



**FAA
Airports**

ARP SOP 10.00

Effective Date:

10/01/2017

Standard Operating Procedure (SOP)

Administrative Closeout of Airport Improvement Program Grants

1. PURPOSE

This Standard Operating Procedure (SOP) establishes uniform procedures for the closure of Airport Improvement Program (AIP) grants for the Office of Airports (ARP) in a manner compliant with applicable ARP orders and federal financial requirements.

2. SCOPE

This SOP applies to open AIP grants on the effective date of the SOP.

3. CANCELLATION

This SOP does not cancel a previous version.

4. APPLICABLE REGULATIONS, POLICY, AND GUIDANCE

Requirements identified within this SOP originate in or are further described in various FAA publications including Orders, regulations, and Advisory Circulars. See the current versions.

- a. FAA Order 5100.38, Airport Improvement Program Handbook
- b. 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- c. Airport Improvement Program (AIP) Grant Payment and Airport Sponsor Financial Reporting Policy
- d. ARP SOP 2.00, Standard Procedure for FAA Review and Approval of Airport Layout Plans
- e. ARP SOP 3.00, Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps
- f. ARP SOP 7.00, Standard Operating Procedure for Airport Improvement Program Construction Project Change Orders

5. REQUIREMENTS AND OBJECTIVE OF THIS SOP

The objective of this SOP is to provide guidance for the timely closure of grants received through the Airport Improvement Program. The projects in the grant must be physically complete, administrative requirements met, and financial actions processed.

6. LIMITATIONS OF THIS SOP

This SOP addresses procedures for complying with existing FAA policy. This SOP does not establish or modify FAA policy.

7. IMPLEMENTATION

This SOP summarizes the steps required for the closure of an AIP grant.

8. DISTRIBUTION

This SOP is distributed to the Federal Aviation Administration (FAA) Office of Airports (ARP) and all interested parties. The SOP will be available electronically on the Airports section of the FAA website.

9. CHANGE TABLE

Date of Change	SOP Version	Page Changed	Reason for Change



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9/19/17

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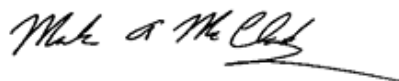
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Section I. Definitions, Terms, and Roles used in this SOP

1. DEFINITIONS AND TERMS USED IN THIS SOP

This SOP uses the following terms as defined below.

1.1. SOAR (System of Airports Reporting)

SOAR is the current FAA automated AIP system used by ARP for grants management, funds control, and grant closeout coordination. SOAR is used to manage and track grant-related decisions; it is not, however, an official accounting “System of Record.” DELPHI is the official accounting System of Record for DOT including FAA. SOAR and DELPHI must be used together and reconciled to ensure consistent records.

1.2. Closeout

The term “closeout” or “grant closeout” is used to describe the process or series of steps taken by the FAA to close a grant in SOAR and DELPHI. Closeout may only occur once all projects in the grant meet physical, financial, and administrative completion requirements.

1.3. Closeout Documentation (Sponsor)

This is the compilation of documents submitted by the Sponsor which indicates to the FAA that a grant agreement is ready for closure.

1.4. Closeout Package (FAA)

The FAA’s closeout package is the compilation of documents assembled/prepared by the FAA during the closeout review to ensure all AIP requirements, physical and financial, have been met. Minimally it is comprised of the Closeout Document Checklist, Final Project Report, and Closeout Letter.

1.5. DOT Grant Payment System

DELPHI is the current financial system used by the US Department of Transportation and the FAA Office of Finance and Management, FAA Accounts Payable Section B (AMK-314) for funds management and accounting. Sponsors submit pay requests into the system through the eInvoicing tool; the ADO/RO then approve those pay requests.

1.6. DELPHI Report

The term DELPHI report is used to describe the DELPHI Purchase Order Status Report. This report shows the grant total, the amount of each drawdown, and funds remaining in the grant.

1.7. Period of Performance

The Period of Performance, as defined in 2 CFR 200, is the timeframe in which a grant recipient may incur new obligations to carry out the work authorized in a grant. The period of performance begins on the date the Sponsor formally accepts the AIP grant. Unless explicitly stated in an amendment from the FAA, the end date of the project period of performance is four (4) years (1,460 calendar days) from the Sponsor’s date of formal acceptance.

1.8. Project File

The Project File may also be referred to as a Docket or Documentation Book. It is the repository of the grant and all project information for the life of the grant.

1.9. Final Project Report

The “Final Project Report” is a report generated by the ADO/RO establishing that the projects within the grant agreement have satisfied the necessary physical and administrative requirements and documenting the final eligible costs and federal share for the grant agreement.

1.10. AIP Handbook

FAA Order 5100.38, Airport Improvement Program is referenced in this SOP as the AIP Handbook, or simply Handbook.

Where parenthetical references are used (ex. Table 5-33) they refer to specific sections, paragraphs, or tables in the AIP Handbook used during the writing of the SOP.

1.11. Regional/Local Work Instructions

Regional/Local work instructions refer to parts of the closeout process that are not defined in this SOP because no FAA policy currently exists and therefore are left up to the Regional Office or ADO to define based on their own local policy.

2. ROLES AND RESPONSIBILITIES AS USED IN THIS SOP

Roles, as defined below, are specific to this SOP, and do not necessarily reflect the actual title of any FAA Airports Division, Regional, or ADO employee.

Individual Regional Offices or ADOs may assign several of the below roles to a single individual.

2.1. ADO/RO Manager

The ADO/RO Manager is the manager with authority to sign grant offers, amendments, final authorizations, and final project reports.

