

AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)



GUIDELINES FOR SPONSOR CERTIFICATIONS AND REIMBURSEMENT REQUESTS

Last updated: August 2, 2017

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.

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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: _____

Reviewer	Review Date	Function/Phase
		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:Date __/__/__ Amount: \$ _____ Settlement Justification Adequate? __Y__N*
	//	
	//	
		Condemnation:Date filed: __/__/__ Amount Deposited:\$ _____ Court Award:Date __/__/__ Amount: _____ Trial Report Date: __/__/__ 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:Date: __/__/__ Amt:\$ _____ Mortgage Interest Differential(MID) Calculation:\$ _____ List Price Adjustment Made? __Y__N*__N/A Calculations Acceptable? __Y__N* RHP Claimed:Date __/__/__ Amount\$ _____ MIDAmt.\$ _____ RHP Paid:Date __/__/__ Amount\$ _____ MIDAmt.\$ _____ Incidental Expenses Claimed: Date __/__/__ Amt.\$ _____ Paid: Date __/__/__ Amt.\$ _____ DSS Certification:Date __/__/__ Acceptable? __Y__N* Replacement Housing Payments Acceptable? __Y__N*
	//	
	//	

	Relocation Assistance- Residential Displacement
	Moving Payment: Date Claimed: __/__/__ Amount: \$ _____

AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)

		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)	
<p>Remarks:</p>			

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 _____)

AIRPORT LAND CERTIFICATIONS (Sponsor Reimbursement)



U.S. Department of
Transportation

**Federal Aviation
Administration**

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.