

**AIRPORTS DIVISION, NEW ENGLAND REGION  
SPONSOR PROJECT READINESS FORM AND VERIFICATION OF INTENT**

Airport Name/Associated City	State	Fiscal Year	DUNS Number
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Form filled out by (Name, Title)

Project Title and Description

**Project Sketch: Please attach a drawing (8.5" X 11" preferred, Black & White) that shows the scope of the proposed project.**

<b>PART I – CHECKLIST</b>	N/A	Yes	See Part III
1. Do you have adequate financing to fund the local matching share of the grant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all grants older than four years been closed? If not, please advise as to why and estimate when it will be closed. (provide response in Part III)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will this project have Force Account work? If yes, attach justification for approval to this document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does this project require and FAA Airspace Determination? If yes, please include OE/AAA study number if a study was completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has there been an environmental finding for this project? (Please fill out Part IV: Environmental Review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all environmental permits been obtained? If not, identify outstanding permits and anticipated date they will be obtained (provide response in Part III)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If this project involves construction, has the ground within the project work area been previously disturbed by construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Civil Rights Requirements: Did you coordinate your DBE programs with the FAA Office of Civil Rights (applicable to sponsors with more than \$250,000 in grants for this fiscal year)? Date Submitted:                      Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will this project affect FAA Nav aids or equipment? Please specify (provide response in Part III)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will a reimbursable Agreement be required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART II – DESCRIPTION, JUSTIFICATION AND COST ESTIMATE OF WORK ITEMS:** *(Include a description of each item, a brief statement supporting the need for each item, e.g. age of equipment or pavement being replaced, and the most recent total project cost estimate. Also define the extent of the work, i.e. length or area of pavement work, acres/number of parcels acquired, etc. )*

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**PART III - EXPLANATION OF CHECKLIST ITEMS** *(Use additional pages as needed)*

**PART IV – ENVIRONMENTAL REQUIREMENTS**

**National Environmental Policy Act (NEPA)**

The following environmental review was conducted (check one only, and fill in blanks as required):

- Categorical Exclusion (CATEX)**: this determination was made because the action was listed in FAA Order 1050.1F, paragraph \_\_\_\_\_, and the Extraordinary Circumstances defined in paragraph 304 of that Order did not apply. As stated in FAA Order 5050.4B (Par 607 a), the President’s Council on Environmental Quality (CEQ) NEPA’s implementing regulations do not require documentation for categorically excluded actions.
- Environmental Assessment (EA)**: this assessment was completed and a Finding of No Significant Impact (FONSI) was made on \_\_\_\_\_. A copy of the EA/FONSI has been provided to FAA.
- Environmental Impact Statement (EIS)**: this work was completed and a Record of Decision (ROD) that approved the project was prepared and signed on \_\_\_\_\_. A copy of the EIS/ROD has been provided to FAA.

**National Historic Preservation Act (NHPA), Section 106**

Under the NHPA, the paragraph checked below applies:

- This type of “undertaking” has **no potential to cause effects** to historic properties (eligible for listing on the National Register of Historic Places). Section 106 is completed.
- This type of undertaking could affect historic properties, but **no historic properties** are present or **no effects** are found. A “Finding” has been issued in conformance with 36CFR 800.11(d). OR Historic properties have been identified and could be affected, but there historic properties are **not adversely affected**. A “Finding” has been issued in conformance with 36CFR 800.11(e). Coordination with the SHPO and/or Tribes was completed. See details (below).
- Historic properties have been identified, which may be **adversely affected**. Additional consultation and execution of an MOA is required, to detail the mitigation. See details (below).

**FAA Concurrence:**

**Date:**

**Details (Attach a separate page if needed):**

**SPONSOR OR DESIGNEE SIGNATURE (IF DESIGNEE, COMPANY NAME: \_\_\_\_\_ )**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**AIRPORTS DIVISION, NEW ENGLAND REGION  
VERIFICATION OF INTENT**

The following declaration must be attached to at least one Project Readiness form.

Please select **one** of the following responses, and execute your signature below. This document can be scanned; electronic signatures are permitted.

**We cannot accept this notification from the Airport Sponsor's consultant.**

**Intent for use of current Fiscal Year Entitlement Funds**

We, \_\_\_\_\_ will not be submitting a project application for AIP funds in Federal FY \_\_\_\_\_.  
The Airport Sponsor hereby grants permission to the FAA to carry over any unused non-expiring entitlement funds for future use

**OR**

We, \_\_\_\_\_ has \_\_\_\_\_ projects planned for Federal FY \_\_\_\_\_ :

<b>Project Description (add rows as required)</b>	<b>Anticipated FAA Share</b>
EXAMPLE: Reconstruct / Light / Mark / Groove Runway 5-23 (4,00' x 150')	\$1,111,112

*The Airport Sponsor hereby grants permission to the FAA to carry over any unused non-expiring entitlement funds for future use.*

Signed by,

\_\_\_\_\_  
Sponsor's Name (typed/printed)

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Sponsor's Title

\_\_\_\_\_  
Date