



**FAA  
New England Region Airports Division**

## **AIP Application Submission Requirements for Development-Equipment Acquisition Projects**

### **Reminders pertaining to all application submissions:**

- This regional office's deadline to receive AIP application submissions is May 1<sup>st</sup> (on bid).
- Airport Sponsors must use current forms as part of their application submission; we cannot accept outdated/old forms (e.g. sponsor certifications; FAA Form 5100-101; FAA Form 5100-100; etc.).
- Do not combine a construction project with either a planning project, a land/easements project, and/or an environmental project in one application.
- Rule of thumb – keep the applications “clean.” So, one “stand alone” application for construction, one for planning, one for equipment, one for land/easements, and one for environmental. When in doubt, please contact our AIP Airports Program Specialist.
- There are certain projects/work elements that we do not want combined with other elements into a single application. These projects/work elements will need to be submitted as a “stand-alone” application. The projects that will need a “stand-alone” application are:
  - Wildlife Hazard Assessments
  - Reimbursable Agreements
  - Land and/or Easement Acquisition
- Application descriptions must be clear on what will be done with the requested AIP funds. Anyone reading the project description should be able to figure out what the application is for.
  - If the application is for a phase of an overall project, then the description must describe what will be funded for that particular phase.
- If an Airport Sponsor is required to submit an updated Exhibit A Property Map, then the Airport Sponsor must:
  - follow FAA Airports Division Exhibit A Standard Operating Procedure (SOP);
  - submit a completed Exhibit A SOP Checklist;
    - Please note that the signature block is for FAA staff only
  - submit 2 D size paper Exhibit A drawings (24 x 36 inches); and
  - submit a CD with a PDF version of the Exhibit A drawing.

If you are unsure as to whether or not you need to submit an Exhibit A Property Map, then please check with our FAA Compliance and Land Use Specialist.

This regional office has five different application requirements documents, one for each “project type” (e.g. planning, environmental, equipment acquisition, etc.). These documents are located on our regional website ([http://www.faa.gov/airports/new\\_england/aip/](http://www.faa.gov/airports/new_england/aip/))

If you have questions regarding application submission requirements, then please contact this regional office's FAA AIP Program Specialist.

**For ANE AIP Equipment Acquisition Project Application Submission:**

Application Content	Application Set #1 and Set #2	Application Set #3 (copy of Set #1 or #2)
SF-424 (OMB form; Please <b>do not</b> submit instruction pages)	Yes - <b>with original signature</b>	Yes (signed copy)
5100-100 form (pages 1, 2, 3, 4, 5, 6, & 7 – all seven pages must be submitted) Please <b>do not</b> submit instruction pages	Yes	Yes (copy)
Supplemental Narrative page(s) <b>Please</b> refer to following page for required items	Yes	Yes (copy)
Sketch of Project Area (preferably printed on 8.5" x 11" paper)	No	No
Drug Free Workplace Certification form	Yes - <b>with original signature</b>	Yes (signed copy)
Certification & Disclosure Regarding Potential Conflicts of Interest	Yes - <b>with original signature</b>	Yes (signed copy)
Certification Regarding Lobbying (also known as Certification of Contracts, Grants, Loans & Cooperative Agreements form)	Yes - <b>with original signature</b>	Yes (signed copy)
Sponsor Grant Assurances	Yes	Yes (copy)
A/C Checklist (Reminder - fill in the blank for item #34)	Yes	Yes (copy)
Exhibit A Property Map <ul style="list-style-type: none"> <li>• 2 printed D size drawings and 1 PDF are <b>required, only if</b> the Sponsor has acquired or released land/easements.</li> <li>• Reminder - the Exhibit A SOP Checklist is required when submitting an Exhibit A Property Map drawing (<a href="http://www.faa.gov/airports/resources/sops/">http://www.faa.gov/airports/resources/sops/</a>).</li> </ul>	<b>If required</b>	<b>If required (submitted in PDF format via a CD)</b>
Certification of Consultant Selection Form	Yes - <b>with original signature</b>	Yes (signed copy)
Sponsor Certification for Projects Plans and Specification form	Yes - <b>with original signature</b>	Yes (signed copy)
Sponsor Certification for Equipment / Engineering / Construction Contracts form	Yes - <b>with original signature</b>	Yes (signed copy)
Sponsor Certification for Real Property Acquisition form	No	No
Sponsor Certification for Project Final Acceptance form	Optional (if submitting with application, then original signature is required)	Optional (if submitting with application, then signed copy)
Standard DOT Title VI Assurances (four pages)	<b>Only</b> if this is Sponsor's first AIP project/grant (i.e. AIP #1)	<b>Only</b> if this is Sponsor's first AIP project/grant (i.e. AIP #1)

## ANE AIP Development-Equipment Acquisition Project Application Submission

### Supplemental Narrative Page(s) to include following content/statements:

- Brief Project Description (this needs to be clear and concise in order to explain what the requested federal funds will accomplish)
  - What the sponsor would like to purchase (e.g. carrier vehicle with plow attachment) and why.
  - If the project involves ARFF and/or SRE equipment, then include whether the specific piece of equipment is to replace one that has exceeded its useful life or if its “new” (FAA has not previously provided federal funds to acquire this piece of equipment).
    - Reminder – AIP Handbook has changed with regards to equipment eligibility, justification and disposal/replacement.
- Cost breakdown of major work items.
- Project Schedule
- Environmental Status statement in accordance w/ most current FAA Order 5050.4 [e.g.: categorically excluded, FONSI issued on \_\_\_\_\_ (date), ROD issued on \_\_\_\_\_ (date), etc.].
- Statement on Disadvantage Business Enterprise status (e.g.: exempt, plan approved, plan on file awaiting approval, etc.)
- Statement regarding coordination with state agency (e.g. CAA, ME DOT, MA DOT, NH DOT, VTrans, etc.), where applicable.
- Exhibit A Statement (if you are not submitting updated drawings, then this statement is required):  
Per the FAA Airports Division’s Standard Operating Procedure (SOP) number 6.00, titled “FAA Review and Approval of An Airport Improvement Program (AIP) Grant Application,”:
  - An Exhibit A Property Map must be included with each application unless there has been **no change** in the Exhibit A Property Map since the last AIP grant and/or last Exhibit A submittal (with one exception – Exhibit A Maps are always required with land and/or easement acquisition projects/grants).
    - If there has been **no change**, the previous Exhibit A Property Map must be referenced within the grant application. In the case of planning and/or environmental project applications, this reference needs to be made in **FAA Form 5100-100, Part III, Section E – “Remarks”**.
      - The language to be used to make this reference is as follows:

“I hereby certify that the Exhibit A Property Map dated \_\_\_\_\_, and attached to the Grant Application for AIP 3-xx-xxxx-xxx-xxxx reflects, to the best of my knowledge, the current information as of this date.

The above mentioned Exhibit A Property Map is, therefore, incorporated into this Grant Application by reference and made a part thereof.”

        - The blank for the “...Map dated \_\_\_\_\_...” needs to be the revision date on the Exhibit “A” Property Map that was attached to a previous AIP grant.
        - The AIP number for the “...AIP 3-xx-xxxx-xxx-xxxx reflects...” needs to be the previous AIP grant that the current Exhibit A Property Map was a part of the application submission and grant offer.