



## ELIGIBILITY REQUIREMENTS

1. Must be an airport located within the State of New Hampshire boundaries.
2. Must be open to the public.
3. Must be able to carry out the project within a reasonable time period following acceptance of the NHDOT Grant Agreement.
4. Must be able to pay for the entire project up front before the fifty (50) percent reimbursement from NHDOT is requested.
5. Must maintain the airport and the identified airport-improvement project for a minimum of ten (10) years.
6. Must keep a record of all project expenditures subject to an audit by the Director of the Division of Aeronautics, Rail & Transit or his/her representative.
7. Must follow the procedures and submit documentation required as outlined in this document (i.e., "50-50 Grant Program for New Hampshire Airports") and the grant agreement (see Tab 4).

New Hampshire airports currently eligible for the 50-50 Grant Program are:

- |   |                                |
|---|--------------------------------|
| 1. Colebrook Airport - Gifford Field      | 10. Newfound Valley Airport    |
| 2. Dean Memorial Airport                  | 11. Parlin Field               |
| 3. Errol Airport                          | 12. Plymouth Municipal Airport |
| 4. Franconia Soaring Center               | 13. Twin Mountain Airport      |
| 5. Gorham Airport                         |                                |
| 6. Hampton Airfield                       |                                |
| 7. Hawthorne-Feather Airpark              |                                |
| 8. Jaffrey Airport - Silver Ranch Airpark |                                |
| 9. Moultonborough Airport                 |                                |

## GRANT PROCESS

- January: Airport representatives to meet with NHDOT/Bureau of Aeronautics to review airport capital-improvement needs for the next five-year timeframe.
- February 1<sup>st</sup>: Airports' deadline for submission of five-year **Airport Capital Improvement Chart** to NHDOT/Bureau of Aeronautics (must include (1) brief project title/description, (2) estimated project costs, (3) requested year for project implementation/funds. While submission of this chart starts the process, it does not guarantee the availability of state funds nor does it constitute an agreement to perform any of the work identified or in the order requested.
- February-June: NHDOT/Bureau of Aeronautics reviews, prioritizes, and submits request for funds from the legislature as part of its bi-annual budget. Requesting capital-improvement projects are requested from airports annually gives the NHDOT/Bureau of Aeronautics the flexibility to reprioritize and reallocate project funds within each two-year funding window.
- July 1<sup>st</sup>: NH legislature approved NHDOT/Bureau of Aeronautics' budget and expenditures. NHDOT/Bureau of Aeronautics will notify airports of pre-approval of that fiscal year's projects.
- July 2<sup>nd</sup>: Airports proceed with designing and advertising their projects. Airports are required by NHDOT policy to advertise their projects for bids in at least one statewide newspaper, although local advertisement can be done in addition to the state newspaper if desired. It is the intention of the NHDOT/Bureau of Aeronautics to have airports obtain at least three (3) written, sealed bids for the project, however, in some cases it is



understood that there are extenuating circumstances that preclude obtaining this number of bids. Therefore, if three (3) bids cannot be obtained, airports should provide a brief statement in the **Grant Application for State-Local Projects** relative to their good-faith efforts in this regard. Airports then submit one (1) signed **Grant Application for State-Local Projects** with the required attachments (see Tab 4) using the lowest, qualified bidder on their project to the NHDOT/Bureau of Aeronautics for processing.

Following Grant Application:

NHDOT will prepare a **Grant Agreement for State-Local Projects** for each airport with an approved grant application and send it to the airports for signature. Airports need to have only the authorized person responsible for accepting grant funds for the airport sign the **Grant Agreement for State-Local Projects**. Airports return three (3) signed copies of the **Grant Agreement for State-Local Projects** to the NHDOT/Bureau of Aeronautics. NHDOT/Bureau of Aeronautics will apply to the Governor and Executive Council for approval, and set up the accounts for future payments on these projects. NHDOT/Bureau of Aeronautics will forward one (1) completely signed copy of the **Grant Agreement for State-Local Projects** to respective airports for their files.

Following Grant Agreement and Governor and Executive Council Approval:

Airports will proceed with the implementation of their projects. Airports will pay for services rendered/equipment supplied when invoiced by the contractor/vendor. Airports will prepare **Request for Grant Payment** periodically (not more than once per month) to recoup project expenses to date and send this request to NHDOT/Bureau of Aeronautics along with proof of payment. NHDOT/Bureau of Aeronautics will process this payment request and payment will be sent to the airports within 45 days of approval of the payment request.



Project Closeout: Project closeout is achieved by a statement in the coverletter that forwards the final **Request for Grant Payment** to the effect that "this project is now closed" Similar language is acceptable.