### Workshop Agenda (times are approximate)

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>Conference Registration (light refreshments provided)</td>
</tr>
<tr>
<td>9:00 am</td>
<td>Welcome Message</td>
</tr>
<tr>
<td>9:10 am</td>
<td>Overview of AIP Project Funding</td>
</tr>
<tr>
<td>9:20 am</td>
<td>Grant Applications</td>
</tr>
<tr>
<td>9:45 am</td>
<td>Grant Offers/Grant Obligations</td>
</tr>
<tr>
<td>10:15 am</td>
<td>NH Governor &amp; Council Process</td>
</tr>
<tr>
<td>10:30 am</td>
<td>Break</td>
</tr>
<tr>
<td>10:40 am</td>
<td>Grant Reimbursements</td>
</tr>
<tr>
<td>11:15 am</td>
<td>Grant Amendments/Closeout Documentation</td>
</tr>
<tr>
<td>11:45 am</td>
<td>Workshop Closing Comments/Questions &amp; Answers</td>
</tr>
</tbody>
</table>

### Event Information

**Monday, October 28, 2019**  
NHDOT Offices  
7 Hazen Drive  
Concord, NH  

Topics will focus on the FAA’s Airport Improvement Program (AIP) processes for both Block Grant and non-Block Grant airport projects in New Hampshire.

For more information or to RSVP, please contact Carol Niewola at  
603-271-1675 or carol.niewola@dot.nh.gov
Overview of AIP Project Funding

Items to be covered:
Funding types
Grant types
Grant obligations

Resource: FAA Order 5100.38D, Airport Improvement Program Handbook
AIP Project Funding

- FAA authorization act sets the target amount of AIP funding authorized by federal fiscal year.
- FAA appropriations act makes the funding available.
  - May not contain the full target amount previously authorized.

All SBGP Projects are AIP Projects, but not all AIP projects are SBGP Projects.
AIP Project Funding

Grant Types

• Planning
  • Cannot get amendments.
  • Project Examples: planning studies, environmental studies, statewide studies.

• Development
  • Can get up to 15% funding in amendment if funding is available OR change the scope of work*.
  • Project Examples: design only, design-construct, equipment purchase.

• Noise Program
  • Can get up to 15% funding in amendment if funding is available.
  • Project Examples: Part 150 Study/Map, noise mitigation, noise monitoring.

• Land or Easement Acquisition
  • Can get up to 15% funding in amendment if funding is available.

* FAA Order 5100.38D, Table 5-23(f).
Grant Obligations and Certifications

- **Grant Assurances**
  - Airport Sponsors must maintain and operate the airport in a safe and efficient manner.
  - Some conditions that must occur before a grant is issued.
  - Specific to grant implementation.

- **Grant Conditions**
  - Standard conditions apply to all project types.
  - Special conditions are specific to project type.
    - Comprehensive general liability insurance is required for SBGP projects.

- **Sponsor Certifications**
  - Some are specific to project type.
  - Some apply to all projects.

- **Other Certifications**
  - Conflict of Interest
  - Drug-Free Workplace
  - Certification Regarding Lobbying
Grant Applications

Items to be covered:

Overview
Contents of grant applications
Budget sheets

Unique budget items
Program narrative
Agency review of grant applications

[Image of a grant application form]

Application for Federal Assistance SF-424

1. Type of Assistance
   - New
   - Continuation
   - Revision

2. Type of Application
   - Preapplication
   - Application
   - Change/Correction

3. Date Received:
   - Type:

4. Applicant Identifier:
   - Agency Identifier:
   - Federal Award Identifier:

5. Applicant Information:
   - Type:
   - Name:
   - Address:
   - City:
   - State:
   - Zip: Postal Code:

6. Organizational Unit:
   - Name:
   - Contact Information:
   - Phone:
   - Mobile:
   - Email:

7. Program Narrative:

8. Agency Review of Grant Applications:

9. Contents of Grant Applications:

10. Unique Budget Items:

11. Budget Sheets:

12. Overview:

[Form fields and options for data entry]
Grant Application

<table>
<thead>
<tr>
<th></th>
<th>SBGP</th>
<th>Non-SBGP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NHDOT</td>
<td>FAA</td>
</tr>
<tr>
<td>Copies needed</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Deadlines</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Signatures</td>
<td>At least one with original signatures</td>
<td>2 Original +1 Copy</td>
</tr>
<tr>
<td>Permits in hand at application</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Bid tab at application</td>
<td>Required</td>
<td>Required*</td>
</tr>
</tbody>
</table>

NHDOT needs 1 copy of everything sent to the FAA.

