FY 2014 DMA ADO Total AIP Funding

$107.2 Million / 136 Grants
Today’s General Theme

FAA is improving our processes!

Or in other words - changing, moving everyone’s cheese.

• Please be patient with the new processes.
• Please assist in these transitions.
• Ask lots of questions.
• Talk to your ADO contact.

Identity Statement

The DMA ADO provides sponsors, consultants, states, and aeronautical users within our 3-state area the technical support they need to navigate through the complex federal requirements and programs to ensure a safe and efficient airport system. We strive to provide our customers consistent, collaborative and credible information, to help them meet their aviation needs.
DMA ADO

- Officially formed October 1, 2014
Plans & Specifications
Sponsors must prepare P&S to meet FAA standards

ADO must review P&S in accordance with Policy memorandum signed December 8, 2014

ADO is not required to issue approval but has the option to provide comments.
- Any response to be kept in project file

ADO must not fund project if it fails to meet FAA Standards
- Modification to Standards may be required
Objective of FAA Review of P&S

To verify…

– Conformance to the approved SOW
– Verification that the work meets AIP eligibility req.
– Conformance to FAA Airport Design Standards
– Conformance to FAA Construction Standards
P&S Implementation Schedule

• **Effective March 1, 2015,**
  - P&S reviews will be conducted for all AIP projects at Part 139 airports
  - General Aviation airports with an estimated cost of construction greater than 2 million dollars.

• **Effective October 1, 2015,**
  - P&S reviews will be conducted for all AIP funded construction.
## Risk-Based Approach

### Primary and Part 139 Airports

<table>
<thead>
<tr>
<th>Required Submittals in advance of 90% P&amp;S</th>
<th>Acceptance of Plans &amp; Specs Based On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway New Construction-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Runway Rehab-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Runway Safety Area Improvements</td>
<td>x</td>
</tr>
<tr>
<td>Taxiway New Construction-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Taxiway Rehab-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Taxiway Safety Area Improvements</td>
<td>x</td>
</tr>
<tr>
<td>Apron New Construction-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Apron Rehab-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Runway Airfield Lighting-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>Taxiway/Apron Airfield Lighting-139/Primary</td>
<td>x</td>
</tr>
<tr>
<td>AWOS</td>
<td>x</td>
</tr>
<tr>
<td>NAVAID</td>
<td>x</td>
</tr>
<tr>
<td>GFE TEDs</td>
<td>x</td>
</tr>
<tr>
<td>ARFF Building</td>
<td>x</td>
</tr>
<tr>
<td>Terminals 139</td>
<td>x</td>
</tr>
<tr>
<td>Equipment</td>
<td>x</td>
</tr>
</tbody>
</table>

*Contract Provisions: General, Specific, or None.
SOP Implementation
STANDARD OPERATING PROCEDURES (SOPs)

• The Airports organization is developing SOPs for high-value field activities

• Standardizing these activities will
  – create efficiencies,
  – increase quality control,
  – and ensure consistency in the way we administer programs across the country

• There are currently five final SOPs available on the FAA website
FINAL SOPs

• SOP-1.00  FAA Evaluation of Sponsor’s Construction Safety and Phasing Plans Funded by the AIP or PFC Programs
• SOP-2.00  Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)
• SOP-3.00  Standard Operating Procedure for FAA Review of Exhibit “A” Airport Property Inventory Maps
• SOP-4.00  Standard Operating Procedure for Safety Risk Management (SRM) Under the FAA Office of Airports Safety Management System (SMS)
• SOP-5.00  Standard Operating Procedure for CATEX Determination
SOP TOOLS

• Construction Safety Phasing Plan Checklist
  – Related SOP-1.00

• ALP Approval Letters Template
  – Related SOP-2.00

• ALP Review Checklist
  – Related SOP-2.00

• Exhibit A Checklist
  – Related SOP-3.00

• Documented CATEX Form
  – Related SOP-5.00
AIP Programming
### AIP Programming

**FY 2015 Timelines**

- Entitlement funding is first available funding.
- Discretionary grants later in fiscal year. Why?
  - Most discretionary allocations are converted entitlements.
  - Also, we must protect converted entitlements from previous years before making discretionary grants.
  - LOI commitments
- Transparency and checks and balances are in important part of grant issuance process

#### Grant Issuance

<table>
<thead>
<tr>
<th>Entitlements Available</th>
<th>Discretionary Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>February</td>
</tr>
<tr>
<td>January 2015, Pre-Application was Due</td>
<td>February 15, CSPP was Due</td>
</tr>
<tr>
<td>May 1, written Intent to submit a grant</td>
<td>June 5, if have not submitted a grant application, notify FAA of any issues with not being able to file a grant application by July 2</td>
</tr>
<tr>
<td>May 15, Entitlement Transfers Complete</td>
<td>July 2, all grant applications Due</td>
</tr>
</tbody>
</table>

*Note: The grant issuance dates are approximate and based on past experiences. Individual grants issuance is driven by sponsor-provided information and sponsor completion of required documents.*
AIP Programming

• What is required to “Program” a grant?
  – FAA must answer 29 questions to ensure compliance with AIP policy and guidance
    • (See the PERADA checklist in the AIP Handbook)
  – The answers to these questions are based on information provided by the Sponsor.
  – There are also other safety, administrative, and coordination processes that must occur.

