AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

The land acquisition process is the same for a land reimbursement project as if a grant (sponsor contract) has been issued for land acquisition. All federal and state land acquisition regulations, policies, and guidelines must be followed in order to receive reimbursements (see CFR 49 PART 24—UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION FOR FEDERAL AND FEDERALLY-ASSISTED PROGRAMS).

The Federal Aviation Administration (FAA) has given approval for Michigan airport sponsors, or their designated land consultant, to submit a Project Certification (sample enclosed) which certifies that the Airport Sponsor is claiming eligible land costs of disbursement and those costs have been spent in accordance with the terms of the project and that the reimbursement represents a share due which has not been previously requested.

Before the Airport Sponsor can request reimbursement for eligible federal/state land costs, project dollars must be appropriated, and a grant must be executed by all authorized local and federal/state parties. At primary airport sites, the FAA prepares a federal grant and MDOT Airports Division (AERO) prepares the Sponsor Contract. At block grant sites, AERO’S Sponsor Contract serves as the grant. **PROJECT COSTS ARE NOT CONSIDERED ELIGIBLE UNTIL REVIEWED AND APPROVED BY AERO.**

The amount of reimbursement for property previously purchased or donated to the airport will be based on the appraised value at the time the property was purchased or donated (historic appraisal). See the AIP handbook, chapter 3, section 3-84 for more information on eligible costs.

The Airport Sponsor’s share of a land project is 2.5%, 5%, or 10% of the total project costs (depending on the year and source of funding). After all documentation is received and approved by AERO, the Airport Sponsor will be reimbursed the federal share (90% or 95% depending on funding year) and/or state share (2.5% or 5% depending on funding year) of eligible costs incurred. The federal and/or state share is spelled out in the sponsor contract.

In all cases, AERO requires that the Airport Sponsor, or its designated land consultant, submit applicable land documentation relating to the AIP Description on the Project Certification form to AERO for their review and approval. For example, if an Airport Sponsor is requesting acquisition and closing costs, documentation relating to acquisition and closing should accompany the Project Certification along with copies of the cancelled checks or list of check numbers and amounts. A land summary (sample attached) or similar form showing the breakdown of costs to be reimbursed must also be attached to the Project Certification.
AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

The following land documents must be submitted with each Project Certification:

**Consultant Cost Certification**
1. Executed land consultant contract w/breakdown of costs.
2. Executed subcontracts (i.e. appraisal, review appraisal, environmental, demolition, etc.)

**Acquisition/Closing Costs Certification**
1. Title Commitment
2. Appraisal Report
3. Appraisal Review
4. Preliminary Interview
5. Memorandum of Negotiations
6. Signed Offer of Just Compensation (if not in condemnation)
7. Closing Statement from Title Company (w/contract sales price, prorated property taxes, transfer tax, closing fee, title insurance policy, recording fee, etc.)
8. Other fees (attorney, advertising, incidental expenses)
9. Recorded Warranty Deed or Avigation Easement

**Condemnation Cases (if applicable)**
1. Documents 1-5 listed above and unsigned Offer of Just Compensation.
2. Administrative Settlement Letter from Consultant or Sponsor.
3. Other Court Documents.
4. Recorded Court Documentation Showing Final Taking

**Relocation Certification (if applicable)**
1. Replacement Housing/Rent/Down Payment Determination w/Attachments
2. All RHP Claims w/Attachments (if applicable)
3. Business Relocation Claims (if applicable)
4. Mortgage Interest Differential (if applicable)
5. Moving Expenses Claim (Fixed Schedule/Actual w/Documentation/In Lieu)
6. Incidental Expenses (Rh Closing Expenses, Decent/Safety/Sanitary Inspection, Testings, etc.) (if applicable)
7. Other Relocation Expenses

**Rents Received/Salvage Items (if applicable)**
1. Parcel Owner Rental Agreement of Acquired House
2. Documentation of Rents Received (copies of rental checks to Airport Sponsor)
3. Value of Salvage Items
4. Documentation of Salvage Items Purchased (copies of checks to Airport Sponsor)

**Demolition Certification (if applicable)**
Demolition Contract w/Parcel Demolition Costs
DEQ's Notification of Intent to Renovate/Demolish
AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

Land Project documentation should be submitted to the following address:

Michigan Department of Transportation
Office of Aeronautics
2700 Port Lansing Road
Lansing, Michigan 48917
PH:  517-335-9283

Please verify current forms are used for submittals.

