

Early Project Development (EPD) Packet

Submission Requirement Deadline 10/01/2010 to OAC

The Oklahoma Aeronautics Commission (Commission) in its ongoing partnership with the Federal Aviation Administration (FAA) continues to take the lead role in collecting federally required Airport Improvement Program (AIP) grant administration documents. Once the Commission receives all documents listed below, the Commission forwards the completed packet to the FAA for its staff work. It is important to note that the FAA cannot act on a project without first making a determination on several of the federal administrative required documents. Please send an original and one copy of the Early Project Development packet to the Commission.

Airport Name: _____ (Facility name)

Type of Grant\Year: _____ (Planning, Design Only, Development and Project Year)

The project consists of: _____ (ODO)

1. General Grant Administration Requirements:

- ◆ **Approved Airport Layout Plan (ALP) or Drawing (ALD):** Does the city have an FAA-signed ALP or ALD that shows the proposed project or the proposed area slated for land acquisition/easement? Check: Yes or No. If no, 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.
 - ◆ **5-year Capital Improvement Plan (CIP) of Known Resources:** Did the City submit a CIP spreadsheet to OAC in March that includes the proposed project? Check: Yes or No. If no, Sponsors must provide an updated CIP spreadsheet of known resources that includes the proposed project.
 - ◆ **Commitment of Local Share of matching funds:** Provide a letter on city letterhead.
 - ◆ **Height Hazard Zoning Ordinance with map:** State Statute requires the sponsor to have on file in the Commission's office an HHZOw/map in order to receive a state grant.
 - ◆ **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*. 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.
- Note:** If you do not have an approved DBE plan (as required), the FAA cannot issue a grant until your DBE plan and goals have been approved by FAA Civil Rights Office. It can take 6-12 months for Civil Rights to review and approve initial DBE plans and goals. Therefore, airport sponsors are encouraged to develop or update their DBE plan and goals early in the project formulation.
- ◆ **Environmental Assessment/Coordination:** It is important to note that, *by law*, the FAA cannot move a project forward without rendering a favorable environmental determination. Complete the level of Environmental Coordination previously indicated by FAA.
 - **Resource Agency Documentation Required for FAA to Consider a Categorical Exclusion**
 - (a) US Fish & Wildlife (threatened & endangered species)
Sponsor's responsibility: See Attached Document
 - (b) Corps of Engineers (jurisdictional wetlands)
 - (c) State Historical Preservation (cultural resources)
 - (d) Oklahoma Archeological Survey (Native American)

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- ◆ **Minimum Standards:** Does the airport have commercial aeronautical enterprises on the field. Check: Yes or No. If yes, are there minimum standards adopted and in place? Check: Yes or No.
- ◆ **Rules and Regulations:** Does the airport have rules and regulations governing the airport? Check: Yes or No

2. Development Grant Administration Requirements:

- ◆ **General Grant Administration Requirements:** see above
 - **Approved Airport Layout Plan (ALP) or Drawing (ALD)**
 - **5-year Capital Improvement Plan (CIP) of Known Resources:**
 - **Commitment of Local Share of matching funds**
 - **Height Hazard Zoning Ordinance with map:**
 - **Disadvantaged Business Enterprise (DBE):** If applicable
 - **Environmental Assessment/Coordination:** If applicable
 - **Minimum Standards:**
 - **Rules and Regulations:**
- ◆ **Selection of Consultants:** Provide a signed “Sponsor Certification of Selection of Consultants” with an original signature and the Consultant’s Service Contract and/or amendment for this project.
- ◆ **Project Schedule:** Provide a completed project schedule (see attached.)
- ◆ **Airspace:** Provide the 7460-1 for this project with the Sponsor’s signature
- ◆ **Detailed Cost:** Provide a preliminary construction cost including estimated quantities along w/a completed Overall Development Objective (ODO) data sheet signed by the Sponsor including project sketch, 5100-100 PART IV – PROGRAM NARRATIVE, and 5100-100 PART III – BUDGET INFORMATION.

3. Design-Only Grant Administration Requirements:

- ◆ **General Grant Administration Requirements:** see above
 - **Approved Airport Layout Plan (ALP) or Drawing (ALD)**
 - **5-year Capital Improvement Plan (CIP) of Known Resources:**
 - **Commitment of Local Share of matching funds**
 - **Height Hazard Zoning Ordinance with map:**
 - **Disadvantaged Business Enterprise (DBE):** If applicable
 - **Environmental Assessment/Coordination:** If applicable
 - **Minimum Standards:**
 - **Rules and Regulations:**
- ◆ **Selection of Consultants:** Provide a signed “Sponsor Certification of Selection of Consultants” with an original signature and the Consultant’s Service Contract and/or amendment for this project.
- ◆ **Project Schedule:** Provide a completed project schedule (see attached.)
- ◆ **Airspace:** Provide the 7460-1 for this project with the Sponsor’s signature
- ◆ **Detailed Cost:** Provide a completed Overall Development Objective (ODO) data sheet signed by the Sponsor including project sketch, 5100-100 PART IV – PROGRAM NARRATIVE, and 5100-100 PART III – BUDGET INFORMATION for both the design phase and the construction phase(s)

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4. Planning Grant Administrative Requirements:

- ◆ **General Grant Administration Requirements:** see above
 - **Approved Airport Layout Plan (ALP) or Drawing (ALD)**
 - **5-year Capital Improvement Plan (CIP) of Known Resources:**
 - **Commitment of Local Share of matching funds**
 - **Height Hazard Zoning Ordinance with map:**
 - **Disadvantaged Business Enterprise (DBE):** If applicable
 - **Environmental Assessment/Coordination:** If applicable
 - **Minimum Standards:**
 - **Rules and Regulations:**
- ◆ **Selection of Consultants:** Provide a signed “Sponsor Certification of Selection of Consultants” with an original signature and the Consultant’s Service Contract and/or amendment for this project.
- ◆ **Project Schedule:** Provide a completed project schedule (see attached.)
- ◆ **Airspace:** Not Required.
- ◆ **Detailed Cost:** Provide completed Overall Development Objective (ODO) data sheet signed by the Sponsor, 5100-100 PART IV – PROGRAM NARRATIVE, and 5100-100 PART III – BUDGET INFORMATION.

5. Land Acquisition Grant Administrative Requirements:

- ◆ **General Grant Administration Requirements:** see above
 - **Approved Airport Layout Plan (ALP) or Drawing (ALD)**
 - **5-year Capital Improvement Plan (CIP) of Known Resources:**
 - **Commitment of Local Share of matching funds**
 - **Height Hazard Zoning Ordinance with map:**
 - **Disadvantaged Business Enterprise (DBE):** If applicable
 - **Environmental Assessment/Coordination:** Does the City plan to develop the land in the future? If yes, Sponsors must submit an Environmental Due Diligence Audit (EDDA) including Resource Agency coordination letters.
 - **Minimum Standards:**
 - **Rules and Regulations:**
- ◆ **If land has already been purchased:** Provide
 - Appraisal
 - Re-appraisal
 - Sponsor Certification for Real Property Acquisition
 - Certificate of Title
- ◆ **Airspace:** Not required.
- ◆ **Detailed Cost:** Provide Overall Development Objective (ODO) data sheet signed by the Sponsor, 5100-100 PART IV – PROGRAM NARRATIVE, and 5100-100 PART III – BUDGET INFORMATION.

Note: Land acquisition projects for development cannot move forward without adequate justification substantiating the development need.

Should you have any questions, please contact **Aaron Bouse** (Tel - 405.604.6910, e-mail - abouse@oac.ok.gov)