



**FAA
New England Region Airports Division**

AIP Application Submission Requirements for Development-Land and/or Easement Acquisition Projects

Reminders pertaining to all application submissions:

- This regional office's deadline to receive AIP application submissions is May 1st (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- Airport Sponsors must use current forms as part of their application submission; we cannot accept outdated/old forms (e.g. sponsor certifications; FAA Form 5100-101; FAA Form 5100-100; etc.).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/)

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

For ANE AIP Land and/or Easement 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 do not submit instruction pages)	Yes - with original signature	Yes (signed copy)
5100-100 form (pages 1, 2, 3, 4, 5, 6, & 7 – all seven pages must be submitted) Please do not submit instruction pages	Yes	Yes (copy)
Supplemental Narrative page(s) Please refer to following page for required items	Yes	Yes (copy)
Sketch of Project Area (preferably printed on 8.5" x 11" paper)	Yes	Yes (copy)
Drug Free Workplace Certification form	Yes - with original signature	Yes (signed copy)
Certification & Disclosure Regarding Potential Conflicts of Interest	Yes - with original signature	Yes (signed copy)
Certification Regarding Lobbying (also known as Certification of Contracts, Grants, Loans & Cooperative Agreements form)	Yes - with original signature	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"> • 2 printed D size drawings and 1 PDF are required for all land and/or easement acquisition projects. • Reminder - the Exhibit A SOP Checklist is required when submitting an Exhibit A Property Map drawing (http://www.faa.gov/airports/resources/sops/). 	Yes	Yes (submitted in PDF format via a CD)
Certification of Consultant Selection Form	Yes - with original signature	Yes (signed copy)
Sponsor Certification for Projects Plans and Specification form	Yes - with original signature	Yes (signed copy)
Sponsor Certification for Equipment / Engineering / Construction Contracts form	No	No
Sponsor Certification for Real Property Acquisition form	Yes - with original signature	Yes (signed copy)
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)	Only if this is Sponsor's first AIP project/grant (i.e. AIP #1)	Only if this is Sponsor's first AIP project/grant (i.e. AIP #1)

ANE AIP Development-Construction Land and/or Easement 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)
 - If project involves "Noise" land acquisition, then the description needs identify how many homes/residences to be acquired and approximate number of residents to be relocated.
 - Also needed is an Exhibit A Property Map identifying the properties, the locations, and acres to be acquired under this project.
 - If project involves land and/or easement acquisition (not related to Noise program), then description needs identify how many parcels and number of acres for each parcel to be acquired.
 - Also needed is an Exhibit A Property Map identifying the location of the parcel(s) to be acquired under this project.
- 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 is **not required**. This is due to the fact that all land and/or easement acquisition projects are required to submit an updated Exhibit A drawing (please refer to previous pages for details).
- Statement regarding notary signature:
 - The Airport Sponsor must provide a statement advising if the county requires all signatures within the AIP grant offer agreement to be notarized so the agreement can be recorded with the local register of deeds or if they do not require these signatures to be notarized.
 - Please be advised that we cannot issue a grant offer for land or easement acquisition projects without this information.