

Early Project Development (EPD) Packet

For FY 2011 Grants

The Oklahoma Aeronautics Commission in partnership with FAA requests airport sponsors submit two copies of their Early Project Development (EPD) packet to the Commission no later than September 30, 2010. The EPD submission applies to those sponsors that have previously identified a project(s) on their “Five-Year Airport Capital Improvement Plan” for an anticipated May 1, 2011 grant. A summary of the EPD documents required for each type of grant are listed below.

Planning Grant (Page 2)

- ◆ Commitment of Local Funds
- ◆ DBE (if required)
- ◆ Selection of Consultants Certification
- ◆ Drug-Free Workplace Certification

Land Acquisition Grant (Page 5)

- ◆ Approved ALD or ALP
- ◆ Commitment of Local Funds
- ◆ DBE (if required)
- ◆ Environmental Coordination
- ◆ Selection of Consultant Certification
- ◆ Drug-Free Workplace Certification
- ◆ Justification of Aviation Need

Design Only Grant (Page 2)

- ◆ Approved ALD or ALP
- ◆ Commitment of Local Funds
- ◆ DBE (if required)
- ◆ Environmental Coordination
- ◆ Selection of Consultants Certification
- ◆ Drug-Free Workplace Certification
- ◆ Overall Development Objective (ODO) data sheet
- ◆ Project Schedule
- ◆ Airspace Study Form 7460
- ◆ Request for Modification of Standards

Land Acquisition Reimbursement Grant (Page 6)

- ◆ Approved ALD or ALP
- ◆ Commitment of Local Funds
- ◆ Appraisal
- ◆ Re-Appraisal
- ◆ Sponsor Certification of Real Property Acquisition
- ◆ Certificate of Title
- ◆ DBE (if required)
- ◆ Environmental Coordination
- ◆ Selection of Consultant Certification
- ◆ Drug-Free Workplace Certification
- ◆ Justification of Aviation Need

Development Grant (Page 4)

- ◆ Approved ALD or ALP
- ◆ Commitment of Local Funds
- ◆ DBE (if required)
- ◆ Environmental Coordination
- ◆ Selection of Consultants Certification
- ◆ Drug-Free Workplace Certification
- ◆ Project Schedule
- ◆ Airspace Study Form 7460
- ◆ Overall Development Objective (ODO) data sheet
- ◆ Construction Safety Plan (90%)
- ◆ Request for Modification of Standards

Additional Requirements for Oklahoma Aeronautics Commission Funding (Page 7)

- ◆ Height Hazard Zoning Ordinance with Map
- ◆ Certified Land Deeds

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Planning Grant Administrative Requirements

- ◆ **Commitment of Local Funds:** On city letterhead Sponsors must provide a statement committing the cities matching funds.
- ◆ **Disadvantaged Business Enterprise (DBE):** For airport planning grants where *consulting and engineering* costs are expected to exceed \$250,000 in federal funds, the sponsor must contact the FAA Civil Rights office to initiate and *develop a DBE plan and/or update your DBE goals*. As part of the EPD packet please provide a written statement regarding the status of the DBE plan and goals.
 - **Approved Program:** The sponsor must provide the status of the DBE program and goals approved by FAA Civil Rights Office. If the sponsor already has an approved DBE program, they must provide or certify in writing that the goals have been approved with FAA Civil Rights Office.
 - **Pending Approval Program:** The sponsor must provide status of the DBE program and goals pending approval by submitting in writing details of their submittal and when approval is expected.
 - **Program Not Submitted:** If the sponsor has not yet submitted their DBE program or goals to FAA's Civil Rights office, they must submit a copy of their DBE program and goals with the EPD packet.
- ◆ **Selection of Consultants:** Provide a signed “Sponsor Certification of Selection of Consultants” with the consultant’s service contract and/or amendment for this project.
- ◆ **Drug-Free Workplace:** Provide a signed “Sponsor Certification of Drug-Free Workplace”

Design-Only Grant Administrative Requirements

- ◆ **Approved Airport Layout Plan (ALP) or Drawing (ALD):** The City must have an FAA approved ALP or ALD identifying the project or the proposed land for purchase or easement. If the sponsor does not meet this requirement the sponsors must submit eight 24”x36” copies of an updated ALP/ALD (to current design standards) for FAA review and approval for the project to move forward.
- ◆ **Commitment of Local Funds:** On city letterhead, Sponsors must provide a statement committing the cities matching funds.