Forms and guidance documents may be obtained by going to the AERONAUTICS Land Acquisition web site:
http://www.michigan.gov/aero

Current FAA forms including sponsor certifications can be found here:
http://www.faa.gov/airports/resources/forms/
AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

Sponsor Pre-Reimbursement
Federal-aid Compliance Review
(49 CFR Part 24)

Reviewer/Agent: ________________, Title: ____________________
Project: ___________ AIP: ___________ Parcel: ___________ Owner: ____________________
Tenant: ____________________
Address: ____________________

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<tr>
<th>Reviewer Review Date</th>
<th>Function/Phase</th>
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**Appraisal and Appraisal Review**

- **Appraiser:** ____________________  **Review Appraiser:** ____________________
- **Date of Value:**__/__/__  **Review Date:**__/__/__
- **Appraised Amount:**$_________________  **Approved/Accepted?**__Y__N*
- **2ND Appraiser:** ____________________  **Date of Value:**__/__/__  **Review Date:**__/__/__
- **Appraised Amount:**$_________________  **Approved/Accepted?**__Y__N*
- **other appraisals?**____  **Amount:**______________  **Accepted?**__Y__N*
- **Just Compensation Estimate:**$______________
- **Owner provided opportunity to accompany appraiser?**__Y__N*
- **Appraisal/Appraisal Review Acceptable?**__Y__N*
- ***Corrective Action Completed:__/__/__ (see Remarks)**

**Acquisition**

- **Negotiator:** ____________________  **Initial Offer Amt.:$_________________**
- **Initiation of Negotiations:**__/__/__  **Personal Contact:**__Y__N
- **Offer in Writing?**__Y__N  **Summary Statement?**__Y__N
- **Offer to Acquire Tenant Owned Improvements?**__Y__N/N/A
- **Option/Agreement Date:**__/__/__  **Amount:**$_________________
- **Negotiators Log Signed?**__Y__N
- **Administrative Settlement:**__Y__N*
- **Date:**__/__/__  **Amount:**$_________________
- **Settlement Justification Adequate?**__Y__N*
- **Condemnation:**_/_/_  **Date filed:**__/__/__  **Amount Deposited:**$___________
- **Court Award:**_/_/_  **Date:**__/__/__  **Amount:**$___________  **Attorney:** ____________________
- **Possession Date:**__/__/__  **Incidental Costs:**$___________  **Date Paid:**__/__/__
- **Acquisition Acceptable?**__Y__N*
- ***Corrective Action Completed:__/__/__ (see Remarks)**

**Relocation Assistance- Residential Displacement**

- **Relocation Assistance Agent:** ____________________
- **Initial Interview Date:**__/__/__  **Brochure Given?**__Y__N
- **Relocation Services Offered?**__Y__N  **Accepted?**__Y__N
- **Date Eligibility Notice:**__/__/__  **RHP Offer Date:**__/__/__
- **Notice to Vacate Date:**__/__/__  **Move Date:**__/__/__
- **RHP Eligibility Calculation:**__Y__N/A
- **Mortgage Interest Differential (MID) Calculation:**$_________
- **List Price Adjustment Made?**__Y__N*
- **Calculations Acceptable?**__Y__N*
- **RHP Claimed:**__Y__N*  **Amount:**$___________
- **RHP Paid:**__Y__N*  **Amount:**$___________  **MID Amount:**$___________
- **Incidental Expenses Claimed:**_/_/_  **Amnt.:$___________
- **Paid:**_/_/_  **Amnt.:$___________
- **DSS Certification:**__Y__N*
- **Replacement Housing Payments Acceptable?**__Y__N*

**Moving Payment:** __/__/__  **Amount:**$___________

FAA Form 5100-133 (1/17) SUPERSEDES PREVIOUS EDITION
Date Paid: __/ __/ __   Amount: $______________

Moving Payment Type: Schedule ___ (# of rooms ___) : Actual Cost____

Moving Payments Acceptable?  __Y  __N*  

Corrective Action Completed  __/ __/ __ (see Remarks)

Relocation Assistance - Business, Farm, NPO

Displacee Name:____________________Occupancy:  Owner___ Tenant ___
Replacement Site Address:____________________________________
Relocation Agent:________________________