Q: Do you submit the Certification of Final Project Acceptance with the grant application? YES (SBGP) and OPTIONAL (non-SBGP)

* Bid tabs are required for all construction/equipment projects but they are optional for grants that are submitted on estimates to the FAA (grants on estimates are a rare occurrence).
Grant Application – SBGP

• One checklist for all projects.
  • Checklist found on NHDOT website.
  • Based on FAA checklist
  • SBGP: Double-sided grant application
  • Non-SBGP: Single-sided grant application
  • SBGP: Don’t include section separation pages
  • Don’t include instruction pages!
  • See also FAA ARP SOP No. 6.00
4 unique checklists

https://www.faa.gov/airports/new_england/aip/

Make sure you follow the correct checklist for your project.

Read the whole document, not just the charts.

Don’t include instruction pages!

See also FAA ARP SOP No. 6.00
Grant Application

- FAA Form 5100-100 “Budget Sheets”
  - For development, equipment, & land projects
  - Answer questions with full sentences
- FAA Form 5100-101 “Budget Sheets”
  - For planning & environmental projects
  - Fill out all “Sections”
Grant Application

• Sponsor Administration Cost
  • FAA Order 5100.38D, paragraph 3-60:
    “By FAA Policy, a line item for estimated administrative costs can be included in
    the grant application if the sponsor cannot accurately calculate the total
    administrative costs. However, these estimated administrative costs must not
    exceed 2% of the grant amount or $10,000, whichever is less.”

• Sponsor Force Account
  • Is allowed under 2 CFR Part 200
  • Sponsor must request to use force account and have approval in advance of
    grant offer.
    • Documentation of the request and approval must be maintained by the
      Sponsor.
  • Written request must meet requirements in FAA Order 5100.38D, Table 3-33.
    • Work Effort Scope, Justification, Personnel Qualifications, Detailed Cost
      Estimate, Sponsor’s Resources, Cost Analysis.
  • Sponsor-furnished or donated materials/supplies are force account and are
    not used to offset local share (FAA Order 5100.38D, paragraph U-3).
Grant Application

• Non-SBGP projects have a minimum grant threshold amount of $25,000 unless justified to go lower.
  • FAA Order 5100.38D, paragraph 5-20a.
• No project amounts may be included for contingencies.
• Make sure to use the project title from the scoping meeting.
• Use the latest version of the grant forms.
• Fill out all forms completely...don’t forget to sign in all the right places (and dates too).
  • Check to see if the blanks are supposed to be blank.
• Double (and triple) check that the certifications match the project and circumstances for that project...NHDOT and FAA check these!
Grant Application

- Program narrative
  - FAA needs enough to describe the project.
  - NHDOT needs to know:
    - Why the project is needed?
    - What will the end product be?
    - Are there any unique circumstances?
    - Is this project the result of a safety inspection, elected official’s request, Runway Incursion Mitigation effort?
    - Are the project shares anything other than the usual 90%-5%-5% split?
    - Is this project retroactive?
  - Make sure the project cost matches SF 424 and FAA Form 5100-10X.
  - Refer to FAA SOP 6.00 FMI.
Additional NHDOT Reviews of SBGP Grant Applications

- If permits or CSPP and OE/AAA case approvals are not in hand at the time of the grant application, then there will be a grant condition added to the offer withholding grant reimbursements until permits are received.

- Note: If the engineering cost is greater than 25% of the construction cost, then NHDOT will require justification for engineering cost to be included into the program narrative.

- Bids must remain valid through the entire G&C process.

- No grant will be issued for projects that can’t meet the Buy American Preference requirements (100% or waiver*).

*Only FAA has authorization to review and approve BA waivers.
Grant Offers

Items to be covered:
Signatures
Special grant conditions
Period of Performance vs. Period of Availability
The grant agreement is a binding agreement obligating the sponsor and the FAA or NHDOT to the terms and conditions of the grant agreement.

