

<http://www.faa.gov/airports/aip>

**6. Bid Tabulations/Negotiated Amounts**

Bid tabulations are required for all development projects unless a project is preapproved by the ADO to be funded by a grant based on engineer's estimate. The bid tabulations may be submitted with the grant application or previously-submitted to the ADO. Land acquisition projects will require appraisals and the negotiated agreement amount. For qualifications-based projects (i.e. engineering design and airport master plans) the costs are based upon negotiated amounts (unless approved otherwise by the ADO). Administrative costs such as legal or audit fees must have appropriate supporting documentation. Overhead and indirect administrative costs must be supported by an approved cost allocation plan. This information is used by the ADO to make a reasonableness of cost determination.

**7. Exhibit A**

A current Exhibit A (airport property inventory map) must be on file with the ADO. The primary intent is to identify all land that is designated airport property and to provide an inventory of all parcels that make up the airport. An Exhibit A must be included with each application unless there has been no change in the Exhibit A since the last AIP project and/or last Exhibit A submittal. If there has been no change, the previous Exhibit A must be referenced within the grant application (Part III, Section E – Remarks). New airports receiving a grant for the first time must submit an Exhibit A depicting the land required to support the facilities needed to operate the airport.

**8. Title Certificate or Long Term Lease Agreement**

Sufficient property interest is required for those areas in which project construction will be occurring. The ADO has the option of requiring applicable copies of the title certificate or long term lease agreement (i.e. if there have been changes in land ownership or lease agreement).



| <b>Application for Federal Assistance SF-424</b>   |  |
|--|--|
| <p>*1. Type of Submission:</p> <input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application  |  |
| <p>*2. Type of Application      * If Revision, select appropriate letter(s):</p> <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation      *Other (Specify) _____<br><input type="checkbox"/> Revision |  |
| <p>*3. Date Received: <b>ADO date stamps receipt</b></p>   |  |
| <p>4. Applicant Identifier: <b>No entry necessary for item 4</b></p>   |  |
| <p>5a. Federal Entity Identifier: <b>No entry necessary for item 5a</b></p>  |  |
| <p>*5b. Federal Award Identifier: <b>X-XX-XXXX-XXX-2016</b></p>  |  |
| <p><b>Grant number created at the time of programming. Sponsor provides in 5b (if available).</b></p>  |  |
| <p><b>State Use Only:</b></p>  |  |
| <p>6. Date Received by State: _____</p>  |  |
| <p>7. State Application Identifier: _____</p>  |  |
| <p><b>8. APPLICANT INFORMATION:</b></p>  |  |
| <p>*a. Legal Name: <b>Flyville Municipal Airport</b></p>   |  |
| <p>*b. Employer/Taxpayer Identification Number (EIN/TIN): <b>XX-1234567</b></p>  |  |
| <p>*c. Organizational DUNS: <b>123XXXXXX</b></p>   |  |
| <p><b>EIN or TIN as assigned by Internal Revenue Service</b></p>   |  |
| <p><b>Reference website for sponsor DUNS registration: <a href="https://www.sam.gov">https://www.sam.gov</a></b></p>   |  |
| <p>d. Address:</p>   |  |
| <p>*Street 1: <b>123 Main Street</b></p>   |  |
| <p>Street 2: _____</p>   |  |
| <p>*City: <b>City of Flyville</b></p>  |  |
| <p>County: <b>XYZ County</b></p>   |  |
| <p>*State: <b>AK</b></p>   |  |
| <p>Province: _____</p>   |  |
| <p>*Country: <b>USA</b></p>  |  |
| <p>*Zip / Postal Code <b>98107</b></p>   |  |
| <p><b>e. Organizational Unit:</b></p>  |  |
| <p>Department Name: <b>Municipality of Flyville</b></p>  |  |
| <p>Division Name: <b>Aviation Division</b></p>   |  |
| <p><b>f. Name and contact information of person to be contacted on matters involving this application:</b></p>   |  |
| <p>Prefix: <b>Mr.</b>      *First Name: <b>John</b></p>  |  |
| <p>Middle Name: _____</p>  |  |
| <p>*Last Name: <b>Smith</b></p>  |  |
| <p>Suffix: _____</p>   |  |
| <p>Title: <b>Airport Director</b></p>  |  |
| <p>Organizational Affiliation: <b>XYZ County</b></p>   |  |
| <p>*Telephone Number: <b>555-555-5555</b>      Fax Number: <b>555-555-5555</b></p>   |  |
| <p>*Email: <b>john.smith@XYZcounty.org</b></p>   |  |