2.2. ADO/RO

ADO/RO is the office in which grant closure actions are taken and the individual(s) responsible for those actions. The grant closure actions may utilize different employees within that office.

2.3. Regional AIP Program Manager

The Regional AIP Program Manager role is to coordinate grant project and financial information with FAA Accounting and Headquarters.

2.4. Sponsor

The Sponsor is the authority requesting and accepting the grant for a project. The Sponsor is responsible for carrying out the project/planning identified in the grant, submitting timely requests for reimbursement, and closing out the grant following the physical completion of the work and submission of all closeout documentation.

Section II. Closeout Process

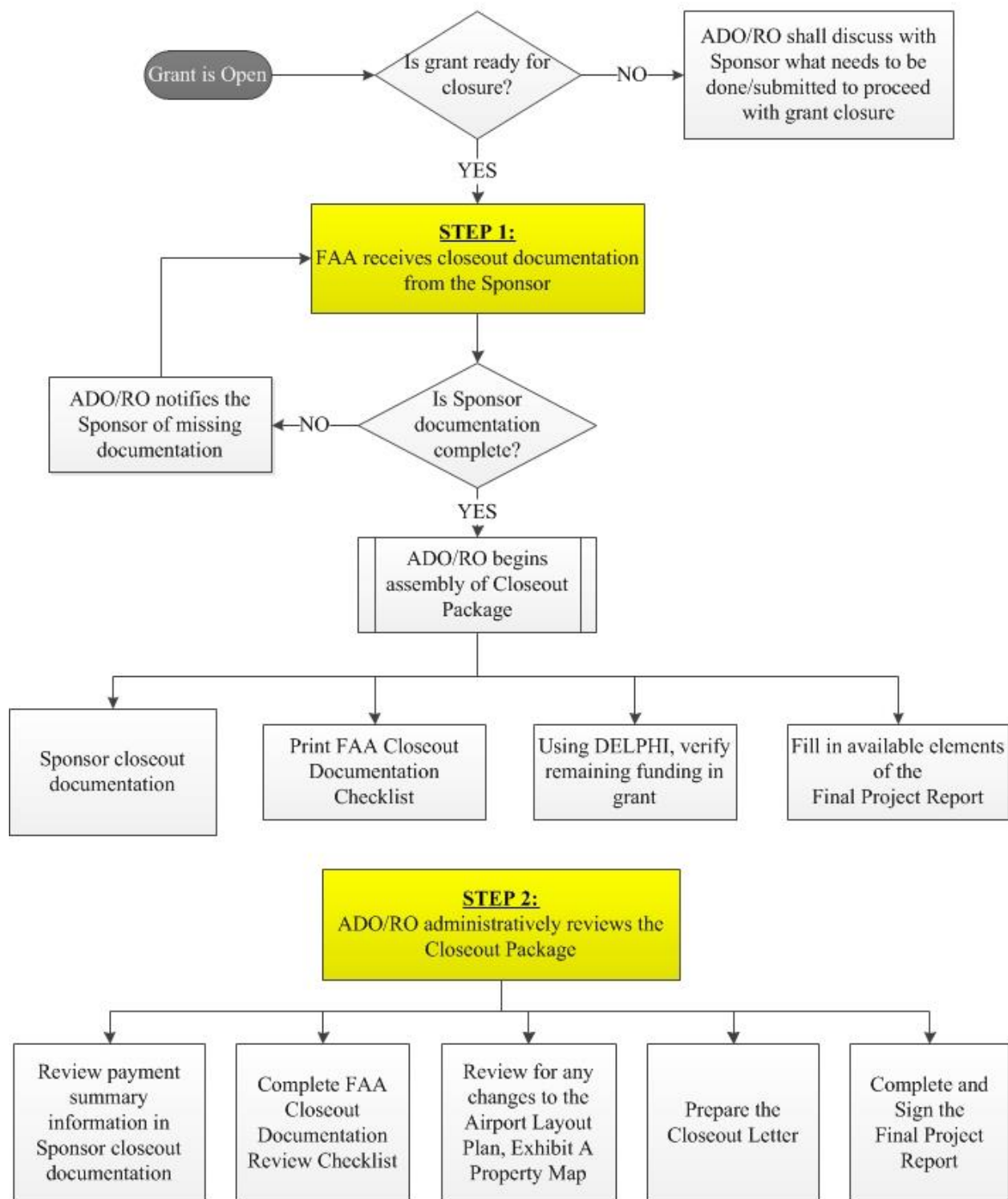
The closeout process is described below, and graphically illustrated in the workflow diagram, Figure 1.

