

AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)



**AIRPORTS DIVISION
2700 Port Lansing Road
Lansing, Michigan 48906**

GUIDELINES FOR SPONSOR CERTIFICATIONS AND REIMBURSEMENT REQUESTS

Last updated: October 16, 2008

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.** ****TITLE INSURANCE IS NOT REIMBURSABLE** (see AIP handbook – page 127).

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 7, section 3](#) for more information.

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
Airports Division
2700 Port Lansing Road
Lansing, Michigan 48917
PH: (517) 335-9755 FAX: (517) 886-0366

Forms and guidance documents may be obtained by going to the AERONAUTICS Land Acquisition web site:

http://www.michigan.gov/aero/0,1607,7-145-6772_30342---,00.html

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:

AIP Description	Federal	State	Local	Total
Total				

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 _____)