Summary of Key Documents Supporting Programming Actions (not an all-inclusive list)

- Sponsor has submitted Pre-Application and FAA concurs with documentation
- FAA Reviewed and Concurred with Professional Scope of Services
- Sponsor has submitted the Engineer's Design Report
- Construction Safety Phasing Plan Submitted and Reviewed by FAA
- Sponsor has identified and will secure all Permits by time grant is issued
- SAM Registration is current
- 90% Plans and Specifications submitted (if applicable)
- Buy American Documentation (as applicable)
- Documentation of Economic Necessity
- Business Plan (Revenue Producing)
- Current Exhibit A Property Map
- Current Airport Layout Plan
- Reimbursable Agreements (if applicable)
- TSA Security Approval (if applicable)
- Cost/Price Analysis
9. Has the FAA completed an environmental finding for the project(s)? (Section 7)

Grant Requirements (Chapter 5)

10. 22. Does the airport have a plan to address the following (Section 2, Paragraph 5-4)?
26. Is the sponsor risk level determination complete? (Section 2, Paragraph 5-12)
   □ Yes    □ No, see Part 3
27. Is the open grant status acceptable? (Section 2, Paragraph 5-13)
   □ Yes    □ No, see Part 3

13. 23. Is the Airport Layout Plan current? (Section 2, Paragraph 5-9)
   □ Yes    □ No, see Part 3
Eligible & Justified
Eligible & Justified

- Eligibility is found in FAA Order 5100.38D, *Airport Improvement Program Handbook*
- **Justification:** Narrative description of Aeronautical Need

- **What doesn’t work for Justification:**
  - A simple project description with no project descriptors
  - A statement referencing the FAA to a Master Plan or other document to find the details on the project.
What is needed for Justification? Answer these questions:

• **What is the project?** (Detailed description of project (length, width, square yards, type of equipment, square feet etc.)

• **Why is the project being done?** (Description of problem trying to solve (pavement PCI and condition, new critical design aircraft, new passenger demand or based aircraft requiring new or larger facilities)

• **Why is the project needed now?**

• **Is this project phased?** If yes, what phase is this? How does this phase fit into the larger development need?
AIP Stewardship
Ongoing Program Responsibilities

• **Use Funding Quickly** - 49 USC § 47106(a)(4) the project will be completed without unreasonable delay;

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Open Grants 10/1/2014</th>
<th>Closeouts Received</th>
<th>Closeouts Reviewed</th>
<th>Closeouts Completed</th>
<th>Closeout Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2009</td>
<td>21</td>
<td>12</td>
<td>10</td>
<td>5</td>
<td>21</td>
</tr>
<tr>
<td>2010</td>
<td>28</td>
<td>21</td>
<td>11</td>
<td>9</td>
<td>28</td>
</tr>
<tr>
<td>2011</td>
<td>45</td>
<td>21</td>
<td>15</td>
<td>10</td>
<td>45</td>
</tr>
<tr>
<td>2012</td>
<td>85</td>
<td>37</td>
<td>27</td>
<td>19</td>
<td>39</td>
</tr>
<tr>
<td>2013</td>
<td>114</td>
<td>31</td>
<td>14</td>
<td>11</td>
<td>36</td>
</tr>
<tr>
<td>2014</td>
<td>136</td>
<td>8</td>
<td>4</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>Total</td>
<td>430</td>
<td>131</td>
<td>82</td>
<td>58</td>
<td>184</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length</th>
<th># of Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 18 months</td>
<td>63</td>
</tr>
<tr>
<td>12-18 months</td>
<td>60</td>
</tr>
<tr>
<td>6-12 Months</td>
<td>56</td>
</tr>
<tr>
<td>2014 Grants with No activity</td>
<td>18</td>
</tr>
</tbody>
</table>

• **Risk Assessments**
  • Renewed every 3 years
  • Enables automated grant payments
  • How you manage grants is a factor in this risk assignment
### AIP Stewardship

**Ongoing Program Responsibilities**

- **Maintain current System for Award Management (SAM) registration**
  - Annual renewal
  - Required for new grants and grant reimbursements

- **Quarterly Performance Reports (certain projects)**
  - Please provide more detail on construction progress, and percent complete for projects
  - Due within 30 days following the end of the quarter based on federal fiscal year

- **Annual Reports**
  - SF-425, due 90 days after end of the Federal Fiscal Year
  - SF-271 (construction), due 90 days after end of the Federal Fiscal Year
  - SF-270 (non-construction), due 90 days after end of the Federal Fiscal Year
AIP Stewardship

Ongoing Program Responsibilities

• **Electronic Payments (Delphi eInvoicing)**
  – All payments made through this system. Requires airport have active username and password account.
  – Sponsor must approve all payments in this system. Approval cannot be delegated to a consultant.
  – You must include supporting documentation

• **Annual Capital Improvement Plan Submittal**
  – Consider your needs not your wants
  – Make sure projects are eligible & justified
  – Have a consistent plan