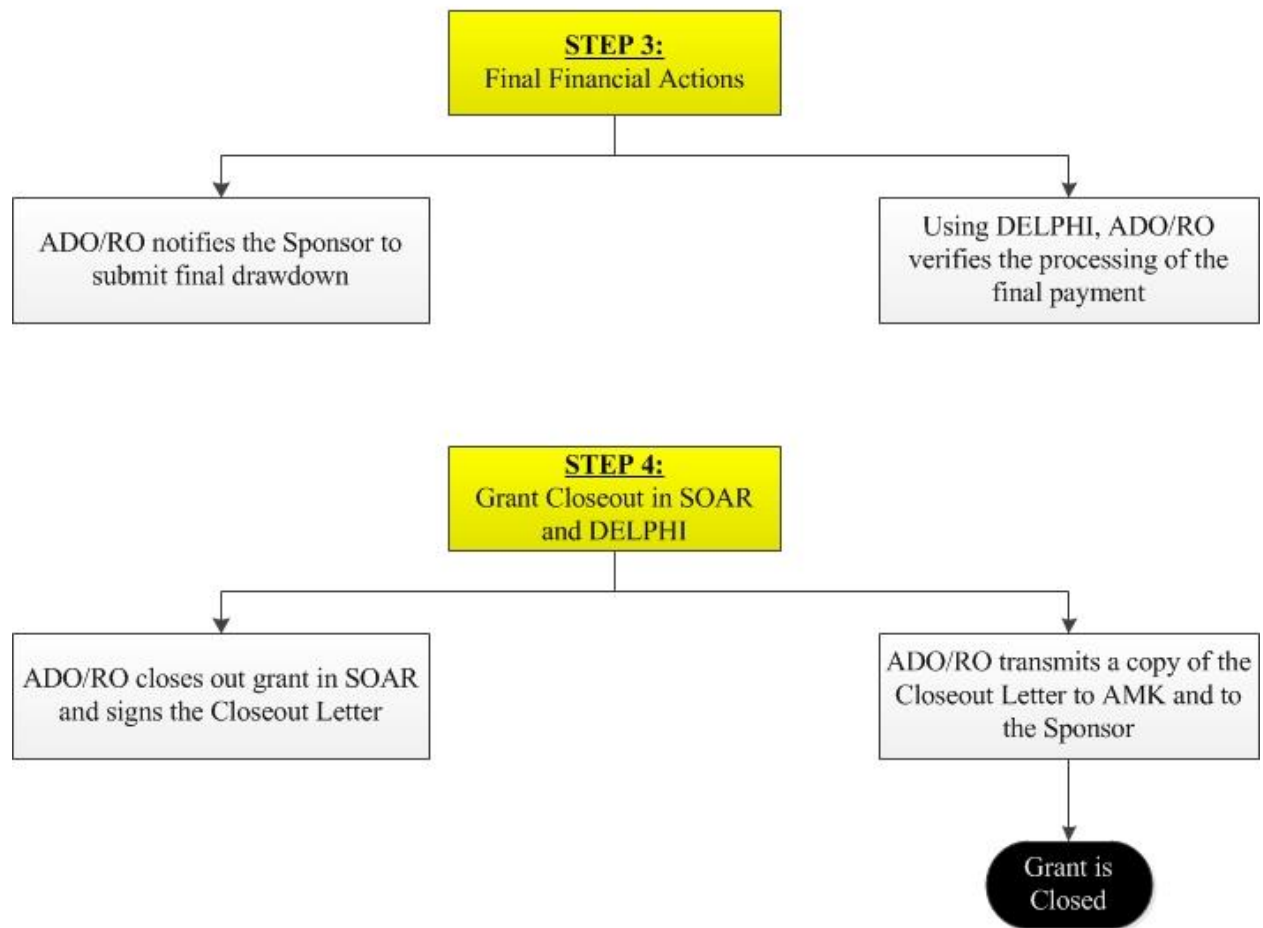
The workflow diagram does not stand alone, and must be used in conjunction with the process text outlined below.

The process assumes that the following actions/procedures are satisfactorily complete:

- a. All grant actions regarding Change Orders and Amendment Requests are complete.
 - (1) The ADO/RO review and determination of all Sponsor Changer Orders is complete.
 - (2) The ADO/RO concurrence and SOAR action for all amendment requests (financial or project description) is complete.
- b. Verified physical completion of all projects in the grant, as defined in Chapter 5 Section 8, Grant Closeouts of the AIP Handbook. Documentation showing the physical completion may be available before the Sponsor submits their closeout documentation to the FAA.
- c. The project file contains all of the required project oversight documentation including necessary FAA approvals.
- d. Using the FAA Closeout Documentation Checklist, the ADO/RO verifies project files are complete.
- e. The AIP grant has not exceeded any of its associated Period of Performance deadlines.

Based on the above information, the closeout process, for the purpose of this SOP, begins when the ADO/RO has received complete closeout documentation verifying physical and financial completion of the project(s) from the Sponsor and concludes when the ADO/RO confirms that Accounting has closed the project in DELPHI.

Figure 1, Grant Closure Flowchart



3. STEP 1: FAA RECEIVES CLOSEOUT DOCUMENTATION FROM SPONSOR

3.1. General

For this step, the ADO/RO recognizes that the Sponsor's project is substantially complete in accordance with Paragraph 5-57 and Table 5-32 of the AIP Handbook.

3.1.1. Request Closeout Documentation

3.1.1.1. ADO/RO Responsibilities

The Sponsor has 90 days to submit closeout documentation to the ADO after the end of the Period of Performance. The ADO/RO will remind the Sponsor of this requirement through an email or letter.

3.1.1.2. Sponsor Responsibilities:

The Sponsor compiles the closeout documentation, including the following items at a minimum as well as all other documentation required:

- a.** Final SF-425
- b.** Final SF-270 (Non-Construction Grants) or SF-271 (Construction Grants)
- c.** Final vendor invoices.
- d.** Project specific documentation as required by Table 5-33 of the AIP Handbook

During the development of the SOP, a Sponsor Closeout Document Checklist was created to help Sponsors in compiling closeout documentation. This document is optional for Sponsor use. The ADO/RO may recommend its use if the Sponsor repeatedly submits incomplete documentation.

3.1.2. Assemble Closeout Package for Administrative Review

3.1.2.1. ADO/RO Responsibilities:

NOTE: The Sponsor may send the closeout documentation electronically or hard copy via US Postal Service, other commercial courier, or by other means.