|   |  |
|---|--|
| <b>Application for Federal Assistance SF-424</b>  |  |
| <p><b>*9. Type of Applicant 1: Select Applicant Type:</b><br/> <b>B.County Government</b></p> <p>Type of Applicant 2: Select Applicant Type:</p> <p>Type of Applicant 3: Select Applicant Type:</p> <p>*Other (Specify)</p> | <div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">                     Reference SF-424 instructions for appropriate response to "Applicant Type."                 </div>  |
| <p><b>*10. Name of Federal Agency:</b><br/> <b>Federal Aviation Administration</b></p>  |  |
| <p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <p><b>20.106</b> _____</p> <p>CFDA Title:<br/> <b><u>Airport Improvement Program</u></b></p>   | <div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">                     Program information located at the CFDA website:<br/> <a href="http://www.cfda.gov" style="color: blue; text-decoration: underline;">http://www.cfda.gov</a> </div> |
| <p><b>12. Funding Opportunity Number:</b></p> <p><b>N/A</b> _____</p> <p>Title:<br/> <b>N/A</b> _____</p>   |  |
| <p><b>13. Competition Identification Number:</b></p> <p><b>N/A</b> _____</p> <p>Title:<br/> <b>N/A</b> _____</p>  |  |
| <p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <p><b>City of Flyville, XYZ County, State of Alaska</b></p>   |  |
| <p><b>*15. Descriptive Title of Applicant's Project:</b></p> <p><b>Reconstruct Runway 12/30, East Apron Expansion, Acquire RPZ Land</b></p>   | <div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">                     Project title must match what has been previously coordinated with and reviewed by ADO                 </div>   |
| <p><b>Attach supporting documents as specified in agency instructions.</b></p>  |  |

|   |  |
|---|--|
| <b>Application for Federal Assistance SF-424</b>  |  |
| <b>16. Congressional Districts Of:</b>  | <b>Item 16a associated with grantee location, item 16b associated with project location.</b>                         |
| *a. Applicant: <b>At Large</b>  | *b. Program/Project: <b>At Large</b>   |
| Attach an additional list of Program  | <b>Reference website:</b><br><a href="http://www.house.gov/representatives">http://www.house.gov/representatives</a> |
| <b>17. Proposed Project:</b>  |  |
| *a. Start Date: <b>Month, Year</b>  | *b. End Date: <b>Month, Year</b>   |
| <b>18. Estimated Funding (\$):</b>  |  |
| *a. Federal   | <u>1,012,500</u>   |
| *b. Applicant   | <u>84,375</u>  |
| *c. State   | <u>28,125</u>  |
| *d. Local   | <u>                    </u>  |
| *e. Other   | <u>                    </u>  |
| *f. Program Income  | <u>                    </u>  |
| *g. TOTAL   | <u>1,125,000</u>   |
| <b>The financial information within this field must be accurately reflected from the costs calculation in Form 5100-100 Part III, Section B.</b>  |  |
| <b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>  |  |
| <input type="checkbox"/> a. This application was made available to the public by the agency on _____.<br><input type="checkbox"/> b. Program is subject to E.O. 12372 but has been exempted.<br><input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372  |  |
| <b>E.O. 12372: Reference website for States participating in Intergovernmental Review Process:</b><br><a href="http://www.whitehouse.gov/omb/grants_spoc">http://www.whitehouse.gov/omb/grants_spoc</a>   |  |
| <b>*20. Is the Applicant Delinquent On Any Federal Debts?</b>   |  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |
| 21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) |  |
| <input checked="" type="checkbox"/> ** I AGREE<br>** The list of certifications and assurances, or an internet site where you can find agency specific instructions.  |  |
| <b>Latest Sponsor Assurances, Planning Agency Assurances, and Noise Assurances are located at:</b><br><a href="http://www.faa.gov/airports/aip/grant_assurances/">http://www.faa.gov/airports/aip/grant_assurances/</a>   |  |
| <b>Authorized Representative:</b>   |  |
| Prefix: <b>Mr.</b>  | *First Name: <b>John</b>   |
| Middle Name: _____  |  |
| *Last Name: <b>Smith</b>  |  |
| Suffix: _____   |  |
| <b>Documentation must reside in grantee files that indicate the applicant signature is authorized by applicable local governing body.</b>   |  |
| *Title: <b>Airport Director</b>   |  |
| *Telephone Number: <b>555-555-5555</b>  | Fax Number: <b>555-555-5555</b>  |
| *Signature of Authorized Representative: _____  | *Date Signed: <b>D/M/YR</b>  |