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- ◆ **Disadvantaged Business Enterprise (DBE):** For airport planning or development grants that *are expected to exceed \$250,000* in federal funds, the sponsor must contact the FAA Civil Rights office to initiate and *develop a DBE plan and/or update your DBE goals*. As part of the EPD packet please provide a written statement regarding the status of the DBE plan and goals.
 - **Approved Program:** The sponsor must provide the status of the DBE program and goals approved by FAA Civil Rights Office. If the sponsor already has an approved DBE program, they must provide or certify in writing that the goals have been approved with FAA Civil Rights Office.
 - **Pending Approval Program:** The sponsor must provide status of the DBE program and goals pending approval by submitting in writing details of their submittal and when approval is expected.
 - **Program Not Submitted:** If the sponsor has not yet submitted their DBE program or goals to FAA's Civil Rights office, they must submit a copy of their DBE program and goals with the EPD packet.

 - ◆ **Environmental Assessment/Coordination:** It is important to note that, *by law*, the FAA cannot move a project forward without rendering a favorable environmental determination. As part of the EPD packet please submit a copy of FAA's environmental determination or coordination documents from the following resource agencies.
 - US Fish & Wildlife (threatened & endangered species)
 - Corps of Engineers (jurisdictional wetlands)
 - State Historical Preservation (cultural resources)
 - Oklahoma Archeological Survey (Native American)

 - ◆ **Selection of Consultants:** Provide a signed "Sponsor Certification of Selection of Consultants" with the consultant's service contract and/or amendment for this project.

 - ◆ **Drug-Free Workplace:** Provide a signed "Sponsor Certification of Drug-Free Workplace".
- ODO Data Sheet:** Provide an Overall Development Objective (ODO) data sheet including project sketch with a detailed cost estimate and estimated quantities. Section 4 of the ODO requires the use the "Standard Descriptions" found in Appendix 6 of FAA Order 5100.39A for project identification. A copy of the FAA Order can be found at http://www.faa.gov/airports_airtraffic/airports/resources/publications/orders/media/AIP_5100_39A.pdf
- ◆ **Project Schedule:** Provide a completed project schedule

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- ◆ **Airspace:** Provide a completed 7460-1 (NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION) or a copy of the online filing with FAA for this project.
- ◆ **Modification to Standards:** Should the Sponsor not utilize FAA Advisory Circular (AC) 150/5370-10 (latest edition), containing current federal standard material and construction specifications or make alterations to the same, the Sponsor must submit a request for “Modification of Standards (MOSs)” for each change in writing to the FAA for approval. The FAA has developed a standard MOS request form.

Development Grant Administrative Requirements

- ◆ **Approved Airport Layout Plan (ALP) or Drawing (ALD):** The City must have an FAA approved ALP or ALD identifying the project or the proposed land for purchase or easement. If the sponsor does not meet this requirement the sponsors must submit eight 24”x36” copies of an updated ALP/ALD (to current design standards) for FAA review and approval for the project to move forward.
- ◆ **Commitment of Local Funds:** On city letterhead, the Sponsors must provide a statement committing the cities matching funds.
- ◆ **Disadvantaged Business Enterprise (DBE):** For airport planning or development grants that *are expected to exceed \$250,000* in federal funds, the sponsor must contact the FAA Civil Rights office to initiate and *develop a DBE plan and/or update your DBE goals. As part of the EPD packet please provide a written statement regarding the status of the DBE plan and goals.*
 - **Approved Program:** The sponsor must provide the status of the DBE program and goals approved by FAA Civil Rights Office. If the sponsor already has an approved DBE program, they must provide or certify in writing that the goals have been approved with FAA Civil Rights Office.
 - **Pending Approval Program:** The sponsor must provide status of the DBE program and goals pending approval by submitting in writing details of their submittal and when approval is expected.
 - **Program Not Submitted:** If the sponsor has not yet submitted their DBE program or goals to FAA’s Civil Rights office, they must submit a copy of their DBE program and goals with the EPD packet.
- ◆ **Environmental Assessment/Coordination:** It is important to note that, *by law*, the FAA cannot move a project forward without rendering a favorable environmental determination. As part of the EPD packet please submit a copy of FAA’s environmental determination or coordination documents from the following resource agencies.

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- US Fish & Wildlife (threatened & endangered species)
 - Corps of Engineers (jurisdictional wetlands)
 - State Historical Preservation (cultural resources)
 - Oklahoma Archeological Survey (Native American)
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- ◆ **Selection of Consultants:** Provide a signed “Sponsor Certification of Selection of Consultants” with the consultant’s service contract and/or amendment for this project.
 - ◆ **Drug-Free Workplace:** Provide a signed “Sponsor Certification of Drug-Free Workplace”.
 - ◆ **Project Schedule:** Provide a completed project schedule.
 - ◆ **Airspace:** Provide a completed 7460-1 (NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION) or a copy of the online filing with FAA for this project.