The ADO/RO will:

- a.** Receive the Sponsor closeout documentation.
- b.** Review the submittal to be sure all the required documentation is included. As shown in 3.1.1.2 above.
- c.** Verify final amount remaining in DELPHI, typically by viewing the DELPHI Report. Attach to closeout package if necessary.
- d.** Print and attach the FAA Closeout Documentation Review Checklist (Appendix B.1).
- e.** Fill in available elements of the Final Project Report (completion is in Step 4).

NOTE: If any items are missing, ADO/RO should stop at this point and request missing items from the Sponsor. If the ADO/RO has all of the required documentation, then the ADO/RO should proceed to the closeout package review.

3.2. Output/Product

The initial assembly of the FAA closeout package is complete and ready for ADO/RO review.

4. STEP 2: CLOSEOUT PACKAGE REVIEW

4.1. General

For this step, the ADO/RO will review the Sponsor's closeout documentation and check that all required grant documentation is accurate and complete.

4.2. Administrative Review Process:

The ADO/RO reviews the Sponsor closeout documentation for accuracy and completeness.

The ADO/RO will:

- a. Review the payment summary information submitted by the Sponsor with their closeout documentation to confirm the payments are in conformance with what is recorded in the project files and the DELPHI report.
- b. Complete FAA Closeout Documentation Review Checklist (Appendix B.1)
- c. If applicable, review the Airport Layout Plan (ALP) as modified to reflect final completion of the project, and note the date of FAA Approval on the closeout checklist. ADO/RO must use SOP 2.00 for processing ALP updates.
- d. If applicable, review the updated Exhibit A, or confirm the existing Exhibit A is accurate. Reference SOP 3.00 for processing Exhibit A updates. FAA acceptance date is noted on the FAA Closeout Documentation Checklist.
- e. Complete the Final Project Report indicating the project is ready for closure. Attach Final Project Report to Closeout Package.
- f. Create closeout letter as found in Appendix B-2.

4.3. Output

The closeout package is ready for final signature by the ADO/RO Manager. The final closeout package will consist of:

- a. Closeout Documentation Review Checklist with Sponsor Closeout Documentation.
- b. Sponsor Closeout Letter (ready for internal review).
- c. Final Project Report signed by the ADO/RO Manager.

5. STEP 3: FINAL FINANCIAL ACTIONS AND VALIDATION OF DRAWDOWNS

5.1. General

Prior to initiating the final grant payment, the ADO/RO has:

- a. Reviewed the Sponsor's closeout documentation.
- b. Completed the FAA Project Documentation Checklist.

- c. Filled in available elements of the Final Project Report.

5.2. Final Grant Payment Process

Per the Airport Improvement Program (AIP) Grant Payment and Airport Sponsor Financial Reporting Policy (Payment Policy), Sponsors are precluded from drawing down the final 10% of the grant funds until the project is substantially complete. However, on a project-by-project basis, the ADO/RO may authorize a drawdown up to 97.5% of available grant funds as allowed in Section 6.9 of the Payment Policy.

5.2.1. Final Payment Notification

5.2.1.1. ADO/RO responsibilities

The ADO/RO will notify the Sponsor when the final payment may be requested. An example of this correspondence is found in Appendix C. The notification should include:

- a. Maximum federal share of eligible project costs calculated in the FAA Final Project Report.
- b. Reason for any differences between the maximum federal share and the amount requested by the Sponsor.
- c. The date of the FAA Final Project Report.
- d. Recommendation that the Sponsor submit final drawdown in DELPHI eInvoicing within two weeks of their receipt of this notification.

5.2.2. Final Payment Processing

5.2.2.1. Sponsor Responsibilities

Upon the receipt of the Final Payment Notification, the Sponsor will submit into DELPHI eInvoicing, a request for the final grant drawdown.

5.2.2.2. ADO/RO Responsibilities

Approve the final payment in the DELPHI eInvoicing system.

5.3. Output

Upon completion of this step, the closeout package will be complete, reviewed, and fully approved, and the final grant payment is approved in DELPHI. The resulting action should be a zero balance on the grant.

If there is a remaining balance on the grant, ADO/RO will initiate funds recovery in Step 4: Grant Closeout in SOAR and DELPHI.

6. STEP 4: GRANT CLOSEOUT IN SOAR AND DELPHI

6.1. General

The final steps for grant closure are electronic. As stated in the SOP definitions, SOAR and DELPHI are used to coordinate administrative and financial grant actions.

6.2. Closeout in SOAR

The ADO/RO initiates the grant closeout in the SOAR for review by the Regional AIP Program Manager.

- a.** If recovery is necessary, SOAR will route the request through FAA Accounting and Budget (currently AMK and ABU) for deobligation prior to closing the grant.
- b.** If recovery is not required, SOAR will designate the grant as closed.

6.3. Closeout in DELPHI

Upon confirmation that the grant is closed in the SOAR:

- a.** ADO/RO has the option to print a copy of the final 5100-107 and 1413 forms and attach to the FAA Closeout Package.
- b.** The Closeout Letter will be signed and ADO/RO will transmit copies of the closeout letter to AMK and to the Sponsor.
- c.** ADO/RO will verify grant is closed in DELPHI.

6.4. Output

With these actions, the grant is administratively and financially closed. The grant is filed/archived in accordance with regional/local procedures.

APPENDIX A: SAMPLE SPONSOR SUBMITTAL CHECKLISTS AND FORMS

Appendix A contains sample Sponsor submittal checklists and forms referenced in the SOP. Where necessary, instructions for form completion are provided.