**Application for Federal Assistance SF-424**

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**PART II  
PROJECT APPROVAL INFORMATION  
SECTION A**

**Specifics must be provided for any item checked "Yes."**

Item 1.

Does this assistance request require State, local, regional, or other priority rating?

Yes  No

Name of Governing Body:  
Priority:

Item 2.

Does this assistance request require State, or local advisory, educational or health clearances?

Yes  No

Name of Agency or Board:  
(Attach Documentation)

Item 3.

Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?

Yes  No

(Attach Co

**Ref. SF-424 item 19, "Intergovernmental Review Process."**

Item 4.

Does this assistance request require State, local, regional or other planning approval?

Yes  No

Name of Approving Agency:

Date: / /

Item 5.

Is the proposal project covered by an approved comprehensive plan?

Yes  No

Check one: State   
Local   
Regional

Location of Plan: **ABC County Courthouse, Any Town, AK**

Item 6.

Will the assistance requested serve a Federal installation?

Yes  No

Name of Federal Installation:  
Federal Population benefiting from Project:

Item 7.

Will the assistance requested be on Federal land or installation?

Yes  No

Name of Federal Installation:  
Location of Federal Land:  
Percent of Project:

Item 8.

Will the assistance requested have an impact or effect on the environment?

Yes  No

See instruction for additional information to be provided

Item 9.

Will the assistance requested cause the displacement of individuals, families, businesses, or farms?

Yes  No

Number of:  
Individuals:  
Families:  
Businesses:  
Farms:

Item 10.

Is there other related Federal assistance on this project previous, pending, or anticipated?

Yes  No

See instructions for additional information to be provided.

**PART II - SECTION C**

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use. - The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

*In this section the Sponsor must describe applicable action(s) taken to restrict the use of land in the vicinity of the airport to activities and purposes compatible with airport operations. Applicable actions include: Part 150 Airport Noise Compatibility Planning, promoting local zoning ordinances, urging authorized public agencies to undertake appropriate area planning studies, and encouraging developers to develop areas adjacent to the airport for uses that are compatible with the airport. Additional guidance can be found in Advisory Circulars 150/5020, "Noise Control and Compatibility Planning for Airports" and 150/5300-13, "Airport Design."*

2. Defaults. - The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

*The Sponsor must provide a statement affirming whether or not it is in default on any applicable obligations. If it is in default, a brief description must be provided within this section.*

3. Possible Disabilities. - There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of Part V of this Application, either by limiting its legal or financial ability or otherwise, except as follows:

*The Sponsor must provide a statement affirming whether or not there are any circumstances that may preclude the successful completion of the project or complying with all applicable grant assurances. If there are applicable facts or circumstances, a brief description must be provided within this section.*

4. Consistency with Local Plans. – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

*The Sponsor must provide a statement briefly describing any applicable area development plan(s) and the project's consistency with such plan(s).*

5. Consideration of Local Interest - It has given fair consideration to the interest of communities in or near where the project may be located.