ODO Data Sheet: Provide an Overall Development Objective (ODO) data sheet including project sketch with a detailed cost estimate and estimated quantities. Section 4 of the ODO requires the use the “Standard Descriptions” found in Appendix 6 of FAA Order 5100.39A for project identification. A copy of the FAA Order can be found at http://www.faa.gov/airports_airtraffic/airports/resources/publications/orders/media/AIP_5100_39A.pdf

- ◆ **Construction Safety Plan:** Provide not less than 90% complete construction safety plan.
- ◆ **Modification to Standards:** Should the Sponsor not utilize FAA Advisory Circular (AC) 150/5370-10 (latest edition), containing current federal standard material and construction specifications or make alterations to the same, the Sponsor must submit a request for “Modification of Standards (MOSs)” for each change in writing to the FAA for approval. The FAA has developed a standard MOS request form.

Land Acquisition Grant Administrative Requirements

- ◆ **Approved Airport Layout Plan (ALP) or Drawing (ALD):** The City must have an FAA approved ALP or ALD identifying the project or the proposed land for purchase or easement. If the sponsor does not meet this requirement the sponsors

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must submit eight 24”x36” copies of an updated ALP/ALD (to current design standards) for FAA review and approval for the project to move forward.

- ◆ **Commitment of Local Funds:** On city letterhead, the Sponsors must provide a statement committing the cities matching funds.
- ◆ **Disadvantaged Business Enterprise (DBE):** For airport land acquisition grants that *are expected to exceed \$250,000* in federal funds *for consultant and/or appraisal services*, the sponsor must contact the FAA Civil Rights office to initiate and develop a DBE plan and/or update your DBE goals. As part of the EPD packet please provide a written statement regarding the status of the DBE plan and goals.
- ◆ **Environmental Assessment/Coordination.** If the sponsor plans to develop the land in the future they must submit an Environmental Due Diligence Audit (EDDA) including Resource Agency coordination letters.
- ◆ **Selection of Consultants:** If a land acquisition or engineering consultant was hired to assist in land acquisition, provide a signed “Sponsor Certification of Selection of Consultants” and the consultant’s service contract and/or amendment for this project.
- ◆ **Drug-Free Workplace:** Provide a signed “Sponsor Certification of Drug-Free Workplace”.
- ◆ **Justification of Aviation Need:**
 - Land to be purchased must be shown on FAA approved ALD or ALP
 - Justification for aviation need must be given on ODO data sheet

Land Acquisition Reimbursement Grant Administrative Requirements

- ◆ **Approved Airport Layout Plan (ALP) or Drawing (ALD):** The City must have an FAA Approved ALP or ALD identifying the project or the proposed land for purchase or easement. If the sponsor does not meet this requirement the sponsors must submit eight 24”x 36” copies of an updated ALP/ALD (to current design standards) for FAA review and approval for the project to move forward.
- ◆ **Commitment of Local Funds:** On city letterhead, the Sponsors must provide a statement committing the cities matching funds.
- ◆ **Sponsor Must Provide:**
 - Appraisal
 - Re-appraisal
 - Sponsor certification for Real Property Acquisition

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- Certificate of Title
- ◆ **Disadvantaged Business Enterprise (DBE):** For airport land acquisition grants that are expected to exceed \$250,000 in federal funds *for consultant and/or appraisal services*, the sponsor must contact the FAA Civil Rights office to initiate and develop a DBE plan and/or update your DBE goals. As part of the EPD packet please provide a written statement regarding the status of the DBE plan and goals.
- ◆ **Environmental Assessment/Coordination.** If the sponsor plans to develop the land in the future they must submit an Environmental Due Diligence Audit (EDDA) including Resource Agency coordination letters.
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- ◆ **Drug-Free Workplace:** Provide a signed “Sponsor Certification of Drug-Free Workplace”.
- ◆ **Justification of Aviation Need:**
 - Land to be purchased must be shown on FAA approved ALD or ALP
 - Justification for aviation need must be given on ODO data sheet

Additional Requirements for Oklahoma Aeronautics Commission Funds

- ◆ **Height Hazard Zoning Ordinance with Map:** State Statute requires the sponsor to have a HHZO on file with the Commission in order to receive a state grant.
- ◆ **Certified Land Deeds:** The Commission requires sponsors to have certified copies of all deeds for land identified on airports “Exhibit A” property map on file with the Commission in order to receive a state grant.

If you have any questions feel free to call Aaron Bouse (405) 604-6910 or email him at abouse@oac.ok.gov