The forms contained in Appendix A include:

A.1 Sponsor Closeout Worksheet (Optional)

A.2 Federal Financial Report [SF-425](#)

A.3a Request for Advance or Reimbursement [SF-270](#)

A.3b Outlay Report and Request for Reimbursement for Construction Programs [SF-271](#)

Appendix A.1, Sponsor Grant Closeout Worksheet (Optional)

Airport Sponsor Grant Closeout Worksheet

(Effective 10/2016)

Airport Sponsor's Name	Airport	AIP Grant Number		
Project Description/Title				
Grant Closeout Requirements:* In order for the FAA ADO (Airports District Office) to close a grant, the ADO and sponsor must have completed the following: a. Physically complete all projects in the grant (as discussed in Table 5-32) b. Complete all grant administrative and financial requirements (as discussed in Table 5-33) c. Complete the closeout processing steps (as discussed in Table 5-34) It is FAA policy that these steps be completed in a timely manner, and that grants should not be open for more than four years from when the grant was issued. Grants open beyond four years may be subject to additional scrutiny by various offices within the federal government, may affect a sponsor's ability to receive new grants, and may require additional sponsor and ADO reporting requirements. *General Standards for AIP Grant Closeouts are available through <i>FAA Order 5100.38D, the Airport Improvement Handbook, Chapter 5, Section 8. Grant Closeout</i>				
Documents Required for All Grants:				
	Dated (mm/dd/yy)	Yes	No	N/A
1. Amendment Request: Request in accordance with Section 7 of the AIP Handbook.		<input type="checkbox"/>	<input type="checkbox"/>	
2. FPSW: Final Payment Summary Request Worksheet has been submitted.		<input type="checkbox"/>	<input type="checkbox"/>	
3. SF-271: Final Pay Request SF-271 Form has been submitted. (or SF-270 as appropriate)		<input type="checkbox"/>	<input type="checkbox"/>	
4. SF-425: Final Pay Request SF-425 Form has been submitted.		<input type="checkbox"/>	<input type="checkbox"/>	
5. Final Invoices: Attach final invoices as appropriate or required by FAA ADO.		<input type="checkbox"/>	<input type="checkbox"/>	
Documents Conditional on Grant type:				
	Dated (mm/dd/yy)	Yes	No	N/A
6. Planning Grant Deliverables (For Planning Grants) <i>List planning deliverables due as part of this grant, showing FAA has reviewed, accepted, or approved the deliverables as applicable.</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Sponsor Final Closeout Report is Attached (For Development Grants, addressing all projects in Grant) <i>Brief project summary. Include the following items, as applicable:</i> a. Project History with significant events during the life of the project identified. b. Discuss Significant Dates as appropriate (e.g.—Bid Opening, Award of Contract, Construction Start, Construction Complete, Final Inspection, Final Payment, DBE Utilization, etc.) c. Discuss Significant Change Orders and Significant Changes in Quantities d. Noise Grants: Summarize/submit Noise Land Inventory and Reuse Plan e. State Block Grants: Describe how the Sponsor has followed the requirements in the block grant master agreement, annotating documents submitted to the ADO. f. AWOS projects: Summarize and confirm requirements have been met, with appropriate references/dates.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. ALP: The As-Built, Revised, or Updated ALP has been submitted to the FAA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equipment: The <i>Inventory of Non-Expendable Personal Property</i> document(s) is/are attached.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. As-Built Construction Drawings are on file with the Sponsor or submitted as required by ADO.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit "A" Property Map has been submitted to the FAA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Environmental Requirements have been met.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Airport Sponsor shall contact the FAA for clarification of additional closeout requirements:</i>				
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airport Sponsor's Representative (Printed)		Contact Phone Number		Date

Appendix A.2, Federal Financial Report SF-425**Federal Financial Report**

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid black; width: 100%; height: 15px;"></div> Street1: <div style="border: 1px solid black; width: 100%; height: 15px;"></div> Street2: <div style="border: 1px solid black; width: 100%; height: 15px;"></div> City: <div style="border: 1px solid black; width: 30%; height: 15px;"></div> County: <div style="border: 1px solid black; width: 30%; height: 15px;"></div> State: <div style="border: 1px solid black; width: 30%; height: 15px;"></div> Province: <div style="border: 1px solid black; width: 30%; height: 15px;"></div> Country: <div style="border: 1px solid black; width: 40%; height: 15px; text-align: left;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="border: 1px solid black; width: 20%; height: 15px;"></div>			
4a. DUNS Number <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	4b. EIN <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="border: 1px solid black; width: 50px; height: 15px;"></div> To: <div style="border: 1px solid black; width: 50px; height: 15px;"></div>	9. Reporting Period End Date <div style="border: 1px solid black; width: 100%; height: 15px;"></div>
10. Transactions			Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>			
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
b. Cash Disbursements			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
c. Cash on Hand (line a minus b)			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
e. Federal share of expenditures			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
f. Federal share of unliquidated obligations			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
g. Total Federal share (sum of lines e and f)			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
h. Unobligated balance of Federal Funds (line d minus g)			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
Recipient Share:			
i. Total recipient share required			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
j. Recipient share of expenditures			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
k. Remaining recipient share to be provided (line i minus j)			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
Program Income:			
l. Total Federal program income earned			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
m. Program Income expended in accordance with the deduction alternative			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
n. Program Income expended in accordance with the addition alternative			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00
o. Unexpended program income (line l minus line m or line n)			<div style="border: 1px solid black; width: 80px; height: 15px;"></div> 0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:				<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Remarks: <i>Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:</i>						
<input type="text"/>				<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, section 1001)						
a. Name and Title of Authorized Certifying Official						
Prefix: <input type="text"/>	First Name: <input type="text"/>		Middle Name: <input type="text"/>			
Last Name: <input type="text"/>			Suffix: <input type="text"/>			
Title: <input type="text"/>						
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
<input type="text"/>				<input type="text"/>		
d. Email Address				e. Date Report Submitted	14. Agency use only:	
<input type="text"/>				<input type="text"/>		