• Offer valid for 30 days usually. Extensions must be requested in writing.

• Grant offers cannot be modified in any way.

• FAA issues 2 duplicate AIP grant offers per project for non-SBGP.
  • FAA needs 1 original back. The sponsor keeps the other copy.
  • NHDOT needs a .pdf of grant offer to submit to Governor and Council.

• NHDOT issues 3 duplicate SBG grant offers per project for SBGP.
  • NHDOT must have all 3 back with original signatures.
  • Grant offer must fit in G&C binders
Grant Offer

- Special Conditions may be included with the grant offer depending on the project type or required documentation.
  - e.g. permits not issued yet, pavement maintenance management plan, CSPP approval, other unique circumstances
Grant Offer - SBGP

- Order of signatures
  - 1st Airport Sponsor
  - 2nd Sponsor’s Attorney
  - 3rd Certificate of Vote
  - 4th Notary

Note: for property acquisition projects, a Notary signature is required for both the sponsor and the attorney.

Grant offers for property acquisition must be recorded at Registry of Deeds
• Contents (certificate of vote, insurances – except for DAW)
• Make sure you understand the special grant conditions (if any)
Grant Offer – non-SBGP

• Order of signatures
  • 1st Airport Sponsor
  • 2nd Sponsor’s Attorney

Note: for property acquisition projects, a Notary signature is required for both the sponsor and the attorney.

Grant offers for property acquisition must be recorded at Registry of Deeds.
Grant Offer

- Period of Availability: Funds that are available to be obligated for grants. Entitlements are available as follows:
  - SBGP and non-hub airports: 4 fiscal years
  - Hub airports: 3 fiscal years

- Period of Performance: Time when project cost can be incurred.
  - SBGP: 4 years (1,460 days) from the date NHDOT signed the FAA grant offer.
  - Non-SBGP: 4 years (1,460 days) from the date the grant offer is signed.
Grant Obligations

Items to be covered:
Grant assurances (overview only)
Grant Obligations

• Grant Assurances – 3 sections
  • A. General – Grant assurances become part of the grant agreement.
  • B. Duration and Applicability – generally 20 years. Some exceptions apply.
  • C. Sponsor Certification – laws, rules, and regulations that the sponsors has to follow.

Resources:
• https://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf
• https://www.faa.gov/airports/resources/publications/orders/compliance_5190_6/
Grant Obligations

• 39 total sponsor certifications.
• Common compliance issues come from:
  • 5. Preserving Rights and Powers
  • 19. Operations and Maintenance
  • 22. Economic Nondiscrimination (of aeronautical activities)
  • 23. Exclusive Rights
  • 24. Fee and Rental Structure
  • 25. Airport Revenues
• Make sure you have the correct AC Checklist date!
  • 34. Policies, Standards, and Specifications
• A copy of the current AC Checklist will be attached to grant offer.

Grant assurances will be its own workshop in the near future.
Governor and Council

Items to be covered:
What is this process?
Why is this process needed?
Governor and Council

- Approves:
  - Grant offers (over $10,000 value)
  - Grant amendments
- No money can flow to a sponsor until G&C approval – State and Federal Money
  - Channeling Act R.S.A. 422:15
- NHDOT’s actions following G&C approval:
  - Notify the airport and consultant of project approval and lapsing date of funds.
  - Now grant reimbursements can be processed for payment to the sponsor.

Upcoming G&C Meetings

**NOVEMBER**
Wednesday, 11/6/19 (10:00 a.m.) State House
**Monday, 11/25/19 (10:00 a.m.) State House

**DECEMBER**
Wednesday, 12/18/19 (10:00 a.m.) State House
Governor and Council

• Any project cost encumbered before G&C approval is at sponsor’s own risk.
  • FAA allows for some project cost/efforts to take place in advance of a grant offer within the sponsor’s entitlement funding amount if it is necessary, reasonable, and not in another grant.
  • 49 U.S.C. § 47110(c)(1) allows for cost such as field survey, plans and spec development, property interest, administration, or other incidental items that would not have been incurred except for the project.

• Retroactive G&C Approval
  • Any project where work has already commenced or been completed.
    • Except equipment acquisition, property acquisition, design-construct projects through construction bidding or real estate closing.
    • Scoping meetings and Independent Fee Estimates (IFE) are not considered retroactive efforts.
Coffee Break!
Incorrect, incomplete, erroneous grant reimbursement requests may be returned for corrections.