*The Sponsor must provide a statement indicating that it has given fair consideration to applicable community interest associated with the project.*

6. Consultation with Users. In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport which project is proposed.

*The Sponsor must provide a statement indicating that it has undertaken reasonable consultation with affected airport users.*

7. Public Hearings. – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

*The Sponsor must indicate if the proposed project required an opportunity for a public hearing. If a public hearing was necessary, a short description must be provided including a statement that affirms applicable requirements were met.*

8. Air and Water Quality Standards. – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

*"Not Applicable" is an acceptable statement (requirement eliminated per P.L. 176-108).*

**PART II - SECTION C (Continued)**

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

***The Sponsor must provide a statement affirming whether or not applicable exclusive rights exist at any airport owned or controlled by the Sponsor. If an exclusive right does exist, a brief description must be provided within this section.***

10. Land. – (a) The sponsor holds the following property interest in the following areas of land\* which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”:

***This section must describe the property interest specific to the development project and/or land acquisition. The declaration of property interest should be based upon a title opinion submitted by an attorney. The property interest is identified using the same parcel numbers as used to identify the property on the Exhibit A. Example: “Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated \_\_\_/\_\_\_/\_\_\_ originally filed with AIP Project ###.”***

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land\* on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”:

***This section is used only for projects involving construction on property the sponsor does not currently own. In these cases the property interest to be acquired should be identified by parcel number corresponding to the Exhibit A.***

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land\* which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”.

***This section is used to identify the property by parcel number that is being acquired under the project. If the property is currently owned and reimbursement is included in the project, then it is described in section 10(a) rather than this section. The property is identified using the same parcel numbers as the Exhibit A.***

---

\*State character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

| <b>PART III - BUDGET INFORMATION - CONSTRUCTION</b>      |   |  |                       |
|--|---|--|-----------------------|
| <b>SECTION A - GENERAL</b>                               |   |  |                       |
| 1. Federal Domestic Assistance Catalog No.....           | 20.106  | <b>The CFDA number for the Airport Improvement Program is 20.106</b> |                       |
| 2. Functional or Other Breakout                          | Airport Improvement Program   |  |                       |
| <b>SECTION B -CALCULATION OF FEDERAL GRANT</b>           |   |  |                       |
| Cost Classification                                      | Use only for revisions  |  | Total Amount Required |
|  | Latest Approved Amount  | Adjustment + or (-)  |                       |
| 1. Administration expense                                | <b>Overhead and indirect administrative costs must conform to approved cost allocation plan.</b>  |  | \$500                 |
| 2. Preliminary expense                                   |   |  |                       |
| 3. Land, structures, right-of-way                        |   |  |                       |
| 4. Architectural engineering basic fees                  |   |  | 100,000               |
| 5. Other Architectural engineering fees                  |   |  |                       |
| 6. Project inspection fees                               | <b>Section B Calculation is used to show the funds needed to complete the project. Financial information within the fields are based upon sponsor-submitted documentation (i.e. bid tabulations, negotiated fees). ADO "reasonableness of cost determination" is based upon review of this documentation.</b> |  | 200,000               |
| 7. Land development                                      |   |  |                       |
| 8. Relocation Expenses                                   |   |  |                       |
| 9. Relocation payments to In                             |   |  |                       |
| 10. Demolition and removal                               |   |  |                       |
| 11. Construction and project improvement                 |   |  | 824,500               |
| 12. Equipment  |   |  |                       |
| 13. Miscellaneous  |   |  |                       |
| 14. Total (Lines 1 through 13)                           |   |  | 1,125,000             |
| 15. Estimated Income (if applicable)                     |   |  |                       |
| 16. Net Project Amount (Line 14 minus 15)                |   |  | 1,125,000             |
| 17. Less: Ineligible Exclusions                          |   |  |                       |
| 18. Add: Contingencies                                   | <b>No funds are to be shown on line 18, "Contingencies."</b>  |  |                       |
| 19. Total Project Amt. (Excluding Rehabilitation Grants) | <b>Line 19 disregard verbiage in parentheses</b>  |  | 1,125,000             |
| 20. Federal Share requested of Line 19                   | <b>Line 20 federal share defined by statute</b>   |  | 1,012,500             |
| 21. Add Rehabilitation Grants Requested (100 Percent)    | <b>Line 21 not utilized</b>   |  |                       |
| 22. Total Federal grant requested (lines 20 & 21)        |   |  | 1,012,500             |
| 23. Grantee share (7.5 %)                                |   |  | 84,375                |
| 24. Other shares (2.5% State)                            |   |  | 28,125                |
| 25. Total Project (Lines 22, 23 & 24)                    | <b>Financial information in whole dollar amounts (cents truncated)</b>  |  | 1,125,000             |