Standard Form 425

Appendix A.3a, Request for Advance or Reimbursement SF-270OMB Number: 4040-0012
Expiration Date: 01/31/2019

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. "X" <i>one or both boxes</i> <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" <i>the applicable box</i> <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	6. EMPLOYER IDENTIFICATION NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
8. PERIOD COVERED BY THIS REQUEST From: <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> To: <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div>			
9. RECIPIENT ORGANIZATION Name: <div style="border: 1px solid black; width: 500px; height: 20px; display: inline-block;"></div> Street1: <div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> Street2: <div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> City: <div style="border: 1px solid black; width: 180px; height: 20px; display: inline-block;"></div> County: <div style="border: 1px solid black; width: 160px; height: 20px; display: inline-block;"></div> State: <div style="border: 1px solid black; width: 330px; height: 20px; display: inline-block;"></div> Province: <div style="border: 1px solid black; width: 170px; height: 20px; display: inline-block;"></div> Country: <div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> ZIP / Postal Code: <div style="border: 1px solid black; width: 160px; height: 20px; display: inline-block;"></div>			
10. PAYEE <i>(Where check is to be sent if different than item 9)</i> Name: <div style="border: 1px solid black; width: 500px; height: 20px; display: inline-block;"></div> Street1: <div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> Street2: <div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> City: <div style="border: 1px solid black; width: 180px; height: 20px; display: inline-block;"></div> County: <div style="border: 1px solid black; width: 160px; height: 20px; display: inline-block;"></div> State: <div style="border: 1px solid black; width: 330px; height: 20px; display: inline-block;"></div> Province: <div style="border: 1px solid black; width: 170px; height: 20px; display: inline-block;"></div> Country: <div style="border: 1px solid black; width: 320px; height: 20px; display: inline-block;"></div> ZIP / Postal Code: <div style="border: 1px solid black; width: 160px; height: 20px; display: inline-block;"></div>			

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ ACTIVITIES	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i>	\$	\$	\$	\$
b. Less: Cumulative program income				
c. Net program outlays <i>(Line a minus line b)</i>				
d. Estimated net cash outlays for advance period				
e. Total <i>(Sum of lines c & d)</i>				
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested <i>(Line g minus line h)</i>				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
1st month				
2nd month				
3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY	
a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested <i>(Line a minus line b)</i>	\$

13. CERTIFICATION	
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	
SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
TYPED OR PRINTED NAME AND TITLE	
Prefix:	First Name:
Middle Name:	
Last Name:	Suffix:
Title:	
TELEPHONE (AREA CODE, NUMBER, EXTENSION)	
This space for agency use	

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Appendix A.3b, Outlay Report and Request for Reimbursement for Construction Programs SF-271

OMB Number: 4040-0011
Expiration Date: 01/31/2019

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		1. TYPE OF REQUEST <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	6. EMPLOYER IDENTIFICATION NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

8. PERIOD COVERED BY THIS REQUEST
 From: To:

9. RECIPIENT ORGANIZATION

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

10. PAYEE (Where check is to be sent if different than item 9)

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

11. STATUS OF FUNDS				
CLASSIFICATION	PROGRAMS	FUNCTIONS	ACTIVITIES	TOTAL
	(a)	(b)	(c)	
a. Administrative expense	\$	\$	\$	\$
b. Preliminary expense				
c. Land, structures, right-of-way				
d. Architectural engineering basic fees				
e. Other architectural engineering fees				
f. Project inspection fees				
g. Land development				
h. Relocation expense				
i. Relocation payments to individuals and businesses				
j. Demolition and removal				
k. Construction and project improvement cost				
l. Equipment				
m. Miscellaneous cost				
n. Total cumulative to date (<i>sum of lines a thru m</i>)				
o. Deductions for program income				
p. Net cumulative to date (<i>line n minus line o</i>)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal share (<i>sum of lines q and r</i>)				
t. Federal payments previously requested				
u. Amount requested for reimbursement	\$	\$	\$	\$
v. Percentage of physical completion of project	%	%	%	%

12. CERTIFICATION

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.

a. RECIPIENT

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE REPORT SUBMITTED
<input type="text"/>	<input type="text"/>

TYPED OR PRINTED NAME AND TITLE

Prefix:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>			Suffix:	<input type="text"/>
Title:	<input type="text"/>				

TELEPHONE (Area code, number, and extension)**b. REPRESENTATIVE CERTIFYING TO LINE 11V**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED
<input type="text"/>	<input type="text"/>

TYPED OR PRINTED NAME AND TITLE

Prefix:	<input type="text"/>	First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>			Suffix:	<input type="text"/>
Title:	<input type="text"/>				

TELEPHONE (Area code, number, and extension)

APPENDIX B: FAA CLOSEOUT PACKAGE

All documents for the closeout package are mandatory.