**Grant Reimbursements**

Items to be covered:
- Components of grant reimbursement requests
- How are grant reimbursement requests processed
- Common mistakes made
Grant Reimbursements – Partial Payment

• After all, this is a reimbursement program…
  • Special exemptions apply.
• Grant Reimbursement contents: See NHDOT and FAA webpages

<table>
<thead>
<tr>
<th></th>
<th>SBGP</th>
<th>Non-SBGP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of Invoice</td>
<td>Yes</td>
<td>Requested</td>
</tr>
<tr>
<td>Invoice Summary</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FAA From 270/271</td>
<td>Yes</td>
<td>Requested</td>
</tr>
<tr>
<td>NHDOT Form 5555</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Delphi Drawdown Confirmation</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

• Make sure all forms are legible!!!
• Make sure reimbursement package is complete!
Grant Reimbursements

• **Invoice Summary**
  - List every invoice included in this grant reimbursement request (preferred) or project to date.
  - Shows how much of each invoice is AIP eligible.
    - Usually the total invoice amount.
  - Must be signed and dated by the sponsor or their representative.
  - Always truncate the FAA share to the nearest whole cent.
  - No duplicate invoices for payment.

NHDOT starts with this form to confirm the federal share on all other forms.

If you didn’t earn it, you don’t get it!
Grant Reimbursements

- FAA Form 270
  - Reimbursement form used for planning and environmental projects.
  - 1 signature
    - Certifying Official - Airport sponsor

- FAA Form 271
  - Reimbursement form used for development projects including design only.
  - 2 signatures
    - Certifying Official – Airport sponsor
    - Certifying Official for percentage of physical completion of project – Airport sponsor or their consultant
Federal Reimbursement Forms

SF270 (For Planning)

SF271 (For Development)
**Grant Reimbursements**

NHDOT Form 5555

- Sponsor signs box 13.
- NHDOT signs box 14.
- Make sure form is legible.
- Make sure the math is correct.

---

**Application for AIP/SBG Grant Payment**

- **Airport Name:**
- **Period Covered by this Application:**
- **Sponsor Name:**

**Status of Funds**

<table>
<thead>
<tr>
<th>Status of Funds</th>
<th>a. FAA</th>
<th>b. NHDOT</th>
<th>c. Local</th>
<th>d. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Amount of Original Grant Offer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8. Total Spent to Date</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9. Total Previously Reimbursed</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>10. Amount Spent This Period</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Amount of Payment Request</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>12. Percent Project Completed to Date</td>
<td>#DIV/0!</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certification of Sponsor**

I certify that the statements contained in this grant payment application are true and correct and that the work referred to in this application has been performed in accordance with the approved scope of work, plans, and specifications for this project.

**Certification of NHDOT Representation**

I certify that the foregoing statements contained in the Sponsor's Application for grant payment are true and correct to the best of my knowledge and belief. The application has been reviewed and payment is approved.

---

*NOT TRANSLATED*
How Reimbursements are Processed – SBGP

All Partial Grant Reimbursement Requests – NHDOT will…

• Review the invoices and invoice summary to reconcile total AIP-eligible reimbursement EARNED to date.
• Confirm FAA share based on invoices.
• Review SF 270/271 and check for rounding issues.
• Review NHDOT Form 5555
  • Match invoice totals.
  • Validate amounts previously reimbursed.
  • Check for rounding issues.
  • Confirm airport sponsor’s signature.
  • Calculate all shares to confirm accuracy of NHDOT Form 5555.
  • Check if reimbursement request is greater than 90% of project costs.
• Send airport sponsor FAA and NHDOT reimbursement shares.
• Request Delphi drawdown for FAA share of request.

Final Grant Reimbursement Request – NHDOT will…

• All of the above.
• Review project closeout documentation.
How Reimbursements are Processed – Non-SBGP

All Partial Grant Reimbursements – NHDOT will...

- Review Invoice Summary to reconcile total AIP-eligible reimbursement EARNED to date.
- Review NHDOT Form 5555 to validate amounts requested.
- Confirm the Delphi drawdown confirmation e-mail matches rest of paperwork.
- Wait for FAA funds to be deposited into NH Treasury.
- Forward the FAA share with the NHDOT share to the airport sponsor.