| <b>SECTION C - EXCLUSIONS</b>   |   |   |
|---|---|---|
| Classification  | Ineligible for Participation (1)  | Excluded From Contingency Provision (2) |
| a.  | \$  | \$                                      |
| b.  |   |   |
| c.  |   |   |
| d.  |   |   |
| e.  |   |   |
| f.  |   |   |
| g. <b>Totals</b>  | \$  | \$                                      |
| <b>SECTION D - PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE</b>   |   |   |
| 27. Grantee Share   |   |   |
| a. Securities   |   |   |
| b. Mortgages  |   |   |
| c. Appropriations (By Applicant)  |   | <b>\$84,375</b>                         |
| d. Bonds  | <b>Source of sponsor's share shown on appropriate line of section D27. Noncash donations that are being used as local share are indicated on line f and explained in Section E – Remarks.</b> |   |
| e. Tax Levies   |   |   |
| f. Non Cash   |   |   |
| g. Other (Explain)  |   |   |
| h. TOTAL - Grantee share  |   |   |
| 28. Other Shares  |   |   |
| a. State  |   | <b>\$28,125</b>                         |
| b. Other  |   |   |
| c. Total Other Shares   |   | <b>\$28,125</b>                         |
| 29. TOTAL   |   | <b>\$112,500</b>                        |
| <b>The below references must be provided within Section E - Remarks</b>   |   | <b>SECTION E - REMARKS</b>              |
| <b>The following items are incorporated by reference:<br/>                 Plans and Specs dated: Month/Year<br/>                 Exhibit A dated: Month/Year</b> |   |   |
| <b>PART IV PROGRAM NARRATIVE (Attach - See Instructions)</b>  |   |   |

**PART IV  
PROGRAM NARRATIVE**  
*(Suggested Format)*

The narrative may be written within Part IV (page 6) of the 5100-100 form or on a separate sheet(s). Provide a description of the work to be accomplished under the project per application instructions and describe the procedures for accomplishing each item.

**PROJECT :** AIP 3-02-1234-001-2013

**AIRPORT :** Flyville Municipal Airport

**1. Objective:**  
The project will rehabilitate runway 12/30 (three inch mill and overlay), expand the East Apron by an additional 2,000 square feet, and acquire 6.82 acres of land for the Runway Protection Zones (RPZs) at the Flyville Municipal Airport.

**2. Benefits Anticipated:**  
The existing runway pavement associated with runway 12/30 is 27 years old and has reached the end of its useful life (PCI = 65). Apron expansion is needed to accommodate aircraft currently utilizing the airport. The existing apron is 12 years old and the number of based aircraft have increased from 12 to 34. Acquisition of the Runway Protection Zone is necessary to ensure compatible land use and maintain clear approaches.

**3. Approach :** *(See approved Scope of Work in Final Application)*  
Runway and apron reconstruction will be completed through traditional construction contract. ABC Engineers of Any Town, AK will serve as the airport’s consultant to lead this effort. The design was completed in 2013 at which time the project will be bid through a public process. After the bid process, the contract will be awarded to the lowest qualified bidder. Bidding is anticipated to take place in June, 2014; with construction occurring in July of 2014. Project completion is anticipated in early to mid-November of 2014.

**4. Geographic Location:**  
Flyville Municipal Airport is located approximately 10 miles southeast of Any Town, AK.

**5. If Applicable, Provide Additional Information:**

**6. Sponsor’s Representative:** *(include address & telephone number)*  
Mr. John Smith, Airport Director  
123 Main Street  
Any Town, AK 98107  
(555) 555-5555