Initial Interview Date: __/ __/ __ Brochure Given?  __Y __N
Relocation Services Offered?  __Y __N  Accepted?  __Y __N
Date Eligibility Notice: __/ __/ __ RHP Offer Date: __/ __/ __
Notice to Vacate Date: __/ __/ __ Move Date: __/ __/ __
Inventory Date: __/ __/ __ Update: __/ __/ __ Update: __/ __/ __
Moving Bid Date: #1 __/ __/ __, #2 __/ __/ __, #3 __/ __/ __

Amount: $____________ $___________ $__________

Self Move Eligibility: Amount: $____________ Date: __/ __/ __
Moving Expense Claim: Date: __/ __/ __, __/ __/ __, __/ __/ __

Amount: $____________ $___________ $__________
Moving Expense Paid: Date: __/ __/ __, __/ __/ __, __/ __/ __

Amount: $____________ $___________ $__________
Searching Expense Paid: $______Reestablishment Expense Paid: $______
Fixed Payment (In lieu) Amount:$____________

Moving Expense Payments Acceptable?  __Y  __N*  

Corrective Action Completed (see Remarks)
AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

PROJECT COST CERTIFICATION

SPONSOR:

______________________________

PROJECT NAME:

______________________________

FEDERAL PROJECT NO.:

______________________________

PARCEL NOS.:

______________________________

CERTIFICATION NO.:

______________________________

DATE:

______________________________

PROJECT COST DISTRIBUTION FOR THIS CERTIFICATION:

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I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE CLAIMED COSTS OF DISBURSEMENT ARE IN ACCORDANCE WITH THE TERMS OF THIS PROJECT AND THAT THE REIMBURSEMENT PRESENTS THE SHARE DUE WHICH HAS NOT BEEN PREVIOUSLY REQUESTED AND THAT THE COSTS HAVE BEEN REVIEWED AND ALL WORK IS IN ACCORDANCE WITH THE TERMS OF THE GRANT.

________________________________________________________________________

(Authorized Representative/Title) Date

Encl. (Land Summary No. ___, dated __________)
FAA Form 5100-133, Real Property Acquisition – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement
A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.
Real Property Acquisition

Airport Improvement Program Sponsor Certification

Sponsor:
Airport:
Project Number:
Description of Work:

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting “yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor’s attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.
   - Yes  - No  - N/A

2. If defects and/or encumbrances exist in the title that adversely impact the sponsor’s intended use of property in the project, they have been or will be extinguished, modified, or subordinated.
   - Yes  - No  - N/A

3. If property for airport development is or will be leased, the following conditions have been met:
   a. The term is for 20 years or the useful life of the project;
   b. The lessor is a public agency; and
   c. The lease contains no provisions that prevent full compliance with the grant agreement.
   - Yes  - No  - N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.
   - Yes  - No  - N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.
   - Yes  - No  - N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:
   a. The right of flight;
   b. The right of ingress and egress to remove obstructions; and
   c. The right to restrict the establishment of future obstructions.
   [Yes ☐ No ☐ N/A ☐]

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:
   d. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
   e. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.
   [Yes ☐ No ☐ N/A ☐]

8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.
   [Yes ☐ No ☐ N/A ☐]

9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.
   [Yes ☐ No ☐ N/A ☐]

10. Effort was or will be made to acquire each property through the following negotiation procedures:
    f. No coercive action to induce agreement; and
    g. Supporting documents for settlements included in the project files.
    [Yes ☐ No ☐ N/A ☐]
11. If a negotiated settlement is not reached, the following procedures were or will be used:
   h. Condemnation initiated and a court deposit not less than the just compensation made
      prior to possession of the property; and
   i. Supporting documents for awards included in the project files.
      □ Yes  □ No  □ N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a
    relocation assistance program was or will be established, with displaced parties receiving general
    information on the program in writing, including relocation eligibility, and a 90-day notice to
    vacate.
      □ Yes  □ No  □ N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary
    relocation expenses were or will be provided within a reasonable time period for each displaced
    occupant in accordance with the Uniform Act.
      □ Yes  □ No  □ N/A

Attach documentation clarifying any above item marked with “no” response.

**Sponsor’s Certification**
I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional
documentation for any item marked “no” is correct and complete.

Executed on this ______ day of ________________, 2017.

   ___/___  ___/___
   (Day)       (Month)

Name of Sponsor: __________________________________________
Printed/Typed Name of Sponsor’s Authorized Official: __________________________
Printed/Typed Title of Sponsor’s Authorized Official: __________________________

Signature of Sponsor’s Designated Official Representative: _______________________

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully
providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could
subject me to fines, imprisonment, or both.