Final Grant Reimbursements – NHDOT will...

- Review Invoice Summary to reconcile total reimbursement EARNED to date.
- Review NHDOT Form 5555 to validate amounts requested.
- Review project closeout documentation to validate final reimbursement request.
- Wait for FAA to approve final grant reimbursement request and authorize final Delphi drawdown (FAA sends letter or e-mail).
- Wait for airport sponsor to complete Delphi drawdown and FAA funds to be deposited into the NH Treasury.
- Forward the FAA share with the NHDOT share to the airport sponsor.
Common Reimbursement Errors:

- Incorrect Totals: Invoice Summary vs. NHDOT Form 5555/FAA Form 270/271.

AIP Eligible Invoice Total: $183,643.94
Common Reimbursement Errors:

- Incorrect shares on NHDOT Form 5555:

  - Rounding errors caused by Excel.
    - $183,643.93 \times 0.05 = $9,182.1965 \text{ which Excel rounds to } $9,182.20
    - Since FAA share is confirmed, NHDOT share or Local share is adjusted to equal the Amount Spent this Period (needs to match invoices).
Common Reimbursement Errors:

- Incorrect shares (continued):
  - Corrected shares may result in differing NHDOT or Local shares over several reimbursement request.
  - NHDOT tracks this error and works to cancel out (self-correct) this differing share as soon as possible, ideally the next reimbursement request. Offset shares can occur multiple times in a single grant. This is OK.

<table>
<thead>
<tr>
<th>GR #1</th>
<th>GR #2</th>
<th>GR #3</th>
<th>GR #4</th>
<th>GR #5</th>
<th>GR #6</th>
<th>GR #7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Total</td>
<td>$19,308.30</td>
<td>$32,399.26</td>
<td>$36,461.54</td>
<td>$32,330.11</td>
<td>$8,299.92</td>
<td>$15,926.51</td>
</tr>
<tr>
<td>Requested FAA</td>
<td>$17,377.47</td>
<td>$29,159.33</td>
<td>$32,815.39</td>
<td>$29,142.10</td>
<td>$7,469.93</td>
<td>$14,333.86</td>
</tr>
<tr>
<td>Requested NHDOT</td>
<td>$965.42</td>
<td>$1,615.96</td>
<td>$1,826.08</td>
<td>$1,619.00</td>
<td>$415.00</td>
<td>$796.32</td>
</tr>
<tr>
<td>Requested Local</td>
<td>$965.41</td>
<td>$1,615.97</td>
<td>$1,826.07</td>
<td>$1,619.01</td>
<td>$414.99</td>
<td>$796.33</td>
</tr>
</tbody>
</table>
Common Reimbursement Errors

• Showing incorrect *Previously Reimbursed Amounts* on forms:
  • Usually caused by previous reimbursement request containing incorrect shares.

<table>
<thead>
<tr>
<th></th>
<th>a. FAA</th>
<th>b. NHDOT</th>
<th>c. Local</th>
<th>d. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR#1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Amount Spent this Period</td>
<td>$1,000.00</td>
<td>$55.56</td>
<td>$55.55</td>
<td>$1,111.11</td>
</tr>
<tr>
<td>GR#2</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Total Previous Reimbursed</td>
<td>$1,000.00</td>
<td>$55.56</td>
<td></td>
<td>$1,111.12</td>
</tr>
</tbody>
</table>

If your consultant is preparing the reimbursement request, the sponsor should share how much reimbursement they actually received.
Grant Amendments

Items to be covered:
Contents of amendment request
Limitations on amendments
Requesting final payment when there is an amendment
Grant Amendments

- Coordinate with FAA and NHDOT well in advance of amendment request
- Requested at end of project, usually
- Airport sponsor letter and supporting documentation required requesting amendment
- Justification is required
- Work must be AIP-eligible
- What is the purpose of the amendment: Funding, time, or deliverables
- FAA and NHDOT funding not guaranteed until it’s approved by G&C
- Qualifying projects for amendments (land, design-only, construct only, noise, design-construct, equipment)
  - Planning projects don’t qualify for grant amendments
- Amendment limits: 15% max for development projects only
- **Must go through G&C process** for both SBGP and non-SBGP projects

Grant amendments are subject to funding availability and limitations of the original grant.
Grant Amendments

Because of the required G&C process for grant amendments, consider the following:

• Submit a grant reimbursement package to receive 100% of the original grant amount PLUS a final grant reimbursement for the 10X% of the project costs to cover the amendment amount.
  • NHDOT can flow the funding for 100% quickly.

