

AERONAUTICS GRANT INITIATION AND CLOSE OUT PROCESSES



- **Dave Baker – Aeronautics Commission Contract Approval**
- **Anu Taneja – Sponsor Contracts**
- **Jennifer Forbes – Grant Closeout**

Michigan Aeronautics Commission Contract Approval



- MAC approves all contracts concerning Airport Improvement Project if Federal or State funds are involved
- MAC approval satisfies requirement for State Advisory Board approval
- Michigan Aeronautics Commission (MAC) meets every two months starting in January
- Proposed contracts are placed on MAC agenda three (3) weeks prior to MAC meeting
- Contracts should be based on bid or contract amounts
- After MAC approval, Sponsor contract can be initiated, unless bid results or contract amounts are not settled.
- Process is the same for Primary and Non-primary Airports

Contract Process for Primary and Block Grant Airports



- Grant Specialist receives contract request from program manager.
- Grant Specialist processes contracts.
- Grant Specialist mails contracts and Terms and Conditions (if applicable) to airport sponsor for signature.
- Once signed documents with signatory resolution are received from airport sponsor, Grant Specialist submits contracts to Mike Trout for signature/award.
- Grant Specialist mails executed contract to airport sponsor.

AIP Closeouts A-Z



- A request comes from the Office of Aeronautics (AERO) project manager to initiate closeout.
- After review of project file, a request to place the project into F (Final) Status is made to Michigan Department of Transportation, Finance and Administration, Finance Operations Division (MDOT-Finance).
- After waiting one month, reports are generated to produce the State of Michigan closeout spreadsheet.

AIP Closeouts A-Z



- After completion of the State of Michigan closeout spreadsheet:
 - It is sent to MDOT – Finance for approval.
 - Once approved, AERO can initiate any amendments if necessary.
 - ✦ For SBGP sub-grants a Sponsor Contract amendment (which includes a revised Exhibit 1) is completed.
 - ✦ For Primary airports, a Sponsor Contract amendment and a FAA amendment are necessary.
 - If no amendments are needed, AERO can initiate the FAA Closeout Report.

AIP Closeouts A-Z



- The FAA Closeout Report paperwork...
 - For State Block grant airports – this process is completed by AERO.
 - ✦ For Discretionary funded grants, the 18-page FAA Closeout report is required.
 - ✦ For NPE and State Apportionment grants – this requires a three-page FAA Closeout report. (This paperwork is completed when the entire grant can be closed)
 - For Primary airports – AERO completes most of the FAA Closeout Report, 18-page format. However, the sponsor has a role in completing the paperwork and submitting to FAA.

AIP Closeouts A-Z

Project Closeout Summary Report

Item Ref.	Description	% Federal Participation	95 Claimed Cost	FOR FAA USE ONLY		
				FAA Adjustment	Note Ref.	FAA Recommended Amount
C.1.	Administrative					
	a. Audit					
	b. Advertisement					
	c. Legal (general)					
	d. Closeout					
	e. Other					
C.2.	Land					
	a. Land Acquisition					
	b. Relocation Expenses					
	c. Legal Expenses (assoc. with land)					
C.3.	Engineering					
	a. Design					
	b. Inspection					
	c. Testing					
C.4.	Construction					
	a. Contractor 1					
	b. Contractor 2					
C.5.	Equipment					
	a. Item 1					
	b. Item 2					
C.6.	Other					
Totals:						

THIS SECTION FOR FAA USE ONLY

1.	Federal Share @ _____%	
	(Maximum Grant Amount: \$ _____)	
2.	Recommended Grant Amount:	
	(If over grant amount, amendment amount \$ _____)	
3.	Less Previous Payments:	
4.	If line 3 is greater than line 2 - Amount Overpaid:	
5.	If line 3 is less than line 2 - Recommend Final Payment:	

Conclusion

(Section G)

Project Review and Certification Summary

	N/A	Yes	No
1. All construction work was performed in full conformity with project plans and specifications	_____	_____	_____
2. All work included in grant description has been completed to the Sponsor's satisfaction.	_____	_____	_____
3. All costs identified in this report have been paid to the respective vendors/contractors.	_____	_____	_____
4. All conditions of the grant have been conformed to.	_____	_____	_____
5. Liquidated damages were not assessed. (If so, outline in the Executive Summary.)	_____	_____	_____
6. Satisfactory "as-builts" and equipment documentation have been received and are in the Sponsor's files.	_____	_____	_____

Audit Review:

Last A-133 system audit performed on _____, 20____,
by _____.

Final Payment Recommendations and Project Amendment Requirements. (Check Appropriate Item)

- _____ A. No further payment is due.
- _____ B. A final payment in the amount of \$ _____ is recommended.
- _____ C. If funds are available and the Grant is appropriately amended in the amount of \$ _____ a payment (or additional payment) of \$ _____ is recommended.

The Sponsor hereby certifies the information in this Project Closeout Report is true and accurate.

_____ Date: _____
(Sponsor)

Project closeout has been reviewed, and costs are verified and determined reasonable.

Recommended by _____ Approved by _____

_____ Date: _____ Date: _____
(FAA Project Manager) (FAA Airports District Office Assistant Manager)

AIP Closeouts A-Z



- For State Block grant airports – AERO sends via e-mail, a copy of your State of Michigan closeout spreadsheet to the airport manager, the AERO project manager, and the AERO program manager. Now your sub-grant is financially closed!!
- For Primary airports – AERO sends the sponsor and FAA the approved State of Michigan closeout spreadsheet, a copy of the draft FAA closeout report, and scanned copies of any applicable final invoices.

AIP Closeouts A-Z



- The Sponsor must complete any missing portions from the FAA 18-page report such as, any additional land detail, serial numbers of any snow removal equipment, and provide any project photos if necessary.
- The sponsor is responsible for completing the closeout package. Please remember to sign the last page of the FAA Closeout Report and submit to the FAA Detroit ADO directly.
- FAA will review and let Sponsor and/or AERO know what is needed or missing.
- If submission is approved by FAA, a request for the FAA 425 form and FAA 271 form is made to AERO/MDOT - Finance.

AIP Closeouts A-Z



- MDOT-Finance completes both the FAA 425 and 271 forms and sends scans to FAA and AERO via email.
- The originals are then mailed to AERO for final signature and mailing to the FAA Detroit ADO.
- Once FAA receives these forms, a final review can be completed.
- When FAA approves the closeout, they will release the last 10% of project funds.
- Once the money is drawn down by MDOT-Finance, FAA will send a closeout confirmation letter. This letter will be sent to the Sponsor, MDOT-Finance and AERO.

Questions



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