FAA closeout package consists of the following:

B.1 Closeout Documentation Checklist

B.2 Final Project Report

B.3 Closeout Letter

Appendix B.1, Closeout Documentation Review Checklist

CLOSEOUT DOCUMENTATION REVIEW CHECKLIST

(See AIP Handbook, FAA Order 5100.38D, Chapter 5, Section 8. Grant Closeouts)

I. GENERAL INFORMATION

Airport:	
City, State	
Sponsor:	
Grant Number:	
Grant Description:	

II. ADMINISTRATIVE REQUIREMENTS FOR CLOSEOUT

Closeout Package Review Items	Yes	No	N/A
a. Closeout Documentation Submittal Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Amendment Request Letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Financial Documents: (TABLE 5-33)			
Final SF-425	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final SF-270-271 Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Vendor Invoices (for final payment over \$1,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Grant Special Conditions: (TABLE 5-33)			
The Sponsor has met all of the Grant Special Conditions required to be accomplished during the grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Airport Layout Plan: (TABLE 5-33)			
Airport Layout Plan, Circle one: As-Built, Revised or Updated (as required by grant), Signed or submitted date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Environmental Requirements: (TABLE 5-33)			
All project related environmental requirements found in the environmental determination have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Planning Grants (e.g. – Planning/Environmental/Other): (TABLE 5-32)			
The Sponsor has submitted the final planning deliverable(s) to Airports Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The FAA has reviewed, accepted, or approved the planning document as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Approval:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Land Acquisition Grants: (TABLE 5-32)			
The Sponsor has obtained satisfactory property interest in all parcels included in the grant description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sponsor has submitted an updated Exhibit “A” to the Airports Division that properly reflects the land acquisition. Date of Approval:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Equipment Acquisition Grants: (TABLE 5-32)			
Inventory of Non-expendable Personal Property (Snow Removal Equipment and ARFF Vehicle Grants)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The FAA Air Traffic Organization (ATO) has completed all required commissioning, inspection, initial flight check, and/or acceptance requirements (if applicable to the project).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sponsor has submitted any FAA required equipment inventory updated to the Airports Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Construction Grants: (TABLE 5-32)			
The ATO has completed all required commissioning, inspection, initial flight check, and/or acceptance requirements (if applicable to the project).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The sponsor has completed the final inspection and verified that all punch list items have been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A completed and useable facility is fully available for its intended use (except in the case of phased projects).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sponsor has received the as-built plans. (The ADO has the option to require the Sponsor to submit an electronic or paper copy of these plans to the ADO.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Sponsor Final Closeout Report: (TABLE 5-33)			
Project history with significant events during the life of the project identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion of Significant Dates as appropriate (e.g. – Bid Opening, Award of Contract, Construction Start, Construction Complete, Final Inspection, Final Payment, DBE Utilization, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion of Significant Change Orders and Significant Changes in Quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Orders have been reviewed and additional costs have been determined as eligible/allowable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLOSEOUT DOCUMENTATION REVIEW CHECKLIST

(See AIP Handbook, FAA Order 5100.38D, Chapter 5, Section 8. Grant Closeouts)

l. AWOS Projects (TABLE 5-33)	Yes	No	N/A
FAA has determined that the AWOS has been successfully commissioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor has provided the ADO with all commissioning documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The sponsor has provided the ADO with a copy of the Weather Message Switching Center reporting contract with the third party interface provider if the sponsor has a connection to the Weather Message Switching Center Replacement (WMSCR). (Note that the AWOS-A, A/V, I and II are not eligible for reporting.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Noise Projects (TABLE 5-33)			
The sponsor has updated the Noise Land Inventory and Reuse Plan to reflect that the property acquisition has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Block Grants (TABLE 5-35)			
The sponsor has followed the requirements in the block grant master agreement regarding which documents must be submitted to the ADO and which documents must be retained by the sponsor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirements for Other than "Nominal" Sponsors	Yes	No	N/A
o. Program Income, Including Interest Earned: (TABLE 5-33)			
The Sponsor has identified any program income, including interest earned and liquidated damages on federal grant funds, in the Program Income section of Standard Form 425 Federal Financial Report (or equivalent). (See Appendix V of the AIP Handbook.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sponsor has deducted this income from the federal share of the grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Disputed Costs: (TABLE 5-33)			
The Sponsor has identified any disputed costs in the Remarks section of Standard Form 425, Federal Financial Report (or equivalent). (See Appendix V of the AIP Handbook.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the Sponsor and the Contractor do not agree on the amount owed to the Contractor, and the dispute is likely to go to court, the Sponsor has only requested reimbursement for the amount that is not in dispute.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following Review of the Sponsor's closeout documentation, the ADO may choose to continue with the project closeout or leave the grant open until all litigation is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Overpayment: (TABLE 5-33)			
If Standard Form 425, Federal Financial Report (or equivalent), indicates that payments have been made which exceed the federal share of the allowable costs, the Sponsor must repay this amount. (See Appendix V of the AIP Handbook.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ADO must notify the OIG if the ADO has reason to believe the overpayment was a deliberate attempt to defraud the FAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ADO must notify the FAA Office of Finance and Management, FAA Accounts Payable Section B (AMK-314) in writing of the overpayment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sponsor must send the ADO a check for the overpayment amount as directed by AMK-314.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project File Review Items	Yes	No	N/A
r. The Airport Sponsor has submitted all applicable Sponsor Certifications for the project (as follows):			
Sponsor Certification – Conflicts of Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certification – Construction Project Final Acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certification – Drug Free Workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certification – Equipment and Construction Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certification – Project Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certification – Real Property Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certification – Selection of Consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Locally Required Items (optional per each ADO/RO): (TABLE 5-33, item b.)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. COMMENTS: (Attach additional sheets as required)			

[Printed Name], [Title], [Routing Symbol]

Date

Appendix B.2, FAA Final Project Report

FAA AIRPORTS DIVISION FINAL PROJECT REPORT

(FAA Order 5100.38D, Chapter 5, Section 8. CLOSEOUTS)