OR

• Submit a final grant reimbursement package to receive 10X% of the project costs and wait for G&C approval for NHDOT and FAA funds.
  • All requested funds will need to wait until G&C approval of amendment.
## Grant Amendment

Sample grant reimbursements options when an amendment is needed.

<table>
<thead>
<tr>
<th>GR#8</th>
<th>GR#8 FINAL</th>
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</thead>
<tbody>
<tr>
<td>FAA</td>
<td>FAA</td>
</tr>
<tr>
<td>$999.99</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>NHDOT</td>
<td>NHDOT</td>
</tr>
<tr>
<td>$55.56</td>
<td>$500.00</td>
</tr>
<tr>
<td>Local</td>
<td>Local</td>
</tr>
<tr>
<td>$55.56</td>
<td>$500.00</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>$1,111.11</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>% Complete</td>
<td>% Complete</td>
</tr>
<tr>
<td>100%</td>
<td>106.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GR#9 FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA</td>
</tr>
<tr>
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<tr>
<td>NHDOT</td>
</tr>
<tr>
<td>$444.44</td>
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<tr>
<td>Local</td>
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<tr>
<td>$444.45</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>$8,888.89</td>
</tr>
<tr>
<td>% Complete</td>
</tr>
<tr>
<td>106.4%</td>
</tr>
</tbody>
</table>

Note: In the two-step process, the local share is $0.01 more than in the one-step method in this example due to truncating FAA shares.
# Project Closeout

**Items to be covered:**
- Content for SBGP
- Content for non-SBGP
Project Closeout - SBGP

- Planning Study Closeout
  - Sponsor closeout cover letter
  - Final grant reimbursement request (1 copy)
  - Electronic and Hardcopy of final deliverables (2 copies)
  - NH DBE Closeout report form

- Development Project Closeout
  - Sponsor closeout cover letter
  - Final grant reimbursement request (1 copy)
  - NH DBE Closeout report form
  - FAA project closeout report with any indicated Record Drawings/As-Builts (2 copies)
  - Sponsor Certification for Construction Project Final Acceptance
  - FAA Form 5010 if project modified, added, or removed any of the existing data.

https://www.nh.gov/dot/org/aerorailtransit/aeronautics/programs/blockgrants.htm#sfp
Project Closeout – non-SBGP

- Planning Study Closeout
  - Sponsor closeout cover letter
  - Final grant reimbursement request
  - Electronic and Hardcopy of final deliverables

- Development Projects
  - Sponsor closeout cover letter
  - Final grant reimbursement request
  - FAA project closeout report with any indicated Record Drawings/As-Builts
  - Sponsor Certification for Construction Project Final Acceptance

https://www.faa.gov/airports/new_england/aip/
Top Ten Take Aways

1. Check math (frontways, sideways, backwards, up, and down).
2. Watch your pennies.
3. Check your resources, have a game plan, then call NHDOT or FAA.
4. Don’t piecemeal grant documentation submissions.
5. Watch order of signatures on grant documentation.
6. Watch grant deadlines.
7. Watch period of performance date.
8. Don’t include instruction pages in grant documentation submissions.
9. NHDOT needs a copy of all project documents (if you sent it to the FAA, send it to NHDOT).
10. There’s a checklist for that (or will be).

BONUS: It’s better to ask for help than struggle, so just pick up the phone to reach out to NHDOT or FAA.

NHDOT’s website: https://www.nh.gov/dot/org/aerorailtransit/aeronautics/programs/blockgrants.htm
FAA’s website: https://www.faa.gov/airports/new_england/
Next planned NHDOT Workshop:
• 5010 inspections,
• UAS/airport applicable rules,
• Aircraft emergencies, and
• OE/AAA submissions

Future NHDOT Workshop Ideas:
☐ Grant assurances
☐ ________________
☐ ________________
☐ ________________

Coming soon….
April/May 2020
Thank you! Any questions?

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