

FAA Airport Improvement & NH State Block Grant Grant Reimbursements

Reimbursement Basics



Grant Payments = Reimbursements

FAA Order 5100.38D states in Table 3-40 that 49 USC § 47110(b) limits reimbursement to costs that are, “necessarily incurred in carrying out the project in compliance with the grant agreement,” and establishes that costs must be “reasonable in amount.”

Grant reimbursement frequency:

Per 2 CFR § 200.327, sponsors must submit payment requests at least *every twelve months* starting from the date of the grant acceptance.


Last 10% of Project:

Per 49 USC § 47111, no more than 90% of the federal share of a project’s estimated allowable costs may be made before the project is complete. FAA has the option to approve payment requests for a portion of the remaining 10% for a project that the ADO determines is substantially complete and meets all of the requirements in Table 5-20 (FAA Order 5100.38D) are met.


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STEP 1: GATHER REIMBURSEMENT INFORMATION

- Airport sponsor invoices
- Consultant invoices
- Contractor invoices or “periodic cost estimates”
- Permit payments
- Other documents of eligible expenses



New Hampshire Department of Transportation
Payment Information Summary



LEBANON MUNICIPAL AIRPORT

Project Title: Design Only: SRE Building Expansion (7,800 SF)

Project Number: 3-33-0010-48-2012

AIP Grant Number: 3-33-0010-48-2012

Program Year: 2013

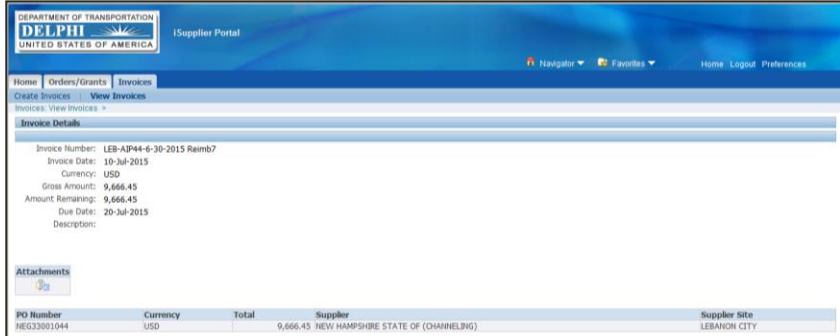
| Budget Summary by Budget Item: | | | |
|--------------------------------|---------------------|---------------------|--------------------|
| | Budget | Paid | Balance |
| Request | \$162,330.00 | \$139,018.68 | \$23,311.32 |
| Project Total | \$162,330.00 | \$139,018.68 | \$23,311.32 |

| Budget Summary by Funding Source: | | | |
|-----------------------------------|---------------------|---------------------|--------------------|
| | Budget | Paid | Balance |
| FAA/Uncategorized/2012 | \$146,097.00 | \$125,116.00 | \$20,981.00 |
| Local | \$12,175.00 | \$10,427.11 | \$1,747.89 |
| State/General/2013 | \$4,058.00 | \$3,475.57 | \$582.43 |
| Project Total | \$162,330.00 | \$139,018.68 | \$23,311.32 |

Payments Summary

Vendor: LEBANON MUNICIPAL AIRPORT

| Payment | Payment Number | Payment Type | Payment Period | Payment Status | Check Date | Check Number | Payment Amount |
|---------------|----------------|--------------|----------------|----------------|------------|--------------|---------------------|
| PMT#1, GR#1 | 96AIP10048 | PARTIAL | FQ1-2013 | PAID | 2/27/2013 | 1125438 | \$7,472.68 |
| PMT#2, GR#2 | 96AIP10048 | PARTIAL | FQ2-2013 | PAID | 4/23/2013 | F 113087/5 | \$13,157.00 |
| PMT#3, GR#3 | 96AIP10048 | PARTIAL | FQ3-2013 | PAID | 9/3/2013 | 1143663 | \$118,389.00 |
| Total: | | | | | | | \$139,018.68 |



STEP 2: CONFIRM PREVIOUS PAYMENT AMOUNTS

- NHDOT Payment Information Summary report
- Delphi report
- Bank statement

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OVERVIEW OF WHAT NHDOT REVIEWS IN EACH GRANT REIMBURSEMENT REQUEST

- Confirms invoice amounts applied correctly to this period
- Confirms Invoice Summary's cumulative amount matches other forms
- Confirms FAA and NHDOT forms are filled out properly
- Confirms requested FAA and NHDOT shares
- Confirms project's percent complete
- Confirms that the airport sponsor has a valid www.sam.gov registration
- Confirms that the airport's first tier consultants and subconsultants have not been debarred or excluded from participating in federally assisted projects.

Note: Following each grant reimbursement submission, NHDOT monitors the NH Treasury statements to locate the reimbursement from FAA and processes it along with the NHDOT share as a payment to the airport sponsor.

Time Frames:

- *Each grant reimbursement request is verified within a week of receipt*
- *Financial side of BoA will review and authorize payment within 30 days (can be expedited)*
- *After payment is made from State to Sponsor, NHDOT requests FAA reimbursement*

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STEP 4: COMPLETE FORMS

- Invoice Summary
- SF 270 or SF 271
- NHDOT 5555


Note: Double-check the math “frontwards and backwards” to be sure rounding isn’t an issue.

Note: Be sure to sign and date the forms.

Note: Partial grant reimbursements are self-correcting but the final is not and must be completed accurately as there’s no way to go back and fix them later.

Note: Grant reimbursement paperwork is really just a running total of expenses to date. Reference the previous grant reimbursement to be sure that “to date” costs are accurate.

Grant Reimbursement Requests (Design Only, Design/Construct, Construct Only, Property Acquisition, Equipment Acquisition):

[NHDOT 5555](#)  (revised 7/2013)


[SF 271](#) 

[eInvoice Summary Worksheet](#) 

[eInvoice Summary Worksheet Instructions](#) 

Provide supporting documentation (e.g., invoices, periodic cost estimate of construction costs, sponsor administration receipts ...).

Grant Reimbursement Requests (Planning Studies and Environmental Reports):

[NHDOT 5555](#)  (revised 7/2013)

[SF 270](#) 

[eInvoice Summary Worksheet](#) 

[eInvoice Summary Worksheet Instructions](#) 

Provide supporting documentation (e.g., invoices, sponsor administration receipts ...)

<http://www.nh.gov/dot/org/aerorailtransit/aeronautics/programs/blockgrants.htm>

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STEP 5: SUBMIT GRANT REIMBURSEMENT REQUEST

- FAA: submission is in Delphi (SF 270 or 271 and Invoice Summary)
- NHDOT: submission is by PDF e-mail to jmanseau@dot.state.nh.us and cniewola@dot.state.nh.us (includes SF 270 or 271, Invoice Summary, periodic cost estimates, and invoices)

Note: the airport sponsor must maintain a complete file of all documents supporting project grant reimbursement requests AND provide NHDOT with these documents for each grant reimbursement request.