I. GENERAL INFORMATION

Airport:			
City, State:			
Airport Sponsor:			
Grant Agreement			
Grant Number:	0-00-0000-000-0000	Execution Date:	Federal Share: 00.00%
Grant Amendment #:	(#)	(Status/Description)	
Grant Amendment #:	(#)	(Status/Description)	
Final Grant Description:			

II. FINAL COST REVIEW

A final cost review of the subject has been completed. The final costs were determined as follows:

Item	(\$)
Original Grant Amount:	\$
Total Allowable Costs:	\$
Maximum Federal Share of Allowable Costs:	\$
Final Grant Amount (for Closeout Letter)	\$
Total Grant Increase(+)/Recovery (-)	\$
Amendment Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Payment Information	
Payments to date at Closeout:	\$
Final Payment to Sponsor at Closeout:	\$
Final Payment Drawn? <input type="checkbox"/> Yes	Date:
The ADO has...	Yes No N/A
a. Reviewed all of the sponsor financial information and determined the costs reimbursed are reasonable, eligible, and allowable under the grant offer.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. Processed any amendments necessary to close out the grant in accordance with the final project accounting and final project description.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

III. ADMINISTRATIVE REQUIREMENTS FOR CLOSEOUT AND PROGRAM FOLLOW-UP ACTION

Item	Yes	No	N/A
a. The Project Physical Completion Requirements as required by TABLE 5-32 of the AIP Handbook (FAA Order 5100.38D) have been satisfied. ♦	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The Grant Administrative Closeout Requirements as required by TABLE 5-33 of the AIP Handbook (FAA Order 5100.38D) have been satisfied. ♦	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The Closeout Processing Steps as required by TABLE 5-34 of the AIP Handbook (FAA Order 5100.38D) have been satisfied. ♦	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The Block Grant Closeout Requirements as required by TABLE 5-35 of the AIP Handbook (FAA Order 5100.38D) have been satisfied. ♦	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. GRANT AGREEMENT COMPLIANCE

The Airport Sponsor has...	Yes	No	N/A
a. Satisfactorily completed all work included in the grant application, grant agreement description, amendments, and change orders. ♦	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

♦See CLOSEOUT DOCUMENTATION REVIEW CHECKLIST (☐ Attached)

V. WORK COMPLETION REQUIREMENTS FOR CLOSEOUT

Based on the review of all submitted project documents, it has been determined that all grant requirements have been met. It is recommended that this grant be closed.

[Name], [Title]

Date

[Name], [Office] Manager

Date

Attachments:

Closeout Documentation Review Checklist

Appendix B.3, Closeout Letter



U. S. Department
Of Transportation

**Federal Aviation
Administration**

Insert Office Name
Insert Office Street Address
Insert Office City, State, and Zip

Phone: Insert Office Phone Number
Fax: Insert Office Fax Number

Insert Date

Insert Sponsor Representative's Full Name
Insert Sponsor Street Address
Insert Sponsor City, State, and Zip

Dear Insert Salutation and Sponsor Representative's Last Name:

Grant Closeout Letter

AIP Grant Number Insert Full Grant Number (3-XX-XXXX-XXX-YYYY)

Insert Airport Name

Insert Airport City, Insert Airport State

Grant closeout date: Insert Closeout Date

Final grant amount: Insert Final Grant Amount

This notice of grant closeout is based on the following conditions having been met: (1) all work included in the project description has been satisfactorily completed, (2) there are no outstanding grant special conditions, (3) all project costs reimbursed by FAA under this grant have been determined to be reasonable, eligible and allowable, and (4) the sponsor has complied with all terms and conditions of the grant agreement.

Final payment has been made and all administrative requirements are satisfied. A final cost review of the grant has been completed and the final costs were determined to be reasonable and justified. There are no differences in the amount of funds requested by the sponsor and the amounts paid out. If an audit reveals any issues, this grant will be re-opened until the outstanding issues have been resolved.

Please be advised that in accordance with 2 CFR § 200.333, you are required to retain all supporting project documentation for a minimum period of 3 years from the date of the final request for reimbursement. Because most grant obligations extend beyond three years, we strongly encourage you to retain grant documentation for the life of the grant obligations.

Sincerely,

Insert ADO Representative's Name
Insert ADO Representative's Title

APPENDIX C: EXAMPLE – FINAL PAYMENT NOTIFICATION

Final Payment Notification – Notification to the Sponsor to proceed with their final drawdown is required. The example below provides the required information that is sent to the Sponsor, use of this format is optional.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Date

Mr. AIP Guy
Airport Director
AIP County Airport
1234 Closeout Pkwy
AIP, WA 12345

Airport: AIP Airport
Sponsor: AIP County, WA
Location: AIP, WA
AIP Project Number:

Final Payment Notification:

Description: Rehabilitate Runway 01/19 (Phase 1 – design); Install Medium Intensity Runway 01/19 Lighting (MIRL) system (design and construction); Improve drainage (Phase 2 – construction)

Dear Mr. AIP:

Your final project closeout documentation has been reviewed and determined to be satisfactory. You may now seek reimbursement for your final payment of \$67,500. Please review the following grant summary. If your records identify any discrepancy, please notify us immediately.

Total Claimed Costs	\$500,000.00
Disallowed Costs (ineligible costs)	\$0.00
Total Allowable Costs	\$500,000.00
Federal Share Percentage	90%
Maximum Federal Share Amount	\$450,000.00
Original Grant Amount	\$425,000.00
Amendment(s) Amount	\$25,000.00
Total Grant Amount	\$450,000.00
Total Amount Payable	\$450,000.00
Less Total Amount Paid	\$382,500.00
Final Balance Due to Sponsor	\$67,500.00

If you have any questions, please contact me at:

Sincerely,